

Sugar Island Township Board Duties and Responsibilities

This document represents the work product of a Special Meeting of the Township Board on May 26, 2026. The purpose of the special meeting was to establish an understanding of the duties and responsibilities of individual Township Board members.

Clerk:

Maintains custody of all Township records not assigned by law to another office (statutory)

Maintains General Ledger (statutory)

Prepares warrants for Township checks (statutory)

Records and maintains Township meeting minutes (statutory)

Keeps the Township book of oaths (statutory)

Responsible for special meeting notices (statutory)

Publishes board meeting minutes (statutory)

Keeps voter registration file and administers all election-related functions (statutory)

Keeps Township ordinance book (statutory)

Prepares some financial statements (statutory)

Delivers tax certificates to Supervisor and County Clerk by September 30 for the winter collections, and should do the same by June 30 for the summer collections (statutory)

Must appoint a deputy (statutory)

Must post a surety bond (statutory)

Records revenues from sources other than taxes (optional)

Process zoning permits & files building, septic and EGLE approved permits (optional)

Coordinates the acquisition of supplies, hiring of employees, and vehicle maintenance with and for the Fire Department with the Fire Chief (optional)

Liaison and point of contact for the County Clerk, Register of Deeds and the County Health Department (optional)

Coordinate Township insurance-related functions including contract management and claims (optional)

Manage employee documentation, pay, hours, disputes and disciplinary functions (optional)

Manage County Health Department licenses for the Community Center (optional)

Manages the data and minutes for statutory boards (Planning, Board of Review & Zoning Board of Appeals) (optional)

Leads all aspects of official Township elections, including but not limited to ballots, electors, inspectors, training and documentation.

Participates with the Treasurer and the Supervisor in the Township Election Commission.

Supervisor:

Moderates board meetings (statutory)

Secretary to the Board of Review (statutory)

Township's legal agent (statutory)

Ensures that all state laws, local ordinances and board policies and procedures are faithfully executed and enforced. (statutory)

Maintains records of the Supervisor's Office (statutory)

Develops township budget (statutory)

Reviews applications and makes recommendations for volunteer boards (statutory)

May call special meeting (statutory)

May appoint a deputy (statutory)

Participates with the Treasurer and the Clerk in the Township Election Commission. (statutory)

Represents the Township as the Chief Administrator serving as the political leader and senior executive (statutory)

Post Township News article with Quacker (optional)

Create, Update and Maintain Board policies and procedures, ordinances & resolutions (optional)

Liaison with the Intermediate School District, County Emergency Manager, County Board of Commissioners, FEMA, Harbor Safety Committee, EUPConnect Consortium, Coast Guard, Tribal entities, Sault Schools, Sault Fire, County Road Commission, State Police, and the Sheriff Department (optional)

Act as the Board's primary operational point of contact for Fire Department (optional)

Treasurer:

Participates with the Supervisor and the Clerk in the Township Election Commission. (statutory)

Collects real and personal property taxes (statutory)

Keeps an account of Township receipts (revenues and expenditures (statutory)

Prepares some financial reports (statutory)

Issues Township checks (statutory)

Receives and deposits all Township revenues and payments in approved bank accounts (statutory)

Invests Township funds in approved investment vehicles (statutory)

Maintains records of Treasurer's Office (statutory)

Collects delinquent personal property tax (statutory)

Responsible for jeopardy assessments in collecting personal property tax (statutory)

Collects mobile home specific tax (statutory)

Must appoint a deputy (statutory)

Must post a surety bond (statutory)

Pays federal payroll taxes (optional)

Accepts funds and manages paperwork for Community Center rentals (optional)

Manages the scheduling of Community Center rentals (optional)

Works with the Township Assessor (optional)
Schedules training of statutory board members (optional)
Enters data and updates accounts in BS&A (optional)
Orders supplies for Township offices and facility maintenance (optional)

Treasurer: (Continued)

Manage purchase order process (optional)
Work with the Quacker for position vacancies and tax information (optional)
Answer questions from property owners and prospective property owners (optional)

Trustees:

Township Trustees are required to vote on all issues coming before the Board (statutory)
Share responsibility for the Township's fiduciary health (statutory)

Trustee Morehouse:

Responsible for Plow Truck operations including training, scheduling and maintenance (optional)
Responsible for Park Maintenance including trash removal, beach & fence maintenance, mowing, playground equipment, tables, parking lots, gazebo, trees, and other park landscaping, as necessary (optional)
Responsible for scheduling and implementing a system to clean out septic tanks at both Township Parks (optional)
Responsible to ensure Township Parks toilet facilities are cleaned and equipped with toilet supplies (optional)
Collect and deliver water samples from the Community Center to the County Health Department as necessary (optional)

Trustee Williams:

Responsible for maintenance and upkeep of the Township's website (optional)
Responsible for Facebook postings on behalf of the Township (optional)
Perform liaison functions with external organizations including EUPTA and My Michigan Hospital (optional)
Participate as a member of the Zoning Board of Appeals and "ex officio" member of the Planning Commission.
Function as the primary liaison between the Township's elected Board and the Zoning Board of Appeals and the Planning Commission.

Office Manager:

Pay state payroll taxes for employees and the Township. (optional)
Perform FOIA functions under the oversight of the Clerk. (optional)
Processes new employee paperwork.
Perform technical assistance on technology-related functions or activities.

May 26, 2026 Update

****Need to establish chain of communications. Liaison and/or supervision for the following township employees, contractors and/or functions:**

Employee, Contractor and/or Function	Liaison or Supervision
Fire Chief (Josh)	Supervisor
First Responders & Ambulance	Fire Chief
Maintenance Work (Steve & Frank)	CC Scheduler & Park Manager
Snow Removal (Dan)	Park Manager
Community Center Cleaning Staff (Foote's)	CC Scheduler
Solid Waste/GFL/Recycling (Terry & Earl)	Supervisor
Community Center Utilities & HVAC	Maintenance Worker
Community Center Parking Lot Maintenance	Maintenance Worker
Septic Tank Service Contractors	CC Scheduler & Park Manager
Lawn Care Contractor	Park Manager
Attorney (FSBR Law)	Supervisor
Auditor (Dan Smith CPA)	Treasurer
Telecommunications, ISP & Website	Clerk & Office Manager
Accounting System Providers (BS&A)	Treasurer
Security System/IT Volunteer (David)	Supervisor
Propane Tanks	Maintenance Worker
Office Manager (Rebecca)	Supervisor

Generally speaking, all employees are required to have a supervisor, contractors are required to have liaisons, and functions may have a supervisor and/or liaison, depending on the circumstances.