

**CHARTER TOWNSHIP OF ORION
CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES AGENDA
MONDAY, OCTOBER 5, 2020 - 7:00 PM
ORION COMMUNITY CENTER
1335 JOSLYN ROAD
LAKE ORION, MI 48360**

VIA VIDEO CONFERENCE - GoToMeeting

Access Code 308-965-445

(Meeting also being conducted via video conference due to the health concern of COVID-19 and the Governor's Executive Order 2020-15)

1. CALL TO ORDER
2. VIRTUAL MEETING INSTRUCTIONS
3. INVOCATION AND PLEDGE
4. PUBLIC HEARING - 2020 Truth-in-Budgeting (set proposed millage rates)
5. APPROVAL OF BILLS
6. PUBLIC COMMENT (3 minutes or less) *Board does not respond during public comment
7. APPROVAL OF AGENDA
8. CONSENT AGENDA
 - A. Minutes, Regular Meeting September 21, 2020
 - B. Munetrix Agreement
 - C. Indianwood Pathway Easement (Joslyn Rd)
 - D. Oakland Together COVID Support Fund - Fire Department Expenditure
 - E. Bendzinski & CO Agreement To Act As Dissemination Agent For Municipal Bonds
 - F. Hire Accounting Support Clerk
 - G. Solicitation Request - Knights of Columbus Fundraiser
 - H. SMART Municipal Credit Contract FY 2021
 - I. Fire Tuition Reimbursement
 - J. Fire Hazard Pay Grant
 - K. Cash Handling Policy and Procedures
 - L. Short-Term Disability Policy
 - M. Cross-Training Policy
 - N. Gravel Road Speed Limit Resolution
 - O. Trick-or-Treat Hours
 - P. Schedule Joint Meeting
 - Q. Request to Purchase Client High Speed Scanner - Elections
9. PENDING
 - A. Adopt Millage Rates - Action After Hearing
10. REPORTS
 - A. Police/Fire Reports
 - B. September Municipal Complex Con Report
11. PUBLIC COMMENT
12. BOARD MEMBER COMMENT
13. CLOSED EXECUTIVE SESSION - Discuss Pending Litigation
14. ADJOURNMENT

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact Penny S. Shults, Clerk, at (248) 391-0304, ext. 4001, at least seventy-two hours in advance of the meeting to request accommodations.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Memo

To: Orion Township Board of Trustees

From: Penny S. Shults, Clerk

Meeting Date: Virtual conference meetings

Memo Date: September 29, 2020

Subject: Public Input Instructions

PROCESS

Public Input Instructions for Virtual Meetings

1. Public Comment for non-agenda items will take place at the beginning of the meeting (3 minutes maximum).
2. Supervisor Barnett will ask for Public Comment for agenda items, and will be received in this order.
 - A. People in the meeting on the computer, please raise your hand.
 - B. People in the meeting on the phone, please say your name, moderator will make list. Moderator will take down the names and read them back. Anyone who wants to speak and is not on the list can say their name again. Once list is complete, moderator will call by name for public comments.
 - C. Any emails will be read during the meeting by the moderator. Please submit emails to board@oriontownship.org
3. Public Comment will take place at the end of the meeting.



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Phone: (248) 391-0304

Pre-Hearing Pending Business

To: Orion Township Board Members

From: Penny S. Shults, Clerk

Meeting Date: October 5, 2020

Memo Date: September 29, 2020

Subject: Set Proposed Millage Rates

☐ Pending ☐ Consent

REQUEST

Attached please find a resolution adopting the proposed millage rates to be levied this year.

REASON

Prior to holding the Truth-in-Budgeting Public Hearing, the Board must establish by resolution the proposed millage rates to be levied in 2020 in support of the 2021 budget.

PROCESS

The first step is to adopt the proposed rates; following the Truth-in-Budgeting Public Hearing, the Board may adopt the actual rates. It should be stated during the hearing that it is the Board's intention to take action on the millage rates as soon as the public hearing is adjourned.

BUDGET - Financial Item? ☐ Yes ☒ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Board action would be to adopt the Resolution Establishing Proposed 2020 Millage Rates for the Charter Township of Orion, as presented.

**CHARTER TOWNSHIP OF ORION
BOARD OF TRUSTEES
RESOLUTION
ESTABLISHING PROPOSED 2020 MILLAGE RATES**

Now Be It Resolved that the Board of Trustees of the Charter Township of Orion, at the Monday, October 5, 2020 meeting, establishes the millage rates to be levied for 2021 as follows:

Operating	0.8909
Paths	0.2249
Library	1.3411
Fire	3.0000
Police	3.5000
North Oak Trans	0.2359
Parks & Rec	0.9813

10.1741

The foregoing resolution was offered by Clerk Shults and seconded by Trustee Birney

Upon a roll call vote, the following voted:

AYE:

NAY:

ABSENT:

Certification: I, Penny S. Shults, duly elected Clerk of the Charter Township of Orion, do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Charter Township of Orion Board of Trustees at a regular meeting held on Monday, October 5, 2020, at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan.

Penny S. Shults, Clerk
Charter Township of Orion
Date:_____

10/5/2020

INVOICES

		Total Checks
Non Board Bills	9/23/2020	\$12,409.09
Non Board Bills	9/30/2020	\$2,661.51
Board Bills	10/5/2020	\$379,577.38
Total Invoices		\$394,647.98
Void #130984	Duplicate	(\$57.50)

Total Invoice Disbursements **\$394,590.48**

PAYROLL

		Total Gross
Regular Pay	9/30/2020	\$208,995.90
First Responder Hazard Pay	9/30/2020	\$32,774.49
Board Pay	9/30/2020	\$11,080.00
Reimbursed Hazard Pay	9/25/2020	(\$26,000.00)
FICA Expenses		\$18,792.72
Benefit Expenses		\$148,435.58
Total Payroll Disbursements		\$394,078.69

Grand Total Disbursements **\$788,669.17**

Due to the conversion to the Pooled Cash Fund, total disbursements include refunds from deposits, bonds & escrows which are not expenses to the township. The payroll check register shows deductions that are not expenses to the township.

Prepared by Tandem Graves, AP/PA Coordinator

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
MINUTES, REGULAR MEETING, MONDAY, SEPTEMBER 21, 2020**

1. CALL TO ORDER. The Charter Township of Orion Board of Trustees held a regular meeting on Monday, September 21, 2020 at the Orion Center, 1335 Joslyn Road, Lake Orion, Michigan. Supervisor Barnett called the meeting to order at 7:04 p.m. Via Video Conference – GoToMeeting Access Code 308-965-445 (Meeting being conducted via video conference due to the health concern of COVID-19 and the Governor’s Executive Order 2020-15)

2. VIRTUAL MEETING INSTRUCTIONS. Were given.

BOARD MEMBERS PRESENT: Chris Barnett, Penny Shults, Donni Steele, Mike Flood, Brian Birney, Julia Dalrymple & John Steimel

BOARD MEMBERS ABSENT: None

OTHERS PRESENT:

John Gaber	Tony Bryson	Michael Strol	H. Griesser	Lois Porter
Kim Urbanowski	Dan Dewey	Bruce Kopytek	Mike Williams	Dan Kelly
Todd Hemala	Brittney Ellis	Gary Roberts	Jim Stevens	

3. INVOCATION AND PLEDGE. Pastor Tony Bryson, Lake Orion Baptist Church led the Invocation, followed by the Pledge of Allegiance.

4. RECOGNITION. Citizen of the Month was postponed.

5. APPROVAL OF BILLS. Moved by Treasurer Steele, seconded by Trustee Flood to authorize payment of bills in the amount of \$1,629,436.83 and payrolls in the amount of \$236,012.63, for a total disbursement of funds in the amount of \$1,865,449.46, as presented. AYES: Birney, Dalrymple, Flood, Steimel, Barnett, Shults, Steele ABSENT: None NAYS: None MOTION CARRIED

6. PUBLIC COMMENT. Public comment was heard.

7. APPROVAL OF AGENDA. Trustee Flood moved 8.G. ZBA Resignation to 9.A. Moved by Trustee Flood, seconded by Treasurer Steele to approve the agenda, as amended. MOTION CARRIED

8. CONSENT AGENDA.

A. Minutes, Regular Meeting, September 8, 2020. Approve, as presented.

B. Hire Clerk Typist - Voter Registration. Hire Rita Heady as a Clerk Typist – Voter Registration, a Level 4 Technical Unit union position, part-time, up to 29 hours per week, no benefits, starting wage of \$17.14 per hour, with an estimated start date of 9-30-20, contingent up on her passing all required pre-employment tests and screening.

C. 2020 Property Tax Apportionment. Receive and file.

D. Schedule Budget Workshop. Approve scheduling a budget workshop for October 19, 2020 at 5:30 p.m. at the Orion Center.

E. Schedule Truth-in-Budgeting Public Hearing. Set the date for the Truth-in-Budgeting Public Hearing, on the proposed millage rates to be levied for 2020 (in support of the 2021 budget), for 7:00 p.m. on October 5, 2020, and direct the Clerk to publish the proper legal notice for same.

F. Resolution- SEMCOG Executive Kathleen Lomako Retirement. Adopt the resolution, as presented.

G. Orion Veteran's Memorial Use Policy. Amend Section 3. Public Use and Assignment of the Lease Agreement for Orion War Memorial as follows:

- Upon completion of the memorial and related improvements on the Property by Memorial, Inc., and approval of all inspections by the Township, by the Township, the memorial be open to and for public use and enjoyment subject to the Orion Veterans Memorial Even Policy, which is included in the Lease Agreement by reference.

H. Authorized Disposal of Used Equipment. Authorize the sale of used equipment at the Township Garage Sale, in accordance with current policy.

I. MDOT Annual Work Permit. Adopt the resolution naming the following positions as authorized to apply for the enecessary permits to work withing the state trunkline right of ways: Township Supervisor, Public Services Director, Building Official, Fire Chief and to authourze the Supervisor to submit the application to the Michigan Department of Transportation.

Moved by Trustee Steimel, seconded by Treasurer Steele to approve the agenda, as amended.

AYES: Steimel, Birney, Dalrymple, Flood, Barnett, Shults, Steele ABSENT: None NAYS: None
MOTION CARRIED

9. PENDING.

A. ZBA Resignation. Moved by Trustee Flood, seconded by Treasurer Steele to accept the resignation of Loren Yaros with regret and direct the Clerk to send a letter of appreciation, and appoint Tony Cook to the ZBA as a Regular Member for a term ending 12-31-2022. MOTION CARRIED

B. PC-2020-16 - 2401 Judah Rd and Parcel 09-33-301-004 Conditional Rezone Request 1st Reading.

Moved by Trustee Flood, seconded by Clerk Shults to return PC-202-16 back to Planning Commission because the proposal has been changed and the input of the Planning Commission is valuable.

AYES: Flood, Steimel ABSENT: None NAYS: Shults, Steele, Birney, Dalrymple, Barnett
MOTION FAILED

Moved by Trustee Dalrymple, seconded by Trustee Birney to declare the first reading of PC-2020-16, 2401 Judah Rd. and parcel 09-33-301-004, Conditional Rezone Request, for the offer date stamped received by the Township 9/1/2020, a request to conditionally rezone part of 2401 Judah Rd. and part of parcel 09-33-301-004 from Single Family Residential 1 (R-1) to Brown Road Innovation Zone Use Groups A&B (BIZ), to have been held on September 21, 2020, and direct the Clerk to advertise for the second reading and possible conditional approval on October 19, 2020. (Please note this is only for part of the property)

AYES: Steele, Steimel, Birney, Dalrymple, Barnett, Shults ABSENT: None NAYS: Flood
MOTION CARRIED

C. Second Reading - PC-2019-06, Silverbell Pointe Final PUD Rezone/Map Amendment and Agreement.

Clerk Shults recused herself because her husband and she own property adjoining the proposed development.

Moved by Supervisor Barnett, seconded by Trustee Flood recuse Clerk Shults. MOTION CARRIED

Moved by Trustee Flood, seconded by Trustee Birney to declare the first reading of PC-2019-06, Silverbell Pointe Final PUD Rezone/Map Amendment and Agreement, was held on August 17, 2020 and approve the

request to rezone 4 vacant parcels south of silverbell Rd. on the east side of Joslyn Rd. (Sidwell 3s 09-33-201-001, 09-33-128-001, 09-28-379-001, 09-28-451-001) from Suburban Estates (SE) to Planned Unit Development (PUD) for plans dated March 24, 2020, and direct the Clerk to publish for second reading and possible approval/adoption on September 21, 2020 with the conditions set forth by the Planning Commission on May 6, 2020, the inclusion of the proposed changes dated August 10, 2020 providing for an emergency entrance, and request updated reviews to the satisfaction of the Township Engineer, Planner, and Fire marshal. .
AYES: Dalrymple, Barnett, Steele, Steimel, Birney ABSENT: None NAYS: None RECUSE: Shults
MOTION CARRIED

D. Consideration of Consent Judgement to Resolve Indianwood Properties (Firestone Auto Care)

Conditional Zoning Litigation. Moved by Trustee Flood, seconded by Trustee Dalrymple to approve the proposed Consent Judgment in the matter of Indianwood Properties, LLC, v The Charter Township of Orion, and direct the Township Supervisor and Clerk to execute same and further direct the Township Attorney to take any and all necessary steps for the entry and recording of the finalized Consent Judgment and dismissal of all pending litigation. AYES: Barnett, Shults, Steimel, Dalrymple, Flood ABSENT: None
NAYS: Steele, Birney MOTION CARRIED

10. REPORTS.

A. Police/Fire Reports. Moved by Trustee Birney, seconded by Trustee Steimel to receive and file the report, as presented. MOTION CARRIED

B. August Financial Reports. Moved by Trustee Flood, seconded by Supervisor Barnett to receive and file the report, as presented. MOTION CARRIED

C. Midwest Strategy Report. Moved by Clerk Shults, seconded by Trustee Dalrymple to receive and file the report, as presented. MOTION CARRIED

11. PUBLIC COMMENT. Public comment was not heard.

12. BOARD MEMBER COMMENT. Board member comments were heard.

13. ADJOURNMENT. Moved by Trustee Steimel Shults, seconded by Trustee Birney to adjourn.
MOTION CARRIED. The meeting was adjourned at 9:33 p.m.

Transcription: P. Shults

Penny S. Shults, Clerk

Chris Barnett, Supervisor



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: September 30, 2020

Subject: Munetrix Agreement

☒ Consent ☐ Pending

REQUEST

The request is to approve the multi-year license renewal and agreement with Munetrix for Orion Township's transparency and accountability portal.

REASON

Orion Township has utilized Munetrix as the web service to comply with the State of Michigan Public Act 207 Transparency and Accountability Initiative. By continuing the Township's agreement with Munetrix, the Township will continue to have access to this web service to generate the Township's annual CVTRS & CIP Compliance Report, serve as the Township's online accountability and transparency portal, and to benchmark data with other Michigan municipalities.

The agreement is for three-years, at an annual rate of \$6,605.00.

If yes, fill out information below:

Financial Item? <input checked="" type="checkbox"/>	Project/Grant Tracking? <input type="checkbox"/>
Expected Invoice Date: Click or tap to enter a date.	Reviewed by Budget Director? <input checked="" type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
General Fund	101-248-807.001	Web Site/Internet		\$6,605.00	

RECOMMENDATION (Motion)

Authorize the Township Supervisor to accept the execute the multi-year agreement with Munetrix at an annual rate of \$6,605.00.



3252 University Drive,
Suite 170, Auburn Hills, MI 48326
Phone: 248-499-8355 Fax: 248-683-5826

Quotation

Date: 09/09/2020

Customer ID: 63-1150

Population : 39518

Quotation valid for 30 days

Quotation For:

Mr. Chris Barnett
Supervisor
cbarnett@oriontownship.org

Orion Township
2525 Joslyn Rd.
Lake Orion, MI, 48360-1951
Phone: 248-391-0304

Payment Terms:

1st - Payment Due 12/01/2020 - \$6,605.00
2nd - Payment Due 12/01/2021 - \$6,605.00
3rd - Payment Due 12/01/2022 - \$6,605.00

REPRESENTATIVE	ORGANIZATION TYPE	CONTRACT START DATE	CONTRACT END DATE	CONTRACT PERIOD	TERMS
Bob Kittle	Township	12/01/2020	11/30/2023	3 Year(s)	Net 30 days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Multi-Year Premium Edition License Renewal	\$7,464.00	\$7,464.00
		SUB-TOTAL	\$7,464.00
1	Customer Loyalty Discount	\$-859.00	\$-859.00
		TOTAL	\$6,605.00

If you have any questions concerning this quote, please contact the representative listed above.

THANK YOU FOR PARTNERING WITH MUNETRIX

MUNETRIX SUBSCRIPTION AGREEMENT

THIS MUNETRIX SUBSCRIPTION AGREEMENT (the "Agreement") is made by and between **MUNETRIX, LLC** a Michigan Limited Liability Company whose address for purposes of this Agreement is 3252 University Drive, Suite 170, Auburn Hills, MI 48326 (the "Company") and **Orion Township** whose address is 2525 Joslyn Rd., Lake Orion, MI 48360-1951 (the "Licensee"), (and together with the Company, the "Parties").

WHEREAS, MUNETRIX, LLC, offers subscriptions to the Munetrix "Municipal Metrics" financial transparency database (the "Tool") for the benefit of Administrators, Finance Officers, Business Managers, and Elected Officials, whereby they may subscribe to and be issued rights to use the Tool for fiscal transparency or business management practices;

NOW, THEREFORE, the Parties hereby agree as follows:

1. **Subscription.** As a condition to the Agreement, the Licensee shall pay the Company an annual fee (the "License Fee"). Payment of the License Fee is due within thirty (30) days of the earlier of a) the date Company sends an invoice to Licensee for the License Fee or b) Licensee's registration for use of the Tool. Within a commercially reasonable time following the Company's receipt of the executed Subscription Agreement, the Company agrees to provide the Licensee with full access to editing rights to the Munetrix Tool through the Company's website (Munetrix.com).

The annual subscription will have a start date coinciding with the Licensee's current anniversary date of December 1, 2020 and shall continue for a period of three (3) years ("Term"). The end date will be the first day of the month following the Term of this Agreement ("End Date"). The Licensee shall pay the Company the License Fee within thirty (30) days of receipt of the invoice.

The Parties agree this Agreement shall automatically be renewed for successive one (1) year periods after the first three (3) year term expires ("Renewal Term"), unless the Company is notified in writing by the Licensee at least thirty (30) days prior to the applicable End Date that Licensee intends not to allow the Term to automatically renew. The Licensee shall pay the Company a subsequent License Fee for each renewal period within thirty (30) days of receipt of the renewal invoice. The Licensee acknowledges that the License Fee may increase in subsequent renewal periods. The Company agrees to notify the Licensee at least sixty (60) days prior to the renewal date if any increase in the License Fee will be implemented, and if a "Rate Lock" option is available.

2. **Users.** For the purposes of this Agreement, the term "Authorized Users" shall mean any chief finance officers, chief administrators, support staff, or other employees of the Licensee that are elected or appointed during the time the Tool is being utilized and who agree to be bound by Munetrix's Terms of Use, and/or designated by the Licensee's Chief Administrative Officer.

In the case the Licensee desires to have additional User Seats, a fee of \$250 per additional user may be charged to the Licensee and added to the License Fee for each Term and applicable Renewal Term.

3. **Licensee and User's Responsibilities.** The Licensee agrees that each Authorized User shall (i) be responsible for the accuracy, quality and legality of its data entered into the Tool (or any database that utilizes the Tool) and of the means by which such data is acquired, (ii) use commercially reasonable efforts to prevent unauthorized access to or use of the Tool, and notify the Company promptly of any such unauthorized access or use, and (iii) use the Tool only in accordance with the Terms of Use and applicable laws and government regulations.

The Licensee agrees that each Authorized User shall not (a) make the Tool available to anyone other than an Authorized User, unless otherwise allowed or authorized per this Agreement, (b) sell, resell, rent or lease the Tool, (c) use the Tool to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights or any other applicable law, (d) use the Tool to store or transmit viruses or malicious code, (e) interfere with or disrupt the integrity or performance of the Tool or any third-party data contained therein, or (f) attempt to gain unauthorized access to the Tool or Company's related systems or networks.

The Licensee agrees to immediately discontinue, decommission or otherwise notify Company to decommission any Authorized User from having access to the Tool upon termination of their employment from the Licensee's organization.

4. **Company Responsibilities.** At a minimum of once per year, and as long as state agencies continue to provide Company access to bulk data downloads, the Company agrees to keep the data available to the Tool current with the most recent data made accessible to Company. The Company will also maintain the Tool in terms of security and up-time in accordance with industry standards in place at the signing of this Agreement.

Basic system enhancements will occur periodically at no additional charge. These updates will be in the form of slight modifications that make the system more user-friendly or intuitive and may include various additions to data or charts that can help a governmental entity, or the general public understand the data better. No version downloads are required by the Licensee; these updates will automatically appear once released for production and a user notification will appear upon the Licensees next log-in. The notification feature is turned "on" as the Tool's default setting, and this preference may be changed by the Licensee using the system's settings.

5. **Terms of Use.** The Licensee agrees to be bound by (and comply with) and agrees to cause its Authorized Users to be bound by (and comply with) this Agreement and Munetrix's Terms of Use. For the purpose of this Agreement, the 'Terms of Use' shall mean those certain Terms of Use that are set forth on Munetrix's website and relate to the usage of Munetrix's site, tools, and products, as modified from time to time. To the extent that there is any direct conflict between the terms of this Agreement and the Terms of Use, the terms of this Agreement shall control and prevail.
6. **Guest User Link.** As a condition to this Agreement, the Licensee agrees to place an approved Munetrix Citizens Guide to Finances guest user link or other means to hyperlink the Munetrix Tool to their websites homepage.
7. **Limitation of Liability.** The liability of the Company arising out of or related to this Agreement or the Tool shall not exceed the amount of the most recent License Fee paid by the Licensee under this Agreement.
8. **Assignment.** Licensee may not assign any of its rights or delegate any of its duties under this Agreement without the prior written consent of the Company.
9. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law and the remaining provisions of this Agreement shall remain in effect.

In addition to any other rights and remedies that the Parties might have at law or in equity, the Company reserves the right to suspend or cancel this Agreement and access to the Tool in the event that the Licensee breaches (or threatens to breach) any term of this Agreement.

10. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. Use of the system is also deemed an acceptance of the agreement
11. **Governing Law.** This Agreement shall be bound by the laws of the State of Michigan without regard to its conflicts of law provisions.
12. **Entire Agreement.** This Agreement along with the Terms of Use constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party against whom the modification, amendment or waiver is to be asserted.

The Licensee agrees to the provisions of this agreement and by signing warrants and represents that they have the authority to execute the transaction as of the Start Date.

Orion Township

Munetrix, LLC



By: _____

By: Bob Kittle

Its: _____

Its: President & CEO

Date: _____

Date: Sept. 09, 2020



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: Indianwood Road Pathway Easement (Joslyn Road)

☒ Consent ☐ Pending

REQUEST

The request is to approve the Resolution accepting the Pathway Easement granting Orion Township a permanent and temporary easement over property commonly known as Parcel No. O-09-03-300-001 for the purpose of constructing and maintaining a safety path within the road right-of-way.

REASON

The proposed pathway will be the main connector between where the Polly Ann Trail ends at Indianwood Road and begins again at Joslyn Road. The goal of the project is to improve the safety of this pathway by meeting minimum standards for overhead clearance of 8.5' and separation of 2' from vertical objects. To achieve this goal, an easement is necessary to allow for the construction and maintenance of the safety path within the road right-of-way.

BUDGET

If yes, fill out information below:

Financial Item?	<input type="checkbox"/>
Expected Invoice Date:	Click or tap to enter a date.

Project/Grant Tracking?	<input type="checkbox"/>
Reviewed by Budget Director?	<input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

"I move to approve the Resolution accepting a Pathway Easement granting Orion Township a permanent and temporary easement over property commonly known as Parcel No. O-09-03-300-001 and authorize the Township Supervisor and Township Attorney to make any slight modifications necessary to accomplish same."

PATHWAY EASEMENT SKETCH

Exhibit "A"

INDIANWOOD RD.

W1/4 COR.
SEC 3
T4N, R10E

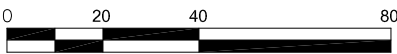


O 09-03-300-001
BOYD S ALDRIDGE
1081 INDIANWOOD RD.
LAKE ORION, MI 48362

TP# 10101

JOSLYN RD.

TP# 10100



SCALE: 1" = 40'

SW COR.
SEC 3
T4N, R10E

PATHWAY EASEMENT
PART OF THE SW 1/4 OF SECTION 3
T4N, R10E, ORION TOWNSHIP, OAKLAND COUNTY
TAX ID NO.: 0 09-03-300-001

DATE 09-22-2020
SHEET 1
OF 2



PATHWAY EASEMENT DESCRIPTION

Exhibit "A"

PARCEL DESCRIPTION (O 09-03-300-001)
(PER OAKLAND COUNTY TAX ROLLS)

The SW 1/4 of Section 3, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan. Subject to all easements and restrictions of record, if any.

PATHWAY EASEMENT

A parcel of land being part of the SW 1/4 of Section 3, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, more particularly described as follows:
Commencing at the W 1/4 corner of said Section 3; thence S 02°34'08" E 1551.82 feet along the West line of said Section 3; thence N 87°25'52" E 33.0 feet to the Point of Beginning; thence S 14°06'21" E 25.0 feet; thence S 08°58'05" W 25.0 feet; thence N 02°34'08" W 48.99 feet along the East right of way line of Joslyn Road to the Point of Beginning.
Contains 123 square feet of land, more or less. Subject to all easements and restrictions of record, if any.

PATHWAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that BOYD S. ALDRIDGE, whose address is 1081 Indianwood Road, Lake Orion, MI 48362, (hereinafter referred to as "Grantor"), being title holder to the following described parcel of land, to wit:

Description of Parcel:

See Exhibit "A"

Tax Identification Number: 0 09-03-300-001

for and in consideration of One (\$1.00) Dollar, receipt of which is hereby acknowledged, does hereby grant and convey to the Charter Township of Orion, a Michigan Municipal Corporation, whose address is 2525 Joslyn Road, Lake Orion, Michigan, 48360, (hereinafter referred to as "Grantee"), a perpetual easement for pathway, over, upon, across, in, through, and under the following described real property to wit:

See Exhibit "A"

and to enter upon sufficient land adjacent to said pathway easement for the purpose of exercising the rights and privileges granted herein; including, the area needed to install, repair, replace and maintain the pathway now and into the future.

Grantee may install, repair, replace and maintain pathways and all necessary appurtenances thereto, within the easement herein granted and, when necessary, shall have a temporary easement over the lands necessary to install, repair, replace and maintain the pathways now and into the future.

This Pathway Easement includes the consent of the Grantor to the Grantee to grade and remove any trees, shrubs, and/or vegetation along the entire pathway that abuts the western edge of the Indianwood Old Course adjacent to Joslyn Road, which, in the sole discretion of the Grantee, may be necessary for the installation, repair, replacement, and maintenance of pathways and all necessary appurtenances thereto.

Grantor agrees not to build or to convey to others permission to build any permanent structures on the above described easement.

The premises so disturbed by reason of the exercise of any of the foregoing powers, rights, and privileges, shall be reasonably restored by Grantee.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors, and assigns.

The permanent easement rights contained herein shall take effect upon execution by the Grantor and any Temporary Construction Easement rights contained herein shall start as of the date the contractor commences work on the above project and shall terminate on the date that the contractor completes the above project (not to exceed one year).

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____, 2020.

Boyd S. Aldridge

CHARTER TOWNSHIP OF ORION

By: _____

Chris Barnett

Is: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020 by Boyd S. Aldridge, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Notary Public
County, Michigan
My Commission Expires: _____
Acting in _____ County, Michigan

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020 by Chris Barnett, Orion Township Supervisor, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Notary Public
County, Michigan
My Commission Expires: _____
Acting in _____ County, Michigan

**CHARTER TOWNSHIP OF ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN
RESOLUTION TO APPROVE PATHWAY EASEMENT**

At a regular meeting of the Township Board of the Charter Township of Orion, Oakland County, Michigan (the “Township”), held on the 5th day of October 2020.

PRESENT:

ABSENT:

The following Resolution was offered by _____ and seconded by _____:

WHEREAS, as part of a project to construct and maintain a safety path within the road Right-of-Way for purposes of improving the safety of the pathway, the Charter Township of Orion (the “Township”) has requested to acquire a Pathway Easement along Joslyn Road;

WHEREAS, the Orion Charter Township Board of Trustees deems it desirable and in the best interests of the Township to accept the Pathway Easement from Boyd S. Aldridge, on that certain property as depicted on Exhibit A of the Pathway Easement;

WHEREAS, the Township agrees to accept an easement on the aforementioned property owned by Boyd S. Aldridge, by Quit Claim Deed for the sum of \$1.00; and,

NOW THEREFORE BE IT RESOLVED, by passage of this Resolution, the Charter Township of Orion Board of Trustees does hereby accept the attached Pathway Easement and all attached exhibits and further authorizes the Township Supervisor and Clerk to execute any and all documents necessary to accomplish same.

RESOLUTION DECLARED ADOPTED.

YEAS: _____

NAYS: _____

ABSTENTIONS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Charter Township of Orion, Oakland County, Michigan, on the 5th day of October, 2020, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 5th day of October 2020.

Clerk Penny Shults
Charter Township of Orion



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: September 30, 2020

Subject: Oakland Together COVID Support Fund – Fire Department Expenditure

☒ Consent ☐ Pending

REQUEST

The request is to accept the Oakland Together COVID Support Fund grant in the amount of \$60,597.44 and approve the Fire Department expenditure for the same amount to purchase four CPR compression devices.

REASON

On August 20, 2020, the Orion Township Fire Department submitted a grant application to the Oakland County Oakland Together COVID Support Fund to seek approval to purchase four CPR compression devices for the total amount of \$60,597.44; the full amount to be reimbursed by the Oakland Together COVID Support Fund. Attached to this memo is the full application (including the quote for the CPR compression devices).

PROCESS

On September 17, 2020, Oakland County approved the funding request for the full amount requested. The Fire Department must expend these funds by December 30, 2020.

BUDGET

If yes, fill out information below:

Financial Item?	<input checked="" type="checkbox"/>	Project/Grant Tracking?	<input type="checkbox"/>
Expected Invoice Date:	10/6/2020	Reviewed by Budget Director?	<input checked="" type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Grant	Remaining Budget
Disaster Contingency Fund	258-000-503.000	CARES Act COVID 19		\$60,597.44	

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
Disaster Contingency Fund	258-426-977.000	Expenditures – Capital Outlay		\$60,597.44	

RECOMMENDATION (Motion)

Accept the Oakland Together COVID Support Fund grant in the amount of \$60,597.44 and approve the Fire Department expenditure for the same amount to purchase four CPR compression devices.

Oakland Together Local Government COVID Support Fund Expenditure Submission Form

Fund Guidelines

- Funds are only made available if the CVT, Community / Recreation Center, or public library has expenses that meet the requirements of the Fund.
- All expenditures must meet the [guidance established by the U.S. Treasury Department](#), and Oakland County.
- The Public Body shall not submit an Expenditure Submission Form for any expense which is eligible to be covered by FEMA (Federal Emergency Management Agency) Public Assistance reimbursement grant. Public body may use funds to pay the 25% "cost share" or "local match" required with FEMA reimbursement.
- These funds may not be re-distributed by the CVT unless to assist individual residents as permitted by the CARES Act or to pay vendors or service providers as permitted by the CARES Act. These funds may not be re-distributed by the Community / Recreation Center, or public library.

Application ID 10571M

Submission Contact Information

Public Body * Orion Twp

Name * Samantha Timko

Title * (?) Chief Assistant to the Supervisor

Email * stimko@oriontownship.org

Verify Email * stimko@oriontownship.org
Re-enter email address

Phone * 248-391-0304

Public Body Authorized Official

Individual authorized to sign Interlocal Agreement

Name * Chris Barnett

Title * (?) Supervisor

Email * cbarnett@oriontownship.org

Verify Email * cbarnett@oriontownshi.org
Re-enter email address

Phone * 248-391-0304

Funding Information

Payment Method * ☐ Electronic (ACH) ☒ Check Payment

Remittance Address

Address * 2525 Joslyn

City* Lake Orion

State MI

ZIP Code* 48360

Expenditures

Enter expenditure information in the fields below. Click "Add" for an additional set of fields to submit up to 5 separate expenditures. ([Coronavirus Relief Fund Frequently Asked Questions on qualifying expenses](#))

Expenditure ID 10571M-1

Expenditure Description* Four (4) CPR compression devices

Date* 8/20/2020

Amount* \$ 60,597.44

Compliance Explanation See attached document from the Orion Township Fire Chief
How is the expenditure/program connected to the COVID-19 pandemic and/or state or county health orders?

*

Compliance Records We are seeking approval to purchase Four CPR
Financial records that demonstrate compliance compression devices. The quote for the devices is attached
(Existing Documents may be uploaded with Submission Form) and if approved we will provide the receipt once purchased.

*

Attachment* All expenditures must be supported by records sufficient to demonstrate that the amount of payments from the Fund have been in accordance with section 601 (d) of the Social Security Act.

Request Letter to OC.edited.pdf

682.93KB

(Uploaded documentation must be a single file of size 1 MB or less. Saving or scanning with a lower resolution (dpi) and monochrome can reduce file size.)

Total Expenditure Amount \$ 60,597.44

Compliance Requirements

By submitting this Form the Public Body affirms that it will abide by each of the following requirements when using Oakland Together Local Government COVID Support funds. Please check the box next to each requirement to confirm your intent to abide by these requirements:

- * ☒ The expenditure of the funds is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).
- * ☒ The expenditures were not accounted for in the budget most recently approved as of March 27, 2020.
- * ☒ The expenditures were or will be incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- * ☒ The expenditures are not being used as revenue replacement for the Public Body to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the CARES Act Coronavirus Relief Fund.

Upon approval of this Form, the Public Body will be provided with an Interlocal Agreement, which must be executed prior to the release of any funds, and which lists further requirements including but not limited to:

- The Public Body must agree to participate in the production of documents required by any future audit of the CARES Act program, and funds not spent in accordance with the Act must be returned to the County.

- The Public Body must agree that in the event they receive direct funding from the federal or state government to cover these expenses, the county money will be returned.



Charter Township of Orion

3365 Gregory Road., Lake Orion MI 48359
www.oriontownship.org

Fire Department

Phone: (248) 391-0304, ext. 2000

Fax: (248) 309-6993

August 20, 2020

Mike McCready
Senior Business Adviser
Economic Development and Community Affairs
Oakland County, Michigan

The Orion Township Fire Department is requesting CARES reimbursement for four (4) CPR compression devices. The fire department responded to over 20 CPR (Cardiac Arrest) calls for service or DOA (Death on Arrival) incidents during the COVID-19 Pandemic. Our EMS data reflects nearly double the number of CPR and DOA calls for service since the beginning of 2020 compared to the same period in 2019. This does not include the multitude of other EMS/Fire calls we responded to in 2020.

During a particular CPR incident in Orion Township, the fire department responds two units to the incident with two personnel each. This equates to having two units and four personnel out of service, leaving three personnel available in the township to handle other calls for service. We staff two personnel on each ambulance and one Captain in the command role, totaling seven personnel per battalion operating out of four (4) fire stations. Utilizing additional personnel from another station/ambulance to perform CPR enroute to the hospital leaves another station and ambulance out of service and unavailable until they are clear from the hospital and return personnel to their respective fire station.

The capability to use the CPR compression devices will allow the fire department to keep additional fire personnel/ambulance in service and available for both fire and EMS calls for service. This compression device will also reduce the number of personnel exposed to a potential or confirmed COVID-19 patient.

The implementation of this equipment reduces the risk to our first responders and increases the survival rate in cardiac arrest patients. These compression devices lessen the potential risk of exposure to our personnel while also helping our community.

Thank you for your consideration,

Sincerely,

Robert S. Duke, EFO
Fire Chief



CARES Act- Oakland Cty Lucas 2020

Quote Number: 10116550

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Version: 1

Prepared For: LAKE ORION FIRE STA 3

Rep: Tim Hornak

Attn: Chris LaGerould

Email: tim.hornak@stryker.com

clagerould@oriontownship.org

Phone Number: (231) 578-7801

(248) 431-5573

Quote Date: 08/18/2020

Expiration Date: 11/16/2020

Delivery Address

Name: LAKE ORION FIRE STA 3

Account #: 1513018

Address: 3365 GREGORY RD

LAKE ORION

Michigan 48359-2014

End User - Shipping - Billing

Name: LAKE ORION FIRE STA 3

Account #: 1513018

Address: 3365 GREGORY RD

LAKE ORION

Michigan 48359-2014

Bill To Account

Name: LAKE ORION FIRE STA 3

Account #: 1513018

Address: 3365 GREGORY RD

LAKE ORION

Michigan 48359-2014

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	4	\$13,113.90	\$52,455.60
2.0	11576-000071	LUCAS External Power Supply	4	\$316.71	\$1,266.84
3.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	4	\$534.00	\$2,136.00
4.0	11576-000060	LUCAS Desk-Top Battery Charger	4	\$759.50	\$3,038.00
5.0	11576-000047	LUCAS Disposable Suction Cup (12 pack)	4	\$425.25	\$1,701.00
Equipment Total:					\$60,597.44

Price Totals:

Grand Total: \$60,597.44

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.



CARES Act- Oakland Cty Lucas 2020

Quote Number: 10116550

Version: 1
Prepared For: LAKE ORION FIRE STA 3
Attn: Chris LaGerould
clagerould@oriontownship.org
(248) 431-5573

Quote Date: 08/18/2020
Expiration Date: 11/16/2020

Remit to: **Stryker Medical**
P.O. Box 93308
Chicago, IL 60673-3308
Rep: Tim Hornak
Email: tim.hornak@stryker.com
Phone Number: (231) 578-7801

AUTHORIZED CUSTOMER SIGNATURE

PENDING APPROVAL

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

June 8, 2020

Dear valued customer,

Based on the required regulatory applicability of certain products during the COVID-19 pandemic, please review the following information regarding Stryker's LUCAS® 3, v3.1 chest compression system.

Providing high-quality, Guideline-consistent chest compressions during a sudden cardiac arrest with minimal interruptions, the LUCAS device is designed to improve CPR quality while prioritizing caregiver and patient safety.

Some key features of the LUCAS 3, v3.1 device that can help with caregiver safety during COVID-19 include:

- Ability to maintain distance from suspected and confirmed COVID-19 patients during CPR
- Reduced number of caregivers needed to administer chest compressions during a code compared to a rotation of caregivers providing manual CPR
- Improved caregiver safety when providing CPR during transport

Additional guidance

The American Heart Association¹, U.S. Department of Defense² and Canadian Cardiovascular Society³ propose a role for mechanical CPR in resuscitation during the COVID-19 outbreak.

In order to reduce the risk of SARS-CoV-2 transmission to caregivers, there are additional factors to consider when providing CPR:

- Manual CPR is a possible transmission route for caregivers because the mouth and nose of the personnel come close to mouth and nose of the patient⁴ (that is valid for any other airborne transmission, such as meningitis)
- During manual CPR, the operator is performing an aerobic activity that increases his/her minute volume and makes it more likely to breathe in aerosol from the patient (patient exhalation of breath including airborne virus)
- During CPR, the patient may be ventilated with an airway device that is not a closed system
- The rotation of operators during manual CPR exposes more people to the disease transmission. When managing suspected and confirmed cases of COVID-19, the number of individual staff members involved in the resuscitation should be kept to a minimum with no or minimal exchange of staff for the duration of the case, if possible.⁵

Please visit [strykeremergencycare.com](https://www.strykeremergencycare.com) for more information on the LUCAS chest compression system.

Sincerely,



Chris Walsh
Director of Marketing

Instructions for use: https://www.lucas-cpr.com/resources/#instructions_for_use

1. Edelson, et al. Interim guidance for basic and advanced life support in adults, children, and neonates with suspected or confirmed COVID-19. *Circulation*. 2020. (Online ahead of printing)
2. Matos RI, et al. DoD COVID-19 practice management guide; clinical management of COVID-19. <https://health.mil/Reference-Center/Technical-Documents/2020/04/14/DoD-COVID-19-Practice-Management-Guide-Version-2>
3. Canadian Cardiovascular Society. Guidance from the CCS COVID-19 rapid response team. https://www.ccs.ca/images/Images_2020/NEW_CCS_RRT_Inhospital_infection_reduction_30Mar.pdf
4. Ling L, et al. COVID-19: A critical care perspective informed by lessons learnt from other viral epidemics. *Anaesth Crit Care Pain Med*. 2020 (Online ahead of printing)
5. Peng WHP, et al. Outbreak of a new coronavirus: what anaesthetists should know. *British Journal of Anaesthesia*. 2020;124(5):497-501.

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Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: September 30, 2020

Subject: Bendzinski & CO Agreement to Act as Dissemination Agent for Municipal Bonds

☒ Consent ☐ Pending

REQUEST

The request is to accept the Bendzinski & CO Agreement to act as Dissemination Agent for Municipal Bonds.

REASON

On September 2, 2020, Orion Township successfully sold its \$15,000,000 Capital Improvement Bonds to finance part of the cost of a new Township Hall facility. The U.S. Securities and Exchange Commission, Rule 15c2012 requires the Township to prepare an annual statement and submit it to the Municipal Securities Rulemaking Board. This agreement would authorize Bendzinski & CO to act as the Township's dissemination agent for the purposes of preparing and submitting this annual statement. Bendzinski & CO has served as the Township's Municipal Financial Advisor throughout the duration of the Bond process.

The agreement is for five years, at an annual cost of \$1,000. We will work with the Accounting Controller to set up the appropriate account in the Municipal Building Debt Fund for this expense.

BUDGET

If yes, fill out information below:

Financial Item?	<input checked="" type="checkbox"/>
Expected Invoice Date:	Click or tap to enter a date.

Project/Grant Tracking?	<input type="checkbox"/>
Reviewed by Budget Director?	<input checked="" type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
Municipal Building Debt Fund				\$1,000	

RECOMMENDATION (Motion)

"I move to approve the Proposal to Act as Dissemination Agent with Bendzinski & Co and authorize the Township Supervisor to execute same."

**PROPOSAL TO ACT
AS DISSEMINATION AGENT
TO THE
CHARTER TOWNSHIP OF ORION, MICHIGAN**

Agreement to Provide for
Preparation of an Annual Information Statement
And to Act as Dissemination Agent for the
Charter Township of Orion, Michigan

Whereas, the Charter Township of Orion, County of Oakland, State of Michigan (the “Issuer”), in connection with the issuance of the Issuer’s \$15,000,000, Charter Township of Orion, County of Oakland, State of Michigan, 2020 Capital Improvement Bonds (Limited Tax General Obligation) (the “Bonds”) has, pursuant to the requirement of Rule 15c2-12 of the U.S. Securities and Exchange Commission (the “Rule”) entered into a Continuing Disclosure Undertaking (the “Undertaking”) dated September 18, 2020 to provide continuing disclosure pursuant to said Rule, which is attached hereto as Exhibit A and incorporated herein by reference; and

Whereas, this and any other outstanding Undertaking(s) which may require the Issuer to submit an Annual Information Statement and annual audited financial statement for each fiscal year ending after December 31, 2020.

Whereas the Issuer hereby determines that it is in their best interest to designate Bendzinski & Co. Municipal Finance Advisors (“Bendzinski & Co.”) to serve as their dissemination agent for the purpose of preparing an annual information statement and submitting same to the Municipal Securities Rulemaking Board (“MSRB”) through Electronic Municipal Market Access (“EMMA”), in accordance with the Undertaking, for the Bonds, any other outstanding Undertaking(s) and all future Undertaking(s) of the Issuer for the next five (5) years.

Now therefore be it resolved that:

1. The Issuer hereby agrees to appoint Bendzinski & Co. Dissemination Agent for the purpose of preparing the annual information statement and the submission of same to the MSRB through EMMA, in accordance with the rule and in accordance within the time requirements set forth in the Undertaking for the Bonds.
2. The Issuer agrees to provide, prior to the sale of any future bond issues and prior to its adoption copies of debt issuance documents including the Continuing Disclosure Undertaking(s) for review by Bendzinski & Co., so that Bendzinski & Co. may confirm that such future Undertaking(s) adequately meet the requirements of the Rule.
3. The Issuer agrees to provide all documents and proceedings required by the Rule or Undertaking(s) to Bendzinski & Co. within a reasonable time and at no cost therefore so that Annual Information Statement can be prepared.

4. It is expressly understood by all parties hereto that this Agreement related only to the preparation and submission of the Annual Information Statement to the MSRB through EMMA, if required, in accordance with the Rule and the time requirements set forth in the Undertaking(s), together with the submission of the audited financial statements when such audited financial statements are made available to Bendzinski & Co. This agreement does not relate to the timely submission of reporting of significant events or the monitoring of such situations from time to time as may be necessary to comply with any notification requirements set forth in the Undertaking(s), which obligations shall remain and be the sole responsibility of the Issuer.
5. Bendzinski & Co. hereby agrees to commit its physical facilities and personnel to whatever extent necessary in order to fulfill its obligation under this Agreement in order to ensure that the Issuer is in compliance with the terms and conditions of the Undertaking(s) with respect to the Rule.
6. In addition to the services above, Bendzinski & Co. will, at no additional cost, provide municipal advisory advice such as:
 - A. Review of outstanding debt for refinancing opportunities;
 - B. Provide schedules for new debt issue that the Township may be considering; and
 - C. Advise on any prepayment of outstanding debt.
7. In consideration whereof, the Issuer hereby agrees to compensate Bendzinski & Co. the sum of \$1,000.00 annually for the first five (5) years, commencing with the fiscal year ending after December 31, 2020 Commencing with the Issuer's fiscal year ending after December 31, 2024, the parties agree to renegotiate an annual fee for such service that is mutually agreeable to both parties.
8. For significant events requiring notice to the MSRB through EMMA in the Undertaking(s), the Issuer may retain the services of Bendzinski & Co. in accordance with the terms of this Agreement, and agrees to compensate Bendzinski & Co. for the services of its professional staff at the rate of \$175.00 per hour. The retention of Bendzinski & Co. under this section shall not relieve the Issuer of the timely submission of reporting of significant events as defined in Section 4 of this Agreement.
9. In addition to the fees set forth above, the Issuer agrees to reimburse Bendzinski & Co. for all travel and out-of-pocket expenses, duplicating costs, long-distance telephone expense and postage incurred at the request of and on behalf of the Issuer upon submittal of such changes.
10. This Agreement may be terminated by either party by thirty (30) days written notice directed to:

Robert J. Bendzinski, President
Bendzinski & Co. Municipal Finance Advisors
17000 Kercheval; Ave., Suite 230
Grosse Pointe, MI 48230

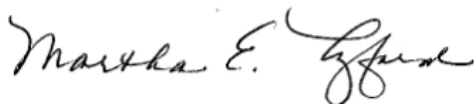
IN WITNESS THEREOF, the Issuer has caused this Agreement to be executed by its
_____ on this _____ st/th day of _____,
2020.

Charter Township of Orion
County of Oakland
State of Michigan

Witness

By _____
Its

Bendzinski & Co.
Municipal Finance Advisors



Witness



Robert J. Bendzinski, President
Registered Municipal Advisor

STATEMENT OF INTENT TO FILE INFORMATION
REQUIRED FOR THE CONTINUING DISCLOSURE UNDERTAKING

I, _____, _____, as an authorized officer of the **County/City/Township/Village**, Michigan, decline to hire Bendzinski & Co. to serve as the dissemination agent. Therefore, I hereby acknowledge and agree on behalf of the **County/City/Township/Village** to file the information required pursuant to Continuing Disclosure Undertaking on an annual basis to the MSRB through EMMA pursuant to the **Undertaking dated 20__**, adopted by the **City/Township/Village** for the \$ _____, and any additional Undertaking(s) that the **City/Township/Village/County** may have outstanding.

By: _____
(Name & Title)

Dated: _____



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Board of Trustees

From: Chris Barnett
Township Supervisor

Meeting Date: October 5, 2020

Memo Date: September 29, 2020

Subject: Hire Accounting Support Clerk

☐ Consent ☐ Pending

REQUEST:

Recently the Board approved filling the vacant position of Accounting Support Clerk in the Public Services Department. Of the applications received, one was an internal candidate – Kristine Gordon, Clerk - Public Services Dept. Ms. Gordon was interviewed and the recommendation is to hire her as the new Accounting Support Clerk.

REASON:

PROCESS:

BUDGET

If yes, fill out information below:

Financial Item?	<input checked="" type="checkbox"/>
Expected Invoice Date:	Click or tap to enter a date.

Project/Grant Tracking?	<input type="checkbox"/>
Reviewed by Budget Director?	<input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Hire Kristine Gordon as Accounting Support Clerk, a Level 6 Technical Unit union position, full-time, 40 hours per week, full benefits, effective immediately; and to authorize posting/advertising to fill the vacancy of the Clerk – Public Services Department position.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Orion Township Board of Trustees

From: Penny S. Shults, Clerk

Meeting Date: October 5, 2020

Memo Date: September 29, 2020

Subject: Peddler / Solicitor License Application: Knights of Columbus
Annual Tootsie Roll Fundraiser

<input type="checkbox"/>	Pending	<input checked="" type="checkbox"/>	Consent
--------------------------	---------	-------------------------------------	---------

REQUEST

The Knights of Columbus have sent a letter to notify the Township of their intent to conduct their annual "Tootsie Roll" fundraiser on October 9-11, 2020

REASON

Pursuant to Section 9.B. of Ordinance No. 95, Peddlers & solicitors Regulation, "...recongized non-profit organizations may be exempt from one or more the provisions of this ordinance upon application to the Township Board." Also, under Section 9.D., "Exemptions under this subsection may be granted by the Board at its sole discretion and under any conditions the Board may proscribe."

PROCESS

In the past, the Board has exempted non-profit organizations from Section 4, License Applicaiton Process, Section 5, Licenses, Section 6, License Fee, and Section 8, Hours of Operation. Background checks have also not been required.

BUDGET - Financial Item? ☐ Yes ☒ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Board action would be to receive and file the notice of solicitation from the Knights of Columbus and because the fundraiswer is on behalf of a non-profit organization, waive the requirements of Sections 4, 5, 6, and 8 of Ord. 95, Peddlers & Solicitors Regulation.

Knights of Columbus
Council 4764
1400 Orion Rd
Lake Orion, MI 48360

RECEIVED
SEP 19 2020
ORION TOWNSHIP CLERK

Charter Township of Orion
Penny Shults, Clerk
2525 Joslyn Rd.
Lake Orion, MI 48360

Dear Penny,

The Knights of Columbus are requesting permission to conduct street collections on October 9, 10, and 11 within the township of Orion.

Members will wear masks and gloves during their time collecting.

This fundraiser is to assist many organizations who support special needs children and some of these organizations really need help this year.

The MI drive is usually conducted the weekend of Palm Sunday but due to the pandemic is was cancelled.

I hope the Knights will be allowed to conduct this important street collections as all our other fundraising activities have been cancelled. 100% of funds raised go to those in need less the cost of the tootsie rolls.

Thank You

Jim Pettinato
Grand Knight
248-391-4532 home
989-305-5397 cell
3400 Ashley
Orion, MI 48359



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Board of Trustees

From: Chris Barnett
Township Supervisor

Meeting Date: October 5, 2020

Memo Date: September 30, 2020

Subject: SMART Municipal Credit Contract for 2021

☐ Consent ☐ Pending

REQUEST:

Attached the proposed Municipal Credit Contract received from SMART for the 2021 Municipal Credit Program. The amount the Township is eligible to receive is \$31,882.

REASON:

PROCESS:

BUDGET

If yes, fill out information below:

Financial Item? <input type="checkbox"/>	Project/Grant Tracking? <input type="checkbox"/>
Expected Invoice Date: Click or tap to enter a date.	Reviewed by Budget Director? <input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Approve the SMART contract for 2021 and to authorize the Supervisor to sign it with the understanding that the funds will be used to help fund the Township's participation in NOTA which will reduce the amount needed from the General Fund.

attachments

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2021

I, Chris Barnett, as the Township Supervisor of the **ORION TOWNSHIP** (hereinafter, the “Community”) hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period **July 1, 2020 through June 30, 2021** (Section 1 below), and **Community Credits** available for the period **July 1, 2020 through June 30, 2021** (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$31,882.00** in **Municipal Credit** funds as follows:

- | | | |
|-----|--|-------------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ _____ |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Services Purchased from Subcontractor | At the cost of: \$ <u>31,882.00</u> |

NOTA

(NAME OF SUBCONTRACTOR)

(See attached Subcontractor Service Agreement)

Total \$31,882.00

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State’s approved budget. In the event that revenue actually received is insufficient to support the Legislature’s appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by **June 30, 2022**; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$0** in **Community Credit** funds available as follows:

- | | | |
|-----|--|--------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ _____ |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Capital Purchases | At the cost of: \$ _____ |

(e) Services Purchased from Subcontractor At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$0

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in **FY2021** may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by **June 30, 2024**; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

ORION TOWNSHIP

By: _____

Chris Barnett

Date _____

Its: Township Supervisor _____

**SUBURBAN AUTHORITY FOR
REGIONAL TRANSPORTATION**

By: _____

Date _____

Its: _____

EXHIBIT A – ATTACH NOTAS

ORION TOWNSHIP PROJECT DESCRIPTION

Overall Project Description (Provide a descriptive narrative): Orion Township contracts with NOTA to provide transportation for residents.

Service Area (Provide geographic boundaries):

Service Times (Provide days and hours of service):

Eligible User Groups (Users eligible to use the service):

Fare Structure (Cost to use service)

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: **Orion Township**

Contract Period: July 1, 2020 through June 30, 2021

Account Number: 48236

OPERATING EXPENSES:

Administrative Fee: *(All employees
other than drivers and dispatchers)*

(10% max. of MC & CC funds)

Driver Wages

Fringe Benefits

Gasoline & Lubricants

Vehicle Insurance

Parts, Maintenance Supplies

Mechanic Wages

Fringe Benefits

Dispatch Wages

Other (Specify)

Sub-Total (Operating Expenses)

PURCHASED SERVICE:

Taxi Service

Charter Service

SMART Bus Tickets

SMART Shuttle Service

SMART Dial-A-Ride

Other (Specify) - **NOTA**

\$31,882.00

Sub-Total (Purchased Service)

\$31,882.00

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment

Software

Vehicle

Maintenance Equipment

Other (Specify)

Sub-Total (Capital Equipment)

TOTAL EXPENSES:

**Operating Expenses, Purchased Service,
and Capital Equipment:**

\$31,882.00

Orion Township EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	\$31,882.00
Community Credit Funds	\$ 0.00
Specialized Services Funds	
General Funds	
Farebox Revenue	
In-Kind Service	
Special Fares (Contracted Service)	
Other (Specify)	

TOTAL REVENUE:

\$31,882.00

(Note: ***TOTAL EXPENSES*** must equal ***TOTAL REVENUE***)



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board of Trustees

From: Chris Barnett, Supervisor

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: Tuition Reimbursement Request – Kohli Johnson

☐ Pending ☒ Consent

REQUEST

Attached is a request for tuition reimbursement for Firefighter Kohli Johnson for successful completion of Paramedic School and licensure. The course began January 1, 2019, and concluded on June 1, 2020. The cost was \$3,789.00.

The Fire Chief and I are recommending that the Township Board approve his tuition reimbursement request.

Kohli's credential assists the fire department in our goal of starting the advanced life support transport program.

BUDGET

If yes, fill out information below:

Financial Item?	<input checked="" type="checkbox"/>
Expected Invoice Date:	Click or tap to enter a date.

Project/Grant Tracking?	<input type="checkbox"/>
Reviewed by Budget Director?	<input checked="" type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
Fire	206-336-957.000	Education & Training	\$51,181	\$3,789.00	\$32,425

RECOMMENDATION (Motion)

Authorize Tuition Reimbursement of Kohli Johnson for \$3,789.00.

attachment



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: Fire Hazard Pay Grant

☒ Consent ☐ Pending

REQUEST

The request is to approve disbursement of the Cares Act grant of Firefighter Hazard Pay in the amount of \$1,000 after tax dollars per eligible Firefighter, and the related costs and payroll expenses for disbursement of same.

REASON

Through the Cares Act, the Township had the opportunity to obtain a grant for Firefighter Hazard Pay in the amount of \$26,000 dollars. Based on the grant's due date of September 30, 2020, the Township accepted the grant and processed an after-tax payment of \$1,000 dollars to 27 firefighters within the grant due date. In that the grant did not cover all Township firefighters nor payroll expenses, the Township incurred an expense of \$8,839.99. The requested motion is to approve payment of the funds expended related to the disbursement of the Fire Hazard Pay Grant.

PROCESS

The proposed expenses of \$8,839.99 will be paid from the Fire Fund. The Fire Fund recently received its annual MMRMA reimbursement in an amount greater than the proposed reimbursement. As a result, there will be no adverse impact on the Fire Fund budget.

BUDGET

If yes, fill out information below:

Financial Item?	<input checked="" type="checkbox"/>
Expected Invoice Date:	Click or tap to enter a date.

Project/Grant Tracking?	<input type="checkbox"/>
Reviewed by Budget Director?	<input checked="" type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Grant	Remaining Budget
CARES ACT	282-426-703	Nonsupervisory Salaries		\$26,000	\$26,000
Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
CARES ACT	282-426-703	Nonsupervisory Salaries	\$26,000	\$26,000	\$0.00
FIRE	206-336-703	Nonsupervisory Salaries		\$1,000	
FIRE	206-336-703	Nonsupervisory Salaries		\$5,774.49	
FIRE	206-336-715	Social Security		\$2,065.50	

RECOMMENDATION (Motion)

Move to approve disbursement of the Cares Act grant of Firefighter Hazard Pay in the amount of \$1,000 after tax dollars per eligible Firefighter and the related costs and payroll expenses for disbursement of same.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Board of Trustees

From: Donni Steele, Treasurer

Meeting Date: October 5, 2020

Memo Date: September 30, 2020

Subject: Cash Handling Policy and Procedures

☒ Consent ☐ Pending

REQUEST

Update our policy and procedures to reflect current practices of the Treasurer Department and off-site collection points.

REASON

The last update was done in 2015 and there have been many changes to our processes since then.

PROCESS

Similar to other surrounding municipalities and MTA's recommendations, we have separated the policy and procedure. Please see attached single policy written in 2015 and the (2) policy and procedure. Please contact me anytime with comments or questions.

BUDGET

If yes, fill out information below:

Financial Item? <input type="checkbox"/>	Project/Grant Tracking? <input type="checkbox"/>
Expected Invoice Date: <input type="text"/> Click or tap to enter a date.	Reviewed by Budget Director? <input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Adopt as presented and replace existing document with new documents on employee shared website.

Charter Township of Orion

2525 Joslyn Rd., Lake Orion, MI 48360

CASH HANDLING POLICY

The primary mandate of the Office of the Treasurer is to safeguard Township assets by way of instituting security procedures and guidelines to limit risk as much as possible. It is expected that this policy be updated from time to time taking advantage of technology advancements as they become available.

Overview

In accordance with the State of Michigan Accounting Procedures, the Treasurer has exclusive authority over all cash management procedures and processes.

This policy serves to:

1. To ensure against mishandling of Township funds and to safeguard and protect employees from inappropriate charges of mishandling funds.
2. To clearly define employee responsibilities in the cash handling process.
3. Define processes by which errors may be prevented, or tracked and corrected if they occur.

Definitions

Cash: "Cash" is defined for purposes of this document to include all methods of payment used for services or materials provided by or at Orion Township. Payments may include, but are not limited to: currency, coin, checks, money orders, credit charges or vouchers.

Cardholder Data: Cardholder data is any personally identifiable data associated with a cardholder. This could be an account number, expiration date, name, address, social security number, Card Validation Code CVC 2 (MasterCard), Card Verification Value CVV2 (VISA), Card member ID (Discover) or CID – Card Identification Number (American Express) (e.g., three- or four-digit value printed on the front or back of a payment card).

Cash Collection Point: a site designated as an authorized payment processing location. Each point will reside under the supervision of a specific Township department. Receipt of mail does not designate a Cash Collection Point. Any mail containing cash that is received at any department that is not a **Cash Collection Point** should be taken to the Treasurer's Office directly.

Cashier: General term for any person duly authorized to accept cash on behalf of the Township.

Cashier Box: Any register, drawer, or container used to store incoming **cash**.

Cardholder Information Security Program (CISP): Visa's Cardholder Information Security Program (CISP) is designed to ensure that all merchants that store, process, or

transmit Visa cardholder data, protect it properly. To achieve CISP compliance, merchants and service providers must adhere to the Payment Card Industry (PCI) Data Security Standard.

Department Supervisor: Person who has responsibility for a specified department or responsibility for department personnel. This may be a Department Head or a person designated to act as a Department Head.

Identification Number/ID number: Number found on a valid form of identification. Acceptable forms include current US Driver's License number, State Identification Card number or Passport number.

Payment Report: A report generated by the department containing a **cash collection point** that gives a detailed accounting of transactions.

PCI: The PCI Standard is the result of collaboration between the four major credit card brands to develop a single approach to safeguarding sensitive data. The PCI standard defines a series of best practices for handling, transmitting and storing sensitive data. The PCI DSS is a multifaceted security standard that includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. This comprehensive standard is intended to help organizations proactively protect customer account data. The PCI standard is comprised of 12 requirements. See *Attachment C for reference*

Receipt: A document produced at the **cash collection point** that verifies having received cash. This may include: pre-printed ticket, computer, machine or printer generated items. Hand written documents are not an acceptable practice.

Remote Alarm/Panic Button: Each **cash collection point** should be equipped with a silent alarm activation device. Temporary Cash Collection Points may be exempted from alarm units and/or automated cash equipment at the time of authorization at the discretion of the Treasurer.

Restricted Endorsement Stamp: An official devise used to mark checks as endorsed. Its use is restricted to authorized personnel only.

Voucher: Document showing a pre-payment has been made.

Applies To:

Anyone who accepts or intends to accept payment on behalf of Orion Township, in any form, must complete **ATTACHMENT A** found at the end of this document, and be approved accordingly.

Application for authorization to accept payment on behalf of Orion Township, must complete Attachment A found at the end of this document and approved accordingly. Authorization may be granted only by the Treasurer.

In accordance with the State of Michigan Accounting Procedures, the Treasurer has exclusive authority over all cash management authorization. Special exception to this list may be made by the Treasurer, but must be reported with supporting information to the Board of Trustees at the next following Board Meeting. To the extent allowed by law, a current and confidential list of those approved for Cash Handling will be on file within the Office of the Treasurer.

A list of authorized persons will be provided to the Board of Trustees no less than on an annual basis.

Policy

1. All persons receiving cash on behalf of the Township must have a completed and approved Authorization for Payment Processing form on file.
2. Payments may be received at the Office of the Treasurer, designated Treasury Drop box (at the front of Township Hall) or the Orion Center counter. The Treasurer approves and designates areas which regularly receive **cash** as **cash collection points**. If an alternate collection point is needed before collection begins, a request must be submitted to the Treasurer's Office which includes:
 - A. Reason(s) why cash collection point is needed.
 - B. A list of those positions involved with the cash collection point, a description of their duties, and how separation of duties will be maintained.
 - C. A description of the reconciliation process, including frequency of reconciliation.
 - D. A description of the process for safeguarding cash until it is deposited.
3. All applicable personnel must follow the cash handling procedures set forth below.
4. The Treasurer will conduct periodic reviews of cash handling procedures and must approve any change in procedure.
5. It is the responsibility of the department supervisor to ensure all permanent cash collection points are equipped properly including but not limited to:
 - A. Register, drawer, or **cashier box** for storage of tender
 - B. Counterfeit detection device
 - C. Remote alarm/panic button unit.
6. Points established for specific, one-time events, with collections for 8 continuous hours or less may be exempted from the remote alarm requirement.
7. Treasurer's Office staff will administer periodic tests of the remote alarm units.
8. No person may use checking or other bank accounts for depositing Township **cash** except for the Office of the Treasurer staff.
9. Cash received may not be used for personal business such as cashing personal checks.

10. All transactions (including electronic based) that involve the transfer of credit card information must be performed on systems approved by the Township's Office of the Treasurer.
 - a. Credit card numbers must NOT be transmitted or stored in any Township system, personal computer, e-mail account or archive, what-so-ever.
 - b. Store only essential information. Do not store the Card Validation Code, or PIN Number. Do not store the full contents of any track from the magnetic stripe (on the back of the card, in a chip, etc.) Last four digits of a credit card number may be used and stored for tracking and accounting purposes.
 - c. Departments must comply with the most recent PCI Data Security Standard Payment Card Industry Data Security Standard.
 - d. Exceptions to this policy may be granted only after a written request from the department has been reviewed and approved, in writing, by the Treasurer's Office.
11. All known and/or suspected violations must be reported by Department Head or designee to the Office of the Treasurer immediately (moved from page 8)

General Procedures for Collection Points

IF THERE IS AN EMERGENCY AND/OR YOU FEEL THREATENED PUSH THE REMOTE ALARM/PANIC BUTTON

1. Accuracy is very important. Do not rush when entering a transaction or counting money.
2. **Cash collection point cashiers** and department supervisors must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting and reconciling. Cash must be reconciled by two authorized cashiers.
3. Cashiers must record the receipt of all **cash** through the applicable software.
 - a. **Cashiers** must give the customer a pre-numbered receipt form and retain a duplicate record.
 - b. **Cashiers** must include the date, mode of payment (currency, check or credit card), identification of the department and the person issuing the receipt on all receipts whether manual or machine-generated.
 - c. **Cashiers** must account for all pre-numbered receipts, including voided receipts.
 - d. Department supervisor must approve and initial any voided cash receipts or transactions.
 - e. **Cashiers** should retain one copy of all voided receipts and send one copy to the Treasurer's Office.
4. In instances where electronic record of the transaction is not possible, such as a remote location where bills and coin are accepted, numerically sequential tickets or similar Treasury Office approved system must be used. Sequence beginning number will be

logged with the Office of the Treasurer before the event. Ending sequence number submitted with collected funds, report and unused tickets. General purpose tickets will be stored at the Office of the Treasurer.

5. Department supervisors of **cash collection points** must protect all checks, currency, and credit card receipts by using a cash register, safe, or other secure place until they are deposited. Department supervisors must provide a secure area restricted to authorized personnel for processing and safeguarding funds.
6. Cashiers may not accept checks or credit card transactions for more than the amount of purchase.
7. Using currency and coins for payments in any fashion (such as mail or drop box) other than a face to face transaction is discouraged.
 - a. **Cashiers** must immediately endorse checks made payable to the Charter Township of Orion (or Orion Township) with a **restricted endorsement stamp**.
 - b. All individual receipts of coin or currency must be entered in a register, log or have some means of tracking.
 - c. Staff must prepare a payment report, in duplicate, of the checks, credit card transactions and/or cash. The list should include the customer's name; amount received, and checks number. Staff should keep one copy in the area and send the other to the Treasurer's Office with the deposit.
8. Department supervisors are responsible for, all funds and reporting.
 - a. By mode of payment
 - b. By comparing the total of the currency, checks and credit cards to the software totals
 - c. By comparing the pre-numbered receipts totals
 - d. By comparing the totals of the money received by mail
 - e. Supervisors must separately record over/short amounts, and investigate and resolve if possible, the discrepancy or provide explanation.
 - f. Balancing issues are discussed further later in this document. Complete *ATTACHMENT B* when issues of this kind arise.
9. **Cash** and related information must be delivered to the Treasurer's Office at the end of the current business day or the morning of the next business day.
10. The Office of the Treasurer must verify validated deposit forms with supporting documentation and the account statement.
 - a. If being delivered from off site, the person delivering must wait for validation acknowledgement.
 - b. Compare the receipt issued by the Cashier's office to the supporting documentation (copy of deposit slip, cash register "Z" tapes) and resolve any discrepancies.
 - c. Compare the receipts to the monthly statements.

11. The Treasurer must approve exceptions to these procedures. For example, in cases where there is not enough staff available to maintain complete separation of duties, an alternate process to safeguard Township funds must be established and approved by the Treasurer. Requests for exceptions to these procedures must be submitted to the Treasurer's Office in writing by the department supervisor.

Department supervisors must maintain all cash receipts and related documents in accordance with record retention schedules. Cash register tapes, deposit slips, credit card receipts, copies of manual cash receipts, etc. must be kept for eight years.

CURRENCY PROCEDURES

Bills and Coin:

1. Verification
 - a. Check all \$50/\$100 bills with special marking pen for counterfeit bills. Machine detection is considered best practice where available. If a bill is found to be suspect, contact the department supervisor and Treasurer immediately.
 - b. To make change, place the incoming bill on the register while making the correct change. Do not mix incoming funds with those in the **Cashier Box** until the transaction is completed.
 - c. Rolled coin should be counted or measured for accuracy.

Cash Alternatives

2. MONEY ORDERS:
 - a. Do not require signature.
 - b. Verify they are made payable to the Charter Township of Orion.
 - c. Verify the date issued and that the Money Order is not over one year old.
 - d. Orion Township does not accept non-USA issued money orders or those not in US dollars.
 - e. Enter and treat money orders as you would a check.
3. TRAVELERS CHECKS:
 - a. Identification is required and must match the name on the check.
 - b. Document the name and ID number of the customer on the check.
 - c. Enter and treat traveler's checks as you would a check. Returning change for a traveler's check is permitted.

Check and e-check Procedures

4. CHECKS
 - a. Must be made payable to the Charter Township of Orion
 - b. Checks dated for later than the current date cannot be accepted.
 - c. Must be correct dollar amount; do not give back change on checks.
 - i. If incorrect amount:
 - ii. Customer can change the amount on written or numerical as long as he/she has the authority to change company checks and must initial the change. Written and numerical amount must match.
 - iii. Checks that are imprinted with the written amount OR cashier's checks **CANNOT** be altered under any circumstances.
 - d. Must have the following:
 - i. Current name, address and phone number.
 - ii. Signature.
 - iii. Amount written on line and amount in box must match. Checks are NOT accepted if only one is filled in.
 - iv. DO NOT accept a check without date filled in.
 - v. NO check can be taken with a torn MICR line on the bottom.
 - vi. Foreign currency checks must be made payable in US funds.

CREDIT CARD PROCEDURES

Additional specific procedures and direction may be applied at each collection point to accommodate different terminal devices and to enhance data tracking. Items listed below are considered minimum required practices.

1. Visa, Master Card American Express and Discover are acceptable.
2. When a customer indicates they will be paying by credit card ask to see their identification. They **MUST** provide a picture ID that also has their signature. Compare the name on the credit card and the ID and also verify the person standing before you is the same as the picture on the ID. A card absent of a signature but displaying "Check ID" can be accepted providing a matching valid ID is produced that does have a signature.
3. Keep the card until the transaction is complete and return to customer.
4. Charge slip from credit card machine **MUST** have customer signature on it (machine will beep for customer receipt – select 'Yes'). Exceptions to this are phone orders.
5. Complete transaction on register, attach register receipt to the credit card receipt (signed copy), and place this in the **cashier box**. Attach the additional receipt from the cc machine (customer copy) to the white receipt for the customer.

6. If the credit card is declined, give the card back to the customer and request a different tender or card.
7. If the credit card machine indicates the card has been reported lost/stolen or to call the authorization center, do not return card to customer – see a supervisor.
8. If a transaction needs to be refunded that was paid by credit card do not use the refund or reversal options. A check must be issued through the standard accounts payable process.
9. If the customer and the card are not present (phone orders); the card number, expiration date and three digit security code are needed to process a transaction. This information must be **shredded immediately** once the transaction is completed. If possible, enter information directly into the system while on the phone and avoid writing down any information.
10. Orion Township requires all departments that process, store or transmit credit card data remain in compliance with the Payment Card Industry Data Security Standard (PCI DSS). The purpose of the Merchant Credit Card Policy is to protect our customers' credit card data, to uphold the Township's reputation, to reduce the financial costs associated with a breach of credit card information and to outline best practices for all aspect of credit card transactions.

Data Storage and Destruction

- No credit card information will be stored by the Township or employees in any form, at any time after a transaction has been complete.
- Hardcopy containing cardholder data will be shredded immediately after processing.

Reconciliation

The department having a **cash collection point** will receive a current statement of activity from the credit card processor. This statement must be reconciled to the payment reports from your machine/software/web site. Each department containing a **Cash Collection Point** will regularly provide a fully reconciled payment report to both Accounting Coordinator and Office of the Treasurer.

Balancing Issues

1. Take the following steps when any monies or tender do not balance:
 - a. Tell the department supervisor immediately.
 - b. Isolate trash containers from the area to a separate office to be searched for lost **Cash** items.
 - c. Have the department supervisor recount everything.
 - d. Recheck cashier box for missing/out of place tender.
 - e. Make sure everything was entered on the correct time and day.
 - f. Check any voids and refunds for accuracy.

- g. Check floor and surrounding area at the cash registers and the counting desk.
 - h. Check receipts that are for the amount in question looking for any that are over/under.
 - i. Check all receipts comparing the item(s) received by the cashier, the amount written on receipt and the amount rung up. All three must match.
 - j. If a correction was made to a transaction double check the accuracy of the correction.
 - k. Have cashier recall anything out of the ordinary that may have happened.
 - l. Run transaction tape and compare the tape with all receipts; there should be a corresponding transaction on the tape for every receipt.
 - m. If requested by the department supervisor, complete "Balancing Checklist Form".
2. Extra steps if CURRENCY does not balance:
- a. Recount drawer/deposit paying attention to new bills sticking together.
 - b. Have a supervisor recount the cash.
 - c. Check drawer slot in cash register to see if the money fell behind or under the drawer.
3. Extra steps if CREDIT CARD does not balance:
- a. Verify that the credit card slip matches the validated register slip.
 - b. Check credit card transactions to make sure each was rung as "credit card".
 - c. Check all credit card receipts to the transaction printout - the customer may have walked off with the credit card receipt and it can be reprinted before the end of the day for our records.
 - d. Reprint a credit card slip if possible.
4. Extra steps if CHECKS do not balance:
- a. Compare the front and back of checks to ensure they match and were rung for the correct amount.
 - b. Make sure check transactions were rung as "check". For the amount in question enter receipt number into electronic journal to verify that transaction (tender) was rung as check or compare receipt.
5. If no reason can be found for the shortage or overage, contact department supervisor and Office of the Treasurer to take reconciliation steps as needed.

General Responsibilities

You should NOT do the following:

- 1. Do not store credit card data.
- 2. Do not transmit cardholder's credit card data by e-mail or fax.
- 3. Do not store PIN or CVV2/CVC2/CID number or any security information.
- 4. Do not electronically store on the Township computer file.
- 5. Do not electronically store any credit card data on laptop or PC's.
- 6. Do not share user IDs for systems access.

7. Never acquire or disclose any cardholder's data without the cardholder's consent.
8. Do not use Vendor-Supplied Defaults for System Passwords and other security parameters.


You should DO the following:

1. Maintain strict control over the internal and external distribution that contains credit card data
2. Change vendor supplied or default passwords
3. Passwords conform with Computing Services rules and recommendations
4. If you receive an unencrypted email from customer with credit card data notify the customer that they should no longer send this information via email and delete email immediately

No Township employee, contractor or agent who obtains access to credit card or other personal payment information may sell, purchase, provide, or exchange said information in any form to any third party other than to the Township's acquiring bank, depository bank, Visa, MasterCard or other credit card company, or pursuant to a government request.

All requests to provide information to any outside party as it relates to this subject matter must be reviewed and approved in advance, in writing by the Treasurer or their designee.

If any employees other than the Treasurer of the local unit receive cash, they must do so with the approval of the Treasurer and in accordance with all cash handling policies set forth by same.



 Treasurer Date

Adopted:
July 20, 2015

Amended:
Sept. 8, 2015

ATTACHMENT A**AUTHORIZATION FOR PAYMENT PROCESSING
REQUEST FORM****GENERAL:**

In order to establish and maintain safety and security for our staff and assets, Orion Township has established this form as one component of our comprehensive Cash Handling policy. This form is required for all Orion Township Staff who handle cash or any form of tender on behalf of the Charter Township of Orion. Any individual who does not have an approved and current form on file is explicitly not authorized to accept payments.

DEFINITION:

"Cash" is defined for purposes of this document to include all methods of payment used for services or materials provided by or at Orion Township. Payments may include, but are not limited to:

Currency, checks, money orders, credit charges or vouchers.

SCOPE:

Full details, guidelines and procedures for cash handling can be found in Orion Township Cash Handling Policy and should be reviewed before completing this form.

Application for authorization to accept payment on behalf of Orion Township, must complete this Attachment A. Authorization may be granted only by the Treasurer.

In accordance with the State of Michigan Accounting Procedures, the Treasurer has exclusive authority over cash management authorization. A current and confidential list of those approved for Cash Handling with is on file with Orion Township Treasury.

By completing this form, the _____ (department), is requesting _____ (staff name and position)

1. be authorization to accept payments on behalf of Orion Township as part of their job responsibilities,
2. I, _____ (dept. head name and position) I have reviewed the Orion Township Cash Handling policy with the individual written above, and acknowledge their agreement to comply with all aspects of that policy,
3. I verify that I have trained the above mentioned individual in the location and operation of the alarm activation units (aka: Panic Button).
4. It is understood that authorization to accept payments may be discontinued at any time by the Department Supervisor or Treasurer without notice of for any reason.

Is this a Temporary Authorization? YES / NO (application void if YES or NO is not circled) If yes, specify the dates:

Signature of Department Head

Date

Signature of Treasurer

Date

ATTACHMENT B

Balancing Issues Checklist

Select all that apply and sign when completed.

Cash:

- ☐ Recount drawer.
- ☐ Recount deposit.
- ☐ Have a supervisor recount deposit and drawer.

Check:

- ☐ Compare front and back of checks to ensure that they match and were entered correctly.
- ☐ Check receipts to ensure that check was not rung as incorrect tender (by looking at the electronic journal or by checking physical receipt).

Credit cards:

- ☐ Verify that the credit card slip matches the validated register slip.
- ☐ Check credit card slips to make sure each was rung as the appropriate card.

All tender types:

- ☐ Search for missing tender (around register, pull out drawer, area where cash was counted, garbage can).
- ☐ Check voids and refunds on transaction tape.
- ☐ Check all receipts comparing the item(s) checked by the clerk, the amount written on receipt and the amount rung up. All three must match.
- ☐ Make sure transactions were rung on correct date/time.
- ☐ Try to recall anything out of the ordinary.
- ☐ Run transaction tape and compare tape with all receipts. There should be a receipt for every transaction.

Shortage/Overage Amount: _____

Tender Type: _____

Date: _____

Completed By: _____

Print

Sign

ATTACHMENT C

PCI DATA SECURITY STANDARD is available as a separate file on the share drive for internal reference only. Department Heads should provide access to applicable staff when requested.

Charter Township of Orion

2525 Joslyn Rd., Lake Orion, MI 48360

Cash Handling Policy

Purpose:

To provide direction for the collection, custody and reporting of cash and cash equivalents and to outline specific cash handling procedures for department use. To incorporate strong internal controls for cash handling that are designed to safeguard and protect our employees and the township.

Cash and cash equivalents apply to currency, coin, checks, charge and debit card payments, other electronic payment medium and negotiable instruments payable to the township.

Applies To:

All persons and departments receiving cash and cash equivalent payments.

Policy:

1. The Township Treasurer is authorized to establish rules and procedures for the receipt, handling and deposits of township funds by any elected official, board member or employee (regular full and regular part time).
2. The Treasurer's Office will conduct periodic reviews/audits of cash handling procedures.
3. The Township Treasurer has the authority to authorize or rescind authorization of cash handlers, to inspect departmental cash records and to inspect departmental practices and procedures.
4. The Township Treasurer shall enforce these through onsite inspections; by rescinding authorization of any officer or employee who fails to comply with the established rules and policies, and, in the event of non-compliance by a department or office, requiring that all payments to that department or office be done by treasury personnel.
5. This cash handling policy also requires that areas receiving cash be approved by the Treasurer's Office as a cash collection point unless they are established by statute. The Treasurer's Office may also establish a casual cash collection point for offsite events.

Collection:

All incoming cash and cash equivalents must –

- Be accounted for as received and a receipt made
- All checks are to be endorsed with the appropriate "For Deposit Only" stamp
- Be reviewed for possible counterfeits. (If a counterfeit bill is detected due not return it to the passer. Delay the passer and contact local Sheriff's office immediately. Limit handling of the suspect note and surrender it only to the identified police officer)
- Be removed from the counter/workspace after each transaction and before the cash handler leaves the work station
- Never be left unattended or accessible to unauthorized persons

- Be in a secure cash box, register, file drawer or safe and locked when not in use
- Be kept to a minimum at all times. Excess funds should be removed and stored in a secure place or deposited with the Treasurer's Office
- Never be used for petty cash purposes, expenditures, refunds, etc.
- Be counted and handled out of sight of the general public when reconciling
- Must be reconciled to the total receipts for that day

Credit card transactions –

- Must be performed on systems approved by the Township Treasurer
- No credit card numbers should be transmitted or stored in any other systems, personal computer or email account.
- It is not permissible to obtain credit card information by email.

Custody:

Cash handling and responsibilities for authorized departments –

- Department Head is responsible for the care and liability of all cash and cash equivalents until deposited with the Treasurer's Office
- Provide for the safekeeping and timely, accurate deposit of the cash and cash equivalents. All checks are to be endorsed with the appropriate Township "Deposit Only" Stamp
- Adequate separation of duties and checks and balances, which includes cash collecting, depositing, reconciling and reporting
- Notify the Township Treasurer and Township Supervisor of any loss of theft immediately upon discovery and within 24 hours have a written notice of discovery to both entities
- Allow for onsite inspections and observations of cash handling procedures by the Treasurer or his/her designee
- Protect employees from risk by following the established policies and procedures

Cash handling and responsibilities for cash handlers –

- Responsible for the integrity of the cash and cash equivalents in his/her possession
- Keep cash and cash equivalents in a consistent manner and to a minimum at all times
- Balance daily and deposit the cash and cash equivalents at a minimum of twice weekly; preferably daily
- Report any over/shortage immediately to you supervisor
- Under no circumstance should any individual keep or deposit township cash and cash equivalents with their own personal funds or take township funds home for safekeeping
- Comply with cash handling operations according to established policy or procedures

Reporting:

All cash receipts and related documents must be maintained in accordance with the State of Michigan Record Retention Schedule. Cash drawer reconciliation sheets, computerized reports, bank deposit slips, credit card receipts, manual cash receipts, etc. must be retained for the current year plus seven by the Treasurer's Office.

Specifics:

Strong internal controls for cash collection are necessary to prevent mishandling of funds and are designed to safeguard and protect employees

from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process. Approval by the Treasurer's Office is required of any changes in the cash handling procedures.

Establishing Cash Collection

Points: Establishing Cash Collection Points: The Treasurer's Office must authorize all cash collection points before collection begins. A cash collection point is defined as a department that handles cash on a regular basis. (Authorized Department). Although departments with casual cash collections are not recognized as cash collection points, they must follow the same cash handling policies and procedures that apply to the cash collection points.

Departments requesting status as a cash collections point must submit a request to the Treasurer's Office that includes the following:

1. Reason(s) why cash collection point is needed.
2. A list of the positions involved with the cash collection point, a description of their duties and how segregation of duties will be maintained.
3. Is there a need for a cash drawer/register.
4. A description of the reconciliation process and the process for safeguarding cash until it is deposited.
5. A schedule of how often deposits with the Treasurer's Office will be made.

The request will be reviewed by the Treasurer, and if appropriate, submitted to the Board of Trustees for consideration before approval.

Casual Cash Collection

Point: Departments requesting a casual cash collection point for an offsite event must submit a request to the Treasurer's Office that includes the following:

1. What the offsite event is.
2. If there is a need for cash change. If so, what total dollar amount and what size bills are required. What date the change is required. (If there is a need for cash change, the Township check request procedure must be followed, allowing time for Treasurer's Office to cash the check and have change available by the request date.)

The request will be reviewed by the Treasurer for approval.

Procedures: Daily Cash Handling, Preparation of Deposits, Reconciliation of Cash and Cash Equivalents are described on additional pages listed as Cash Handling Procedures.

See Petty Cash and Credit Card Usage Policies for those procedures.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Department: Treasury	Policy Number:
Affected Locations: All Departments Receiving Cash	Written by: Donni Steele, Treasurer
Policy: CASH HANDLING PROCEDURES	

1. Purpose

Strong internal controls for cash and cash equivalent collection are necessary to prevent mishandling of funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process.

2. Scope

All persons and departments receiving cash and cash equivalent payments.

3. Procedures & Responsibilities

The Township cash handling policy requires that areas receiving cash be approved by the Treasurer's Office as a cash collection point unless they are established by statute. The Township's currently established cash collection points are the Township Treasurer's Office and the Parks/Rec office. Casual cash collection points may be established for off-site events upon prior request to the Treasurer's Office. Requirements for the establishing of cash and casual cash collection points are outlined in the Township's Cash Handling Policy.

The following list of procedures is required for the operation of cash collection points:

- Upon receipt, all cash and cash equivalents received must be recorded through the BS&A Cash Receipting System or Parks/Rec Computer program with computer generated numbered receipts, or when necessary, an official township temporary numbered manually written cash receipt in duplicate. All manual receipts must be converted into a BS&A computerized receipt as soon as possible. The receipts shall include: the amount received, payment method, name of payee, purpose and name of staff receiving payment.
- Any cash collection point other than the treasurer's office must deliver the previous days cash and cash equivalents to the treasurer's office each morning



Charter Township of Orion

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www.oriontownship.org

to be cash receipted in the BS&A Cash receipting system. The Treasurer's office will reconcile them to the collection points receipting reports and to the BS&A Cash receipting reports daily when the cash drawers are reconciled.

- Any voided receipt must have a reason entered for an audit trail.
- Always keep the currency you receive in view of the customer while counting.
- Never put currency received in the cash drawer or register before the transaction is complete.
- Checks should be made payable to "The Charter Township of Orion" or "Orion Township". Slight variations are acceptable. All checks must be endorsed promptly with the appropriate township deposit stamp. No secondary endorsement checks will be accepted.
- Checks are to be reviewed to make sure they are signed, dated (no post-dates) and to make sure that the written number matches the numeric number.
- Checks or credit card transactions will not be allowed for more than the amount of the receipt. (Exceptions can be made for Tax Payments and W/S Payments.)
- Cash must be kept in a safe and secure place (cash drawer or cash register) during daily operations and secured in a safe overnight.
- Cash drawers or registers are to be reconciled each day to the computerized cash receipting reports or receipt registers. Each form of payment must be reconciled separately and compared to the computer-generated report of that days transactions.
- Treasurer's office will create bank deposit slips daily during the cash drawer reconciliation process as well as for batch cash receipting of large quantities of mailed in payments.
- All cash and cash equivalents are to be deposited at the township's financial institution at a minimum of twice weekly or more often if large cash and cash equivalent deposits are present.
- E-box and Hard Lockbox payments are to be imported, processed and journalized daily into the BS&A CR System along with deposit creation.
- Web and Counter credit card payments are to be imported, processed and journalized daily into the BS&A CR System along with deposit creation.
- Refunds or expenses must be requested from the appropriate BS&A module or Parks/Rec system and paid through the Clerk's Office in the AP system. No refunds or expenses are to be paid out of the cash drawers.

4. Revisions

Rev	Date	Description	Author
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Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360

www.oriontownship.org

00	09/08/2015	Policy last updated on 9/15/2020	Board
01	09/24/2015		



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: Short Term Disability Policy

☒ Consent ☐ Pending

REQUEST

Approve the updated Short Term Disability policy for salary employees.

REASON

The original policy, approved in 2015, has been updated to include all salary employees who, if qualified, may receive short-term disability benefits.

PROCESS

The policy has been updated to better define compensable and non-compensable illness and disability and injury, as well as defining and including all salary employees in lieu of listing salary employee titles. Once approved, the updated version will be stored electronically in the Township's Employee Resources shared folder, accessible to all Township employees.

BUDGET

If yes, fill out information below:

Financial Item? <input type="checkbox"/>	Project/Grant Tracking? <input type="checkbox"/>
Expected Invoice Date: <input type="text"/>	Reviewed by Budget Director? <input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

"I move to approve the Short-Term Disability Policy, with any changes as recommended by the Township Attorney and approved by the Township Supervisor and authorize the Township Clerk to file same."



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Department: Supervisor's	Policy Number:
Affected Locations: All Salary Personnel, HR & Payroll	Written by: Chris Barnett
Policy: Disability Benefits for Salary Employees	

1. Purpose

Provide direction for a salary employee on receiving Short Term Disability benefits upon return to work and to define benefits for an employee suffering a compensable or non-compensable illness, disability or injury within the meaning of the Workers' Compensation Act.

2. Scope

Applies to all salary employees for a maximum of twenty-six weeks.

3. Procedures & Responsibilities

A. Short-Term Disability Insurance

- 1) Short-term disability benefits are limited to the benefits set forth in the applicable Township insurance policy, shall be provided. The current short-term disability insurance policy provides a benefit of 66-2/3% of base salary to a maximum of \$800 per week for a maximum of twenty-six (26) weeks. The insurance coverage begins the first day for an accident and the eighth day after the beginning of an illness.
- 2) Eligibility, coverage, and benefits under the above insurance plans are subject to the terms and conditions including any waiting period or other time limits, contained in the policy contracts between the Township and its insurer.
- 3) In recognition of the fact that management group members are ineligible for, and do not receive overtime payments, group members who are eligible for and are receiving a short-term disability insurance benefit will be eligible for the following supplemental payment based upon the member's years of service for a maximum period of twenty-six weeks.



Charter Township of Orion

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Years of Service	STD Insurance	Supplemental Pmt To Total
Start of Employment	66-2/3%	66-2/3%
After one (1) year	66-2/3%	83.33%
After two (2) years	66-2/3%	91.665%
After three (3) years	66-2/3%	100%

- 4) The supplemental payment will be issued by Payroll on the first pay cycle upon return of the salary employee.

B. Insurance Discontinuation

- 1) In the event an employee suffers a compensable illness, disability or injury within the meaning of the Workers' Compensation Act, at the Township's expense, the Township will continue Health Insurance not otherwise covered or lost due to the illness, disability or injury, at the Township's cost for a period of not more than two (2) years from the date of such illness, disability or injury or the date on which the employee is able to return to his regular work assignment whichever date occurs first.
- 2) In the event an employee suffers a non-compensable illness, disability or injury within the meaning of the Workers' Compensation Act, at the Township's expense, the Township will continue the Township provided Health Insurance for a period of not more than eighteen (18) months from the date of such illness, disability or injury or the date on which the employee is able to return to his regular work assignment whichever date occurs first.

4. Revisions

Rev	Date	Description	Author
00	09/24/2020	Carryover last amended policy from 10/19/2015	
01	09/24/2020	Request amending from Board specifying Salary Employees 09/24/2020	Chris Barnett



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: Cross-Training Policy

☒ Consent ☐ Pending

REQUEST

Approve the Employee Cross-Training Policy.

REASON

This is a new policy, with the purpose of training staff members in other job positions to allow the Township to run more efficiently during staff absences, emergencies, or in circumstances where a project requires additional staff support. The Policy would apply to all staff within the Township, including those covered by the Teamsters Local 214 Technical Employees Agreement, and accounts for such employees, stating: "individuals temporarily assigned to positions outside their classification in their bargaining unit will be compensated as outlined in their bargaining unit."

PROCESS

This is a new policy being proposed. Once approved, staff communication and training will be conducted to communicate the intent of the policy and assist staff with beginning to document their work procedures, and how cross-training will be conducted. The approved policy will be stored electronically in the Employee Resources shared file accessible to all employees.

BUDGET

If yes, fill out information below:

Financial Item? <input type="checkbox"/>	Project/Grant Tracking? <input type="checkbox"/>
Expected Invoice Date: Click or tap to enter a date.	Reviewed by Budget Director? <input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

"I move to approve the Employee Cross-Training Policy, with any changes as recommended by the Township Attorney and approved by the Township Supervisor and authorize the Township Clerk to file same."



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Supervisor's Office
Human Resources Division

Phone: (248) 391-0304, ext. 1004

Department: Supervisor	Policy Number:
Affected Locations: All Directors	Written by: Chris Barnett
Policy: Employee Cross-Training Policy	

1. Purpose

It is the policy of the Charter Township of Orion for all staff to participate in Cross Training inter and intra-departmentally. Cross training improves collaboration and assists the Township in running efficiently and effectively during staff absences, emergency situations or large temporary projects that may require additional teamwork.

2. Scope

This policy applies to all employees within the Township.

Cross training involves the creation of documented tasks and processes for an employee's responsibilities, participating in the training of other Township staff and receiving training for other roles within the Township.

Individuals temporarily assigned to positions outside their bargaining unit classification will be compensated if required in the bargaining unit agreement, as amended.

Cross training includes, but is not limited to, documented process training, video recording/delivery and job shadowing.

3. Procedures & Responsibilities

- 1) All employee processes will be documented in a standardized format, approved by the director and reviewed by the department(s) involved with input/output of the process.
- 2) Detailed responsibilities and tasks will be documented for each Township position.
- 3) Approved documentation and recordings will be published in a centralized location.
- 4) Change logs for all modified processes will be kept with the process documentation.
- 5) Employees will be required, at the request of their Director or the Township Supervisor, to provide process documentation, job shadowing or recorded "how to" instructions for peers and/or directors.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Supervisor's Office
Human Resources Division

Phone: (248) 391-0304, ext. 1004

- 6) Employees will be required, at the request of their Director or the Township Supervisor, to participate in the review of documentation, job shadowing or viewing of "how to" recordings for roles and responsibilities outside the scope of their current role within the Township.
- 7) Employees participating in any form of cross-training will be required to inform their director if any of their own responsibilities and output will be delayed or incomplete due to timing and/or duration of cross-training.
- 8) Cross-training documentation and materials are to be reviewed and updated annually for accuracy.

4. Revisions

Rev	Date	Description	Author
00	07/01/2020	Employee Cross Training Policy	Chris Barnett



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: September 30, 2020

Subject: Gravel Road Speed Limit Resolution

☒ Consent ☐ Pending

REQUEST

The request is to adopt the attached Resolution to Support Legislation to Reduce Speed Limit on Unimproved Roads.

REASON

At a regular meeting of the Oakland County Association of Township Supervisors for Oakland County (OCATS), a Resolution was unanimously supported by the 21 Township Supervisors (representing 41% of Oakland County), requesting action on and the enactment of legislation which would allow Charter Townships, with approval of the Road Commission, to establish speed limits on gravel roads based on criteria such as road conditions, topography, and traffic patterns.

A similar Resolution is being brought before the Orion Township Board of Trustees for adoption, to demonstrate full Township support on this issue and legislation. The other Oakland County Charter Townships, as identified as 'Yeas' in the attached OCATS Resolution, are recommending adoption of similar resolutions in their communities. Once adopted, these Resolutions will be distributed to Oakland County Executive Coulter, all Oakland County Commissioners, State Senator Bayer, State Representative Reilly, all 21 Oakland County Township Supervisors, the Michigan Township Association, SEMCOG Executive Director, the SEMCOG Township Representative, and Orion Township Government Relations Consultants Midwest Strategy.

BUDGET

If yes, fill out information below:

Financial Item? <input type="checkbox"/>	Project/Grant Tracking? <input type="checkbox"/>
Expected Invoice Date: <input type="text"/> Click or tap to enter a date.	Reviewed by Budget Director? <input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Resolution to Support Legislation to Reduce the Speed Limit on Unimproved Roads adopted as presented.

**OAKLAND COUNTY ASSOCIATION OF TOWNSHIP SUPERVISORS
OAKLAND COUNTY, MICHIGAN**

RESOLUTION TO REDUCE SPEED LIMITS ON GRAVEL ROADS

At a Regular Meeting of the Oakland County Association of Township Supervisors, County of Oakland, State of Michigan, held on the 21st day of September 2020, the following Resolution was moved, supported and unanimously adopted by the 12 Supervisors present at the meeting and 9 more in subsequent follow-up calls to the Supervisors who were unable to attend. The 21 Township Supervisors who unanimously approved this resolution represent an estimated 41% of the Oakland County population.

**The Oakland County Association of Township Supervisors Hereby Endorses a
Resolution to Support Legislation to Reduce the Speed Limit on Unpaved Roads**

Motion:

Moved by White Lake Township Supervisor Kowall

Seconded by Rose Township Supervisor Scheib-Snider

WHEREAS, more than 750 miles of the 2,700-plus miles of the Road Commission for Oakland County's (RCOC) roads are not paved; and

WHEREAS, under MCL 42.15, Townships may enact ordinances considered necessary to provide for the public peace and health and for the safety of persons and property in the Township; and

WHEREAS, a safe and efficient transportation system is essential to commerce and daily activities and represents a significant health and safety concern; and

WHEREAS, pursuant to MCL 257.627 of the Michigan Vehicle Code, the speed limit on county highways with a gravel or unimproved surface is 55 mph; and

WHEREAS, currently a Township located within a county with a population of 1,000,000 or more, may request the County Road Commission to reduce the speed limit to 45 mph on a gravel road; however, if a Township requests a speed limit below 45 mph on an unpaved road, the County Road Commission must conduct a speed study with the Michigan State Police "for the purpose of establishing a modified speed limit;" and

WHEREAS, in the absence of sidewalks, residents of Oakland County use local and primary gravel roads for bicycling, walking, running, dog walking, and horseback riding; and

WHEREAS, the current unposted speed limit of 55 miles per hour on gravel roads within Oakland County can be an unsafe speed to be traveling according to the width, curves, bumps, hills, and poor sight distance found on gravel roads; and

WHEREAS, tickets issued for failure to use due care and caution are reactionary in use and do not prohibit unsafe driving habits; and

WHEREAS, many Oakland County Residents who reside within Townships are requesting the 55-mph speed limit on local gravel roads to be lowered; and

WHEREAS, the Townships understand all costs associated with installing new lower speed limit signs will be their respective responsibility; and

NOW THEREFORE BE IT RESOLVED, the Oakland County Association of Township Supervisors (OCATS) urges, with all due expedience, that diligent steps be taken toward action on and the enactment of legislation which would allow Charter Townships with approval by the Road Commission, to establish speed limits on gravel roads based on criteria such as road conditions, topography, and traffic patterns, all of which are best known by individuals and their elected representatives residing in the locality.

RESOLUTION DECLARED ADOPTED.

YEAS: 12 in Attendance

Bruce Pearson – Addison Township
Leo Savoie – Bloomfield Township
Kathy Thurman – Brandon Township
David Scott – Commerce Township
Robert DePalma – Groveland Township
Rick Hamill – Highland Township

Patrick Kittle – Independence Township
Don Green – Milford Township
Mike Bailey – Oakland Township
Chris Barnett – Orion Township
Dianne Scheib-Snider – Rose Township
Rik Kowall – White Lake Township

YEAS: 9 in Follow-Up Calls

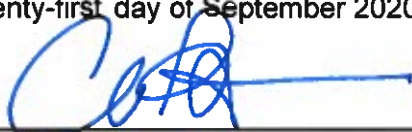
George Kullis – Holly Township
John Dolan – Lyon Township
John Juntunen – Novi Township
Bill Dunn – Oxford Township
Donna Squalls – Royal Oak Township

Phil Schmitt – Southfield Township
Collin Walls – Springfield Township
Gary Wall – Waterford Township
Steve Kaplan – West Bloomfield Township

NAYS: 0

ABSTENTIONS: 0

I, Chris Barnett, President of the Oakland County Association of Township Supervisors, do hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Oakland County Association of Township Supervisors at a regular meeting held on the twenty-first day of September 2020.



Chris Barnett – President
Oakland County Association of Township Supervisors



Charter Township of Orion

County of Oakland

State of Michigan

Resolution to Support Legislation to Reduce the Speed Limit on Unimproved Roads

WHEREAS, more than 750 miles of the 2,700-plus miles of the Road Commission for Oakland County's (RCOC) roads are not paved; and

WHEREAS, under MCL 42.15, Charter Townships may enact ordinances considered necessary to provide for the public peace and health and for the safety of persons and property in the Charter Township; and

WHEREAS, a safe and efficient transportation system is essential to commerce and daily activities and represents a significant health and safety concern; and

WHEREAS, pursuant to MCL 257.627 of the Michigan Vehicle Code, the speed limit on county highways with a gravel or unimproved surface is 55 mph; and

WHEREAS, currently a Township located within a county with a population of 1,000,000 or more, may request the County Road Commission to reduce the speed limit to 45 mph on a gravel road; however, if a Township requests a speed limit below 45 mph on an unpaved road, the County Road Commission must conduct a speed study with the Michigan State Police "for the purpose of establishing a modified speed limit;" and

WHEREAS, in the absence of sidewalks, residents of Orion Township use local and primary gravel roads for bicycling, walking, running, dog walking, and horseback riding; and

WHEREAS, the current unposted speed limit of 55 miles per hour on gravel roads within Oakland County can be an unsafe speed to be traveling according to the width, curves, bumps, hills, and poor sight distance found on gravel roads; and

WHEREAS, tickets issued for failure to use due care and caution are reactionary in use and do not prohibit unsafe driving habits; and

WHEREAS, many Orion Township residents are requesting the 55 mph speed limit on local gravel roads to be lowered; and

WHEREAS, it is understood Orion Township will be responsible for all costs associated with installing new lower speed limit signs; and

NOW THEREFORE BE IT RESOLVED, the Township Board of Trustees of the Charter Township of Orion urges, with all due expedience, that diligent steps be taken toward action on and the enactment of legislation which would allow Charter Townships with the approval by the Road Commission, to establish speed limits on gravel roads based on criteria such as road conditions, topography, and traffic patterns, all of which are best known by individuals and their elected representatives residing in the locality.

Certification

I, Penny S. Shults, duly elected Clerk of the Charter Township of Orion, hereby certify the above is a true copy of the Resolution adopted by the Board of Trustees of the Charter Township of Orion at its regular meeting of Monday, October 5, 2020, at 7:00 p.m., at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360.

*Penny S. Shults, Clerk
Charter Township of Orion*



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Board of Trustees

From: Chris Barnett
Township Supervisor

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: Halloween Trick or Treat Hours

☐ Consent ☐ Pending

REQUEST:

In 2017 the Board set the Halloween Trick or Treat hours as 6-8 pm annually on October 31st, beginning in 2017 and every year thereafter.

REASON:

This item is on the agenda due to questions being received from the public due to Covid.

PROCESS:

BUDGET

If yes, fill out information below:

Financial Item?	<input type="checkbox"/>
Expected Invoice Date:	Click or tap to enter a date.

Project/Grant Tracking?	<input type="checkbox"/>
Reviewed by Budget Director?	<input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Confirm that Halloween Trick or Treat hours are 6-8 pm on October 31st every year going forward.



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Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: Schedule Joint Meeting

☒ Consent ☐ Pending

REQUEST

The request is to schedule a joint meeting with the Orion Township Board of Trustees, Planning Commission, Zoning Board of Appeals, and Corridor Improvement Authority Board for November 12, 2020 at 6:00 p.m. at the Orion Center, 1335 Joslyn Road.

BUDGET

If yes, fill out information below:

Financial Item? <input type="checkbox"/>	Project/Grant Tracking? <input type="checkbox"/>
Expected Invoice Date: Click or tap to enter a date.	Reviewed by Budget Director? <input type="checkbox"/>

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Schedule a joint meeting with the Orion Township Board of Trustees, Planning Commission, Zoning Board of Appeals, and Corridor Improvement Authority Board on November 12, 2020 at 6:00 p.m. at the Orion Center, 1335 Joslyn Road, and direct the Township Clerk to post as an open meeting.



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Agenda Item Summary

To: Township Board of Trustees

From: Penny S. Shults, Clerk

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: Request to Purchase Client High Speed Scanner - Elections

☐ Pending ☒ Consent

REQUEST

Attached please find the quote for a client high-speed scanner to be used in the Absent Voter Counting Board on election days. The Election Commission met on September 30, 2020 and has recommended this purchase.

PROCESS

Due to COVID-19 we have experienced a tremendous increase in absent voter ballots. The Client machine will allow the Absent Voter Counting Board to scan and adjudicate at the same time on two monitors expediting the process without having to purchase an additional high-speed tabulator. We will be seeking grant dollars for a portion of the purchase price with the COVID reimbursement programs through Oakland County and the State of Michigan.

BUDGET - Financial Item? ☒ Yes ☐ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
Elections	101-262-977.000	Elections/ Equipment		\$40,550.00	

RECOMMENDATION (Motion)

Approve the purchase of a client high-speed scanner from Hart InterCivic in the amount of \$40,550.00 and have the Accounting Controller make the necessary budget adjustments.



Quote Number

00007864

Account Name

Orion Charter Township, MI

Grand Total

\$35,555.00

Item	Description	Unit Price	Quantity	Total Price
Verity Central (Client)	Verity Central Client software	\$18,230.00	1	\$18,230.00
Canon DR-G2140 Central Scanner w/ 5-Year Warranty	Central ballot scanner; includes 5 years of warranty coverage (preventative maintenance sold separately)	\$13,000.00	1	\$13,000.00
Verity Workstation	Workstation for Verity software w/ 5-year warranty	\$4,000.00	1	\$4,000.00
Okidata B432dn Printer	Laser printer w/ starter cartridge for report printing	\$325.00	1	\$325.00

Subtotal

\$35,555.00

Grand Total

\$35,555.00

Annual Service and Maintenance (Years 6-10)

Item	Description	Unit Price	Quantity	Total Price
Service and Maintenance - Verity Central (Client)	Annual Service and Maintenance fee for Verity Central Client in years 6-10	\$8,110.00	1	\$8,110.00

Proposed Annual Service & Maintenance

\$8,110.00

Total Years 6-10

\$40,550.00

Bill To 2525 Joslyn Rd.
Lake Orion, MI 48359

Ship To 2525 Joslyn Rd.
Lake Orion, MI 48359

Customer Contact

Contact Name Jillian London Email jlondon@oriontownship.org
Phone (248) 391-0304

General Information

Expiration Date 10/30/2020 Instructions Please fax with signature to or scan and email to
Payment Terms Net 30 kclakeley@hartic.com to order.

Terms and Conditions

Pricing subject to inventory availability at time of quote execution and acceptance.
Taxes will be calculated in conjunction with the Customer based on the final approved price list.

Hart Approval

Prepared By Karen Clakeley Title Director, Strategic Accounts
Signature

Customer Approval

Name: _____ Title: _____
Customer Approval: _____ 81 Date: _____



Quote Number

00007864

Account Name

Orion Charter Township, MI

Grand Total

\$35,555.00



Charter Township of Orion

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www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Orion Township Board Members

From: Penny S. Shults, Clerk

Meeting Date: October 5, 2020

Memo Date: September 29, 2020

Subject: Adopt Millage Rates (action following Public Hearing)

☒ Pending ☐ Consent

REQUEST

Adopt the following resolution, establishing actual 2021 millage rates.

REASON

The actual millage rate must be adopted by Board of Trustees.

PROCESS

Following the Truth-in-Budgeting Public Hearing, the board may act to set the actual 2021 millage rates.

BUDGET - Financial Item? ☐ Yes ☒ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Adopt the Resolution Establishing Actual 2021 Millage Rates for the Charter Township of Orion, as presented, and direct the Clerk and Supervisor to sign the 2021 Tax Rate Request and submit to Oakland County.

2020 Tax Rate Request (This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes OAKLAND		2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020. 1,897,399,450	
Local Government Unit Requesting Millage Levy TOWNSHIP OF ORION		For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties if a millage is levied against them.	

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2020 Current Year "Headlee" Millage Reduction Fraction	(7) 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Operating	8/78	1.4100	0.8904	0.9894	0.8809	1.0000	0.8809		0.8809	N/A
Voted	Paths	08/07/18	0.2293	0.2274	0.9894	0.2249	1.0000	0.2249		0.2249	12/31/2027
Voted	Library	8/6/1996	1.5000	1.3555	0.9894	1.3411	1.0000	1.3411		1.3411	N/A
Vote	Fire	08/04/20	3.0000	3.0000	1.0000	3.0000	1.0000	3.0000		3.0000	12/31/2025
Voted	Parks & Rec North Oak	8/7/2018	1.0000	0.9919	0.9894	0.9813	1.0000	0.9813		0.9813	12/31/2022
Voted	Trans	8/7/2018	0.2405	0.2385	0.9894	0.2359	1.0000	0.2359		0.2359	12/31/2023

Prepared by	Telephone Number	Title of Preparer	Date
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary	Signature	Print Name	Date
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President	Signature	Print Name	Date

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School Districts Use Only: Complete if requesting millage to be levied. See SRC Bulletin 2 of 2020 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HHS/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Carefully read the instructions on page 2

Country(ies) Where the Local Government Unit Levies Taxes

2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020

1,752,620,360

TOWNSHIP OF ORION - Township ONLY

For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial, Personal and Commercial Personal Properties if a millage is levied against them.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.113. The following tax rates have been authorized for levy on the 2020 tax roll.

[illegible]

Telephone Number

Title of Preparation

Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.3e and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5)

Local School District Use Only. Complete if requesting mileage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.	Rate
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	



Oakland County Sheriff's Office

Orion Township Substation

Weekly "Calls for Service" Summary:

Time period: 9-14-2020 to 9-20-2020

•	Calls for service -	386
•	Felony Arrests -	0
•	Misdemeanor Arrests -	4
•	Accidents -	11

20-185240 09/14/2020 9:48AM **Breaking & Entering Report**

Deputies responded to the 2000 block of Brentwood for a breaking and entering complaint. The resident reported an unknown suspect(s) stole a small safe. The victim last saw items in her house around 9/13/2020. She was notified by the restoration company that a base window had been broken out on 9/14/2020 this is when she discovered the items missing. The homeowner reported that all doors and windows were locked. Deputies observed the broken window. This incident is under investigation.

20-185492 09/14/2020 5:49PM **Larceny Report**

Deputies responded to the Wren Way for a larceny complaint. A 50-year-old resident reported an unknown suspect(s) stole \$7,000 in cash. The victim last saw money in his house around the end of August and when he returned home, he noticed that the money was missing. The homeowner reported that friends were staying at the residence while he was gone. This incident is under investigation.

20-188379 9/18/2020 5:12 PM Animal at Large Citation

Deputies responded to a 911 call at the 800 block of Alan Dr for a dog at large. The caller reported two dogs were loose and one jumped on his 9 year old grandson causing a scratch. Responding Deputies located the two dogs until the owner was able to secure them. Deputies identified the dog owners a 38 year old female resident of Lake Orion. The woman was cited for dog at large ordinance. The dogs were returned home, and the 9-year-old victim refused any medical treatment via his grandfather.

20-189682 9/20/2020 5:34PM Domestic Assault – Arrest

Deputies responded to a 911 call in the 400 block of Brown Rd for a domestic assault. A 21-year-old male was arguing with his 22-year-old partner and it turned physical when he slapped him in the face. A third-party witness also reported the incident 911 after witnessing the incident. Deputies located both parties and made the scene safe, and based upon the victim's statements and the evidence, the 21-year-old suspect was placed under arrest for Domestic Assault and lodged at the Oakland County Jail pending prosecutor review.

20-189756 9/20/2020 8:12PM Domestic Assault – Arrest

Deputies responded to a 911 call in the 1400 block of Miller Rd for a domestic assault. A 31-year-old male was arguing with his 29-year-old roommate and it turned physical when he hit him in the face several times. Deputies located both parties and made the scene safe. Based upon the victim's statements and the evidence, the 31-year-old suspect was placed under arrest for Domestic Assault and lodged at the Oakland County Jail pending prosecutor review. The victim confirmed his jaw was broken.

UPDATE: The Prosecutors Office issued charges for Aggravated Domestic Violence due to the victims' injuries. The subject will be arraigned in front of a magistrate at the 52 3rd D.C.

Everyone with information or crime tips regarding these incidents are encouraged to contact the Orion Township Sheriff's Office Substation at 248 393-0090 for tips, or our Dispatch Center at 248 858-4911 for crimes in-progress. Tipsters can remain anonymous



Orion Township Fire Department
Interoffice Memorandum

Date: September 30, 2020

To: Orion Township Board of Trustees

From: 
John Pender
Assistant Fire Chief

Subject: Orion Township Fire Department call volume

Orion Township Call Volume
September 16, 2020 – September 29, 2020

Medical Calls- 100

Non- Medical Calls- 19

Total Call Volume- 119

Year to Date- 2,128



Charter Township of Orion

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Phone: (248) 391-0304

Report Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: October 5, 2020

Memo Date: October 1, 2020

Subject: September Municipal Complex Construction Report

REQUEST

Please find attached the September Municipal Complex Construction Report prepared by Cunningham-Limp.

RECOMMENDATION (Motion)

Receive and file the September Municipal Complex Construction Report.