

AGENDA # J.7
Scio Township Board of Trustees
Documentation of Township policies and operating procedures

FOR MEETING DATE OF: January 9, 2024

PREPARED ON: December 26, 2024

PREPARED BY: Joyce Parker

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

SUGGESTED ACTION: Approval of an agreement between Scio Township and Maner Costerisan to document policies and operating procedures for Scio Township departments for an amount not to exceed \$35,000.

BACKGROUND: Scio Township departments do not have standard operating policies and procedures that are available to current and new employees as a reference for conducting business relative to various departments. When a new employee starts working for the township, information is provided by word of mouth and often, critical steps are not shared. The lack of structure hinders efficiency and consistency department operations.

In addition, the Board of Trustees recently approved a scope of services to convert aspects of the township operations paperless. To support this conversion effort, policies and operating procedures need to be documented.

Included in the packet is a proposal from Maner Costerisan to evaluate, enhance and develop policies and procedures for finance, treasury, administration and utilities departments. The proposal provides tiered estimates based on services provided. The comprehensive level of services is recommended by the Township Manager at a not-to-exceed amount of \$35,000. The township also solicited a proposal from Plante Moran. The higher estimated amount of their proposal is \$49,000. The Maner Consterisan proposal is the low bid for this project.

FISCAL IMPACT: The cost for this proposal can be covered from the general fund and water and sewer fund.

RECOMMENDATION: Approval of an agreement with Manor Costerisan to evaluate, enhance and develop documented standard policies and operating procedures.

MODEL MOTION: To approve a review process based on the attached agreement with Manor Costerisan to evaluate, enhance and develop standard operating policies and procedures for a cost not to exceed \$35,000, to be drawn from the General Fund and the Water and Sewer funds, and to authorize the Township Manager to sign a letter of engagement for that purpose subject to approval by the Township Attorney.

ATTACHMENTS:

[Scio Township - Process review update.pdf](#)

QUESTION: Shall this Motion be APPROVED?