

# Standish Township Policy

5/13/2013

Updated 5/9/17

Approved  
3/12/2018

Name	Description	Cost	Effective	Description
<b>Cemetery</b>	<b>Plots</b>	\$100.00 per Gravesite	12/10/2012	Township resident Motion made by Ron Schwab and supported by Wayne Reetz to increase the graves to 100.00 each. Passed
		\$200.00	12/30/1997	Non-township resident per grave
	<b>Flag</b>	\$2.00 per day (for weekend)	7/14/1997	Paid to raise and lower flag for Memorial Day, Fourth of July, Labor Day week end and Veterans Day. Paid one time per year for a total of \$25.00
	<b>Burials</b>	\$450.00	5/1/17	A charge for each burial in Pine River Cemetery is \$500.00. \$450.00 paid to sexton and \$50.00 to the Township.
		375.00	06/14/1999	Any casket moved from one location to another within Pine River Cemetery must be handled through the township. Township to collect burial fee and pay for work.
		-0-	02/11/2002	Cremated remains, buried by family but must notify clerk before
		\$175.00	11/10/2008	Cremated remains buried by the township. \$125.00 to the Sexton and \$50.00 to the Township.
	<b>Rules</b>		12/30/1997	Vaults used with all burials.
			12/30/1997	Ground flush concrete curbing.
			12/30/1997	Curbing used only for 4 or 8 gravesites
			12/30/1997	No trees, bushes or shrubs allowed.

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	<b>Work</b>	35.00	12/30/1997  12/30/1997 10/13/2003 12/08/2003	Moderate tapered changes from existing lay of land  Cremated remains allowed to be buried on site after notifying twp clerk.  Glass containers in approved raised holders.  No cement trucks off the road in the cemetery.  Any work done by board members working 4 hours or more at cemetery, with board approval, will be paid for meeting.
<b>Elections</b>	<b>Salaries</b>	Minimum Wage	8/10/1998  1/01/2018	Workers (1/1/18 MI minimum wage \$9.25)  .75 cents extra for Election Chairperson
	<b>School</b>	40.00	07/10/2000	Election schooling salary is same as planning commission mtg.
<b>Firearms</b>			01/13/2003	Any board member or employee on township business <b>shall not</b> carry a firearm
<b>Freedom of Information</b>		\$1.00 per page	06/09/2003	FOIA request / paid in advance
<b>Garbage</b>	<b>Pick-up</b>	As assessed per year.	10/13/14	A home is considered an inhabited home even if home is used only one day per year. Resolution adopted
<b>Water Bill</b>			7/13/2009	Delinquent water bills will be added to the winter tax bill

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<b>Over &amp; Shorts</b>	Treasurer		03/21/2014	Leeway of plus or minus \$5.00
<b>Supervisor</b>	<b>Salary</b>	\$9,000.00	2014-2015 Budget	Paid Monthly
<b>Clerk</b>	<b>Salary</b>	\$9,000.00	2014-2015 Budget	Paid Monthly
<b>Treasurer</b>	<b>Salary</b>	\$13,200.00	2014-2015 Budget	Paid Monthly
<b>Trustees</b>	<b>Salary</b>	\$4,800.00 / 2 \$2,400.00 each	2014-2015 Budget	Paid Monthly
<b>Meetings</b>			11/29/1996	Agendas available for each meeting
			11/29/1996	Board will use voice vote for all motions
		35.00	03/16/2009	Committee or discussion meetings have board approval for supervisor and one other board member to attend.
			01/13/1997	Bills to be paid at regular meeting, must be to the clerk a week before the regular meeting
		\$1.00 per meeting or \$12.00 per year	01/13/1997	Township minutes are available upon written request to clerk for all regular or special twp board meetings paid in advance.
		\$5.00 per year	02/10/1997	Notification of special meetings is upon written request for a fee and paid in advance

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			06/08/1998	Minutes are no longer read at meeting, copies of minutes to be available at meetings.
			09/14/1998	No charge for residents if request meeting with twp board.
			12/11/2000	No discussion with board members during bill paying
		-0-	08/12/2002	Approved minutes of board meetings at no cost to board members
<b>Bids</b>			5/10/2010	Motion made by Belchak and supported by Pedota to put in policy that the township board will use a bid process in amounts over \$4000.00, unless it is an emergency.  Motion passed 5-0
			9/12/2011	Motion made by McCoy and supported by Reetz to insert in the above a comma after the word emergency and add or if it is in the best interest of the township to continue the current contract. Motion passed 5-0.
<b>Special Meetings</b>			5/10/2010	Motion made by Belchak and supported by Pedota to have the supervisor contact each board member by phone for a special meeting to make sure there is a quorum for the meeting before posting it at the hall. Motion passed 5-0
<b>Reimbursement</b>	<b>Copies</b>	10 cents per copy	09/08/1997	Township official to be reimbursed per copy for copying township business.
	<b>Mileage</b>	.50 cents per mile	04/08/2013	Treasurer paid mileage during tax season for each trip to deposit tax money.
<b>Roads</b>	<b>Bills</b>		01/08/2001	Any bill for paving roads, to be itemized and if there are any questions, bill to be verified before paying.

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<b>Salary For Meetings</b>	<b>Chippewa Indian Tribe</b>	35.00	06/08/1998 06/08/1998	Regular meeting amount paid. One member paid for mileage when all board members attend.
	<b>Attorney</b>	10.00	06/09/1997	Board Members & Zoning Administrator
	<b>Pine River Access</b>	-0-	06/09/1997	Supervisor
	<b>MMR</b>	-0-	06/09/1997	Supervisor
	<b>Commissioner</b>	-0-	06/09/1997	Supervisor / when meeting with county commissioner
	<b>Municipalities</b>	35.00	06/09/1997	
	<b>MTA</b>	35.00	10/13/1997	Paid meeting rate / and dinner paid
	<b>Road Comm.</b>	35.00	06/08/1998	Supervisor (quarterly meetings)
	<b>Monthly Mtg</b>	35.00	03/28/1998	Regular Township meeting, (over 2 hrs. \$70.00)
	<b>Monthly Pay</b>	708.33/9,000 yr	05/03/2013	Salary for supervisor and clerk. Mar, June, Sept, Dec pension pd qrtly

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		1,100.00/13,200		Salary for treasurer.
	<b>Monthly Pay</b>	200.00/2400.00 yr x2 = 4800.00	05/03/2013	Salary for trustees paid monthly.
<b>Salary Planning Com.</b>	<b>Quarterly Pay</b> Mar, June, Sept, Dec	65.00 40.00	04/09/2001 04/09/2001	Secretary Chairperson & Members
			11/11/2002	Planning Commission Chairperson may call a special meeting with pay upon agreement with township supervisor and posted by township clerk.
<b>Schooling</b>			06/09/1997	May attend one class or seminar per year approved by Township Board
<b>Salary Zoning Admin</b>	\$400.00x12= \$4800.00		03/12/18	Base salary of \$400.00 per month, that is \$4800.00 per year. This will include all expenses related to this position. Mileage, meetings, permits will be included in the base salary. Zoning admin. Will need to keep documentation of every complaint with a complaint form and pictures. Identification gear must be worn when on duty.

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	\$250.00		3/12/18	To be used for expenses such as postage. Zoning admin will have full use of the hall, paper and internet.
(All Township)		Rate changes	04/08/2013	Mileage paid at current rate @.50 per mile
<b>Assessor</b>		75.00	12/10/12	Paid per land division only
			11/2008	Paid per month a flat fee figures out each April for the new year
<b>Sexton</b>		450.00	2017	Regular Burial
		125.00	2017	Cremation burial
			1/9/12	Motion made by McCoy and supported by Reetz to allow the sexton to use his discretion as to the added cost of burials which will be billed to the funeral home and paid to the sexton through township payroll. Motion passed 5-0 Ref: 1/9/12 minutes
<b>Signs</b>			10/12/1998	All road signs request will be referred to Road Commission
			7/12/2004	Any sign over 100 square feet requires a land use permit
<b>Township Hall</b>	<b>Rent</b>	See attachment	05/08/2000 03/12/18	Anyone can rent the hall. If they are not a resident of Standish Township they pay \$120.00 instead of the \$60.00.
	<b>Rules / Regulations</b>		08/11/1997	See attachment on rules and regulations

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			05/08/2000	Everyone pays to rent the hall including board members.
		\$100.00 Deposit \$60.00 Rent	12/10/2012 03/12/2018	Deposit check <u>and</u> Rental payment must be paid when contract is signed. Deposit refunded on return of the key if no damage is done to the hall.
			08/14/2000	Check in time may be 5pm the day before rental if not in use
		\$25.00	08/14/2000	Extra day rental
<b>Master Plan</b>	<b>Book</b>	\$25.00	3/22/2010	Purchase of book residents
		35.00	3/22/2010	Purchase of book non-resident
<b>Zoning Ordinance</b>	<b>Book</b>	\$25.00	3/22/2010	Purchase of book for township residents
		\$35.00	3/22/2010	Purchase of book for non-township residents
<b>(See new permits)</b>	<b>Permits</b>	\$40.00	12/10/2012	Residential Land Use Permit increase 10%
		\$120.00	12/10/2012	Commercial Land Use Permit increase 10%
			07/13/1998	All Commercial Permits to be reported to Township Board <b><u>Before being issued.</u></b>
		\$120.00	12/10/2012	Industrial Land Use Permit increase 10%
			12/14/1998	Land Use Permits are not refundable



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			10/12/2009	Land Use Permits are charged according to use and not district
		\$27.50	12/10/2012	Junkyard keeper year
		500,000.00 Insurance policy	06/14/1999	Fireworks; insurance policy of general liability naming Standish Township as additional insured required before approving fireworks permits.
			12/13/1999	All permits must be signed by property owners
	<b>Procedures: Special Land Use Permit (SLUP)</b>		2/14/2011	Motion made at the 2/14/2011 meeting: Special Land Use Permit (SLUP): to prevent the loss of the permit, when the ZA signs the permit to pass onto the planning commission she will make a copy for her file, then when planning commission signs the permit they make a copy for their file, when the Board passes the permit they make a copy for their file and then the representative for planning gives the signed copy to planning, they make one copy for the ZA and file the original. Motion passed 4-0.
		\$165.00	12/10/2012	Special Land Use Permit increase 10%
	Public Hearing	-0-	08/13/2001	No charge for meeting if presented at a regular Planning Commission meeting
	Public Hearing	\$465.00	12/10/2012	Special Meeting \$300 plus /\$165 Special Land Use Permit fee increase 10%
		\$165.00	12/10/2012	Rezoning Permit Request increase 10%

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	Public Hearing	-0-	08/13/2001	No charge for special meeting if presented at a regular Planning Commission meeting for rezoning request.
	Public Hearing	\$465.00	12/10/2012	Special Meeting for Rezoning \$300 plus \$165Rezoning Permit 10% increase
		\$765.00	12/10/2012	PUD Permit / increase 10%
<b>ZBA</b>		\$220.00	12/10/2012	ZBA Hearing
			08/12/2002	Written reason for ZBA to meet is given to ZBA secretary
			07/12/2004	If at a ZBA hearing the ZBA grants a permit, the cost of the permit is covered in the cost of the hearing.

Motion made by Sue Kohn and supported by Wayne Reetz to approve the policy and procedures of Standish Township. Discussion none. Motion carried by roll call vote. Aye: Wayne Reetz, Sue Kohn, Robert North, Shara Klenk and Bobbi Lynch. Nay: None.

<b>Recording Meetings</b>	Policy	May 8,2017	<ol style="list-style-type: none"> <li>1. <b>Recording person/persons shall post a sign on the entrance door and in front of them with a sign that says the meeting is being recorded in the designated area.</b></li> <li>2. <b>Person/Persons recording the meeting shall stand and announce that they are recording the meeting after the meeting is called to order with the pledge.</b></li> <li>3. <b>The audio/video recording can't be authenticated and therefore shall have no probative value.</b></li> </ol>
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Motion made by Sue Kohn and supported by Share Klenk. Discussion none. Roll call vote Aye; Wayne Reetz , Bobbi Lynch, Sue Kohn,Shara Klenk & Robert North. Nay; None, Policy Approved.