

8.0 Property Management

8.1 Identifying Township Assets

Assets that have a value of at least \$1,350.00 shall be identified, inventoried, and safeguarded to prevent loss.

8.2 Inventory of Assets

The Clerk, or designee, shall maintain an inventory of the Township's assets, and shall add or remove assets from the inventory at the time of acquisition or disposal. Department heads shall inventory all assets assigned to their department, at least annually and at the time of acquisition, and shall submit the inventory to the Clerk or Deputy Clerk.

The inventory of assets shall include the following information on each asset:

- Voucher number
- Acquisition date
- Name and address of vendor
- Description of asset
- Responsible department
- Location
- Acquisition cost (if gift, estimated fair value at time of donation)
- Fund or cost center (from which it was purchased)
- How acquired (purchase, lease/purchase, construction, condemnation, tax foreclosure, gift)
- Estimated life
- Date and method of authorized disposition
- Permanent identification number

8.3 Inventory Tagging

All assets shall be tagged with a label that includes the permanent identification number.

8.4 Lost or Damaged Township Property or Equipment

Any lost or damaged equipment shall be reported immediately to the Clerk or designee.

8.5 Disposal of Fixed Assets

Department heads shall make note on the annual inventory, or shall notify the Clerk or designee sooner if desired, of any equipment that would be appropriate for disposal. The Clerk shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the Township Board and Supervisor for approval. The Township shall not make a gift or donation of Township property with any remaining value.

The Township Board and Supervisor shall determine, on a case-by-case basis, the method of disposal, which may include sealed bids, public auction, negotiated sale or disposal.

Township officials and employees are not eligible to purchase Township fixed assets by negotiated sale without the approval of the Board. An elected official shall not vote on any negotiated sale involving the elected official.

8.6 Intellectual Property

Documents and files written or otherwise created by Township officials, appointees, employees, volunteers and consultants/contractors in connection with performing their Township duties, or for the Township's use, are the creative and intellectual property of the Township.

8.7 Property Maintenance

8.8 Responsibility for Maintenance

The Township Supervisor, or designee shall be responsible for monitoring the need for repairs and improvements to Township property.

The Supervisor, or designee, shall use the Township purchasing and bidding procedures for procuring the following services as applicable:

- Cleaning and pest control
- Lawn maintenance
- Snow removal
- Fire extinguisher inspections
- Non-emergency repairs to Township buildings, land, equipment and vehicles
- *(Other as determined by the Township Board)*

8.9 Emergency Repairs

The Supervisor, or designee, is authorized to contract for emergency repairs up to a cost of \$13,500.00 without prior Board approval, when a delay in initiating a repair will have a significant impact on Township operations or finances.

8.10 Township Facilities

8.11 Township Board Authority for Township Facilities

Township facilities are public property, but they are not open to public use unless the Township Board has so directed. The Township Board shall determine which Township facilities will be open to public access and use, and the degree of public access and use. The Township Board and Supervisor shall establish procedures for opening, closing and the security of Township facilities.

8.12 Hours of Business

The hours during which the Township offices shall be open to the public shall be posted in public view on the Community Services Bulletin board and on the Township's website.

8.13 Emergency Closing

The Supervisor, or designee, with concurrence from one other Board member, shall have the authority to close the Township office in an emergency situation. Emergency situations include, but are not limited to, severe weather, failure of heating/mechanical systems, electrical failure, or any unusual situation that would either prohibit the normal

operation of the Township offices, or jeopardize the safety of the officials, employees or public.

If a closing is deemed necessary prior to normal business hours, the Supervisor, or designee, shall notify the officials and employees by telephone at least one-half hour prior to the usual starting time, or as soon as possible. The Township Board members, and the local radio/television stations shall also be notified of any closing.

8.14 Building Opening and Closing Procedures

The first person arriving each morning should make sure that:

- The security system is deactivated
- All public access doors are unlocked
- The copier is turned on

Prior to leaving, each employee will make his or her workstation secure by checking that computers, typewriters, calculators and lights are turned off, filing cabinets and cash drawers are locked, and windows and doors are locked.

The last person to leave the Township Hall at night shall check to see that:

- The copier and other office machines are turned off
- All doors and common area windows are locked
- All lights are turned off, except for designated security lights
- The security system is activated

Persons working after hours are responsible for turning off the lights and office machines used, and checking that all doors and windows are secure.

Outside lights shall be turned on prior to any evening meeting and shall be turned off by the last person leaving the meeting.

8.15 Illegal Drugs, Marihuana Use, Possession of Marihuana Products Prohibited; Tobacco Smoking or Chewing Prohibited

Illegal drugs, marihuana smoking, digestion, vaping, topical use, or any application and marihuana possession is prohibited on Township properties – this prohibition applies whether the individual has a current or valid marihuana registry card for use of marihuana for medical purposes.

Tobacco smoking, vaping, and chewing indoors is prohibited in all Township buildings and facilities. An individual shall not smoke, vape nor chew at any meeting of a Township body, or in any enclosed, indoor area owned or operated by the Township, including Township facilities not open to the public or available only to Township staff. There is no exception for private functions held at Township facilities.

The Township shall clearly and conspicuously post “Marihuana Use and Possession is Prohibited” and “Tobacco Smoking, Vaping, and Tobacco Use Prohibited” signs or the international, “no smoking” symbol at the entrances to and in every Township building, and shall remove all ashtrays and other smoking paraphernalia from indoor Township facility.

Township staff shall inform individuals using marihuana products or marihuana possession and smoking and vaping in violation of this policy that they are in violation of state law and subject to penalties.

The Township may designate a tobacco smoking/use area outside of buildings in a location so as to not be noticeable nor offensive to others. If so, cigarette butts or other tobacco products and packaging shall not be left on the grounds.

Violations of this policy may lead to disciplinary measures up to and including employment termination or other separation of service, removal of persons from Township property and summons of law enforcement personnel.

8.16 Security

8.17 Keys

The following positions are authorized to receive a key to the main door: Supervisor, Clerk, Treasurer, Deputies, and employees as designated by the Board.

If a key is lost, the Supervisor shall be informed immediately. A replacement key shall be issued. If the Supervisor has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed.

Upon termination of employment, the employee shall return his or her office keys to the Township supervisor.

No person shall duplicate a key without authorization from the Supervisor or make a key available to any unauthorized person.

Each department head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, cash drawer or filing cabinet, within the department.

8.18 Valuables

Township officials, appointees, employees, volunteers and consultants/contractors shall not keep money or other valuables in their desks or at their workstations. The Township shall not be responsible for the loss of any personal property.

8.19 Safety

All Township facilities will be maintained for compliance with OSHA, MIOSHA, and liability insurance standards as they apply to fire hazards, flammable materials and other safety hazards as established by Board policy and procedures.

No boxes, files and other items shall be stored in hallways, stairs and landings. Flammable liquids and power equipment shall not be stored in the Community Services Building. Other flammable materials shall not be stored in the utility/furnace room.

In the event of a fire, all employees will immediately exit the building. All employees shall gather at the south entrance drive for a head count.

8.20 Public Use of Township Facilities

8.21 Availability

Township facilities that are open to public use shall be used only in compliance with Township policies and procedures.

The Township Board authorizes limited public access to and use of the following Township facilities:

- Main Board room
- Conference room
- Community center multi-purpose room and kitchen facility
- Library meeting room
- Fire/rescue training room
- Park pavilion
- *(Other)*

8.22 Denial of Facilities

The Township Board reserves the right to refuse use of the facilities for cause.

8.23 Reservations

Township facilities are available for use by any individual or organization on a first-come, first-served basis. The Clerk shall record each reservation on a facility calendar, on a first-come, first-served basis.

Reservations forms, rental agreements, facility lease contracts shall be used to secure use of Township facilities and to establish the terms such reservations are subject to. The Reservations form, rental agreement, facility lease contracts shall include a waiver that will hold the Township harmless for any actions related to the event. This agreement may be amended from time to time as determined appropriate by the Township attorney.

Reservations forms, rental agreements, facility lease contracts) shall be made available at the office of the Township Clerk.

8.24 Fees and Deposits

The Township Board reserves the right to establish a fee schedule and periodically adjust the fees as necessary for use of Township facilities as indicated by Township Board Resolution. Fees shall be paid at the time of reservation and refunded if the reservation is cancelled.

8.25 Damages

A damage deposit shall be required.

No later than the day prior to the scheduled use, a Township staff member and a representative of the renter shall complete an inventory form recording the current condition of the facility. The condition inventory shall be compared to the facility on the business day following the scheduled event. The deposit will be returned after the Clerk determines that damage to the facility has not occurred.

If damage to the facility has occurred, the Township shall use the deposit to repair the damage. If damage has occurred, the renter shall be notified. The Township shall repair

the damage, and if damages exceed the deposit, an invoice covering the cost of the repairs shall be submitted to the renter for payment.

Failure to reasonably clean the facility after use shall result in forfeiture of a portion of the damage deposit to pay for cleaning expenses.

8.26 Facility Use Rules

- No illegal drugs, marijuana use nor possession, nor tobacco use (e.g., smoking, vaping, chewing) is allowed within any part of the CBS building and grounds.
- Chairs and other equipment must be returned to their place of storage by the renter.
- Floors must be swept.
- Counters and tabletops must be wiped clean.
- Any trash must be deposited in the dumpster.
- Kitchen equipment and utensils must be washed and returned to their original storage.
- *(Other)*

8.27 Alcoholic Beverages

Alcoholic beverages will be permitted in the Community Services Building's Community Room; however, alcoholic beverages are not permitted elsewhere in the building and on the grounds. If alcoholic beverages are served, the renting party will provide the Township with a copy of the State of Michigan liquor license and special event insurance policy, in the amount of \$1,000,000 with the Township listed as a named insured on the policy.

8.28 Use of Township Property by Township Personnel

8.29 Personal Use of Township Property

The personal use of the Township premises, equipment, machines, tools, supplies, postage or personal use of Township labor, shall be prohibited.

8.30 Personal Mail

Personal mail and parcels may be sent from the Township office by Township personnel. The sender must reimburse the Township for all costs.

The Township is a business address, and all mail and deliveries received at Township facilities are subject to Township policies regarding how mail and deliveries will be received and whether mail or deliveries will be opened by the Township.

The Township is a public entity, and mail and deliveries received at Township facilities may be subject to public disclosure if they constitute public records. Township officials, appointees, employees, volunteers and consultants/contractors have no expectation of privacy regarding personal mail or deliveries at Township facilities.

8.31 Office Supplies

Township office supplies shall not to be used for non-Township purposes.

8.32 Vehicles

Employees may be directed by the Board or Supervisor to take a Township vehicle to their residence due to the nature of their work, such as responding to emergency calls. Department heads may also authorize a Township vehicle to be driven to and from work

because of the lack of a secure place to store the vehicle during hours the office is closed. The use of a Township vehicle is not an employee fringe benefit, and personal use is prohibited. Employees may use the vehicle for personal errands, such as making a stop on the way to and from work, so long as no additional mileage or other cost is incurred to the Township.

8.33 Bulletin Boards

The Township Board shall establish policies and procedures governing the use of a Township bulletin Board for public notices, Township business, citizen requests and other notices as approved by the Clerk. Employees who wish to post notices on Township bulletin Boards must have the prior approval of the Clerk.

8.34 Township Facility Phone Use

Employees permitted to make brief personal phone calls during worktime.

8.35 Township Access to Employee Communications

Generally, electronic information created and/or communicated by an employee using email, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin Board system access, and similar electronic media is not reviewed by the Township. However, the following conditions should be noted:

Electronic communications generated by Township resources are potentially subject to Freedom of Information Act requests.

The Township reserves the right to gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, websites accessed, call length, and time at which calls are made, for the following purposes:

- Cost analysis
- Resource allocation
- Optimum technical management of information resources
- Detecting patterns of use that indicate employees are violating Township policies or engaging in illegal activity

The Township reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other Township policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

8.36 Software

The unauthorized use of Township software is prohibited. Employees shall not make or use unauthorized copies of software programs. Employees shall not install or run outside software on Township computers unless approved by the IT Coordinator and the Supervisor. All outside software or documents must be virus-scanned before being installed or operated on Township equipment.

8.37 Passwords and Encryption

All passwords shall be disclosed to the Supervisor and Clerk. Security passwords do not imply confidentiality.

Employees may use encryption software supplied to them by the IT Coordinator and the Supervisor for purposes of safeguarding sensitive or confidential business information.

Employees who use encryption on files stored on a Township computer must provide the IT Coordinator and the Supervisor with a sealed hard copy record to be retained in a secure location of all of the passwords and/or encryption keys necessary to access the files.

8.38 Procedure for Reporting Abuse of Computer Privileges or Violation of This Policy

A Township official, employee or volunteer, who is harassed or discriminated against through the use of the Township computer system must immediately report any incident to the Supervisor, Clerk, or Treasurer.

8.39 Violations

Any Township official, employee or volunteer who abuses the privilege of their access to email or the Internet in violation of Township policies will be subject to corrective action, including possible termination of employment, legal action and criminal liability.

Adopted _____
Torch Lake Township
Board of Trustees