

**MINUTES OF THE GEORGETOWN TOWNSHIP FINANCE COMMITTEE MEETING
HELD WEDNESDAY, NOVEMBER 21, 2018**

The meeting was called to order at 8:15 a.m.

Present: Jim Wierenga, Richard VanderKlok, Carol Scholma, members; Daniel Carlton,
Township Superintendent
Absent: None

#181121-01 - Finance Committee Minutes of October 17, 2018

Moved by Richard VanderKlok, seconded by Jim Wierenga, to approve the Finance Committee minutes as presented.

MOTION CARRIED UNANIMOUSLY.

#181121-02 – Ordinance No. 2018-20, Marihuana Ordinance

Moved by Richard VanderKlok, seconded by Carol Scholma, to recommend to the Township Board to approve and adopt Ordinance No. 2018-20, Marihuana Establishments and Facilities, as an emergency ordinance as permitted by the Charter Township Act, as follows:

**GEORGETOWN CHARTER TOWNSHIP
OTTAWA COUNTY, MICHIGAN
(Ordinance No. 2018-20)**

**AN ORDINANCE TO AMEND CHAPTER 14 OF THE CODE OF ORDINANCES,
CHARTER TOWNSHIP OF GEORGETOWN, MICHIGAN, TO ADD ARTICLE
IV, SECTIONS 14-80, 14-81 AND 14-82**

THE CHARTER TOWNSHIP OF GEORGETOWN ORDAINS:

Section 1. Amendment of Chapter 14 to add Article IV, Sections 14-80, 14-81 and 14-82. That the Code of Ordinances, Charter Township of Georgetown, Michigan, is amended to add a new Article IV, Sections 14-80, 14-81 and 14-82, to read as follows:

ARTICLE IV. – MARIHUANA ESTABLISHMENTS AND FACILITIES.

Sec. 14-80. Definitions.

- (a) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
- (b) *IHRA* means the Industrial Hemp Research Act, 2014 PA 547, MCL 286.841 *et seq.*
- (c) *Marihuana establishment* means that term as defined in the MRTMA.
- (d) *Marihuana facility* means that term as defined in the MMFLA.
- (e) *MMFLA* means the Medical Marihuana Facilities Licensing Act, 2016 PA 281, as amended.
- (f) *MMMA* means the Michigan Medical Marihuana Act, 2008 IL 1, as amended.
- (g) *MRTMA* means the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, as amended.

Sec. 14-81. Marihuana Establishments and Facilities Prohibited.

- (a) Pursuant to Section 6 of the MRTMA, marihuana establishments are prohibited within the boundaries of the Township.
- (b) Marihuana facilities are prohibited within the boundaries of the Township.

Sec. 14-82. Rights Unaffected by Article.

- (a) Except as specifically provided in Section 14-81, this article shall not affect the rights or privileges of any individual or other person preserved under the MRTMA.
- (b) This article does not affect the rights or privileges of a marihuana facility outside of the Township to engage in activities within the Township that it is permitted to engage in under the MMFLA within a municipality that has not authorized marihuana facilities to operate within its boundaries.
- (c) This article does not affect the rights or privileges of registered qualifying patients or registered primary caregivers under the MMMA or the MMFLA.
- (d) This article does not affect the rights or privileges of any individual or other person under the IHRA.
- (e) This article does not affect the rights or privileges of any individual or other person under any other federal or state law, rule or regulation related to the medical use of marihuana.

Section 2. Severability. In the event that any one or more sections, provisions, phrases, or words of this Ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity or the enforceability of the remaining sections, provisions, phrases, or other words of this Ordinance.

Section 3. Remainder. Except as specified above, the balance of the Code of Ordinances, Charter Township of Georgetown, Michigan, as amended, shall remain unchanged and in full force and effect.

Section 4. Effective Date. In accordance with Sections 42.20 and 42.22 of the Charter Township Act, 1946 PA 359, as amended, this Ordinance is declared to be an emergency ordinance and, hence, the provisions of this Ordinance shall take effect immediately upon the date of publication after adoption of this Ordinance.

YEAS: _____

NAYS: _____

ABSENT: _____

ORDINANCE NO. _____ DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance adopted by the Georgetown Charter Township Board at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Dated: _____, 2018

By _____
Richard VanderKlok
Georgetown Charter Township Clerk

#181121-03 – Revision to Policy 2009-03, Credit/Debit Card Polity

Moved by Richard VanderKlok, seconded by Jim Wierenga, to recommend to the Township Board to approve the revision to the policy as follows:

Policy 2009-03
Georgetown Charter Township
Credit/Debit Card Polity
Initially adopted with motion #010709-07 Credit/Debit Card Policy Resolution
(PA 266 of 1995)
Adopted June 8, 2009 with motion #090608-12
Revised May 24, 2010 with motion #100524-04
Revised February 28, 2011 with motion #110228-05
Revised August 26, 2013 with motion #130826-04
Revised December 8, 2014 with motion #141208-04
Revised February 9, 2015 with motion #150209-05
Revised March 27, 2017 with motion #170327-06
Revised _____, with motion _____

Township use of a credit/debit card to make certain financial transactions:

RESOLUTION FOR THE TOWNSHIP TO MAKE CERTAIN TOWNSHIP FINANCIAL TRANSACTIONS BY USING A CREDIT/DEBIT CARD (PA 266 OF 1995)

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit/debit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit/debit cards, and

WHEREAS, the Georgetown Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit/debit card as described in the Act, now

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

- (a) The Superintendent of the Township is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township’s credit/debit card policy.
- (b) Township credit/debit cards may be used only by an employee of the township for the purchase of goods or services for the official business of the township. The use of credit/debit card is limited to the following circumstances:
 - ~~Purchase Library materials up to \$2,000 a month by the Library Director.~~
 - ~~Purchase Township materials or services up to \$5,000 a month by the Township Superintendent.~~

- ~~Purchase Township services up to \$1000.00 a month by the Code Enforcement Officer or assistant.~~
 - Purchase Township materials or services up to \$10,000 per month by the Township Superintendent
 - Purchase Township materials or services up to \$10,000 per month by the Township Assistant Superintendent
 - Purchase Library materials or services up to \$10,000 per month by the Library Director
 - Purchase Township materials or services up to \$2,000 per month by Department Heads and other Township employees as deemed necessary by the Township Superintendent
- (c) Township employees who use a township credit/debit card shall, as soon as possible, submit a copy of the vendor's credit/debit card slip along with their monthly statement, to the Superintendent, or the Superintendent's designee, no later than the 5th day of the month following the billing cycle. All statements should be coded with the General Ledger line item to which the transaction should be charged.~~to the Superintendent.~~ If no credit/debit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit/debit card slips shall include this information as well. Vouchers shall also include a statement why a credit/debit card slip was not obtained.
- (d) An employee who is issued a credit/debit card is responsible for its protection and custody. If a credit/debit card is lost or stolen, the Township Superintendent ~~described~~ shall be notified. The entity issuing the lost or stolen credit/debit card shall be immediately notified to cancel the card.
- (e) An employee issued a credit/debit card shall return the credit/debit card to Township Superintendent upon termination of his or her employment or service with the township.
- (f) The Township Superintendent shall maintain a list of all credit/debit cards owned by the township, along with the name of the employee who has been issued the credit/debit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit/debit card has been issued, and that the employee has received and read a copy of this policy. The Township Superintendent shall review each credit/debit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit/debit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Township Board.
- ~~(g) The Township Board shall not approve a payment to the entity issuing the credit/debit card until all transactions have been verified, including the approval of all transaction invoices if issued.~~
- h (g) Employees who use a Township credit/debit card in a manner contrary to this policy shall be required to reimburse the township for unauthorized expenditures, as well as subject to the following disciplinary actions, as deemed appropriate by the township board:
- verbal counseling
 - written reprimand
 - suspension
 - termination

- reimbursement to the township for unauthorized expenditures.
- (h) Other matters the township board considered advisable to address in the credit/debit card policy includes:
- establishing limits on the total amount of outstanding charges to \$2,000 a month naming Pam Myers and \$5,000 a month naming Daniel Carlton as the only ones authorized to use this credit/debit card.

RESOLUTION FOR THE ACCEPTANCE OF PAYMENTS BY FINANCIAL TRANSACTION DEVICE (PA 280 OF 1995)

WHEREAS, the adoption of a resolution authorizing the acceptance of payments by financial transaction devices is within the purview of the Township Board pursuant to PA 280 of 1995; and

WHEREAS, the Superintendent of Georgetown Township has determined acceptable financial transaction devices include: VISA, MASTERCARD, DISCOVER CARD, AMERICAN EXPRESS, AND DEBIT CARDS OR ELECTRONIC FUND TRANSFERS.

NOW THEREFORE, LET IT BE RESOLVED that effective immediately Georgetown Township authorized the use of financial transaction devices and authorized the Superintendent to proceed to implement their use according to the following policy:

Financial transactions that may be made by a financial transmission device shall include:

1. transactions within the ice arena, library, cemetery, parks, Senior Center and Transportation;
2. any other transaction, provided an administrative fee is added to cover all associated transaction costs.

The following department staff are authorized to accept such payments by financial transaction devices:

1. all departments and personnel approved by the Superintendent.

The following was noted. The goal of making changes to the Credit Card Policy is to allow for better control of departmental expenditures by the Superintendent. The Township currently has charge accounts at a variety of retailers in the area that are utilized by several employees without any cards or controls in place. By issuing individual credit cards to employees, the Superintendent will be able to control available credit limits, while also being able to shut down cards if necessary.

MOTION CARRIED UNANIMOUSLY.

#181121-04 – 2019 Township Board, Planning Commission and Zoning Board of Appeals Meetings

Moved by Richard VanderKlok, seconded by Carol Scholma, to recommend to the Township Board to approve the [2019 Meeting Schedule](#).

MOTION CARRIED UNANIMOUSLY.

#181121-05 – Public Comments

There were no public comments.

#181121-06 – Adjournment

The meeting was adjourned at 8:44 a.m.