

Miami Township Trustee Meeting
January 29, 2026
9-11 am

1. **9:20 - Call to order:**

- a. Present: Chair Marilan Moir, Trustee Lori Askeland, Fiscal Officer Jeanna GunderKline, Chief James Cannell, Fiscal Assistant Cyndi Pauwels, Fire Dept Consultant Fred Kauser, Fiscal Consultant Deborah Watson. Absent: Chris Mucher
- b. Askeland volunteered to take minutes
2. Fred: Right now we are purchasing first and approving later. This is backwards, and contrary to ORC. Every element of spending needs to be approved before it happens. It works differently in municipalities in that appropriating the budget does not constitute approval. A second stage of approval needs to happen (BCs or requisitions).
3. Today we are focused on policies and less on procedures. The goal is to make a policy that takes some pressure off the fiscal office but is no more cumbersome for the department heads and primary purchasers.
4. Those present worked through the “doctored” document page by page making suggestions about each item.
5. Page 1: Overall process:
 - a. Cannell: are we over-using the credit card?
 - b. Watson: if you can, as with Amazon, set up a purchasing account with billing, instead.
 - c. Kauser: online credit cards are less secure than other means of payments and ideally should be limited
 - d. Various Fine tuning edits of the process on p. 1 for greater clarity
 - e. Watson: this policy does not clearly indicate how to add a new vendor and to ensure tax-exempt status. All purchasers need to be aware that the Township is not legally allowed to pay taxes and to ensure that they are a statutorily authorized vendor. If an error occurs it can’t fall on the fiscal office to fix the problem either by going back to the vendor or paying for it as an individual. We need to add sections about that. Added.
6. Page 2: Definitions
 - a. Added a few terms (Requisition, Blanket certificate, etc). Think about terms that might be helpful to add. This will also need info on when we will use each form.
 - b. Deleted “Opening a Purchase Order” and replaced with “Submitting a Requisition”
 - c. Question about petty cash: Watson used it at Bethel but Kauser suggests it is a bad idea.
7. Moved Purchasing authority up
8. Got feedback from GunderKline and Watson on invoice processing. Kauser is going to give this to the Fiscal Officer and consultant, plus assistant, to make it workable.
9. We will also be creating a separate credit card use policy since they are much riskier.
10. File name and footer change to reflect edits from today

11. Forms list added the end of the document for forms we need to create to implement this policy.

12. Next steps discussed.

- a. Fiscal office and consultants will review the invoice processing section and the list of forms needed.
- b. Pauwels will create new forms based on examples that Watson supplied.
- c. Goal is to get this into this week's packet for Monday Feb 2 meeting. Kauser will tidy it up and send it in by 10 am tomorrow.

Meeting adjourned at 11:15 am.

Minutes respectfully submitted,
Lori Askeland