

**UNION TOWNSHIP
2017-2018
ADMINISTRATIVE POLICIES**

OFFICE LOCATION-Union Township officers maintain their offices in their own homes

OFFICE HOURS-Hours for the Clerk and Treasurer will be by appointment only or as required by law. The Supervisor shall be available for business at any reasonable hour of the day. (Not to exceed 9:00 p.m.)

MEETING TIMES-The Township Board will meet on the second Wednesday of each month at 7:00 PM at the Union Township Hall unless otherwise posted at such hall. The Annual Meeting and Budget Hearing will be held on the third Tuesday in March at 7:00 PM at the Union Township Hall. Planning Commission will meet on the fourth Tuesday of January, March, May, July, September and November at 7:00 PM at the Union Township Hall unless otherwise posted at such Hall.

PAYMENT OF BILLS-Payment shall be made on or before due date for all authorized bills and or invoices incurred by activities. In no event shall a check exceeding five hundred dollars (\$500) be issued without prior approval of the Union Township Board. Any necessary fund transfers shall be done in accordance with the authority granted the Clerk in the 201-2017 Union Township General Appropriations Act.

DEPOSIT OF FUNDS-Treasurer has the authority to deposit funds in any federally insured institution of his/her choosing, but will notify the Township Board of all actions at the next scheduled meeting of the Board.

ATTORNEY- Brandt, Fischer, Alward & Roy of Traverse City shall be retained as the Township Attorney on an as needed and case by case basis.

CONSTABLE-There will not be a position of Constable in Union Township.

CONSTRUCTION BIDS-Township shall seek sealed competitive bids for major construction or reconstruction, for contracts of \$20,000 or more (Union Twp. Resolution 94-3) and for projects that specifically require bids as a necessary or legal requirement for fund, grant, or loan programs. For general maintenance and repair, the Supervisor has the authority to contract for work as needed in an amount not to exceed five hundred (\$500) dollars.