

VILLAGE OF CENTRAL LAKE

Village Council Trustee Policy, Procedure and Guideline Handbook

All issues not specifically mentioned in this Trustee Handbook are covered in the Handbook for General Law Village Officials published by the Michigan Municipal League, July 2000, updated and reprinted July 2001.

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INTRODUCTION

Section 1.0 Statement of Purpose

The purpose of this Handbook is to establish policies and procedures pertaining to the orderly operation of the Village of Central Lake by elected officials during their tenure on the Village Council. This Handbook is applicable to all elected officials of the Village. The term “trustee” includes all elected officers, i.e. council members and president.

Section 1.1 Approval of Policy

The Village Council shall approve all trustee policies and procedures with a roll call vote. Amendments to this Handbook will also require a roll call vote.

Section 1.2 Administration Responsibility

The President of the Village of Central Lake has the responsibility of administering the trustee policy that has been approved by the Village Council. The Village President may take problem solving action, keeping the Village Council informed of changes in trustee status and significant actions taken as outlined in Section 6.3.

Village Trustees are required to be familiar with this Policy, Procedure and Guideline Handbook and should consult the Village President on questions of interpretation before decisions are made and action taken.

Section 1.3 Scope

This Trustee Handbook and everything herein shall apply to all Village of Central Lake elected officials, including the Village President.

Section 1.4 Revisions

This Handbook may only be revised by lying on the table, a proposed amendment to the policy for a minimum of one (1) month. After a minimum of one (1) month, the Village Council may approve or disapprove the amendment.

Section 1.5 Distribution of Policy, Procedure and Guideline Handbook

All elected officials who are subject to the matters contained herein will be given a copy of this Handbook and will be required to sign a receipt upon delivery. Further, a copy of this Handbook will be kept in the Village office and will be available for public scrutiny only under the Freedom of Information Act (FOIA) .

SELECTION

Section 2.0 **Selection Policy**

The Village of Central Lake shall offer the opportunity of running for any elected Village office to all registered electors of the Village. Any person, eighteen (18) years of age or older who wishes to run for elected office in the Village of Central Lake is required to file the necessary paperwork with the Township Clerk (see Section 2.4 for exemptions).

The Village of Central Lake is an equal opportunity employer whose policy is to encourage and conduct all personnel activities without regard to religion, race, sex, color, national origin, age, height, weight, marital status or handicap condition.

Section 2.1 **Size of the Village Council**

The Village Council shall be comprised of six (6) trustees and a Village President. Three (3) Village trustees shall be elected at each biennial Village election for the term of four (4) years from November 20th. The Village President is elected for two (2) years.

Section 2.2 **Vacancies; filling, special elections, procedure and expenses**

A vacancy occurring in the office of president, trustee or any other elective office shall be filled by appointment by the council and the appointee shall hold office until the next regular village election. All vacancies in any other office shall be filled by the president, by and with the consent of the council

Section 2.3 **Election of Relatives**

The Village will follow the guidelines under Section 2.0, Selection Policy, whereby any registered voter in the Village of Central Lake, eighteen (18) years of age or older, has the right to file for elective office. The Village will not discriminate in the election process and will defer to the electorate to use their judgment as to have two (2) related members be placed on the Village Council at the same time. The electorate must decide whether or not this arrangement would be beneficial to the community in the council voting process when four (4) council members make up the majority vote.

EMPLOYMENT

Section 3.0 Equal Opportunity Work Place

A Trustee of the Village who alleges he/she has been discriminated against because of any of the factors mentioned in Section 2.0, or any other basis, shall be entitled to a hearing before the Village Council.

Any Trustee of the Village who alleges discrimination may file a written complaint with the Village Council within thirty (30) days after the alleged act or omission occurs which forms the basis of the complaint. Failure to comply within this thirty (30) day period will result in the complainant waiving any and all further rights to any hearing before the Village Council.

Section 3.1 Orientation

All newly elected trustees on the first day after election and taking the oath of office will complete any necessary forms. The Village Clerk will then review the general rules and policies with the new trustee. Each new trustee will then review this Handbook and sign a statement within three (3) days of receipt indicating that he/she has received and read their copy. Any questions regarding the Trustee Policies, Procedures and Guidelines will be answered at this time.

Section 3.2 Personnel Records

A personnel file shall be maintained for each trustee containing information necessary for effective personnel administration. Each file will consist of two (2) parts: general and policy violations. The general file may contain the following: orientation reports, letters of commendation, record of training, record of positions held, monthly council attendance, regularly scheduled meetings pertaining to their Committee Chairmanship, subcommittee meeting attendance and other similar matters. The policy violations file, maintained by the Village President, is a sequestered file that will be kept separate from the general file. This file will contain any matters of confidential information pertaining to the trustee.

All trustees are required to notify the Village Clerk of any changes in their dependent status, address, telephone number or person to notify in case of emergency.

The personnel files are maintained by the Village Clerk and kept in the Village office. The general files may be reviewed by all other elected officials. The policy violations files are sequestered and may only be viewed during normal business hours by persons authorized in writing by the individual trustee or pursuant to law. All files pertaining to a particular trustee will be given to the trustee on his/her leaving elected office.

JOB EXPECTATIONS

Section 4.0 Committee Duties and Responsibilities

After each election, the Village President will assign/reassign the elected official to chair one of the six (6) village standing committees of the Council. The chair of each committee is also an assigned member of two (2) other standing committees.

Section 4.1 Standard Work Practice

Each elected trustee in the Village of Central Lake will put forth every effort to attend all scheduled council meetings.

Section 4.2 Special Meetings

Special committee meetings pertaining to the orderly operation of the Village of Central Lake may be called by the Committee Chairman unless called by the Village President. Wages will not be paid for committee meetings even if a quorum is present. No action on any item may be taken without the approval of the Village Council.

In the event a situation arises that requires the Village President to call a special meeting of the entire Village Council, the trustees attending will be afforded wages not to exceed those of a regularly scheduled monthly council meeting. Payment for attendance at these special meetings will be included with the annual check to each trustee.

Section 4.3 Absence

A trustee is considered to be absent if he/she is not present during the scheduled monthly council meeting. An absence from a scheduled monthly council meeting will result in forfeiture of the fee paid for that meeting. Records of attendance to scheduled council meetings and special meetings will be kept in the trustee's general record file located in the Village Clerk's office.

Section 4.4 Job Descriptions

Job descriptions are written for the express purpose of providing general knowledge and guidelines for Trustee Chairmen/Chairwomen to follow in the course of their tenure in elected office. The job description also acquaints members of the committees of their function as a member and provides an overall view of Village operations for newly elected officials.

Duties listed in the job descriptions are meant as a general guide and are not all inclusive. A trustee may be required to perform tasks not specifically listed in the job description, but which are directly related to the position.

PRO-TEMPORE: The President Pro-Tempore (Pro Tem) is a member of the elected council and is designated by the President and approved by the Village Council immediately after each election. The same person may be designated each time but serves just a two (2) year term. The Pro Tem is an assistant to the President and serves in the absence of the President. The Pro Tem will then preside at council meetings and exercise the powers and duties of the President.

Section 4.5 Pay Scale

All wages must be set by the Village Council annually in the General Appropriations Act, but may be based upon the recommendations by the Finance & Personnel Committee with the approval of the Village Council.

Section 4.6 Former Trustees

If a former trustee who resigned or was not reelected wishes to run again and is reelected, he/she shall be deemed a new trustee. Experience will count in committee assignments.

TRUSTEE GUIDELINES

Section 5.0 Political Activity

Trustees are free to express their wishes and desires concerning political activities.

Trustees may not use their Village position for any political purposes other than their personal self-election.

Section 5.1 Personal use of Village Equipment, Labor or Supplies

The utilization of Village equipment, labor and supplies for personal use is prohibited.

Section 5.2 Dress Code

All Trustees shall groom themselves and dress according to the nature of their position as an elected official.

Section 5.3 Outside Employment

If a Trustee has an outside job, he/she must make an honest effort not to become involved with a conflict of interest with the operation of the Village business. If the Trustee is found to be in such a conflict, he/she must abstain from the decision making process. Failure to do so will make the Trustee subject to actions outlined in Section 6.3.

Section 5.4 Gifts and Gratuities

Trustees shall not solicit or accept from any person, business or organization any gift for the benefit of the Trustee or the Village.

Section 5.5 Confidential Information

Confidential information shall be defined as any sensitive information, facts or data that is necessary to the functions of the Village and is not covered by the Freedom of Information Act, as amended.

Trustees shall not release information about the Village, its employees, or its activities to the press or to others unless authorized to do so by the Village President. Confidential information, including the methods and procedures used for handling a specific case shall not be repeated or discussed with other Trustees unless necessary for the conduct of Village business.

See Section 10 regarding Policy for Social Security Number Protection.

Section 5.6 Conflict of Interest

No Trustee shall directly or indirectly maintain any outside business or financial interest, or engage in any outside business or financial activity which conflicts with the interests of the Village or which interferes with his/her ability to perform his/her duties.

Section 5.7 Falsification of Records

Any Trustee who falsifies any Village record shall be subject to actions outlined in Section 6.3.

Section 5.8 Credit Card Use Policy

Policy establishing use of credit card was adopted at a Village Council meeting on February 10, 2003 (see page 21 of this handbook for executed copy of resolution).

POLICY VIOLATIONS

Section 6.0 Purpose

The Village has established guidelines of conduct for all Trustees to follow in order to insure the precise and efficient operation of the Village business, as well as to maintain order on the Village Council.

Section 6.1 Guidelines for Trustee and President Conduct

The following list of guidelines of Trustee conduct are not intended to be all inclusive. A Trustee can be subject to action(s) outlined in Section 6.3 for **ANY** of the following violations:

- (a) Violation of any of the rules, procedures or guides to Trustee conduct set forth at any place in this manual or any other manual adopted by the Village Council;

- (b) Unauthorized possession of property belonging to other Trustees, Village employees, Village or visitors;
- (c) False statements on the elective office application, giving false information at the time of swearing into the elective office or falsifying other personnel records;
- (d) Immoral conduct or indecent behavior during council meetings or acting as a representative of the Village;
- (e) Conviction of a felony;
- (f) Provoking or instigating a fight or fighting on Village premises or during a regular council meeting or special meeting;
- (g) Possession of controlled substances on Village premises
- (h) Soliciting, sales of or distribution of illicit or controlled substances;
- (i) Falsification of Village records;
- (j) Misuse, abuse, waste or destruction of Village's property;
- (k) Engaging in horseplay, scuffling where injury or property damage may result;
- (l) Being habitually late or absent from regularly scheduled council meetings without Village President's approval;
- (m) Posting, altering or removing any matter from bulletin boards, areas of posted notices or Village property unless specifically authorized;
- (n) Threatening, intimidating, coercing or interfering with Village employees or other Trustees in the course of doing their job(s);
- (o) Distributing written or printed matter of any type on Village premises unless approved by the Village President;
- (p) Discourteous to the public;
- (q) Release of information without authorization;
- (r) Violating any other commonly accepted standards of Village Council member behavior.

Section 6.2 Policy Prohibiting Sexual Harassment

The Village of Central Lake disapproves of any form of sexual harassment involving any of its trustees. The Village has a firm belief and has established a policy that all employees and Trustees are entitled to a work environment free from discriminatory harassment based on sex.

Sexual Harassment is broadly defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. This will be unlawful when:

- (a) Submission to the conduct is explicitly or implicitly a term or condition of an individual's employment;
- (b) Submission to or rejection of this conduct is basis for employment decisions;
- (c) This conduct has the purpose of effect of substantially interfering with an individual's work performance or creates an intimidating hostile or offensive work environment.

Trustees and Village employees, without the fear of reprisal, have the responsibility to bring any form of unlawful sexual harassment to the attention of the Village President. Upon knowledge, or request, the Village President will investigate the circumstances of any person who believes that he/she is the object of sexual harassment and review the results of the investigation with the person.

If the case involves the Village President, the President Pro Tem would be the next person to contact. The Village President should make contact with the Village Council.

Action(s) that may be taken against a Trustee for sexual harassment are outlines in Section 6.3.

Section 6.3 Procedures for Policy Violations

The Village may impose any of the following types of actions to respond fairly to Trustee misconduct. Prior to any action, the Village President shall conduct a thorough investigation into the alleged offense. If the Trustee is not satisfied with the action taken or procedure used, the Trustee may appeal the decision to the entire Village Council.

Any of the following actions may be taken, in any order, for violations of this policy:

- (a) Verbal counseling:
 - (1) The Village President will discuss the alleged offense with the Trustee;
 - (2) The Trustee will be informed of what action may be taken if the misconduct continues;
 - (3) A memo documenting the verbal counseling will be placed in the Trustee's personnel file, under Policy & Procedure Violations. After one (1) year, the memo detailing the verbal counseling will be removed.

- (b) Written warning:
- (1) The Village President will discuss the offense with the Trustee;
 - (2) The Trustee will be told what potential action may be taken if another violation occurs;
 - (3) A warning memo *stating* the offense and potential action will be prepared by the Village President. The President will then review the reprimand memo with the Trustee. The Trustee will receive a copy and a copy will be placed in the Trustee's personnel file under policy violations. Signatures from the Village President and the Trustee will appear on the memo indicating the Trustee has read and received the memo.

The Trustee's signature does not imply agreement with the action, it merely acknowledges receipt. Further, the Trustee may also have a written letter placed in their file if he/she disagrees with the action taken. After one year, the memo detailing the written warning will be removed. If another violation occurs, the Village President shall refer the Trustee to the Village Council. Censure will be voted on by the entire Council with a voice vote.

Section 6.4 Grievance Procedure

All Trustees are eligible to use the grievance procedure to present and settle disputes concerning the administrative and interpretation of this policy and other work related actions. All Trustees **MUST** abide by the following steps in order to secure formal or grievance resolution.

- (a) Trustees wishing to discuss a problem must approach the Village President within five (5) work days following the action initiating the complaint and attempt to settle the difference on an informal basis. It is the Trustee's responsibility to assure that the Village President is aware of the nature and seriousness of the problem. Every effort shall be made to satisfactorily settle the complaint in this manner.
- (b) If the problem is not satisfactorily resolved through step (a), the Trustee may, at his/her discretion, approach the Village Personnel Committee within four (4) working days after the meeting with the Village President. The Village Personnel Committee shall have five (5) working days in which to give the Trustee a written response.
- (c) If the problem is not resolved after following steps (a) and (b), the Trustee may present the problem to the Village Council at the next regularly scheduled meeting. The Trustee must present his/her position in writing at the meeting. The Council will give the Trustee a written response by the next regularly scheduled meeting. The Village Council shall have the final and official ruling of the Village.

Section 6.5 Representation

The Trustee, at his/her own expense, may elect to have counsel at the Village council meeting, but must advise the Village of this action seventy two (72) hours in advance.

TERMINATION

Section 7.0 Resignation

The Village requests that Trustees who plan to resign voluntarily notify the Village President of the intention in a letter at least two (2) weeks prior to the effective date of resignation (see Section 9.0 Leaves of Absence).

Any necessary paperwork must be filled out and any Village property must be returned before the release of the Trustee's final paycheck.

Section 7.1 Discharge

Trustees can only be involuntarily discharged (removed from office) via public recall.

TRAINING/TRAVEL

Section 8.0 Training

Every newly elected Trustee is strongly encouraged to participate in the opportunity afforded by the Michigan Municipal League (MML) "Elected Officials Academy." This class is offered on two levels: "Newly Elected" and "Advanced". The first level is to orientate newly elected Trustees to the duties of serving their community. This class should be docketed the first two (2) years of the Trustee's term to which they are elected. The advanced class is encouraged for those who are seeking a consecutive term. These classes are available throughout the year in the State Capitol area. There is no cost to the Village Trustee(s) attending. This is a two (2) day session where overnight accommodations will be available through the MML.

The MML also schedules regional educational seminars which are one (1) day events in Region Six, the region in which Central Lake is located. Each seminar is different and reviews topics important to that particular region. Attendance at the educational seminars is encouraged for all elected Trustees. The Village of Central Lake will reimburse any cost for registration and travel expenses.

Consideration will be given those Trustees who hold full time employment and cannot fit these MML functions into their daily or weekend schedules.

Section 8.1 Approval

The Village Council must grant approval for attendance at and travel to meetings pertaining to Committee Chairmen assignments, workshops and all other travel on Village business.

Section 8.2 Training Policy

The Village may, at its discretion, pay for workshops, seminars and other training functions as long as it is determined that such training will contribute to the Trustee's knowledge and ability to perform the job. Requests must be submitted in writing to the Village President.

Section 8.3 Mileage

Trustees using their own personal vehicle for Village business, as approved by Council, will be reimbursed at the then current United States Internal Revenue Service (IRS) allowable reimbursement rate. Mileage must be documented on a mileage form and submitted to the Village Clerk. Mileage will be paid on a monthly basis. Traffic and/or parking fines received while traveling on Village business will not be reimbursed.

Section 8.4 Lodging

Generally, Trustees traveling on Village business will have their lodging expenses reimbursed for actual reasonable expenses incurred. They must obtain receipts for lodging, attach them to the travel expense voucher, and then submit these items to the Village Clerk.

When a Trustee on travel status shares a hotel room or other lodging with other travelers, reimbursement will be as follows:

- (a) If hotel or other lodging is shared with one (1) or more travelers who do not receive travel reimbursement from the Village, reimbursement will be at the single occupancy rate of the hotel or motel, regardless of the number of persons and/or room occupied. The single occupancy rate should be noted on the receipt.
- (b) If hotel or other lodging is shared with one (1) or more travelers who do receive travel reimbursement from the Village, reimbursement will be divided equally, depending on the number of persons.

Section 8.5 Meals

While traveling on Village business, Trustees will be reimbursed for actual expenses incurred for meals (excluding any alcoholic beverages) not to exceed the following amounts: Breakfast: \$8; Lunch: \$12; and Dinner: \$20. Trustees must obtain receipts for meals and document all expenses on the expense form. Failure to do so may result in a situation of non-reimbursement. It is recognized that gratuities are a necessary expense of doing business. Reimbursement shall be granted, but in no case shall exceed fifteen percent 15% of the valid charge. Further, gratuities are to be INCLUDED in the maximum of Forty Dollars (\$40.00) per diem set forth in this section. This should also be recorded on the expense form.

Section 8.6 Other Expenses

Reimbursement for other expenses, such as baggage handling, tolls, taxis, public transportation and other attendance expenses will be allowed. Under no circumstances will expenses of a personal nature be included in a charge against public funds. The reimbursement for the use of taxis or other forms of public transportation shall be limited to trips necessary for the conduct of official Village business.

Section 8.7 **Travel/Expense Forms**

Travel/Expense forms, available from the Village Office, will be completed to include the following information:

- (a) Date and time of departure from the Village;
- (b) Date and time of return to the Village;
- (c) Purpose of the trip;
- (d) Destination;
- (e) Total distance traveled in miles, if driven;
- (f) Record of all meals, lodging and other expenses incurred on the trip with receipts attached;
- (f) Amount to be reimbursed.

Section 9.0 **Social Security Number Privacy Policy**

Policy: Pursuant to Michigan State law, it is the policy of the Village of Central Lake to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer or unlawfully use the social security number of any employee or other individual unless in accordance with applicable State and Federal law and the procedures and rules established by this policy.

Administrative Procedure/Rules

Social Security Number Defined: As used in this Policy, the term “social security number” includes both the entire nine (9) digit number and more than 4 (four) sequential digits of the number.

Public Display: Social security numbers shall not be placed on identification cards or badges, membership cards, permits, licenses, time cards, employee rosters, bulletin boards or any other materials or documents that are publicly displayed. Documents, materials or computer screens that display social security numbers or other sensitive information shall be kept out of public view at all times.

Access to Social Security Numbers: Only persons authorized by the responsible department or other administrative unit shall have access to information or documents that contain social security numbers.

Mailed or Transmitted Documents: Documents containing social security numbers shall only be mailed or transmitted in the following circumstances:

- (a) State or Federal law, rule, regulation or court order or rule authorizes permits or requires that a social security number appear in the document;

- (b) The document is sent as part of an application or enrollment process initiated by the individual whose social security number is contained in the document;
- (c) The document is sent to establish, confirm the status of service, amend or terminate an account, contract, policy or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy or employee or health insurance benefit.
- (d) The document or information is a copy of a public record filed or recorded with the County Clerk or Register of Deeds Office and is mailed by that office to a person entitled to receive that record.
- (e) The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.
- (f) The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian.
- (g) Documents containing social security numbers that are mailed or otherwise sent to an individual shall not reveal the number through the envelope window nor shall the number be otherwise visible from outside the envelope or package.
- (h) Social security numbers shall not be sent over the internet or a computer system or network (e.g. through email) unless the connection is secure or the transmission is encrypted. No individual shall be required to use or transmit his or her social security number over the internet or computer system or to gain access to an internet website, computer system or network (e.g. through email) unless the connection is secure, the transmission encrypted or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.

Storage and Disposal: All documents or files that contain social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Documents or other materials containing social security numbers shall not be thrown away in the trash. They shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

Information Collected: Social security numbers should only be collected where required by Federal and State law or as otherwise permitted under the Michigan Social Security Number Privacy Act. If a unique identifier is needed, a substitute for the social security number shall be used.

Accountability: Any person who fails to comply with this policy shall be subject to discipline up to and including discharge.

Policy Guidance: If any questions regarding social security number privacy and security should arise, contact the Central Lake Village Clerk for policy clarification and guidance.

It was moved by H. Pletcher and seconded by D. Kotwick to accept the Social Security Number Privacy Policy.

AYES: 7 NAYS: 0 ABSENT: 0

Social Security Privacy Policy hereby declared adopted.

I hereby declare that the foregoing is a true copy of a resolution adopted by the Central Lake Village Council, Central Lake, Antrim County, Michigan at a regular meeting held on the 10th day of January 2006.

Signed/Title/Original on File

TRUSTEE ACKNOWLEDGEMENT OF RECEIPT

VILLAGE OF CENTRAL LAKE TRUSTEE
POLICY, PROCEDURE AND GUIDELINE HANDBOOK

By signing below I acknowledge that I have received a copy of the Village of Central Lake Trustee Policy, Procedure and Guideline Handbook. I also acknowledge that I have read the manual and have had any questions answered and that I understand the provisions of this Handbook and that I agree to abide with these provisions and to be bound by them.

TRUSTEE SIGNATURE: _____

DATE: _____

A COPY OF THIS FORM WILL BE GIVEN TO THE TRUSTEE WHILE THE ORIGINAL WILL BE PLACED IN THE TRUSTEE'S GENERAL PERSONNEL FILE

VILLAGE OF CENTRAL LAKE

Dated: _____

To whom it may concern:

The Village of Central Lake hereby grants a permit to _____

(Name)

to _____ on Village of Central Lake property

(Name of Business)

located on _____ Street from _____ to _____ inclusive, in accordance

with the provisions of Ordinance No. 3 of the Village of Central Lake for which he/she has paid the sum

of _____ (\$ _____)

This permit is valid until _____.

Signed:

Clerk

President

(Original on file)

VILLAGE OF CENTRAL LAKE
RESOLUTION NO. 1 OF 2003
ESTABLISHING POLICY FOR CREDIT CARD USE

At a regular meeting of the Central Lake Village Council held in the Village of Central Lake Hall located in the Village of Central Lake, Antrim County, Michigan on February 10, 2003.

PRESENT: Eckhardt, Clark, Patton, H. Pletcher, S. Pletcher, Thier, Thomas

ABSENT: G. Powers

The following resolution was made by H. Pletcher and seconded by K. Thomas, to-wit:

RECITALS

WHEREAS, the Village of Central Lake deems that it is in the best interest of the Village to not allow certain financial transactions by using a credit card; and,

WHEREAS, this Resolution is intended to establish the written policy regarding use of credit cards to satisfy Village obligations.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED , that the following policy shall govern the use of credit cards:

Any Village obligation, debt or fee, including real or personal taxes, shall not be payable to the Village through the use of credit cards

YES: 7

NO: 0

RESOLUTION DECLARED ADOPTED

Village of Central Lake

By: /s/ Larry Eckhardt, President

Original on File