



BROCKWAY TOWNSHIP

7645 Sayles Road
Brockway, MI 48097
Phone (810) 387-3375

Email: brockway@greatlakes.net



BROCKWAY TOWNSHIP POLICY AND ORDINANCE WORKSHOP AGENDA

Date: July 21, 2026

Time: 10:01 am

Place: Township Hall

Pledge of Allegiance led by: Bill McMurtrie

ROLL CALL

Present: Bill McMurtrie, Terry Wright, Connie True, Cheryl Wadsworth

Absent: Tim Stasik

Staff Present: none

A. POLICIES

1. *Assigned to Terry* - Foreign check / funds policy – We are charged at least \$5 to deposit a check from a foreign bank. We need to write a policy stating “payees are responsible for any returned check and/or foreign bank processing fees that may be incurred.”
2. *Assigned to Cheryl* - Soccer program – Soccer and Rec Director, about the following topics:
 - a. Abuse and molestation policy, concussion, return to play, coaches/referees training, background checks for coaches, payroll, kid’s work permits.
 1. Is there a source we can pull information from? Other townships or counties?
 2. Is there a program we can use that includes all of this information in one place?
 3. Referee payment method and do we need to pay coaches as well?
 - a. Prior to our new board, petty cash was used. We changed to a check issued to the director and now it needs to be paid directly to the referee.
 - b. Is there a business or organization that will run the program for us? Look into AYSO and what they provide, in case we don’t have a recreation director.
3. *Assigned to Terry & Karlene*- Park use – use signs and trash. Terry will take photos of examples of other townships signs. Sign to include: trash for Township use only, play at your own risk, contact information, park hours, etc. Cost of the sign?
4. Employee contracts
 - a. Job descriptions – office, board, park & rec duties
 - b. Training new hires - SOPS
 - c. Change of address for employees, volunteers etc- require them to complete an address change form.
 - d. Payroll – name, amount, frequency, phone number
 - e. Paperwork storage / Personal information security -
 - f. Investment of withholdings – include MERS info.
 - g. Purchases, pre-approved limits - \$500 for the Clerk per month
5. *Assigned to Cheryl* - FOIA
 - a. Request form & fee schedule, can we include a number of days to respond if no reply?
 - b. Procedure and guidelines per the 2015 changes



BROCKWAY TOWNSHIP

7645 Sayles Road
Brockway, MI 48097
Phone (810) 387-3375

Email: brockway@greatlakes.net



6. Social media – how, what can/ cannot be posted
7. Office and vault keys
 - a. Sign in and out keys when issued.
 - b. Do we need the bank security box?
 - c. Keys need to be “do not copy”. Only approved people allowed to make copies.
8. Post audit accounts – Jeff’s Rubbish, DTE, Metro Wireless, Semco Gas, QuickBooks payroll, City of Yale. Make sure all are on our current post-audit policy.
9. ACH (online payments) – MERS, taxes, credit cards – make sure all are on an ACH policy.
10. Credit card usage – How much, who’s allowed, how the bill is paid.
11. Fire dept standard operating guidelines – need a copy to keep in the office.
 - a. Who cleans the fire dept and when? Expectations?
12. Hall rentals/ Parties – rewrite the contract to include specific charges, all conditions must be met to receive deposit back.
13. Office phones – gather information
14. *Assigned to Terry* - Petty cash – tighten up and update policy. Include who reconciles the petty cash, who deposits the money once per month, sign in and out the amounts used, Deputy Treasurer to get change made.
15. Retention paperwork schedule – what has been digitalized, where is it stored? Should we also have a cloud storage policy?
16. Rules for meetings – update policy on how we would like meetings to be run

B. ORDINANCES -

1. Festivals / Large events – injunction has been filed by our attorney
2. Animal Fencing – type, distance from property lines etc.
3. Animals per Acre – Can we call the extension office, health dept, animal control for help with guidelines?
4. Blight enforcement
 - a. Simplify how to handle and process, time frame, forms online
5. Include fees associated with publications and postage
6. Farm stands – distance from driveways, roads for visibility safety.

C. ADJOURNMENT

Time: 1:27pm

Motion: Connie

Second: Bill