



## **CHARTER TOWNSHIP OF HIGHLAND**

205 N. John Street - Auditorium - Highland, Michigan 48357 248/887-3791

### **REGULAR BOARD OF TRUSTEES MEETING AGENDA**

**NOVEMBER 3, 2025 - 6:30 P.M.**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda
  - a) Approve:
    1. October 6, 2025 Board of Trustees Meeting Minutes
    2. List of Bills dated October 16, 2025 and Additions
    3. Holiday and Meeting 2026 General Information Sheet
    4. Budget Amendment for General Fund Revenues and Expenditures
    5. Mowing Contract with MWG Lawn and Snow LLC for 2026-2028 Seasons
  - b) Receive and File:
    1. HDDA Minutes – September 2025
    2. Highland Activity Center Reports and Minutes – September 2025
    3. Library Reports – September 2025
    4. Planning Commission Minutes – September 18, 2025
    5. Ordinance Reports – September 2025
    6. Treasurer’s Report – September 2025
    7. Building Reports – September 2025
6. Announcements:
  - a) Highland Township Offices will be closed on November 27 and 28, 2025 in observance of the Thanksgiving Holiday
  - b) Highland’s Ladies Night Out – November 18, 2025
  - c) Small Business Saturday – November 29, 2025
  - d) Festival of Trees – December 1-31, 2025
  - e) Kris Kringle Market and Tree Lighting – December 1, 2025
7. Public Comment
8. Public Hearing
  - a) Dunleavy and Leonard Lakes Special Assessment District for Weed Control
  - b) Community Development Block Grant Application for 2026
  - c) 2026 Budget
9. Pending Business:
  - a) Consider Resolution 25-29 to Approve the Assessment Roll for Dunleavy and Leonard Lake Special Assessment District for Weed Control
  - b) Consider Resolution 25-32 to Approve Application of 2026 Community Development Block Grant

10. New Business:

- a) Consider 2026 Budget
- b) Consider Resolution 25-33 to Approve 2026 General Appropriations Act
- c) Consider Resolution 25-30 to Authorize Road Closures for Tree Lighting and Kris Kringle Market
- d) Consider Resolution 25-31 to Authorize the Township to move forward with submitting an Application to the Detroit Institute of Arts Partners in Public Art Program
- e) Consider the Extension of Unpaid Medical Leave per Employee's Request
- f) Consider Granting Authorization for Supervisor to Sign Agreement for Replacement of the Roof on the Train Platform at Veteran's Park
- g) Consider Resolution 24-34 to Approve the Michigan Record Retention Schedules
- h) Consider Approving the Recommendation to Appoint Jacob Probe as Board of Review Member
- i) Consider Resolution 25-35 to Revise the Public Employee Health Care Fund and Personnel Manual

11. Adjourn

No zoom connection will be available to the public for this meeting.

Meeting can be viewed once it's posted on the Highland Township YouTube channel:

<https://youtube.com/@chartertownshipofhighlandm2527>

Any member of the audience wishing to address the board will be asked to state his/her name and address. Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's office at (248) 887-3791 prior to the meeting. Our staff will be pleased to make the necessary arrangements.

**1. Call Meeting to Order**

**Time:** \_\_\_\_\_

**Number of Visitors:** \_\_\_\_\_

## **2. Pledge of Allegiance**

# Township Board Meeting Roll

Date: November 3, 2025

**Present**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Absent**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**Board Member**

Rick A. Hamill  
Tami Flowers  
Jenny Frederick  
Grant Charlick  
Brian Howe  
Beth Lewis  
Joseph Salvia

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Anyone Else:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **4. Approval of Agenda**

## **5a. Consent Agenda Approval**

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
October 6, 2025 - 6:30 p.m.

The meeting was called to order at 6:30 p.m. with the Pledge of Allegiance.

Roll Call: Rick Hamill, Supervisor  
Tami Flowers, Clerk  
Jennifer Frederick, Treasurer  
Grant Charlick, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee  
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George  
Lieutenant Matt Snyder  
Kristin Kolb, Township Attorney

Visitors: 24

**Approval of Agenda:**

Mrs. Lewis moved to approve the agenda as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

**Consent Agenda Approval:**

September 22, 2025 Board of Trustees Meeting Minutes  
List of Bills dated October 6, 2025 and additions  
Resolution 25-28 Charitable Gaming License for Mitchell Leland Shaver Foundation  
Budget Amendment for Downtown Development Authority Fund

**Receive and File:**

- a) HDDA Minutes – March thru August 2025
- b) Highland Activity Center Reports and Minutes– August 2025
- c) Ordinance Reports – August 2025
- d) ZBA Minutes – August 20, 2025
- e) Planning Commission Minutes – June 19, 2025, July 17, 2025 & September 14, 2025
- f) Library Reports – August 2025
- g) Financial Reports – August 2025
- h) Treasurer’s Report – August 2025
- i) OCSO Stat Report – August 2025 and September 2025
- j) Fire Department Report – August 2025 and September 2025
- k) Building Reports – August 2025
- l) Hire Paid on Call Fire Department Employee – Kaleb Moreno

Mr. Salvia moved to approve the consent agenda. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

**Announcements:**

- Self-Guided Historic Highland Cemetery Tour with approximately 30 featured sites are marked and a flyer is available at the wellhouse with detailed information.

**Public Comment:**

Fire Chief Nick George thanked the community for all the support at the Pancake Breakfast, 350 to 400 attended

**Public Hearings:**

a) Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance and the Knoblock Lake to Approve the Special Assessment Roll

Mr. Hamill made the motion to open the public hearing for the Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance and to Approve the Special Assessment Roll. Mr. Howe Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:36 p.m.  
No Comments

Mr. Hamill made the motion to close the public hearing for the Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance to Approve the Special Assessment Roll. Mr. Charlick Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Closed: 6:36 p.m.

b) Dunleavy and Leonard Lake Special Assessment District for Weed Control

Mr. Hamill made the motion to open the public hearing for the Dunleavy and Leonard Lake Special Assessment District for Weed Control to Proceed with the SAD. Mrs. Lewis Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:37 p.m.  
No Comments

Mr. Hamill made the motion to close the public hearing for the Dunleavy and Leonard Lake Special Assessment District for Weed Control to Proceed with the SAD. Mr. Howe Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Closed: 6:37 p.m.

c) CDBG Reprogramming

Mr. Hamill made the motion to open the public hearing on Reprogramming 2024 CDBG funds. Mr. Howe Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:38 p.m.

No Comments

Mr. Hamill made the motion to close the public hearing on Reprogramming 2024 CDBG funds. Mr. Charlick Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Closed: 6:38 p.m.

**Pending Business:**

a) Consider Resolution 25-23 to Approve Assessment Roll for Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance

Ms. Frederick moved to approve Resolution 25-23 to Approve the Assessment Roll for the Knoblock Lake Special Assessment District. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

b) Consider Resolution 25-24 to Approve Proceeding with the Dunleavy and Leonard Lake Special Assessment District for Weed Control

Mr. Hamill moved to approve the Resolution 25-24 to Proceed with the Dunleavy and Leonard Lake Special Assessment District. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

**New Business:**

a) Consider Resolution 25-27 to Reprogram 2024 CDBG Funds for Kitchen Remodel

Mr. Hamill moved to approve Resolution 25-27 to Reprogram 2024 Community Development Block Grant Funds to Support the Activity Center Kitchen Remodel. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

b) Consider Hiring Full-Time Assistant Building Inspector and Amending Budget

Ms. Frederick moved to hire the full-time Assistant Building Inspector and approve the budget amendment as presented. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

c) Consider Resolution 25-25 Approving the Winter 2025 Tax Roll Special Assessments

Mr. Hamill moved to approve Resolution 25-25 approving the Winter 2025 Tax Roll Special Assessments as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

d) Consider Approving Resolution 25-26 Declaring Surplus Property and Accept the Offer Received to Purchase Vacant Property located South of the Church of the Holy Spirit in Highland Township

Mr. Hamill moved to approve Resolution 25-26 declaring surplus property and accepting the offer received to purchase the vacant property located south of the Church of the Holy Spirit in Highland Township as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

e) Consider Reimbursement Request for the Forax UTV Mulcher Attachment Purchase

Ms. Frederick moved to approve reimbursement in the amount of \$6,930.00 to Rick Hamill for the purchase of a Forax GP40 Gas-Powered UTV Mulcher Attachment, originally acquired on February 10, 2025, for Township maintenance and land management use as presented. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

f) Consider Approval of Special Land Use Permit, URSA 25-03 Pinefield Farm Class C Farm Market (with events), 2381 White Lake Road, PIN 11-01-151-006; Applicant Jake Lloyd, Property Owners James and Mary Lloyd

Mr. Hamill moved to approve a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd and direct the Supervisor and Clerk to sign and execute the Special Use Permit which incorporates all conditions of approval recommended by the Planning Commission on September 18, 2025. This approval is based upon independent review and findings that the proposal satisfies the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

g) Consider Request to Hire Drake Vachon as a Full Time Firefighter/EMT

Mr. Hamill moved to approve the hiring of Firefighter/EMT Drake Vachon to the Highland Fire Department as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

h) Consider Request to Approve Repair to Engine 11

Mr. Hamill moved to approve sending Engine 11 to Reliant for refurbishment, with a Township cost of \$202,849, and any additional expenses subject to Fire Chief authorization as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

i) Consider Approving Agreements with Ambulance Billing Network

Mr. Hamill moved to approve the Township Supervisor to execute the agreement with Ambulance Billing Network on behalf of Highland Township. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

j) Consider Pre-Purchase Approval for Future Ambulance Equipment

Mr. Hamill moved to approve the purchase of ambulance equipment as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

k) Consider Request for Approval to Amend the 2025 Budget Amendment for Fire Operating Fund and Fire Capital Fund

Mr. Hamill moved to approve the 2025 Budget Amendments as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

**Comments:**

Trustee Brian Howe acknowledged the cost savings efforts made by the Township. Trustee Joe Salvia commented on the maintenance of the Milkweed Mile.

**Adjourn:**

The Supervisor adjourned the meeting at 7:45 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-072.000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-HIGHLAND HILLS-OAK CTY	SEP 2025	10/06/2025	143.00
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	SEP 25	10/02/2025	373.00
1159	TREASURER	101-RIDGEWOOD-OAK CTY	SEP2025	10/02/2025	220.50
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-HIGHLAND HILLS-HVS	SEP 2025	10/06/2025	572.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	SEP 25	10/02/2025	1,492.00
1159	TREASURER	101-RIDGEWOOD-HVS	SEP2025	10/02/2025	882.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00378	10/07/2025	250.00
6541	A BETTER EXTERIOR LLC	101-ESCROW/BUILDING	B25-00459	10/02/2025	250.00
5535	ALLIED CONSTRUCTION AND RESTORATION	101-ESCROW/BUILDING	B25-00338	10/02/2025	250.00
5156	BSR DECK CONSTRUCTION	101-ESCROW/BUILDING	B25-00389	10/02/2025	250.00
5157	CHARLICK, BLAKE	101-ESCROW/BUILDING	B24-00239	10/02/2025	250.00
5938	DUQUETTE, EDWARD	101-ESCROW/BUILDING	B24-00120	10/02/2025	250.00
5160	GIFF, GREGORY	101-ESCROW/BUILDING	B25-00406	10/07/2025	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00065	10/02/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00069	10/02/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00250	10/02/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00272	10/02/2025	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B25-00272	10/02/2025	60.00
5061	HOME DEPOT USA	101-ESCROW/BUILDING	B25-00319	10/02/2025	125.00
6069	HOME PRO ROOFING	101-ESCROW/BUILDING	B25-00331	10/02/2025	250.00
6069	HOME PRO ROOFING	101-ESCROW/BUILDING	B25-00374	10/02/2025	125.00
6069	HOME PRO ROOFING	101-ESCROW/BUILDING	B25-00418	10/02/2025	125.00
5827	HSI	101-ESCROW/BUILDING	B25-00061	10/07/2025	250.00
5827	HSI	101-ESCROW/BUILDING	B25-00065	10/02/2025	250.00
5827	HSI	101-REINSPECTION FEE	B25-00065	10/02/2025	60.00-
5827	HSI	101-ESCROW/BUILDING	B25-00069	10/02/2025	250.00
5827	HSI	101-REINSPECTION FEE	B25-00069	10/02/2025	60.00-
5827	HSI	101-ESCROW/BUILDING	B25-00072	10/02/2025	250.00
5827	HSI	101-ESCROW/BUILDING	B25-00272	10/02/2025	250.00
5827	HSI	101-REINSPECTION FEE	B25-00272	10/02/2025	60.00-
5827	HSI	101-REINSPECTION FEE	B25-00272	10/02/2025	60.00-
6070	KROLL CONSTRUCTION CO.	101-ESCROW/BUILDING	B25-00274	10/02/2025	125.00
5152	MALIK, DIANE	101-ESCROW/BUILDING	B25-00250	10/02/2025	125.00
5152	MALIK, DIANE	101-REINSPECTION FEE	B25-00250	10/02/2025	60.00-
5159	MAXIM ROOFING	101-ESCROW/BUILDING	B25-00446	10/07/2025	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00245	10/07/2025	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B25-00269	10/07/2025	250.00
5117	ORIGINAL ROOFING COMPANY	101-ESCROW/BUILDING	B25-00372	10/07/2025	125.00
5117	ORIGINAL ROOFING COMPANY	101-ESCROW/BUILDING	B25-00375	10/02/2025	125.00
5117	ORIGINAL ROOFING COMPANY	101-ESCROW/BUILDING	B25-00402	10/02/2025	250.00
6623	POWELL, STEVEN A.	101-ESCROW/BUILDING	B25-00433	10/02/2025	125.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B25-00360	10/02/2025	125.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B25-00431	10/07/2025	250.00
5158	SMITH, JOSHUA	101-ESCROW/BUILDING	B25-00401	10/02/2025	250.00
7749	SMOLYANOV HOME IMPROVEMENT	101-ESCROW/BUILDING	B25-00450	10/07/2025	500.00
5155	SPOHR, DANIEL	101-ESCROW/BUILDING	B25-00453	10/02/2025	125.00
5153	TEN LAKES CONSTRUCTION	101-ESCROW/BUILDING	B25-00403	10/02/2025	125.00
5154	TESTER, JUSTIN	101-ESCROW/BUILDING	B25-00231	10/02/2025	250.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B25-00223	10/02/2025	250.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B25-00230	10/02/2025	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B25-00238	10/02/2025	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B25-00336	10/02/2025	125.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B25-00369	10/02/2025	125.00
6083	WEATHERGARD WINDOW CO. INC.	101-ESCROW/BUILDING	B25-00267	10/07/2025	125.00
6268	WRIGHT RENOVATIONS LLC	101-ESCROW/BUILDING	B25-00463	10/07/2025	125.00
7885	YOUNG, ALAN S	101-ESCROW/BUILDING	B21-00363	10/07/2025	500.00
<b>101-000-412.000</b>	<b>DELINQUENT P. PROPERTY TAX</b>				
6317	OAKLAND COUNTY TREASURER	101- DELINQUENT PROPERTY TAX	09302025	09/30/2025	549.69
<b>101-000-628.016</b>	<b>SITE PL. REVIEW, OTHERS</b>				
7298	SCHLUM, DAVID R	101-REFUND SITE PLAN REVIEW FEE	11-24-126-005	10/01/2025	1,625.00
Total :					14,107.19
<b>CLERK</b>					
<b>101-215-820.000</b>	<b>CLERK: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-MTA FOIA WEBINAR-HOLCOMB	9/09/25-10/08/25	10/08/2025	25.00
1521	CHASE CARDMEMBER SERVICE	101-HWLBA LEARNING LUNCH-FLOWERS	9/09/25-10/08/25	10/08/2025	12.00
Total CLERK:					37.00
<b>TREASURER</b>					
<b>101-253-820.000</b>	<b>TREAS: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-MI MUNICIPAL TREAS ASSOC CONF-FREDERICK	9/09/25-10/08/25	10/08/2025	513.00
Total TREASURER:					513.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-ENVELOPES	80300	09/26/2025	324.00
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-BUSINESS CARDS-CLERK/BLDG	80438	10/06/2025	153.00
8253	AMAZON CAPITAL SERVICES	101-INK REFILL/DRY ERASE BOARD	1FCH-T6T3-L1K7	10/01/2025	53.04
8253	AMAZON CAPITAL SERVICES	101-DESK CONVERTER FOR MONITOR/LAPTOP	1FCH-T6T3-L1K7	10/01/2025	129.99
8253	AMAZON CAPITAL SERVICES	101-USB HUB	1FCH-T6T3-L1K7	10/01/2025	9.99
8253	AMAZON CAPITAL SERVICES	101-STICKY NOTES	1FCH-T6T3-L1K7	10/01/2025	28.76
8253	AMAZON CAPITAL SERVICES	101-BLACK MARKERS	1FCH-T6T3-L1K7	10/01/2025	18.99
8253	AMAZON CAPITAL SERVICES	101-BANDAIDS	1FCH-T6T3-L1K7	10/01/2025	7.83
8253	AMAZON CAPITAL SERVICES	101-FLYER HOLDER	1FCH-T6T3-L1K7	10/01/2025	37.04
8253	AMAZON CAPITAL SERVICES	101-LASER POINTER	1FCH-T6T3-L1K7	10/01/2025	8.99
8253	AMAZON CAPITAL SERVICES	101-WIRED HEADPHONES	1FCH-T6T3-L1K7	10/01/2025	9.88
8253	AMAZON CAPITAL SERVICES	101-CALENDAR REFILLS	1FCH-T6T3-L1K7	10/01/2025	89.76
8253	AMAZON CAPITAL SERVICES	101-ADDING MACHINE	1FCH-T6T3-L1K7	10/01/2025	56.52
2541	STAPLES	101-CALENDERS	6043593069	09/27/2025	399.84
<b>101-261-804.000 GEN GOV: LEGAL SERVICES</b>					
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53469	09/30/2025	3,651.25
<b>101-261-850.002 GEN GOV: WEBSITE</b>					
9049	WEB MATTERS	101-WEBSITE UPDATE	6694	10/10/2025	166.25
<b>101-261-920.000 GEN GOV: UTILITIES</b>					
2216	COMCAST	101-3550 DUCK LK RD 0310657	11032025 0310657	10/01/2025	149.95
<b>101-261-936.000 GEN GOV: 205 N. JOHN MAINTENAN</b>					
8253	AMAZON CAPITAL SERVICES	101-STREET LIGHT BULBS-MAINSTREET	1FCH-T6T3-L1K7	10/01/2025	23.54
8253	AMAZON CAPITAL SERVICES	101-STREET LIGHT BULBS-MAINSTREET	1FCH-T6T3-L1K7	10/01/2025	70.63
1521	CHASE CARDMEMBER SERVICE	101-FLAGS	9/09/25-10/08/25	10/08/2025	326.05
9005	STATE OF MICHIGAN - MDEQ	101-WATER TESTING-TOWNSHIP	761-11343763	09/30/2025	100.00
<b>101-261-937.000 GEN GOV: VEHICLE OP MAINT</b>					
1521	CHASE CARDMEMBER SERVICE	101-FLOOR MATS	9/09/25-10/08/25	10/08/2025	33.99
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2225	09/30/2025	36.00
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
1521	CHASE CARDMEMBER SERVICE	101-WINDOWS 11/ADOBE	9/09/25-10/08/25	10/08/2025	270.17
1521	CHASE CARDMEMBER SERVICE	101-PARALLELS (2)/WINDOWS 11/ADOBE-FLOWERS	9/09/25-10/08/25	10/08/2025	494.33
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	9/09/25-10/08/25	10/08/2025	200.13
2021	GRACON SERVICES INC.	101-CISCO DUO ESSENTIALS EDITION	16642	10/02/2025	62.05
2021	GRACON SERVICES INC.	101-CISCO DUO ESSENTIALS EDITION	16643	10/02/2025	62.05
<b>101-261-955.000 GEN GOV: MISCELLANEOUS</b>					
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-TWP	89889229	10/06/2025	48.60
<b>101-261-971.000 GEN GOV: EQUIP CAP OUTLAY</b>					
8253	AMAZON CAPITAL SERVICES	101-MONITORS-ORDINANCE	1FCH-T6T3-L1K7	10/01/2025	359.98
8253	AMAZON CAPITAL SERVICES	101-DELL MONITORS	1FCH-T6T3-L1K7	10/01/2025	219.98

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
8253	AMAZON CAPITAL SERVICES	101-MONITOR STAND/HDMI	1FCH-T6T3-L1K7	10/01/2025	48.98
8253	AMAZON CAPITAL SERVICES	101-HDMI/WIRELESS KEYBOARD	1FCH-T6T3-L1K7	10/01/2025	85.98
8253	AMAZON CAPITAL SERVICES	101-APPLE MINI COMPUTER/MOUSE/KEYBOARD	1FCH-T6T3-L1K7	10/01/2025	595.98
1521	CHASE CARDMEMBER SERVICE	101-TRAILER HITCH	9/09/25-10/08/25	10/08/2025	84.79
2596	FIVE STAR ACE	101-BLOWER	33338	10/01/2025	129.00
3056	HAMILL, RICK	101-REIMBURSE FOR FORAX GP40 GAS UTV MULCHER	10062025	10/06/2025	6,930.00
1642	PETER'S TRUE VALUE HARDWARE	101-BATTERY/CHARGER	K79436	10/02/2025	378.99
<b>101-261-971.001</b>	<b>GEN GOV: COMP CAP OUTLAY</b>				
1521	CHASE CARDMEMBER SERVICE	101-LAPTOP-BLASCYK	9/09/25-10/08/25	10/08/2025	1,099.99
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	9/09/25-10/08/25	10/08/2025	124.99
Total GENERAL GOVERNMENT:					17,081.28
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	252800103400	10/07/2025	1,510.33
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	252800103400	10/07/2025	8,304.66
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	252800103400	10/07/2025	421.04
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	252800103400	10/07/2025	1,442.49
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001966347611	10/06/2025	46.20
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001966347611	10/06/2025	225.48
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001966347611	10/06/2025	153.55
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001966347611	10/06/2025	867.22
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001966347611	10/06/2025	38.60
Total GENERAL GOVERNMENT PERSONNEL B:					13,009.57
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	9/24/25-10/7/25	10/07/2025	859.01
Total BUILDING:					859.01
<b>CEMETERY</b>					
<b>101-567-935.001</b>	<b>CEMETERY: MAINTENANCE</b>				
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-BANNER-CEMETERY	80355	09/26/2025	65.70
8253	AMAZON CAPITAL SERVICES	101-GREEN FLAGS-CEMETERY	1FCH-T6T3-L1K7	10/01/2025	13.98
8253	AMAZON CAPITAL SERVICES	101-CLEANER-CEMETERY	1FCH-T6T3-L1K7	10/01/2025	41.52
8253	AMAZON CAPITAL SERVICES	101-GARDEN STAKES	1FCH-T6T3-L1K7	10/01/2025	84.99
1521	CHASE CARDMEMBER SERVICE	101-GORILLA TAPE	9/09/25-10/08/25	10/08/2025	12.99

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total CEMETERY:					219.18
<b>ACTIVITY CENTER</b>					
<b>101-672-729.000</b>	<b>ACTIVITY CTR: OPER. SUPPLIES</b>				
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL/C FOLD-ACT CTR	INV113555	10/02/2025	169.87
<b>101-672-820.000</b>	<b>ACTIVITY CTR: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-HWLBA WEBINAR	9/09/25-10/08/25	10/08/2025	12.00
<b>101-672-850.001</b>	<b>ACTIVITY CTR: INTERNET SERVICE</b>				
1521	CHASE CARDMEMBER SERVICE	101-COMCAST	9/09/25-10/08/25	10/08/2025	107.98
<b>101-672-900.000</b>	<b>ACTIVITY CTR: ADVERT./PRINTING</b>				
7376	PENS.COM	101-ACTIVITY CENTER- PENS	114324996	09/04/2025	1,179.74
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1005	DTE ENERGY	101-209 N JOHN ACT CTR 910008266702	10082025 66702	10/09/2025	516.23
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO	101- H/C COOLER-ACTIVITY CTR.	31613016	09/30/2025	12.00
1839	ABSOPURE WATER CO	101- H/C COOLER-ACTIVITY CTR.	31614703	09/30/2025	12.00
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-ACTIVITY CTR.	89889223	10/06/2025	39.70
1839	ABSOPURE WATER CO	101-5 GALLON SPRING-ACTIVITY CTR.	89889231	10/06/2025	123.10
1521	CHASE CARDMEMBER SERVICE	101-ACRYLIC	9/09/25-10/08/25	10/08/2025	156.41
2596	FIVE STAR ACE	101-CLEANER-ACT CTR	33365	10/08/2025	39.54
<b>101-672-936.002</b>	<b>STEEPLE HALL: BUILDING MAINT</b>				
1521	CHASE CARDMEMBER SERVICE	101-CLEANER	9/09/25-10/08/25	10/08/2025	15.90
Total ACTIVITY CENTER:					2,384.47
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-820.000</b>	<b>PLNG: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-ZONING ADMIN CERT PROGRAM-GEORGE	9/09/25-10/08/25	10/08/2025	575.00
<b>101-701-935.000</b>	<b>OE: VIOLATION CORRECTIONS</b>				
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW AIRBY CT	7570	09/30/2025	275.00
Total PLANNING & ORDINANCE:					850.00
<b>PARKS</b>					
<b>101-751-729.002</b>	<b>PARKS: HICKORY RIDGE</b>				
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	3818	10/12/2025	125.00
<b>101-751-729.003</b>	<b>PARKS: DUCK LAKE PINES</b>				
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	3818	10/12/2025	175.00
9005	STATE OF MICHIGAN - MDEQ	101-WATER TESTING-DUCK LAKE	761-11343710	09/30/2025	100.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-751-729.006 PARKS: CHILL AT THE MILL</b>					
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	3818	10/12/2025	125.00
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
1521	CHASE CARDMEMBER SERVICE	101-ANTIFREEZE	9/09/25-10/08/25	10/08/2025	29.90
1021	GILL-ROY'S HARDWARE	101-BLOW OUT KIT	2510-727513	10/02/2025	17.28
Total PARKS:					572.18
Total GENERAL FUND:					49,632.88
<b>ROAD FUND</b>					
<b>ROAD</b>					
<b>203-596-959.000 METRO AUTHORITY EXP</b>					
2158	ROAD COMMISSION FOR O.C.	203-2025 CHLORIDE PROGRAM 2 OF 2	105809	09/26/2025	30,712.60
2158	ROAD COMMISSION FOR O.C.	203-TRAFFIC SIGNAL MAINTENANCE	9403	08/31/2025	575.95
<b>203-596-967.000 DUST CONTROL</b>					
4935	CICHOSZ, ALAN	203-CHLORIDE REIMBURSEMENT-STONEBARN	10022025	10/02/2025	950.00
2636	NEWBERRY ROAD ASSOCIATION	203-DUST CONTROL-NEWBERRY RD.	10012025	10/01/2025	275.00
6477	OAK HEIGHTS IMPROVEMENT ASSOC.	203-DUST CONTROL LAKEWAY, LAKEVIEW, FOREST, ED	09302025	09/30/2025	1,710.00
Total ROAD:					34,223.55
Total ROAD FUND:					34,223.55
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	252800103400	10/07/2025	9,756.64
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001966347611	10/06/2025	118.80
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001966347611	10/06/2025	933.35
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001966347611	10/06/2025	90.15
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001966347611	10/06/2025	38.61
<b>206-336-713.000 FIRE: FIREFIGHTERS MEDICAL</b>					
8052	SPRINGFIELD URGENT CARE PLLC	206-PHYSICAL-CRISTINI	487K31854	10/01/2025	352.50
<b>206-336-727.000 FIRE: SUPPLIES</b>					
8253	AMAZON CAPITAL SERVICES	206-MOUSE PAD	1FCH-T6T3-L1K7	10/01/2025	16.99
8253	AMAZON CAPITAL SERVICES	206-BALLOON CLIPS	1FCH-T6T3-L1K7	10/01/2025	9.69
8253	AMAZON CAPITAL SERVICES	206-LAMINATING POUCH SHEETS	1FCH-T6T3-L1K7	10/01/2025	16.68
8253	AMAZON CAPITAL SERVICES	206-WATER STORAGE JUG	1FCH-T6T3-L1K7	10/01/2025	26.45
8253	AMAZON CAPITAL SERVICES	206-COMMERCIAL COFFEE MAKER	1FCH-T6T3-L1K7	10/01/2025	308.32
8253	AMAZON CAPITAL SERVICES	206-COFFEE	1FCH-T6T3-L1K7	10/01/2025	1,058.48

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
8253	AMAZON CAPITAL SERVICES	206-CLEANING CART/CAUTION WET FLOOR SIGN	1FCH-T6T3-L1K7	10/01/2025	233.25
8253	AMAZON CAPITAL SERVICES	206-HANGERS	1FCH-T6T3-L1K7	10/01/2025	89.80
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	INV113354	09/30/2025	73.39
1541	HOME DEPOT DEPT. 32-2502131828	206-WET DRY VAC/DUSTER/TELESCOPIC POLES	9525310	09/19/2025	245.71
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K79485	10/06/2025	12.99
1642	PETER'S TRUE VALUE HARDWARE	206-STATION SUPPLIES	K79491	10/07/2025	11.59
<b>206-336-731.000</b>	<b>FIRE: MEDICAL SUPPLIES</b>				
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85936264	09/29/2025	53.99
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85949692	10/08/2025	165.18
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85951522	10/09/2025	569.60
1132	LINDE GAS & EQUIPMENT INC	206-EMS SUPPLIES	52564190	10/09/2025	559.73
<b>206-336-732.000</b>	<b>FIRE: UNIFORMS</b>				
9276	HURON VALLEY GUNS LLC	206-UNIFORM-CRISTINI	248791	09/22/2025	218.97
9276	HURON VALLEY GUNS LLC	206-UNIFORM-CRISTINI	249367	09/30/2025	109.99
9276	HURON VALLEY GUNS LLC	206-UNIFORM-CARPENTER	249368	09/30/2025	124.99
<b>206-336-809.000</b>	<b>FIRE: SOFTWARE MAINTENANCE</b>				
9049	WEB MATTERS	206-HTFD WEBSITE UPDATE	6694	10/10/2025	237.50
<b>206-336-820.000</b>	<b>FIRE: DUES &amp; EDUCATION</b>				
8253	AMAZON CAPITAL SERVICES	206-DIGITAL POINTER PRESENTATION CLICKER	1FCH-T6T3-L1K7	10/01/2025	71.18
1521	CHASE CARDMEMBER SERVICE	206-SMEMSIC-BONHAM	9/09/25-10/08/25	10/08/2025	304.44
1521	CHASE CARDMEMBER SERVICE	206-SMEMSIC-GEORGE	9/09/25-10/08/25	10/08/2025	354.44
1521	CHASE CARDMEMBER SERVICE	206-FIRE INSPECTORS CONF-BELL	9/09/25-10/08/25	10/08/2025	627.84
9206	MICHIGAN ASSOC. OF FIRE CHIEFS	206-MAFC-GEORGE	09329	10/03/2025	125.00
1060	MICHIGAN MUNICIPAL RISK	206-DRONE CLASS-BECKER	4453	10/02/2025	150.00
1516	MICHIGAN STATE FIREMEN'S ASSN.	206-BOOKS	6466	09/24/2025	370.65
<b>206-336-890.000</b>	<b>FIRE: PUBLIC EDUCATION</b>				
1521	CHASE CARDMEMBER SERVICE	206-CLIPS FOR FLAG	9/09/25-10/08/25	10/08/2025	24.00
<b>206-336-920.000</b>	<b>FIRE: PUBLIC UTILITIES</b>				
2216	COMCAST	206-2550 E WARDLOW FS#2 0170820	11022025 0170820	10/01/2025	204.85
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	10032025 06488	10/06/2025	636.17
<b>206-336-930.000</b>	<b>FIRE: VEHICLE REPAIR</b>				
9257	R&R FIRE TRUCK REPAIR	206-2007 PIERCE (E1) VALVE WORK	72069	10/07/2025	3,702.32
9257	R&R FIRE TRUCK REPAIR	206-2007 PIERCE (E3) INTAKE REPAIR	72076	10/08/2025	9,641.54
9257	R&R FIRE TRUCK REPAIR	206-2009 US TANKER (T1) AIR SYSTEM	72081	10/08/2025	9,064.49
<b>206-336-937.000</b>	<b>FIRE: EQUIP MAINT</b>				
8253	AMAZON CAPITAL SERVICES	206-GAS CALIBRATION CYLINDER	1FCH-T6T3-L1K7	10/01/2025	420.75
<b>206-336-955.000</b>	<b>FIRE: MISC EXPENSE</b>				
1521	CHASE CARDMEMBER SERVICE	206-LUNCH	9/09/25-10/08/25	10/08/2025	57.97
Total FIRE:					41,188.98

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total FIRE FUND:					41,188.98
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO	207-COOLER	31614295	09/30/2025	4.00
1839	ABSOPURE WATER CO	207-5 GALLON WATER	89860622	09/08/2025	24.25
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	202509943	10/13/2025	79.60
Total POLICE:					107.85
Total POLICE FUND:					107.85
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>ANNEX</b>					
<b>401-523-971.000 STEEPLE HALL IMPROVEMENTS</b>					
5115	AUDETTE BUILDING LLC	401-STEEPLE HALL IMPROVEMENTS	2025-021	09/30/2025	10,600.00
5115	AUDETTE BUILDING LLC	401-STEEPLE HALL IMPROVEMENTS	2025-022	09/30/2025	1,200.00
Total ANNEX:					11,800.00
<b>PARKS</b>					
<b>401-751-971.003 VETERANS PARK IMPROVEMENT</b>					
2596	FIVE STAR ACE	401-STATION MOVE	33333	10/01/2025	82.50
2596	FIVE STAR ACE	401-STATION MOVE	33337	10/01/2025	16.36
1021	GILL-ROY'S HARDWARE	401-STATION MOVE	2510-721245	10/01/2025	53.97
1021	GILL-ROY'S HARDWARE	401-STATION MOVE	2510-723746	10/01/2025	17.99
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023475759-001	10/09/2025	585.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023475759-002	10/09/2025	585.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023475856-001	10/01/2025	270.00
2419	ROCK BOTTOM STONE SUPPLY	401-STATION MOVE	0023612039-001	10/10/2025	753.94
Total PARKS:					2,364.76
Total CAPITAL IMPROVEMENT FUND:					14,164.76
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-712.000 DDA: HEALTH/DENTL/LIFE/DIS INS</b>					
1967	MUTUAL OF OMAHA	494-LIFE,DENTAL,DISAB. INS. DDA	001966347611	10/06/2025	63.82

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-ADOBE/ZOOM/MALWARE	9/09/25-10/08/25	10/08/2025	114.13
1521	CHASE CARDMEMBER SERVICE	494-FIRST AID KIT/FISHING LINE	9/09/25-10/08/25	10/08/2025	11.98
<b>494-729-880.001 DDA: PROMOTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	494-SKELETONS	9/09/25-10/08/25	10/08/2025	191.77
1521	CHASE CARDMEMBER SERVICE	494-TREE LIGHTING SANTA GIFTS	9/09/25-10/08/25	10/08/2025	162.58
<b>494-729-880.002 DDA: ECONOMIC RESTRUCTURING</b>					
1521	CHASE CARDMEMBER SERVICE	494-BALLOONS	9/09/25-10/08/25	10/08/2025	17.49
1521	CHASE CARDMEMBER SERVICE	494-HWLBA LEARNING LUNCH-BLASCYK/LLOYD	9/09/25-10/08/25	10/08/2025	24.00
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK ADS	9/09/25-10/08/25	10/08/2025	39.98
7917	EARTH AND SOUL	494-LADIES NIGHT OUT GIFTS	102	10/01/2025	375.00
8212	S W DENTAL MANAGEMENT COMPANY	494-RENTAL SUBSIDY-MICA HEALING	2025-32	09/23/2025	400.00
<b>494-729-880.003 DDA: DESIGN</b>					
9026	MAHER FEED & PET SUPPLY	494-PUMPKINS/STRAW/MUMS	4837	09/27/2025	2,093.20
<b>494-729-900.000 DDA: ADVERTISING/PRINTING</b>					
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT	9/09/25-10/08/25	10/08/2025	88.00
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	9/09/25-10/08/25	10/08/2025	244.11
<b>494-729-967.000 DDA: FARMERS' MARKET</b>					
8253	AMAZON CAPITAL SERVICES	494-FOOTBALL TROPHY	1FCH-T6T3-L1K7	10/01/2025	50.39
8253	AMAZON CAPITAL SERVICES	494-FOOTBALL DECOR/PHOTO PROPS	1FCH-T6T3-L1K7	10/01/2025	45.97
8253	AMAZON CAPITAL SERVICES	494-PORTABLE FAN	1FCH-T6T3-L1K7	10/01/2025	119.99
8253	AMAZON CAPITAL SERVICES	494-COSTUMES	1FCH-T6T3-L1K7	10/01/2025	73.55
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK AD/MUMS	9/09/25-10/08/25	10/08/2025	46.48
4414	JONES, JAMISON	494-MUSIC/SOUND/SET UP-9/20/25 DEREK TURCSAYNI	2025-35	10/08/2025	225.00
4414	JONES, JAMISON	494-MUSIC/SOUND/SET UP-9/27/25 SAILING W/YACHT CL	2025-36	10/08/2025	275.00
4414	JONES, JAMISON	494-SOUND/SET UP-10/4/25	2025-38	10/09/2025	125.00
5161	MARRIOTT, ROBYN BONCCHI	494-PERFORMER 10/4/25	2025-37	10/09/2025	100.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					4,887.44
Total DOWNTOWN DEVELOPMENT FUND:					4,887.44
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	702-FOOD	9/09/25-10/08/25	10/08/2025	295.98
1521	CHASE CARDMEMBER SERVICE	702-ELOISE TOUR/FOOD	9/09/25-10/08/25	10/08/2025	1,240.56
1521	CHASE CARDMEMBER SERVICE	702-VAN RENTAL	9/09/25-10/08/25	10/08/2025	140.00
1521	CHASE CARDMEMBER SERVICE	702-GENITTIS DEP	9/09/25-10/08/25	10/08/2025	500.00
1521	CHASE CARDMEMBER SERVICE	702-MAGIC OF LIGHTS	9/09/25-10/08/25	10/08/2025	112.40

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1521	CHASE CARDMEMBER SERVICE	702-CLEVELAND TRIP	9/09/25-10/08/25	10/08/2025	767.70
1521	CHASE CARDMEMBER SERVICE	702-DETROIT PRINCESS RIVERBOAT ADMISSION	9/09/25-10/08/25	10/08/2025	2,040.00
1521	CHASE CARDMEMBER SERVICE	702-DET TIGERS PARKING	9/09/25-10/08/25	10/08/2025	40.00
1521	CHASE CARDMEMBER SERVICE	702-TOLEDO ZOO	9/09/25-10/08/25	10/08/2025	15.30
1521	CHASE CARDMEMBER SERVICE	702-REFUND TAX ON SMOOTHIE MACHINE	9/09/25-10/08/25	10/08/2025	8.10-
8313	TRAVELING TRAINERS, THE	702-EXERCISE CLASS	1141	10/10/2025	1,380.00
Total GENERAL GOVERNMENT:					6,523.84
Total HIGHLAND ADVISORY COUNCIL:					6,523.84
<b>DUCK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
9191	RESTORATIVE LAKE SCIENCES	764-PROFESSIONAL LAKE CONSULTING-4TH QTR	1336	09/05/2025	4,750.00
Total TRUST & AGENCY ADMIN:					4,750.00
Total DUCK LAKE ASSOC:					4,750.00
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
9077	21ST CENTURY MEDIA-MICHIGAN	766-TAGGETT LIB ADVERTISEMENT	2754311	09/06/2025	156.52
Total TRUST & AGENCY ADMIN:					156.52
Total TAGGETT LAKE ASSOC:					156.52
<b>KELLOGG LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>767-255-956.000 KELLOGG LAKE: DEDUCTIONS</b>					
9077	21ST CENTURY MEDIA-MICHIGAN	767-KELLOGG LIB ADVERTISEMENT	2754311	09/06/2025	122.98
Total TRUST & AGENCY ADMIN:					122.98
Total KELLOGG LAKE ASSOC:					122.98
<b>WOODRUFF LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>769-255-956.000 WOODRUFF LAKE: DEDUCTIONS</b>					
1411	ED BIRKMEIER WELL DRILLING LTD	769-WELL/PUMP REPLACEMENT-WOODRUFF LAKE	15971	09/26/2025	16,880.00
Total TRUST & AGENCY ADMIN:					16,880.00
Total WOODRUFF LAKE ASSOC:					16,880.00
Grand Totals:					172,638.80

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>ASSESSOR</b>					
<b>101-257-720.000</b>	<b>ASSESSING: CONTRACTUAL SVCS</b>				
9278	WAYNE COUNTY APPRAISAL LLC	101-ADDITIONAL CONTRACT PARALEGAL SERVICES	SEPT 2025	10/06/2025	176.29
Total ASSESSOR:					176.29
<b>GENERAL GOVERNMENT</b>					
<b>101-261-802.000</b>	<b>GEN GOV: PAYROLL PROCESSING</b>				
4868	ADP INC	101-PAYROLL SERVICES	702530515	10/10/2025	179.15
<b>101-261-850.000</b>	<b>GEN GOV: FIBER-OTHER COMMUNICA</b>				
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1951449	10/01/2025	823.00
<b>101-261-900.001</b>	<b>GEN GOV: ADVERTISING</b>				
6278	TECHNOLOGY GALLERY LLC	101-DIGITAL SIGN MAINTENANCE	INV-201	10/01/2025	400.00
6278	TECHNOLOGY GALLERY LLC	101-DATA SERVICES	INV-201	10/01/2025	30.30
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	2952199	10/08/2025	66.12
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	2952199	10/08/2025	102.42
2059	APPLIED INNOVATION	101-FREIGHT-TWP NORTH SIDE	2952199	10/08/2025	6.74
2059	APPLIED INNOVATION	101-DOCUWARE SOFTWARE 10/01/25-9/30/26	P101559	08/18/2025	5,146.47
Total GENERAL GOVERNMENT:					6,754.20
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	9/24/25-10/7/25	10/07/2025	1,713.98
8149	WATKINS III, MITCHELL	101-INSPECTIONS	9/24/25-10/7/25	10/07/2025	1,758.77
Total BUILDING:					3,472.75
Total GENERAL FUND:					10,403.24
<b>REFUSE FUND</b>					
<b>REFUSE</b>					
<b>227-526-801.000</b>	<b>REFUSE: CONTRACTOR</b>				
4887	PRIORITY WASTE LLC	227-MONTHLY CONTRACT-OCT	INV1365770	10/01/2025	91,990.08
Total REFUSE:					91,990.08
Total REFUSE FUND:					91,990.08

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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Grand Totals:					<u>102,393.32</u>

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**Payroll and Hand Check October 16, 2025 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 10/10/2025	\$	31,201.36
General/Fire Payroll 10/10/2025	\$	85,679.14
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	2,143.82
Flexible Savings Account	\$	623.65
Friend of the Court	\$	106.21
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time	\$	600.00
Highland Firefighters Union Dues-Part-Time	\$	594.00

Total GENERAL FUND:	60,036.12
Total ROAD FUND:	34,223.55
Total FIRE FUND:	41,188.98
Total POLICE FUND:	107.85
Total REFUSE FUND:	91,990.08
Total CAPITAL IMPROVEMENT FUND:	14,164.76
Total DOWNTOWN DEVELOPMENT FUND:	4,887.44
Total HIGHLAND ADVISORY COUNCIL:	6,523.84
Total DUCK LAKE ASSOC:	4,750.00
Total TAGGETT LAKE ASSOC:	156.52
Total KELLOGG LAKE ASSOC:	122.98
Total WOODRUFF LAKE ASSOC:	16,880.00
	<hr/>
Grand Totals:	275,032.12
	<hr/> <hr/>

## Julie Kabalka

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**From:** Renee Bowen  
**Sent:** Wednesday, October 15, 2025 9:43 AM  
**To:** Brian Howe; Rick A. Hamill; Joe Salvia; Tami Flowers; Jennifer Frederick; Beth Lewis; Grant Charlick  
**Cc:** Julie Kabalka; Nick George; Chantelle Green; Robin Orlando  
**Subject:** List of Bills dated 10/16/2025 additions

Hello, the following needs to be added to the List of Bills dated 10/16/2025:

1. AT&T Fund 101 for \$70.81
2. AT&T Fund 206 for \$536.68
3. Comcast Fund 206 for \$199.90
4. DTE Fund 206 for \$50.58
5. DTE Fund 765 for \$774.72
6. DTE Fund 766 for \$1807.07
7. DTE Fund 767 for \$1419.84
8. DTE Fund 769 for \$18.03
9. DTE Fund 769 for \$1371.81

These particular invoices were not available prior to the completion of the LOB's and only just recently became available and needs to be added upon request or to avoid fees.

Checks will be processed and mailed this week.

Please contact me if you have any questions or concerns. Have a nice day.

Thank you,

*Renee Bowen*

Assistant Bookkeeper

248-887-3791 ext. 140

248-889-0988 Fax

[Bowenr@highlandtwp.org](mailto:Bowenr@highlandtwp.org)



## Julie Kabalka

---

**From:** Renee Bowen  
**Sent:** Wednesday, October 15, 2025 10:14 AM  
**To:** Brian Howe; Rick A. Hamill; Joe Salvia; Tami Flowers; Jennifer Frederick; Beth Lewis; Grant Charlick  
**Cc:** Julie Kabalka; Nick George; Chantelle Green; Robin Orlando  
**Subject:** List of Bills dated 10/16/2025 addition

I am adding one more. Sorry about that!

Hello, the following needs to be added to the List of Bills dated 10/16/2025:

1. DTE Fund 768 for \$623.51

This particular invoice was not available prior to the completion of the LOB's and only just recently became available and needs to be added upon request or to avoid fees.

Checks will be processed and mailed this week.

Please contact me if you have any questions or concerns. Have a nice day.

Thank you,

*Renee Bowen*

Assistant Bookkeeper  
248-887-3791 ext. 140  
248-889-0988 Fax

[Bowenr@highlandtwp.org](mailto:Bowenr@highlandtwp.org)





**Township Offices will be Closed**

New Year's	Thurs.	01-01-2026
Martin Luther King, Jr. Day	Mon.	01-19-2026
President's Day	Mon.	02-16-2026
Good Friday	Fri.	04-03-2026
Memorial Day	Mon.	05-25-2026
Independence Day	Fri.	07-03-2026
Labor Day	Mon.	09-07-2026
Veterans Day	Wed.	11-11-2026
Thanksgiving Holidays	Thurs.	11-26-2026
	Fri.	11-27-2026
Christmas Eve	Thurs.	12-24-2026
Christmas Day	Fri.	12-25-2026
New Year's Eve	Thur.	12-31-2026

**Charter Township of Highland  
General Information 2026  
205 N. John Street  
Highland Michigan 48357  
248-887-3791  
www.highlandtwp.net**

**MEETING DATES**

**Township Board: 6:30 p.m.**

Township Auditorium  
(Usually held the 1st Monday of the month)

January 5, 2026	July 6, 2026
February 2, 2026	August 10, 2026
February 11, 2026*	August 31, 2026
March 2, 2026	September 14, 2026 (BW)
April 6, 2026	October 5, 2026
May 4, 2026	November 9, 2026
June 1, 2026	December 14, 2026

(BW): Budget Workshop

**Planning Commission: 7:30 p.m.**

Township Auditorium  
(Usually held the 1st and 3rd Thursday of the month)

January 15, 2026	July 2 & 16, 2026
February 5, 11*, & 19, 2026	August 6 & 20, 2026
March 5 & 19, 2026	September 3 & 17, 2026
April 16, 2026	October 1 & 15, 2026
May 7 & 21, 2026	November 5 & 19, 2026
June 4 & 18, 2026	December 3 & 17, 2026

**Zoning Board of Appeals: 7:30 p.m.**

Township Auditorium  
(Usually held the 1st and 3rd Wednesday of the month)

January 7 & 21, 2026	July 1, & 15 2026
February 4, 11*, & 18, 2026	August 5 & 19, 2026
March 4 & 18, 2026	September 2 & 16, 2026
April 15, 2026	October 7 & 21, 2026
May 6 & 20, 2026	November 4 & 18, 2026
June 3 & 17, 2026	December 2 & 16, 2026

**\* February 11, 2026 at 7:30 p.m. Joint Meeting with  
Township Board, Planning Commission, Zoning Board of  
Appeals and the Downtown Development Authority**

**Talk of the Town: 6:00p.m.**

Township Auditorium  
(Meetings held quarterly)

January 27, 2026	July 22, 2026
April 21, 2026	October 20, 2026

Informative discussions on Township topics.

**Board of Review**

Meetings are held:  
March, July and December  
Details to be Posted

**Priority Waste**

If the holiday falls on your pickup day or after,  
your trash pickup will be delayed one day.

**Holidays Observed**

January 1st	Memorial Day
July 4th	Labor Day
Thanksgiving Day	Christmas Day

Yard waste begins the first week of April and  
continues through the first week of December.  
If you are missed for trash collection, please  
contact Priority Waste at 586-228-1200 or visit  
their website - [prioritywaste.com/contact](http://prioritywaste.com/contact).

**HDDA Meeting Dates for 2026**

January 14, 2026	July 8, 2026
February 3 & 11*, 2026	August 12, 2026
March 11, 2026	September 9, 2026
April 8, 2026	October 14, 2026
May 13, 2026	November 4, 2026
June 10, 2026	December 9, 2026

All meetings are held at 6:15 p.m.  
Location: Steeple Hall  
205 W. Livingston Rd., Highland, MI 48357  
(Usually held the 2nd Wednesday of the month)

BUDGET AMENDMENT WORKSHEET  
**2025 PROPOSED BUDGET AMENDMENTS**  
 BOARD MEETING - November 3, 2025

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2025	AS AMENDED 12/31/2025	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b>GENERAL FUND</b>					
<b>Revenues:</b>					
101-000-666.001	MMRMA DISTRIBUTION	\$0.00	\$0.00	+ <u>\$36,000.00</u> =	\$36,000.00
				<u>\$36,000.00</u>	
<b>Expenditures:</b>					
101-261-936.000	GEN GOV: 205 N. JOHN MAINTENAN	\$10,000.00	\$10,000.00	+ \$20,000.00 =	\$30,000.00
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	\$10,000.00	\$10,000.00	- <u>\$8,500.00</u> =	\$1,500.00
				<u>\$11,500.00</u>	

**Purpose of Amendment:**

To recognize additional revenue and adjust for anticipated changes in expenditures.

Current Surplus (Deficit)	\$177,748.00
Add: Net Increase in Revenue	\$36,000.00
Less: Net Increase in Expenditures	<u>(\$11,500.00)</u>
Remaining Surplus (Deficit)	<u>\$202,248.00</u>



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: November 3, 2025

Re: Authorization to Execute Lawn Care Service Contract with MWG Lawn and Snow LLC

---

Please find attached the proposed Lawn Care Service Contract with MWG Lawn and Snow LLC for the 2026–2028 service seasons. MWG Lawn and Snow has provided reliable, cost-effective lawn maintenance services to the Township over the past three years.

The proposed agreement includes the following:

- **Term:** Seasonal service from April 1 through November 30 each year, 2026–2028
- **Scope:** Mowing, grass trimming, debris/trash removal, and blowing of walkways, drives, and parking areas at multiple Township-owned properties
- **Rate:** \$997.50 per week, invoiced monthly
- **Contract Increase:** 5% over the current contract rate

This proposal complies with the Township’s purchasing policy, which permits continuation of contracts without bidding if the proposed cost increase is 5% or less.

Funding for this contract will be allocated from budget line 101-261-936.002 – Mowing.

**Motion:** *To authorize the Township Supervisor to execute the Lawn Care Service Contract with MWG Lawn and Snow LLC, as presented, for seasonal lawn care seasonal service from April 1 through November 30 each year, 2026–2028, in the amount of \$997.50 per week, with funds to be expended from budget line 101-261-936.002 –General Government: Mowing.*

**Enclosures:** Lawn Care Service Contract – MWG Lawn and Snow LLC (including Exhibit A – Insurance Requirements)

# LAWN CARE SERVICE CONTRACT

**I. The Parties.** This Lawn Care Service Contract made November 3<sup>rd</sup>, 2025, is by and between:

**Service Provider:** MWG Lawn and Snow LLC, with a mailing address of 911 Kyle Court, Township of White Lake, State of Michigan,

AND

**Client:** Charter Township of Highland, with a mailing address of 205 N. John Street, Township of Highland, State of Michigan,

Service Provider and Client are each referred to herein as a "Party" and, collectively, as the "Parties."

NOW THEREFORE, and in consideration of the mutual promises and agreements contained herein, the Client hires the Service Provider to work under the terms and conditions hereby agreed upon by the Parties:

**II. Term.** The term of this Agreement shall commence on April 1<sup>st</sup>, 2026, and terminate: (check one)

- At Will: Written notice of at least \_\_\_\_ days' notice.
- End Date: On \_\_\_\_\_, 20\_\_\_\_\_.
- Other: Ending November 30<sup>th</sup> for each year till November 30<sup>th</sup> 2028.

**III. The Service.** The Service Provider agrees to provide the following: (check all that apply)

- Mowing
- Edging
- Trimming Hedges and Bushes
- Mulching
- Debris/Trash Removal
- Other: Grass trimming, blowing walks, drives and parking spots.

Hereinafter known as the "Service."

Service Provider shall, while providing the Service, comply with the policies, standards, and regulations of the Client, including local, State, and Federal laws.

**IV. The Property.** The Service shall be provided at the following property locations, **Township Hall, Activity Center, Police Station, Veterans Park, Old Fire Station #1, Steeple Hall, Library, Duck Lake Park w/Baseball Fields, Hickory Ridge Park/No soccer fields, Fire Stations 1, 2, & 3, N/E Corner M59/Milford (Biweekly, Welcome to Highland Sign (Biweekly))**, Township of Highland, State of Michigan.

**V. Payment Amount.** Client agrees to pay the Service Provider the following compensation for the Service performed under this Agreement: (check one)

- \$ \_\_\_\_\_/Hour
- \$ \_\_\_\_\_/per Job. A "Job" is \_\_\_\_\_
- Other: \$997.50 Weekly.

Hereinafter known as the "Payment Amount."

**VI. Payment Method.** The Client shall pay the Payment Amount: (check one)

- When Invoiced
- Daily
- Weekly
- Bi-weekly
- Monthly
- Other: \_\_\_\_\_

Hereinafter known as the "Payment Method". The Payment Amount and Payment Method collectively shall be referred to as "Compensation."

**VII. Retainer.** The Client is: (check one)

- To pay a retainer in the amount of \$ \_\_\_\_\_ to the Service Provider as An advance on future Services to be provided ("Retainer"). (check one)
  - Retainer is refundable.
  - Retainer is Non-Refundable.
- Not required to pay a retainer before the Service Provider is able to commence work.

**VIII. Inspection of Services.** Any Compensation shall be subject to the Client inspecting the completed Services of the Service Provider. If any of the Services performed by the Service Provider pursuant to this Agreement are defective or incomplete, the client shall have the right to notify the Service Provider, at which time the Service Provider shall promptly correct such work within a reasonable time.

**IX. Return of Property.** Upon the termination of this Agreement, all property provided by the Client, including, but not limited to, supplies, uniforms, equipment, and any other items must be returned by the Service Provider. Failure to do so may result in a delay in any final payment made by the Client.

**X. Damage to Property.** Service Provider shall be responsible for any damage to any Client property or facility that is caused by Service Provider or Service Provider's

employees or subcontractors. If damage occurs, Client shall make the necessary repairs and/or replacements or cause a third-party to do so, provided that Service Provider shall reimburse Client for all costs associated with the repairing and/or replacing of the damaged property or facilities.

**XI. Time is of the Essence.** Service Provider acknowledges that time is of the essence in regard to the performance of all Services.

**XII. Termination.** Client may terminate this Agreement for any reason, upon thirty (30) days written notice to Service Provider. In the event of termination, Client's sole obligation shall be to provide payment for services rendered up to the date of termination.

**XIII. Taxes.** Service Provider shall pay and be solely responsible for all withholdings, including, but not limited to, Social Security, State unemployment, State and Federal income taxes, and any other obligations. In addition, Service Provider shall pay all applicable sales or use taxes on the labor provided and materials furnished or otherwise required by law in connection with the Services performed.

**XIV. Independent Contractor Status.** Service Provider acknowledges that he/she/they are an independent contractor and not an agent, partner, joint venture, nor an employee of the Client. Service Provider shall have no authority to bind or otherwise obligate the Client in any manner, nor shall the Service Provider represent to anyone that it has a right to do so.

**XV. Safety.** Service Provider shall, at his/her/their own expense, be solely responsible for protecting its employees, sub-Service Providers, material suppliers, and all other persons from the risk of death, injury, or bodily harm arising from or in any way related to the Services or the site where it is being performed ("Work Site"). In addition, Service Provider agrees to act in accordance with the rules and regulations administered by federal law and OSHA. Service Provider shall be solely responsible and liable for any penalties, fines, or fees incurred.

**XVI. Alcohol and Drugs.** Service Provider agrees that the presence of alcohol and drugs are prohibited on the Work Site and while performing their Services. If the Service Provider or any of their agents, employees, or subcontractors are determined to be present or with alcohol or drugs in their possession, this Agreement shall terminate immediately.

**XVII. Successors and Assigns.** The provisions of this Agreement shall be binding upon and inured to the benefit of heirs, personal representatives, successors, and assigns of obligation after termination or expiration of this Agreement shall survive termination or expiration hereof and be binding upon the Service Provider or Client.

**XVIII. Default.** In the event of default under this Agreement, either Party may choose to immediately terminate this Agreement. Additionally, in the event a suit or action is filed

to enforce this Agreement or with respect to this Agreement, the prevailing Party or Parties shall be reimbursed by the other Party for all costs and expenses incurred in connection with the suit or action, including, without limitation, reasonable attorney's fees at the trial level and on appeal.

**XIX. No Waiver.** No waiver of any provision of this Agreement shall be deemed or shall constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the Party making the waiver.

**XX. Governing Law.** This Agreement shall be governed by and shall be construed in accordance with the laws in the State of Michigan

**XXI. Severability.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**XXII. Indemnification and Insurance.** Service Provider shall indemnify, defend, and hold the Client harmless from all claims, incurred or asserted against the Client by any person or entity, which are alleged to have been caused directly or indirectly from the acts or omissions of Service Provider or Service Provider's employees and subcontractors. Service Provider shall have no rights against the Client for indemnification. At all times during the term of this Agreement, Service Provider shall maintain the insurance at the coverages provided in the attached and incorporated insurance. Exhibit A. Service Provider shall name Highland Township, its elected and appointed officials, employees, agents and volunteers, as an additional insured on Client's insurance policy during the period that services are provided to Client.

**XXII. Entire Agreement.** This Agreement constitutes the entire understanding between the Parties to its subject matter and supersedes all prior contemporaneous agreements, representations, and understandings of the Parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all Parties.

**Client's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Service Provider's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Exhibit A**

(attach Insurance Requirements)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Acrisure Great Lakes Partners Insurance Services, LLC
INSURED: Mwg Lawn & Snow Llc
CONTACT NAME: Trent Lansaw
PHONE: (248) 242-7714
E-MAIL ADDRESS: tjansaw@acrisure.com
INSURER(S) AFFORDING COVERAGE: Secura Insurance Company
NAIC #: 22543

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) It is understood and agreed that the following shall be Additional Insureds: The Charter Township of Highland and including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers

CERTIFICATE HOLDER: The Charter Township of Highland
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]

**5b. Receive and File:**

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF September 10th, 2025**

**A. ROLL CALL**

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Chris Hamill, and Roscoe Smith

Members Absent: Michael Zurek and Micheal Zeolla

Staff Absent: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:23 PM

**B. APPROVE MINUTES OF REGULAR BOARDS MEETING OF JULY 9TH, 2025  
AND AUGUST 13TH, 2025**

**MS. FREDERICK MOVED TO APPROVE** the regular HDDA board meeting minutes of July 9<sup>th</sup>, 2025 as presented. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**MR. WEST MOVED TO APPROVE** the regular HDDA board meeting minutes of August 13<sup>th</sup>, 2025 as presented. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Roscoe Smith - yes. (6 yes votes). Supervisor Hamill and Chris Hamill abstained.

**C. DIRECTOR'S REPORT**

Nothing to Report.

**D. TREASURER'S REPORT**

Mrs. Hamill presented her financial report through August 31st, 2025 in detail. Total revenue is \$517,033.56. Total Program Services is on track for the year. Mrs. Hamill expects another \$159,000 to come in from the TIF, and currently there is \$421,325 cash on hand with \$200,000 in CDs. There is no long term debt.

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF September 10th, 2025**

**MR. FEIGLEY MOVED TO ACCEPT** the Treasurer's Report. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**E. NEW BUSINESS**

*1. CDs*

Ms. Frederick presented the board with an update regarding the renewal of the CDs. One was renewed in August and the other is up for renewal in October. Ms. Frederick requested that she be given approval to reinvest CDs at the best rate available going forward.

**SUPERVISOR HAMILL MOVED TO ALLOW** the Highland Township Treasurer, Jennifer Frederick, to renew the CDs at the best available rate. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

*2. Budget Amendment*

Mrs. Blascyk presented the board with a number of potential budget amendments.

**MRS. BLASCYK MOVED TO REALLOCATE** \$8,000.00 from the budgeted 494-729-880.003 DDA: Design line item, which includes additional available funding beyond the survey program, to support additional hours for Jamie Globerson for the purpose of conducting the Historic Preservation Survey during the fall and winter of 2025–2026, and to implement the Booms Tracker tool as part of the project. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**MRS. BLASCYK MOVED TO APPROVE** a budget adjustment reducing line item 494-729-702.001 (DDA: Director) by \$7,300.00 and reallocating \$7,000.00 to line item 494-729-705.000 (DDA: Part-Time Seasonal) and \$300.00 to line item 494-729-720.002 (DDA: Recording Secretary) to cover additional staffing and meeting expenses. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes;

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF September 10th, 2025**

Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**F. OLD BUSINESS**

*1. Festival of Trees*

Mrs. Blascyk summarized the previous discussion regarding the electrical problems with the Festival of Trees. Moving the festival to Veterans Park was suggested as any electrical problems would be much easier to resolve. The board agreed that this is the best solution so far and that the design committee should proceed with the expectation that the 2025 Festival of Trees will take place in Veterans Park.

*2. 2026 Work Plans*

Mrs. Frederick updated the board regarding the 2026 Work Plans and the suggested changes.

**MS. FREDERICK MOVED TO APPROVE** the 2026 Work Plans as presented. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

*3. 2026 Budget*

Ms. Frederick updated the board regarding the 2026 budget and the suggested changes.

**MS. FREDERICK MOVED TO APPROVE** the 2026 budget as presented. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Roscoe Smith - yes. (8 yes votes).

**G. BOARD MEMBER COMMENTS**

Nothing to report.

**H. COMMITTEE REPORTS**

Design

*1. Fall Decor installation September 12th with Garden Club*

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF September 10th, 2025**

The Design Committee and Garden Club will be decorating the district for fall Friday September 12th.

*2. Historic Building Survey*

Mrs. Blascyk covered this topic in the earlier budget amendment.

Economic Revitalization

*3. Empty Building Tour - September 30th*

The Empty Building Tour will be taking place September 30th from 3:30pm to 7:30pm, based in Steeple Hall. 11 different commercial properties will be having open houses within the DDA district. The HDDA hopes this will help bring new business to the district and fill some currently underutilized areas.

*4. Highland Kindness Dinners on Us - September 27th*

On September 27th four volunteers from the HDDA will be participating in the Highland Kindness Dinners.

Organization

More new resident bags have been ordered, they have been very popular.

Promotions

*5. Haunted Highland*

The street banners have been hung and the skeletons will be delivered to each location between September 22nd and 26th.

I. MSOC

Mrs. Blascyk and Ms. Frederick attended an MSOC seminar.

J. DISTRICT DEVELOPMENT

The former location of Midwest Glass has been put up for sale for over \$10 million. Huron Valley Schools is planning to bring municipal water to Milford High School. Sheetz has passed MDOT and the water main requirements. They are still working with the road commission and the health department.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was adjourned at 8:00 pm. - TD

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF September 10th, 2025**

APPROVED



**Highland Activity Center  
Directors Activity Report  
Meeting: Tuesday, October 14, 2025, at 9am  
(Township Auditorium)**

- **September stats: 22,658**
- **FYI**
- **Soldiers packing has been changed to “Donate \$ for box shipment.”**  
**Tariffs and mailing restrictions have resulted in Desert Angels changing format until further notice.**
  - **Pumpkins for sale at the Center for Goodfellows program in increment of \$1, \$5, and \$10.**
  - **Wreaths Across America ongoing. \$17 each, \$5 returned to Center.**

**Upcoming events**

10/16 Detroit River Boat 9am \$80

10/21 EPA Lunch & Learn 11am

**10/27 Collectables Presentation 5:30 Start “What’s It Worth**

10/28 Spooky Mystery Trip 9:30am

**10/31 Halloween Party w/ dueling piano**

11/4 Noah Weather Stations

**11/6 Lunch & Learn w/ L Rehbine**

**11/11 Closed**

**11/14 Thanksgiving Party**

11/18 LegaSea Aquarium

**11/20 Drug Disposal Day 10am**

11/20 Your Center, Your Voice

**11/27-11/27 Closed**

**Highland Activity Center  
Advisory Board - Fund 702  
Financial Report  
September 30, 2025**

<i>Date</i>	<i>Source</i>	<i>Amount</i>	<i>Bank Balance</i>
<b>Starting Balance September 1, 2025</b>			<b>24,169.08</b>
<b>Revenues</b>	<b>Donations: Milford Foods</b>	131.98	
	<i>J. Perna</i>	59.25	
	<i>D. Perl</i>	15.00	
	<i>Trips</i>	7,175.00	
	<i>Party</i>	724.00	
	<i>Classes</i>	15.00	
	<i>Health Fair</i>	200.00	
<b>Total Revenues</b>		<b>8,320.23</b>	<b><u>32,489.31</u></b>
<b>Expenditures</b>			
	<i>Traveling Trainers</i>	1,380.00	
	<i>Gas/Wex</i>	139.64	
	<i>Chase Credit Card</i>	4,831.28	
	<i>Gordon Foods</i>	72.54	
	<i>Meals on Wheels</i>	269.50	
	<i>Amazon</i>	495.80	
	<i>Gordon Foods</i>	345.26	
<b>Total Expenditures</b>		<b>7,534.02</b>	<b><u>24,955.29</u></b>
	<b>Ending bank balance September 30, 2025</b>		<b><u><u>24,955.29</u></u></b>
<b>Submitted by</b>			
<b>Jennifer Frederick, Treasurer</b>			
<b>Highland Township</b>			
	October 20, 2025		

**Highland Activity Center Advisory Council Meeting Minutes**  
**Tuesday September 9<sup>th</sup>, 2025**

**CALL TO ORDER:**

The Highland Activity Center Advisory Council meeting was called to order by Carolyn Kress at 9:06 am on Tuesday, September 9th, 2025.

**PRESENT:**

Carolyn Kress, Patti Janette, Lisa Rehbine, Jennifer Frederick, Chuck Sharpe, Dick Russell, Heidi Bey & Terry Olexsy

**ABSENT:** Steve Jagusch, Lisa Jagusch, Sue Anderson, & Peter Werthmann

**SECRETARY'S MINUTES:**

A motion to approve the Secretary's Minutes from August 12<sup>th</sup>, 2025, was made by Chuck Sharpe, seconded by Jennifer Frederick, and unanimously approved by all.

**TREASURER'S REPORT:**

A motion to approve the Treasurer's Report from August 12<sup>th</sup>, 2025, was made by Patti Janette, seconded by Lisa Rehbine, and unanimously approved by all.

**DIRECTOR'S ACTIVITY REPORT:**

So much going on!!

**UPCOMING EVENTS:**

All can be found in the monthly newsletter.

**OLD BUSINESS:** Our Banner has been hung!!

**NEW BUSINESS:**

FOHRA is having a fundraiser; they are selling commemorative bricks to be placed in The Highland Recreation Center.

Jennifer Frederick proposed & motioned that the Highland Activity Center purchase a brick from FOHRA, seconded by Lisa Rehbine, and unanimously approved by all.

Graphics to be discussed & determined at our October meeting. Item purchased will not exceed \$65.00

**MOTION TO ADJOURN:**

A motion to adjourn the meeting was made at 9:41 am by Dick Russell, seconded by Jennifer Frederick, and unanimously approved by all.

Respectfully submitted,

*Patti*

Patti Janette, Secretary  
Highland Advisory Council



**#HIGHLAND KINDNESS**

### Programs & Reference

<b>August</b>	<b>Programs</b>	<b>#</b>	
Adult	4	178	
Teen	5	23	
Youth	6	223	
<b>Total</b>	<b>15</b>	<b>424</b>	
Last Month	29	640	
Passive	11	241	
SRP Youth	465	Teen 46	
<b>Reference</b>			
Adult & Teen		719	
Youth		558	
<b>Total</b>		<b>1,277</b>	
Last Month		1,687	
<b>People Count</b>		<b>5,844</b>	
Last year		5,411	
Last Month		7,402	

### Public Computer Usage

<b>Computers</b>	
Adult	334
Teen	4
Youth	15
AWE	614
ABC Mouse	9
Wireless:	438
Approx. each day	31

### Website

**MAP passes: 15 families**  
 Mi Renaissance Festival  
 Metroparks  
 Howell Nature Center

### Circulation of Physical Items

	June 6,966	July 7,820	August 6,908
Books:	Adult 2,459 (2,653)	Teen 117 (142)	Youth 3,149 (3,692)
	DVD 581 (642)	Realia 90 (67)	Board Games 34 (34)
<b>Interlibrary Loan:</b>			
	Other TLN Library material to Highland: 1,142		
	Highland Materials to other TLN Libraries: 1,383		
	MeLCat Interloan Service: 17		New Cards: 75

### Digital Usage

	July	August
<b>Overdrive</b>		
Overall	2,796	2,864
e-books	1,181	1,205
e-audiobooks	1,306	1,343
e-magazines	309	316
New Users	27	27
Hoopla Borrows	843	838
Kanopy Plays	92	174
Consumer Reports Page View	259	504
Mango Languages	32	10
Brainfuse	10	4
World Book	7	4
Ancestry	134	95
Educate Station	2	10
Comics Plus	132	173

### Library Happenings

- The Library sponsored the final Sounds Like Summer Concert. Blackthorn Irish band played at the library due to rain
- Library staff participated in the Monarch Festival at the Farmer's Market
- September is Library Card Sign-Up month. We will have special Snoopy themed cards
- The library's Employee Handbook has been updated
- The FRIENDS of the Library donated books to the Highland Hills Bookfair
- Summer Reading was a success, 465 children signed up this year.

**Highland Township Public Library**  
**Budget Hearing Minutes**  
**Tuesday, September 2, 2025**

**Members Present:** C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, K. Rea, L. Symons and Director B. Dunseth

**Members Absent:** None

**Guests:** None

The meeting was called to order at the Highland Township Public Library at 5:31 pm by J. Matthews.

**Motion:** C. Hamill moved and K. Rea seconded the amended Budget Hearing Meeting agenda for September 2, 2025. Roll call - unanimous vote; motion carried.

The Public Budget hearing for the Highland Township Library was held, for the purpose of hearing oral and written comments from the public concerning the annual proposed budget, for the calendar year ending December 31, 2026.

**Public Comment:** None

Meeting adjourned at 5:39 pm.

Respectfully Submitted,

*Cindy Dombrowski*

**Highland Township Public Library**  
**Board Meeting Minutes**  
**Tuesday, September 2, 2025**

**Members Present:** C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, K. Rea, L. Symons and Director B. Dunseth

**Members Absent:** None

**Guests:** None

The meeting was called to order at the Highland Township Public Library at 5:40 pm by J. Matthews.

**Motion:** C. Hamill moved and J. Gaglio seconded to approve the amended agenda for September 2, 2025. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for August, 2025 are \$122,396.28. Total bills for September, 2025 are \$62,324.58 with the addition of Applied Innovations, Consumers Energy, DTE Energy, Harmony Patterson, Kraft Business Systems, ODP Business Solutions LLC, Van Gordon Tree and Land Solutions, when received.

**Motion:** C. Hamill moved and L. Symons seconded to approve the August, 2025 and September, 2025 bills. Roll call - unanimous vote; motion carried.

**FYI:** Budget report available for review.

**Director's Report:** Available for review.

**Communications:** A letter was sent from Cambio MHC expressing appreciation of a Library book donation. A patron commented to L. Phillipson on the tranquil environment of the Library.

**UNFINISHED BUSINESS**

**Library Network:** The Holly Library will be joining the Library Network.

**Building Maintenance:** The generator ran briefly during a power outage; Generac checked later and ensured the system had no problems. B. Dunseth received quotes for snow removal. Two phones stopped working and have been replaced.

**Motion:** J. Gaglio moved and K. Rea seconded to hire Brien's Services, Inc. for snow removal, at the agreed upon price. Roll call - unanimous vote; motion carried.

**Strategic Plan:** The Library sponsored the final Sounds Like Summer concert, the Celtic band Blackthorn, which had to be held inside the Library. A. Ireland attended the Farmer's Market Monarch Festival. September is library card sign-up month, during which Snoopy-themed cards will be given out.

**Board:** The township employees are planning to purchase a Little Free Library in honor of D. Mecklenborg. C. Dombrowski requested that memorial gifts in her husband's memory be made to the Library's Community Foundation endowment.

## **NEW BUSINESS**

**Equipment:** One catalog computer and one adult patron computer need to be replaced.

**Motion:** L. Symons moved and C. Hamill seconded to purchase two computers in need of replacing, at a cost of \$1304. Roll call - unanimous vote; motion carried.

**Policies:** Foster and Swift completed the review of the Employee Handbook. The procedure for getting library cards for children has been updated. A homeless person entered the Library and damaged material.

**Motion:** K. Rea moved and J. Gaglio seconded to approve the Employee Handbook with the recommended changes. Unanimous vote; motion carried.

**Personnel:** R. Griffon will not be able to work in September and part of October. B. Dunseth will be gone for two weeks in October.

**October Meeting:** The October 7, 2025 Library Board Meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** L. Symons moved and J. Gaglio seconded to adjourn. The meeting adjourned at 6:32 pm.

Respectfully Submitted,  
*Cindy Dombrowski*

**Highland Township Planning Commission  
Record of the 1434th Meeting  
Highland Township Auditorium  
September 18, 2025**

***Roll Call:***

Kevin Curtis, Chairman  
Grant Charlick (absent)  
Chris Heyn  
Mike O'Leary  
Roscoe Smith  
Scott Temple (absent)  
Russ Tierney (absent)  
Guy York (absent)  
Michael Zeolla

***Also Present:***

Elizabeth Corwin, Planning Director

Visitors: 8

Chairman Curtis called the meeting to order at 7:30 p.m.

**Agenda Item #1: Call to the Public: Opportunity for anyone to bring forward issues of interest or concern for Planning Commission consideration. Each participant limited to 3 minutes.**

Mr. John Emerson, 2777 White Lake Road commended Jake and Tina Lloyd as responsible landowners who were considerate of their neighbors. He has attended parties at their home and explained that the Lloyds were always concerned with comfort, security and privacy of their neighbors. He supports their proposal.

Mr. Doug Prime, 2281 White Lake Road shared some photos of a sawblock and brushpile blocking the trail leading from the Lloyd property to their own property and stated that this is insufficient in his mind to close the trails. He expressed concerns about handicap accessibility to the market barn as well as provisions for restrooms. He noted traffic safety concern and recalled an incident where a garbage truck was hit stopping along the right-of-way. He is also concerned about the potential for overnight camping. He is opposed to the Lloyd proposal for a Class C Farm Market.

Mrs. Mona Prime, also 2281 White Lake Road reiterated her concerns about the proposal and recalled that Mr. Lloyd had once expressed a desire to open the property for camping. She is concerned about the guests getting out of hand if alcohol is served.

***Work Session:***

**Agenda Item #2:**

Parcel #	11-01-151-006
Zoning:	ARR, Agricultural and Rural Residential Zoning District
Address:	2381 White Lake Rd
File#:	URSA 25-03 PH

Request: Use Requiring Special Approval Class C Farm Market with events  
Applicant: Jake Lloyd  
Owner: James and Mary Lloyd

Mr. Curtis introduced the request for a special use permit to allow for a Class C Farm Market with events at 2381 White Lake Road, parcel 11-01-151-006, applicant Jake Lloyd and property owners James and Mary Lloyd. The public hear was previously conducted on July 17, 2025. Mr. Curtis explained that this meeting is the work session and the conversation would be limited to the Planning Commission and applicant. He asked the applicant if he had anything to add to his proposal.

Mr. Jake Lloyd, applicant and his wife Tina Lloyd explained materials submitted for the Planning Commission review and provided in the Planning Commission packet. His proposal has been refined in response to what was discussed at the previous meeting and discussions with the Fire Marshal and Building Official.

Mr. Lloyd explained that he has no plans to allow overnight camping, and will limit activities on the site to dawn to dusk, ending no later than about 9:00 p.m. in summer months. This will eliminate the need for site lighting for the parking area.

The Lloyds explained that the trails have been mowed for many years, and left open for the enjoyment of all the neighbors. Hearing of the concerns from the neighbors to the west, they have started leaving those trails to grow over, placing the sawbuck and brush as a further signal to visitors that this trail is closed. They believe this trail will be fully grown over in a season or two and are willing to install a wire fence or provide signage if that would be preferable.

Mr. Lloyd also explained that for all but the smallest events, the organizer will be required to haul out the garbage. He does not intend or desire to install a dumpster.

The Farm Market activity will also move from the small roadside stand to the Market Barn. Currently they sell garden produce, some eggs, cut flowers and native plants propagated on the property. They have already used the barn on occasions for family events and thought the barn had worked well for such purposes. The events they envision are small community-oriented events such as the Garden Club meeting, conservancy meetings, educational opportunities, bridal showers and the like. They noted that the basement level of the barn is a modern poured basement and is accessible, and that the Building Official has not suggested nor required improvements for accessibility. They are not planning to market their property as a big wedding venue.

Mr. Heyn noted that his neighbor has held weddings next door, on a five-acre parcel and that he had allowed them to use his own property for parking. He understands the concerns about noise, but added that everything progressed smoothly and alcohol did not create any problems. He would not want to have a wedding next door every weekend; but noted that any homeowner is entitled to hold an occasional party, and the limits offered by the applicant seemed reasonable. He noted that White Lake Road is already a major thoroughfare, and that the increased traffic for small events would be unnoticeable.

Mr. Curtis asked for clarification on the nature of the family events that had already been handled on the site. Mrs. Lloyd explained that they had held a 50<sup>th</sup> anniversary party for their inlaws, a 75<sup>th</sup> birthday party for her mother. Each time they had hosted about 20 guests.

Mr. Curtis asked if there would be no one living in the barn, which the Lloyds confirmed the barn would not be used for a dwelling unit.

Mr. O'Leary noted that the Lloyd's willingness to end events at 9:00 p.m. allayed most of his concerns. This would take the barn out of the market as a party barn. He noted that ADA compliance depends mostly on the building official's interpretation of code. He asked if the Lloyds had considered adding some gravel to the parking area to control mud and stabilize the drives.

Mr. Lloyd explained that the site is sandy with good drainage. He noted that the gravel driveway had been developed to carry the heavy cement trucks and equipment needed to reconstruct the barn. He believed it was preferable to leave the parking area as a mowed field.

Ms. Corwin explained some of the materials that had been provided to the Planning Commissioner's that evening. The materials included an analysis of the required findings for Special Land Use approval, which outlines some of the key points from the discussion of July 17 and the materials submitted by the applicant in response. She has also provided a sample motion to demonstrate what elements are necessary in a motion to approve or deny the Special Use, but encouraged the Planning Commission to consider what conditions should be included in the motion. The final resource is Ordinance amendment Z- 034 adopted earlier this year that includes supplemental provisions that will regulate activity at any Farm Market.

Mr. Heyn asked about the parking. 25 spaces are proposed, but 50 guests. Mrs. Lloyd said they expect that to be sufficient because guests would typically arrive together, but said they would clearly communicate the constraints to the organizers of any events. She noted that they would be present during events to ensure that the property and rules were respected.

Mr. O'Leary asked if the parking ratio was appropriate. Ms. Corwin explained that this use is most similar to a church or the like where parking is based less on square feet and more on anticipated occupancy. She noted for a church, the ratio is something on the range of one space for 3 seats.

Mr. Curtis asked for clarification on the portable toilets. Ms. Lloyd said they would rent trailers which were more like a plumbed bathroom than just a typical plastic porta-potty. Mr. Curtis also asked if alcohol would be served. Mr. Lloyd said they would comply with the supplemental provisions, which allow for a caterer to serve events and alcohol. Mrs. Lloyd said there was no intent to establish a commercial kitchen.

Mr. Smith noted that he believes the activity proposed by the Lloyds was consistent with the Master Plan goals of keeping Highland Township rural. He thinks this is an excellent opportunity to preserve 20 acres as open space with the added benefit of trails and educational resources for the community. This proposal is far superior to seeing a subdivision developed with 1-1/2 acre lots. The community is lucky to have such a proposal.

Mrs. Lloyd added that although they are not listed as the current property owner, they have been living on the land for 11 years and are purchasing on land contract from the family. They are fully invested in the land and the community, which they love, and hope to live out their life here.

Mr. Smith offered the following motion:

Move to recommend approval of a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd and direct the Planning Staff to draft a Special Use Permit for the Board of Trustees incorporating the following conditions:

- a) Compliance with the regulations in Section 10-13 of the Zoning Ordinance,
- b) the limitations offered in writing by the applicant in their application and written narrative, specifically including a 50 person occupancy limit for large events with a frequency of twice

per month and from May to October with events of 20 persons or less allowed throughout the year

- c) Modification of the barn to satisfy the safety and code requirements of the Building Official and Fire Marshal including second exits.

This recommendation is based upon our review and findings that the proposal satisfies the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance.

Mr. O'Leary asked Mr. Smith to consider an amendment to add the 9:00 p.m. evening limit for activities as offered by the applicant. Mr. Smith agreed.

Ms. Corwin suggested that the limit on events for minor events should be raised to 25 guests, as described by the applicants during discussion. Mr. Smith agreed.

Ms. Corwin read back the amended motion:

Move to recommend approval of a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd and direct the Planning Staff to draft a Special Use Permit for the Board of Trustees incorporating the following conditions:

- a) Compliance with the regulations in Section 10-13 of the Zoning Ordinance,
- b) the limitations offered in writing by the applicant in their application and written narrative, specifically including a 50-guest occupancy limit for large events with a frequency of twice per month and from May to October with events of 25 persons or less allowed throughout the year. All events shall conclude by 9:00 p.m.
- c) Modification of the barn to satisfy the safety and code requirements of the Building Official and Fire Marshal including second exits.

This recommendation is based upon our review and findings that the proposal satisfies the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance.

Mr. O'Leary supported the amended motion. Roll Call Vote: Zeolla-no; Curtis-yes; Heyn-yes; O'Leary-yes; Smith-yes. Motion carries and recommendation of approval to be forwarded to Board (4 yes votes, 1 no vote).

Ms. Corwin explained that staff will draft a proposed Special Use Permit for consideration of the Board. It is expected that this would be presented to the Board for consideration at their next meeting, which would be October 6, 2025.

**Agenda Item #3: Committee Updates**

- Zoning Board of Appeals:
- Township Board:
- Highland Downtown Development Authority:
- Planning Director's Update

Committee liaisons reported on the activities of their respective organizations.

**Agenda Item #5: Minutes: September 4, 2025**

Mr. O’Leary offered a motion to approve the minutes of the September 4, 2025, Planning Commission meeting as presented. Mr. Heyn supported the motion which was approved by voice vote (all ayes, no nays)

***Adjournment:***

Mr. Curtis moved to adjourn the meeting at 8:30 p.m. Mr. O’Leary supported the motion, which was unanimously approved by voice vote. (all ayes, no nays)

Respectfully submitted,

A. Roscoe Smith, Secretary  
ARS/ejc



# Highland Township Ordinance Department

## MONTH END REPORT

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### COMPLAINT TYPE

ANIMAL CODES

4

GRASS/WEEDS

1

TOTAL

5

Respectfully Submitted:

*Shawn Bell*

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Fire Marshal / Ordinance Enforcement

Report Filtering Options:

Enforcement.DateFiled Between 9/1/2025 12:00:00 AM AND 9/30/2025 11:59:59 PM  
AND

Enforcement.Category = ANIMAL CODES OR

Enforcement.Category = FIRE MARSHAL INSPECTION OR

Enforcement.Category = GRASS/WEEDS OR

Enforcement.Category = ANIMAL CODES

# Inspection List

10/27/25

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
223 MCPHERSON ST	H -11-27-109-03	ini	09/01/2025	09/08/2025	Violation(s)	ShawnBell/Ord-FireMarshal
1216 PINE RIDGE	H -11-27-301-02	Re-Inspection	09/02/2025	09/02/2025	Complied	Rental Inspector
1224 PINE RIDGE	H -11-27-301-02	Re-Inspection	09/02/2025	09/02/2025	Complied	Rental Inspector
4796 WOODSIDE DR	H -11-12-131-04	re-inspection	09/02/2025	09/04/2025	No Violation	ShawnBell/Ord-FireMarshal
1789 LA SALLE BLVD	H -11-13-402-01	re-inspection	09/02/2025	09/02/2025	Complied	ShawnBell/Ord-FireMarshal
2045 E WARDLOW RD	H -11-14-276-00	re-inspection	09/02/2025	09/02/2025	Complied	ShawnBell/Ord-FireMarshal
1266 Pine Ridge Dr. Bldg 7	H -11-27-351-01	Re-Inspection	09/02/2025	09/02/2025	Complied	Rental Inspector
1268 Pine Ridge Dr. Bldg 7	H -11-27-351-01	Re-Inspection	09/02/2025	09/02/2025	Complied	Rental Inspector
1270 Pine Ridge Dr. Bldg 7	H -11-27-351-01	Re-Inspection	09/02/2025	09/02/2025	Complied	Rental Inspector
1276 Pine Ridge Dr. Bldg 9	H -11-27-351-01	Re-Inspection	09/02/2025	09/02/2025	Complied	Rental Inspector
2907 N DUCK LAKE RD	H -11-13-127-00	re-inspection	09/03/2025	09/04/2025	Partially Complied	ShawnBell/Ord-FireMarshal
1865 CLYDE RD	H -11-09-101-01	ini	09/03/2025	09/03/2025	Complied	ShawnBell/Ord-FireMarshal
3305 HARVEY LAKE RD	H -11-10-431-00	re-inspection	09/03/2025	09/04/2025	Complied	ShawnBell/Ord-FireMarshal
3397 HARVEY LAKE RD	H -11-10-431-00	re-inspection	09/03/2025	09/04/2025	Not Complied	ShawnBell/Ord-FireMarshal
4796 WOODSIDE DR	H -11-12-131-04	re-inspection	09/03/2025	09/04/2025	No Violation	ShawnBell/Ord-FireMarshal
2391 N DUCK LAKE RD	H -11-13-180-01	re-inspection	09/04/2025	09/04/2025	Complied	ShawnBell/Ord-FireMarshal
3470 OAK RIDGE DR	H -11-12-303-01	Initial	09/04/2025	09/04/2025	Violation(s)	Rental Inspector
1938 N DUCK LAKE RD	H -11-13-401-01	Initial	09/04/2025	09/04/2025	No Violation	ShawnBell/Ord-FireMarshal
4069 LOCH DR	H -11-09-127-00	re-inspection	09/08/2025	09/09/2025	Complied	ShawnBell/Ord-FireMarshal
3536 CHEVRON DR	H -11-11-351-01	re-inspection	09/08/2025	09/08/2025	Not Complied	ShawnBell/Ord-FireMarshal
4817 HICKORY DR	H -11-12-126-00	Re-Inspection	09/08/2025	09/05/2025	Complied	ShawnBell/Ord-FireMarshal
536 E BAKER RD	H -11-09-429-01	re-inspection	09/08/2025	09/09/2025	Not Complied	ShawnBell/Ord-FireMarshal
2381 JACKSON BLVD	H -11-12-102-00	re-inspection	09/08/2025	09/09/2025	Not Complied	ShawnBell/Ord-FireMarshal
571 SNYDER RD	H -11-09-429-00	ini	09/09/2025	09/09/2025	Violation(s)	ShawnBell/Ord-FireMarshal
153 N MILFORD RD STE 103	H -11-22-353-03	Fire Marshal Insp	09/10/2025	09/10/2025	Disapproved	ShawnBell/Ord-FireMarshal
3397 HARVEY LAKE RD	H -11-10-431-00	re-inspection	09/10/2025	09/10/2025	Complied	ShawnBell/Ord-FireMarshal
571 SNYDER RD	H -11-09-429-00	re-inspection	09/10/2025	09/10/2025	Violation(s)	ShawnBell/Ord-FireMarshal

# Inspection List

10/27/25

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
	H -11-12-202-00	re-inspection	09/10/2025	09/10/2025	Complied	ShawnBell/Ord-FireMarshal
2932 POPLAR DR	H -11-13-455-00	Initial	09/10/2025	09/10/2025	Violation(s)	Rental Inspector
2960 POPLAR DR	H -11-13-455-01	Initial	09/10/2025	09/10/2025	Not Complied	Rental Inspector
1505 S LAKEVIEW LN	H -11-27-377-01	Re-Inspection	09/11/2025	09/10/2025	Complied	Rental Inspector
2191 N MILFORD RD	H -11-15-301-00	Re-Inspection	09/11/2025	09/12/2025	Complied	Rental Inspector
206 N JOHN ST	H -11-22-353-00	Re-Inspection	09/11/2025	09/12/2025	Complied	Rental Inspector
2193 N MILFORD RD	H -11-15-301-00	Re-Inspection	09/11/2025	09/12/2025	Complied	Rental Inspector
204 N JOHN ST	H -11-22-353-00	Re-Inspection	09/11/2025	09/12/2025	Complied	Rental Inspector
184 N JOHN ST	H -11-22-353-00	Re-Inspection	09/11/2025	09/12/2025	Complied	Rental Inspector
2195 N MILFORD RD	H -11-15-301-00	Re-Inspection	09/11/2025	09/12/2025	Complied	Rental Inspector
2197 N MILFORD RD	H -11-15-301-00	Re-Inspection	09/11/2025	09/12/2025	Complied	Rental Inspector
1793 LOMBARDY DR	H -11-13-405-00	Initial	09/11/2025	09/11/2025	Violation(s)	ShawnBell/Ord-FireMarshal
3455 GADD CT	H -11-12-454-00	Initial	09/11/2025	09/11/2025	Violation(s)	ShawnBell/Ord-FireMarshal
3241 DUNHAM RD	H -11-18-476-00	Initial	09/12/2025	09/11/2025	Complied	Rental Inspector
3351 HARVEY LAKE RD	H -11-10-431-00	re-inspection	09/12/2025	09/15/2025	Complied	ShawnBell/Ord-FireMarshal
3075 ROSEMARY LN	H -11-08-300-01	Initial	09/12/2025	09/12/2025	Complied	Rental Inspector
3536 CHEVRON DR	H -11-11-351-01	re-inspection	09/15/2025	09/15/2025	Complied	ShawnBell/Ord-FireMarshal
871 LAKEVIEW BLVD	H -11-10-477-01	ini	09/15/2025	09/17/2025	Violation(s)	ShawnBell/Ord-FireMarshal
850 WATERBURY RD	H -11-24-152-02	ini	09/15/2025	09/15/2025	Violation(s)	ShawnBell/Ord-FireMarshal
2827 PINE BLUFFS CT	H -11-20-326-02	Re-Inspection	09/15/2025	09/16/2025	Complied	Rental Inspector
871 LAKEVIEW BLVD	H -11-10-477-01	ini	09/16/2025	09/17/2025	Violation(s)	ShawnBell/Ord-FireMarshal
3432 S WOODLAND DR	H -11-12-476-00	ini	09/18/2025	09/22/2025	Complied	ShawnBell/Ord-FireMarshal
2730 E HIGHLAND RD	H -11-24-126-00	Fire Marshal Insp	09/22/2025	09/23/2025	Disapproved	ShawnBell/Ord-FireMarshal
3470 OAK RIDGE DR	H -11-12-303-01	Re-Inspection	09/22/2025	09/22/2025	Complied	Rental Inspector
2630 DAVISTA DR	H -11-12-329-00	Re-Inspection	09/22/2025	09/22/2025	Complied	Rental Inspector
2381 JACKSON BLVD	H -11-12-102-00	re-inspection	09/23/2025	09/24/2025	Not Complied	ShawnBell/Ord-FireMarshal
153 N MILFORD RD STE 103	H -11-22-353-03	Fire Marshal Insp	09/23/2025	09/23/2025	Approved	ShawnBell/Ord-FireMarshal

# Inspection List

10/27/25

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
871 LAKEVIEW BLVD	H -11-10-477-01	re-inspection	09/23/2025	09/23/2025	Complied	ShawnBell/Ord-FireMarshal
871 LAKEVIEW BLVD	H -11-10-477-01	re-inspection	09/23/2025	09/23/2025	Complied	ShawnBell/Ord-FireMarshal
3541 GRANDVIEW	H -11-09-476-01	ini	09/23/2025	09/23/2025	Violation(s)	ShawnBell/Ord-FireMarshal
571 SNYDER RD	H -11-09-429-00	re-inspection	09/23/2025	09/24/2025	Partially Complied	ShawnBell/Ord-FireMarshal
4672 STRATHCONA	H -11-09-227-00	ini	09/23/2025	09/24/2025	Violation(s)	ShawnBell/Ord-FireMarshal
1215 WHITE LAKE RD	H -11-02-300-01	ini	09/23/2025			ShawnBell/Ord-FireMarshal
1215 WHITE LAKE RD	H -11-02-300-01	Fire Marshal Insp	09/23/2025	09/24/2025	Violation(s)	ShawnBell/Ord-FireMarshal
3040 DELROSE ST	H -11-32-452-01	ini	09/29/2025	09/30/2025	Violation(s)	ShawnBell/Ord-FireMarshal
571 SNYDER RD	H -11-09-429-00	re-inspection	09/30/2025	09/30/2025	Complied	ShawnBell/Ord-FireMarshal
3835 HARVEY LAKE RD	H -11-10-426-01	ini	09/30/2025			ShawnBell/Ord-FireMarshal
2997 E HIGHLAND RD	H -11-13-455-01	Fire Marshal Insp	09/30/2025	09/30/2025	Disapproved	ShawnBell/Ord-FireMarshal

## Inspections: 65

Population: All Records

Inspection.DateTimeScheduled Between 9/1/2025 12:00:00 AM AND 9/30/2025 11:59:59 PM  
AND

Inspection.Inspector = ShawnBell/Ord-FireMarshal OR

Inspection.Inspector = Rental Inspector OR

Inspection.Inspector = ShawnBell/Ord-FireMarshal

# Certificate Details By Type

10/27/2025

## Rental

Cert #	Status	Address	Complex	Issued	Expires
CR24-0054	Certified	1266 Pine Ridge Dr. Bldg 7		09/02/2025	10/14/2027
CR24-0055	Certified	1268 Pine Ridge Dr. Bldg 7		09/02/2025	10/14/2027
CR24-0056	Certified	1270 Pine Ridge Dr. Bldg 7		09/02/2025	10/14/2027
CR24-0058	Certified	1276 Pine Ridge Dr. Bldg 9		09/02/2025	10/15/2027
CR24-0084	Certified	1216 PINE RIDGE		09/02/2025	10/17/2027
CR24-0088	Certified	1224 PINE RIDGE		09/02/2025	10/17/2027
CR25-0109	Certified	1938 N DUCK LAKE RD		09/04/2025	04/15/2028
CR25-0117	Certified	2630 DAVISTA DR		09/22/2025	04/30/2028
CR25-0120	Certified	2191 N MILFORD RD		09/12/2025	05/01/2028
CR25-0125	Certified	204 N JOHN ST		09/12/2025	05/08/2028
CR25-0126	Certified	206 N JOHN ST		09/12/2025	05/08/2028
CR25-0127	Certified	184 N JOHN ST		09/12/2025	05/08/2028
CR25-0129	Certified	3241 DUNHAM RD		09/11/2025	05/12/2028
CR25-0132	Certified	3470 OAK RIDGE DR		09/22/2025	05/13/2028
CR25-0134	Certified	3075 ROSEMARY LN		09/12/2025	05/13/2028
CR25-0141	Certified	1505 S LAKEVIEW LN		09/10/2025	05/23/2028
CR25-0152	Certified	2193 N MILFORD RD		09/12/2025	06/02/2028
CR25-0153	Certified	2195 N MILFORD RD		09/12/2025	06/02/2028
CR25-0154	Certified	2827 PINE BLUFFS CT		09/16/2025	06/02/2028
CR25-0158	Certified	2197 N MILFORD RD		09/12/2025	06/10/2028
CR25-0177	Certified	4817 HICKORY DR		09/05/2025	08/19/2028

Totals Rental Certifications 21

# Revenue Totals with Details

10/27/2025

1/1

Record Type	Sub Type	Category	Description		Entries	Amount
Certificate	Rental	Rental Fee	One (1) to Four (4) Rental Units		3	\$600.00
	<u>Record No.</u>	<u>Address</u>	<u>Parcel No.</u>	<u>Bill To</u>		<u>Amount</u>
	CR25-0109	1938 N DUCK LAKE RD	H -11-13-401-014	MATOUKA, MATTHEW M		\$150.00
	CR25-0140	1246 S MILFORD RD	H -11-27-301-012	PROVENZOLA, PETER J		\$150.00
	CR25-0183	1691 S LAKEVIEW LN	H -11-27-377-020	FARLEY, DAN		\$300.00
<b>Totals</b>					<b>3</b>	<b>\$600.00</b>

Population: All Records

Transaction.DateToPostOn Between 9/1/2025  
12:00:00 AM AND 9/30/2025 11:59:59 PM

# Inspection List

10/27/25

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
2730 E HIGHLAND RD	H -11-24-126-00	Fire Marshal Insp	09/22/2025	09/23/2025	Disapproved	ShawnBell/Ord-FireMarshal
153 N MILFORD RD STE 103	H -11-22-353-03	Fire Marshal Insp	09/23/2025	09/23/2025	Approved	ShawnBell/Ord-FireMarshal
2997 E HIGHLAND RD	H -11-13-455-01	Fire Marshal Insp	09/30/2025	09/30/2025	Disapproved	ShawnBell/Ord-FireMarshal

## Inspections: 3

Population: All Records

Inspection.Inspector = ShawnBell/Ord-FireMarshal AND

Inspection.DateTImeCompleted Between 9/1/2025 12:00:00 AM AND 9/30/2025 11:59:59 PM  
AND

Permit.PermifType = Zoning Land Use

AND

Inspection.DateTImeCreated in <Previous month> [09/01/25 - 09/30/25]

**TREASURER'S REPORT**  
**September 30, 2025**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	18,300.34	3,305.80 *
CHASE	GENERAL	H.R.A.	101		90,378.56
CHASE	GENERAL	F.S.A CHECKING	101		10,889.80
CHASE	GENERAL	CHECKING (SAVINGS)	101		844,153.33 *
CHASE	FIRE OPERATING	MONEY MARKET	206		97,886.44
CHASE	ROAD	MONEY MARKET	203		8,044.32
CHASE	HAUL ROUTE	MONEY MARKET	203		471,152.47
CHASE	POLICE	MONEY MARKET	207		97,307.71
CHASE	REFUSE	MONEY MARKET	227		391,983.18
CHASE	OPIOID SETTLEMENT	CHECKING	284		7,534.50 *
CHASE	HAAC	CHECKING	702		24,955.29 *
CHASE	DDA	MONEY MARKET	494		62,847.58
CHASE	WATERMAIN	CHECKING	591		72,417.95 *
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		181,009.23
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		67,534.09
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		13,135.14
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		31,420.80
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		57,058.45
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		45,951.55
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		234,125.20
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		3,196.73
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		7,996.70
CHASE	PENINSULA LAKE	MONEY MARKET	774		9,710.00
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		6,124.49
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		7,155.47
COMERICA	CAPITAL IMP.	PBMM	401		72,445.91
COMERICA	CAPITAL IMP.	JFUND	401		390,958.85
COMERICA	GENERAL	JFUND	101		248,173.79
FLAGSTAR	PERPETUAL FUND	CD	101		1,244.61
FLAGSTAR	GENERAL	CD	101		230,481.55
FLAGSTAR	GENERAL	CD	101		230,481.55
FLAGSTAR	POLICE	CD	207		342,281.97
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		7,201.19
FLAGSTAR	DDA	SAVINGS	494		259,217.26
FLAGSTAR	FIRE	SAVINGS	206		1,684,526.96
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		270,124.99
FLAGSTAR	GENERAL	SAVINGS	101		45,673.16
FLAGSTAR	CURRENT TAX	CHECKING	703	3,094.18	469,259.31
FLAGSTAR	POLICE	SAVINGS	207		1,598,563.80
HVSB	FIRE	CD	206		292,374.69
HVSB	GENERAL	CD	101		239,212.99
HVSB	HAUL ROUTE	CD	203		304,069.67
HVSB	POLICE	CD	207		293,153.68
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		119,768.28
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		718,890.36
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,984,315.77
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		518,000.19
MI CLASS	POLICE	INVESTMENT POOL	207		468,429.67
MI CLASS	ROAD	INVESTMENT POOL	203		38,040.77
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,438,607.96
OAKLAND CO	FIRE	INVESTMENT POOL	206		25,346.35
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		10,488.96
OAKLAND CO	GENERAL	INVESTMENT POOL	101		24,866.76
OAKLAND CO	POLICE	INVESTMENT POOL	207		159,800.53
OAKLAND CO	REFUSE	INVESTMENT POOL	227		169,873.64
CIBC	GENERAL	CD	101		297,052.24
CIBC	FIRE	CD	206		186,892.45
CIBC	POLICE	CD	207		302,112.97
CIBC	POLICE	CD	207		518,580.51
CIBC	CAPITAL IMP.	CD	401		395,132.54
CIBC	ESCROW	CD	101		359,655.34
CIBC	DDA	CD	494		100,000.00
CIBC	DDA	CD	494		101,404.86
HUNTINGTON	GENERAL	CD	101		233,864.79
					<u>17,997,845.65</u>

970,667.21
*In Chase checking account
CHASE
2,847,274.78
COMERICA
711,578.55
FLAGSTAR
5,139,056.35
HVSB
1,128,811.03
LPL FINANCIAL
838,658.64
MI CLASS
4,447,394.36
OAKLAND COUNTY
390,376.24
CIBC
2,260,830.91
HUNTINGTON
233,864.79
TOTAL
<b>17,997,845.65</b>

Flagstar Bank Statement  
472,353.49

*Respectfully submitted,  
Jennifer Frederick, Treasurer*

Fund 101 Chase Credit Cards in Transit = \$ 126.00

Fund 703 Flagstar Current Tax OS Checks = \$ 3,094.18

BANK/GL REC. SORTED BY			FUND		LEDGER		BANK		FUND	
September 30, 2025									FUND	
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		TOTAL	FUND	NUMBER
CHASE	GENERAL	CHECKING	101			3,305.80				
CHASE	GENERAL	H.R.A. CHECKING	101			90,378.56				
CHASE	GENERAL	F.S.A. CHECKING	101			10,889.80				
CHASE	GENERAL	CHECKING (SAVINGS)	101			844,153.33				
COMERICA	GENERAL	JFUND	101			248,173.79				
FLAGSTAR	GENERAL	MAX SAVINGS	101			45,673.16				
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101			1,438,607.96				
OAKLAND CO	GENERAL	INVESTMENT POOL	101			24,866.76				
CIBC	GENERAL	CD	101			297,052.24				
CIBC	GENERAL - ESCROW	CD	101			359,655.34				
HUNTINGTON	GENERAL	CD	101			233,864.79				
FLAGSTAR	GENERAL	CD	101			230,481.55				
FLAGSTAR	GENERAL	CD	101			230,481.55				
FLAGSTAR	PERPETUAL FUND	CD	101			1,244.61				
HVSB	GENERAL	CD	101	-126.00	4,298,168.23	239,212.99		4,298,042.23		101
CHASE	ROAD	SAVINGS	203			8,044.32				
MI CLASS	ROAD	INVESTMENT POOL	203			38,040.77				
CHASE	HAUL ROUTE	SAVINGS	203			471,152.47				
HVSB	HAUL ROUTE	CD	203	0.00	821,307.23	304,069.67		821,307.23		201
FLAGSTAR	FIRE	MAX SAVINGS	206			1,684,526.96				
CHASE	FIRE	SAVINGS	206			97,886.44				
OAKLAND CO	FIRE	INVESTMENT POOL	206			25,346.35				
CIBC	FIRE	CD	206			186,892.45				
HVSB	FIRE	CD	206	0.00	2,287,026.89	292,374.69		2,287,026.89		206
CHASE	POLICE	SAVINGS	207			97,307.71				
FLAGSTAR	POLICE	MAX SAVINGS	207			1,598,563.80				
MI CLASS	POLICE	INVESTMENT POOL	207			468,429.67				
OAKLAND CO	POLICE	INVESTMENT POOL	207			159,800.53				
FLAGSTAR	POLICE	CD	207			342,281.97				
HVSB	POLICE	CD	207			293,153.68				
CIBC	POLICE	CD	207			518,580.51				
CIBC	POLICE	CD	207	0.00	3,780,230.84	302,112.97		3,780,230.84		207
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	7,534.50	7,534.50		7,534.50		284
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			119,768.28				
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	838,658.64	718,890.36		838,658.64		737
CHASE	REFUSE	SAVINGS	227			391,983.18				
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	561,856.82	169,873.64		561,856.82		227
CHASE	HAAC	CHECKING	702	0.00	24,955.29	24,955.29		24,955.29		702
COMERICA	CAPITAL IMP.	PBMM	401			72,445.91				
COMERICA	CAPITAL IMP.	JFUND	401			390,958.85				
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			7,201.19				
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,984,315.77				
CIBC	CAPITAL IMP.	CD	401	0.00	2,850,054.26	395,132.54		2,850,054.26		401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			270,124.99				
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			518,000.19				
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	798,614.14	10,488.96		798,614.14		402
CHASE	DDA	SAVINGS	494			62,847.58				
FLAGSTAR	DDA	MAX SAVINGS	494			259,217.26				
CIBC	DDA	CD	494			100,000.00				
CIBC	DDA	CD	494	0.00	523,469.70	101,404.86		523,469.70		494
CHASE	WATERMAIN	CHECKING	591	0.00	72,417.95	72,417.95		72,417.95		591
FLAGSTAR	TAX	CHECKING	703	0.00	469,259.31	469,259.31		469,259.31		703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	181,009.23	181,009.23		181,009.23		764
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	67,534.09	67,534.09		67,534.09		765
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	13,135.14	13,135.14		13,135.14		766
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	31,420.80	31,420.80		31,420.80		767
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	57,058.45	57,058.45		57,058.45		768
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	45,951.55	45,951.55		45,951.55		769
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	234,125.20	234,125.20		234,125.20		770
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	3,196.73	3,196.73		3,196.73		771
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	7,996.70	7,996.70		7,996.70		773
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	9,710.00	9,710.00		9,710.00		774
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	6,124.49	6,124.49		6,124.49		775
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	7,155.47	7,155.47		7,155.47		776
<b>TOTAL</b>				-126.00	<b>17,997,971.65</b>	<b>17,997,845.65</b>		<b>17,997,845.65</b>		
RLO - 10/21/25	Fund 101 Chase Credit Cards in Transit = \$ 126.00									
CTRL, ALT, SHIFT, F9	Fund 703 Flagstar Current Tax OS Checks = \$ 3,094.18									

*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
September 2025*

HIGHLAND TOWNSHIP BUILDING DEPARTMENT/ PERMIT ACTIVITY REPORT

September 2025

TOTAL (forward)..... \$34,919

Additional fees:

Building.....	\$240.00
Electric.....	\$236
Plumbing.....	\$0.00
Heating.....	\$477
Licenses & Misc Fees.....	\$36
sub total:	\$989

MONTH-END GRAND TOTAL REVENUE..... \$35,908

Total number of all Permits to date	This Year:	1601
	Last Year:	1374
Total number of all Electric, Plumbing, & Heating	This Year:	956
	Last Year:	816
Total number of Building permits to date:	This Year:	645
	Last Year:	558
Total number of New Single-Family Units:	This Year:	17
	Last Year:	17
Total number of Land Use Permits	This Year:	29
	Last Year:	27

Respectfully Submitted:

STEVE ITINO  
 Building Official  
 Ordinance Dept Supervisor

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 9/1/2025 12:00:00 AM AND  
9/30/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Carport</b>					
PB25-0487	2555 LYNCH DR	BOLF, JOHN	\$7500	\$111	
			\$7500	\$111	1
<b>Carport</b>					
<b>Commercial, New Building</b>					
PB25-0471	1300 ENTERPRISE DR	CHARLICK, GRANT WILLIA	\$3000000	\$2650	
			\$3000000	\$2650	1
<b>Commercial, New Building</b>					
<b>Commercial, Utility Building</b>					
PB25-0510	3455 W HIGHLAND RD	Rashid Construction Company	\$82000	\$608	
			\$82000	\$608	1
<b>Commercial, Utility Building</b>					
<b>Deck</b>					
PB25-0473	6035 ZANDER LN	Gary Merkle Builders	\$6400	\$121	
PB25-0489	3369 KINGSWAY DR	R2 Renovations LLC	\$35000	\$249	
PB25-0492	5553 JADA DR	Paradigm Carpentry LLC	\$109000	\$590	
PB25-0504	1249 WIND VALLEY LN	D & J Carpentry LLC	\$60000	\$375	
PB25-0515	1030 W LIVINGSTON RD	Cedar Works Inc.	\$19240	\$170	
PB25-0518	4060 HILLCREST DR	COOPER, JOAN M	\$800	\$79	
			\$230440	\$1584	6
<b>Deck</b>					
<b>Demolition</b>					
PB25-0497	205 W LIVINGSTON RD	Audette Building LLC	\$0	\$0	
PB25-0502	2045 E WARDLOW RD	Especially Window	\$0	\$162	
			\$0	\$162	2
<b>Demolition</b>					
<b>Electrical</b>					
PE25-0437	2334 S Dundee	Dominion Service Company	\$0	\$64	
PE25-0438	2320 WILLOW LN	ICEBERG, ANDREW B	\$0	\$100	
PE25-0439	1089 GLENEAGLES	AP Electric LLC	\$0	\$125	
PE25-0440	2320 WILLOW LN	Plugs to Panels Electrical LLC	\$0	\$224	
PE25-0441	1100 TROON	Thornton & Grooms, Inc	\$0	\$54	
PE25-0442	3350 E CLARICE AVE	Family Heating Co Inc	\$0	\$74	
PE25-0443	2675 S MILFORD RD Suite B	Kern Mechanical LLC	\$0	\$95	
PE25-0444	2549 Loch Lomond	ARI	\$0	\$87	
PE25-0445	2908 Boulder Ridge	Lite Electric	\$0	\$87	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 9/1/2025 12:00:00 AM AND  
9/30/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE25-0446	1011 Marble Dr	Lite Electric	\$0	\$87	
PE25-0447	3490 BURWOOD LN	Ashcott Electrical Inc	\$0	\$55	
PE25-0448	3304 WHITE LAKE RD	Don's Electrical Service Inc	\$0	\$202	
PE25-0449	3360 E CLARICE AVE	Executive Electric and Building	\$0	\$140	
PE25-0450	4124 TAGGETT LAKE DR	Oak Electric Service Inc	\$0	\$78	
PE25-0451	4551 WOODCOCK WAY	Christopher Kluck	\$0	\$92	
PE25-0452	2810 OVERBROOK	KILGORE, RYAN A	\$0	\$57	
PE25-0453	2831 PINE BLUFFS CT	Victory Electric LLC	\$0	\$483	
PE25-0454	3224 S DUCK LAKE RD	WALTER JR, DOUGLAS	\$0	\$525	
PE25-0455	2549 Loch Lomond	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0456	2219 Douglas	CAPITOL SUPPLY AND SERV	\$0	\$81	
PE25-0457	2365 LAKESIDE DR	KUTZLEB, MICHAEL	\$0	\$101	
PE25-0458	3460 RAMADA DR	Don's Electrical Service Inc	\$0	\$147	
PE25-0460	2260 HUFF PL	Consumer Services Electric	\$0	\$124	
PE25-0461	2320 WILLOW LN	Plugs to Panels Electrical LLC	\$0	\$130	
PE25-0462	3371 WOODRUFF MEADOWS C	Holland Htg & Air Conditioning	\$0	\$131	
PE25-0463	3686 CHEVRON DR	Platinum Grade Electric	\$0	\$102	
PE25-0464	3444 STONEY BROOK	Robin Aire Htg & Clg	\$0	\$64	
PE25-0465	2115 WHITE LAKE RD	Dubs Electric	\$0	\$118	
PE25-0466	2115 WHITE LAKE RD	Dubs Electric	\$0	\$125	
PE25-0467	2651 WILLOW LN	Oak Electric Service Inc	\$0	\$123	
PE25-0468	2225 JACKSON BLVD	Oak Electric Service Inc	\$0	\$131	
PE25-0469	3045 W WARDLOW RD	Greg Calme Electric LLC	\$0	\$201	
PE25-0470	2218 Mac Laren	Lite Electric	\$0	\$87	
PE25-0471	1370 S HICKORY RIDGE RD	Power Hub Homes	\$0	\$112	
PE25-0472	2812 STEEPLECHASE	Payton Electrical Services Inc	\$0	\$100	
PE25-0473	3563 MANTUA FARMS	Rick's Electric Inc	\$0	\$231	
PE25-0474	321 CARNOUSTIE	Devine Electric LLC	\$0	\$123	
PE25-0475	3903 BROADVIEW LN	Dubs Electric	\$0	\$527	
PE25-0476	4282 W HIGHLAND RD	Conditioned Air LLC	\$0	\$64	
PE25-0477	976 N PARK ST	HVAC Pro LLC	\$0	\$64	
<b>Electrical</b>			\$0	\$5596	40
<b>Fence</b>					
PB25-0516	525 TOMAHAWK TRL	Wright Renovations LLC.	\$910	\$88	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 9/1/2025 12:00:00 AM AND  
9/30/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB25-0522	1103 W LIVINGSTON RD	FOROOZAN, JUSTIN	\$4500	\$88	
PB25-0524	4962 N MILFORD RD	ADCOCK, KYLE R	\$7800	\$88	
<b>Fence</b>			\$13210	\$264	3
<b>Garage, attached</b>					
PB25-0532	3011 PINE BLUFFS CT	LANG, BYRON	\$45000	\$299	
<b>Garage, attached</b>			\$45000	\$299	1
<b>Land Use Permit</b>					
PLU25-0041	3410 LAKEVIEW DR	MCPHAIL, EDWARD	\$5000	\$88	
<b>Land Use Permit</b>			\$5000	\$88	1
<b>Mechanical</b>					
PM25-0324	2334 S Dundee	Dominion Service Company	\$0	\$102	
PM25-0325	2675 S MILFORD RD Suite B	Kern Mechanical LLC	\$0	\$159	
PM25-0326	4001 N DUCK LAKE RD	PALKA, CHRISTIAN	\$0	\$159	
PM25-0327	289 TIMBER RIDGE DR	DTE GAS COMPANY	\$0	\$92	
PM25-0328	1100 TROON	Thornton & Grooms, Inc	\$0	\$112	
PM25-0329	321 CARNOUSTIE	Andy's Statewide Heating and A	\$0	\$135	
PM25-0330	1300 ENTERPRISE DR	Elite Mechanical Services	\$0	\$1654	
PM25-0331	2653 LYNCH DR	Precision Comfort	\$0	\$84	
PM25-0333	1400 WATERBURY RD	Air Comfort Pro	\$0	\$92	
PM25-0334	4124 TAGGETT LAKE DR	Oak Electric Service Inc	\$0	\$231	
PM25-0335	4551 WOODCOCK WAY	South Lyon Plumbing Inc	\$0	\$84	
PM25-0336	3224 S DUCK LAKE RD	WALTER JR, DOUGLAS	\$0	\$482	
PM25-0337	3925 TAGGETT LAKE DR	Jeriah Bendixen	\$0	\$196	
PM25-0338	1011 WOODRUFF LAKE DR	HVAC Pro LLC	\$0	\$93	
PM25-0339	2219 Douglas	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0340	2549 Loch Lomond	CAPITOL SUPPLY AND SERV	\$0	\$102	
PM25-0341	3464 LONE TREE RD	Thornton & Grooms, Inc	\$0	\$84	
PM25-0342	3410 LAKEVIEW DR	A G Gas Service	\$0	\$99	
PM25-0343	3460 RAMADA DR	Don's Electrical Service Inc	\$0	\$129	
PM25-0344	3371 WOODRUFF MEADOWS C	Holland Htg & Air Conditioning	\$0	\$123	
PM25-0345	1231 ESSAY LN	CUDWORTH, RYAN	\$0	\$84	
PM25-0346	3444 STONEY BROOK	Robin Aire Htg & Clg	\$0	\$159	
PM25-0347	2651 WILLOW LN	Oak Electric Service Inc	\$0	\$168	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM25-0348	2225 JACKSON BLVD	Oak Electric Service Inc	\$0	\$168	
PM25-0349	4266 FLYNN DR	Precision Comfort	\$0	\$102	
PM25-0350	2601 WESTWIND DR	Custom Air	\$0	\$266	
PM25-0351	4282 W HIGHLAND RD	Conditioned Air LLC	\$0	\$159	
PM25-0352	976 N PARK ST	HVAC Pro LLC	\$0	\$159	
<b>Mechanical</b>			\$0	\$5579	28
<b>Miscellaneous</b>					
PB25-0480	2810 OVERBROOK	KILGORE, RYAN A	\$400	\$79	
PB25-0493	3491 HIGHLAND BLVD	Foundation Systems of Michiga	\$10000	\$124	
PB25-0506	1072 DUNLEAVY DR	Affiliated Tradesman LLC	\$4000	\$94	
PB25-0526	214 E Mac Gregor Ct	Aaron Builders Inc	\$10000	\$139	
<b>Miscellaneous</b>			\$24400	\$436	4
<b>Permit Renewal</b>					
PB25-0528	1789 LA SALLE BLVD	CARLOSS, JOSHUA	\$0	\$79	
<b>Permit Renewal</b>			\$0	\$79	1
<b>Plumbing</b>					
PP25-0120	3224 S DUCK LAKE RD	WALTER JR, DOUGLAS	\$0	\$483	
PP25-0121	575 PRESTWICK TRL	Northern Home Builders LLC	\$0	\$83	
PP25-0122	2949 MAPLE RIDGE AVE	HUSTON, DEBORAH J	\$0	\$329	
PP25-0123	3360 E CLARICE AVE	Cruz Plumbing	\$0	\$185	
PP25-0124	3903 BROADVIEW LN	Philip's Plumbing Inc	\$0	\$389	
PP25-0125	541 Nairn Cir	No Fear Plumbing Co.	\$0	\$544	
PP25-0126	3563 MANTUA FARMS	MANTUA, MICHAEL	\$0	\$439	
PP25-0127	3563 MANTUA FARMS	MANTUA, MICHAEL	\$0	\$143	
PP25-0128	2601 WESTWIND DR	Cuprum Plumbing	\$0	\$193	
PP25-0129	2106 JACKSON BLVD	Carney Plumbing Inc	\$0	\$453	
<b>Plumbing</b>			\$0	\$3241	10
<b>Pole Barn</b>					
PB25-0484	2791 S HICKORY RIDGE RD	KRAFT, JOHN	\$400000	\$2081	
<b>Pole Barn</b>			\$400000	\$2081	1
<b>Res. Additions</b>					

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 9/1/2025 12:00:00 AM AND  
9/30/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB25-0479	4001 N DUCK LAKE RD	Patron Enterprises LLC	\$125000	\$701	
<b>Res. Additions</b>			\$125000	\$701	1
<b>Res. Renovations</b>					
PB25-0472	3320 WHITE LAKE RD	Renewal By Anderson LLC	\$18449	\$172	
PB25-0474	3905 HIGHLAND CT	CHAVERIAT, MARK	\$1000	\$79	
PB25-0486	2320 WILLOW LN	Oakland all weather Constructio	\$40400	\$276	
PB25-0488	3686 CHEVRON DR	A Better Exterior LLC	\$20000	\$174	
PB25-0491	4255 MIDDLE RD	HIGLE, PAUL J	\$2900	\$90	
PB25-0496	1555 BLUE HERON DR	Maxim Roofing	\$15606	\$157	
PB25-0505	4253 HUNTERS DR	SPOHR, DANIEL	\$4000	\$161	
PB25-0509	2084 JACKSON BLVD	Khansa Group, LLC	\$20836	\$197	
PB25-0512	3925 TAGGETT LAKE DR	A Better Exterior LLC	\$18460	\$172	
PB25-0519	5135 EAGLE RD	Smolyanov Home Improvement	\$34108	\$254	
PB25-0523	320 MAPLEGROVE DR	A Better Exterior LLC	\$17850	\$167	
PB25-0527	240 CLARK RD	A Better Exterior LLC	\$17850	\$167	
PB25-0529	3369 KINGSWAY DR	Encon Roofing	\$34000	\$244	
PB25-0530	5370 FISH LAKE RD	Renewal By Anderson LLC	\$9503	\$126	
<b>Res. Renovations</b>			\$254962	\$2436	14
<b>Res. Single Family</b>					
PB25-0521	2395 OVERBROOK	Morris Custom Homes	\$800000	\$4139	
<b>Res. Single Family</b>			\$800000	\$4139	1
<b>Roof</b>					
PB25-0467	1270 PLOVER DR	Home Pro Roofing	\$15339	\$151	
PB25-0470	1246 BLUE HERON DR	Schoenherr Homes	\$47413	\$320	
PB25-0482	945 WOODRUFF LAKE DR	ROOF-RITE LLC	\$15800	\$157	
PB25-0483	2755 GOLFERS DR	POWELL, STEVEN A	\$5000	\$99	
PB25-0485	2720 DEAN DR	Cornerstone Home Improvement	\$36663	\$264	
PB25-0494	1985 E WARDLOW	Rashid Construction Company	\$8250	\$121	
PB25-0495	2050 ROWE RD	Billy's Roofing	\$35386	\$251	
PB25-0499	1938 CLUBVIEW DR	Kearn brothers Inc.	\$31176	\$238	
PB25-0501	4681 STONEY ACRES LN	Smolyanov Home Improvement	\$40500	\$284	
PB25-0503	690 SPIROFF DR	Lansing Edge Roofing	\$42000	\$295	
PB25-0511	741 JOSHUA DR	Original Roofing Company	\$17440	\$167	

**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 9/1/2025 12:00:00 AM AND  
9/30/2025 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Roof</b>			\$294967	\$2347	11
<b>Shed</b>					
PB25-0475	2115 WHITE LAKE RD	Whelan Construction	\$5000	\$114	
PB25-0476	2115 WHITE LAKE RD	Whelan Construction	\$4000	\$88	
PB25-0478	515 SNYDER RD	POTTER, DOUGLAS A	\$6400	\$88	
PB25-0490	3986 LOCH DR	BURNS, THOMAS M	\$1500	\$88	
PB25-0500	3964 STRATHCONA	MASCARO, TOM	\$15000	\$149	
PB25-0507	6061 ZANDER LN	SANTOS, JUAN M	\$6900	\$88	
PB25-0514	170 PENINSULA LAKE DR	Tuff Shed, Inc.	\$4591	\$88	
PB25-0517	1080 DUNLEAVY DR	JANSEN, DEBORAH	\$8200	\$88	
PB25-0525	1790 LA SALLE BLVD	KURTZ JR, ROBERT L	\$7000	\$109	
<b>Shed</b>			\$58591	\$900	9
<b>Swimming Pools-Hot Tubs/Spas</b>					
PB25-0477	3563 MANTUA FARMS	San Juan Pools of Michigan, LL	\$102000	\$600	
<b>Swimming Pools-Hot Tubs/Spas</b>			\$102000	\$600	1
<b>Temporary Sign</b>					
PTS25-0004	208 W HIGHLAND RD STE 102	Revival Recovery / Michigan M	\$0	\$82	
<b>Temporary Sign</b>			\$0	\$82	1
<b>Wall Mounted Sign</b>					
PSG25-0005	3507 W HIGHLAND RD	Orion Signs & Graphics	\$0	\$142	
PSG25-0006	208 W HIGHLAND RD STE 102	Revival Recovery / Michigan M	\$0	\$127	
PSG25-0007	2997 E HIGHLAND RD	Highland Foot and Ankle Clinic	\$0	\$127	
<b>Wall Mounted Sign</b>			\$0	\$396	3
<b>Windows</b>					
PB25-0469	4025 TAGGETT LAKE DR	Majic Window Company	\$25861	\$208	
PB25-0498	1391 BAY RIDGE DR	Pella Windows & Doors, Inc.	\$4500	\$100	
PB25-0513	2301 S MILFORD RD Ste A	Wallside Inc	\$5000	\$99	
PB25-0520	4266 FLYNN DR	Wallside Inc	\$7589	\$116	
PB25-0531	1197 CRAVEN DR	Home Depot USA	\$2280	\$90	
<b>Windows</b>			\$45230	\$613	5

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

### Permit by Category with Details

Permit.DateIssued Between 9/1/2025 12:00:00 AM AND  
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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Zoning Business Registration</b>					
PLU25-0036	208 W HIGHLAND RD STE 102	HOPEFUL JOURNEYS LLC	\$0	\$0	
PLU25-0037	101 E LIVINGSTON RD STE 3	Williamson Insurance Agency	\$0	\$0	
PLU25-0042	208 W HIGHLAND RD STE 102	Revival Recovery / Michigan M	\$0	\$0	
<b>Zoning Business Registration</b>			\$0	\$0	3
<b>Zoning Land Use</b>					
PLU25-0038	3620 N DUCK LAKE RD	White Lake Pharmacy	\$0	\$0	
PLU25-0039	2736 E HIGHLAND RD	Align Pilates	\$0	\$0	
PLU25-0040	2730 E HIGHLAND RD	Mr. Mold	\$0	\$0	
<b>Zoning Land Use</b>			\$0	\$0	3
<b>Totals</b>			<b>\$5488301</b>	<b>\$34992</b>	<b>152</b>

## **6. Announcements:**

- a) Highland Township Offices will be closed on November 27 and 28, 2025 in observance of the Thanksgiving Holiday
- b) Highland's Ladies Night Out – November 18, 2025
- c) Small Business Saturday – November 29, 2025
- d) Kris Kringle Market and Tree Lighting – December 1, 2025
- e) Festival of Trees – December 1-31, 2025

## **7. Public Comment**

**Public Hearing**

**a) Dunleavy & Leonard Lakes Special Assessment District for Weed Control**

**Begin Time:**

**End Time:**

**Comments:**

**b) Community Development Block Grant Program Application for 2026**

**Begin Time:**

**End Time:**

**Comments:**

**c) 2026 Budget**

**Begin Time:**

**End Time:**

**Comments:**





**RESOLUTION #25-29: APPROVING THE ASSESSMENT ROLL FOR  
DUNLEAVY AND LEONARD LAKE SPECIAL ASSESSMENT DISTRICT FOR  
THE CONTROL OF WEEDS IN DUNLEAVY AND LEONARDS LAKES AND  
RELATED SERVICES PURSUANT TO 1954 P.A. 188, AS AMENDED**

At a regular meeting of the Township Board (the “Board”) of the Charter Township of Highland, Oakland County, Michigan (the “Township”), held on the 3<sup>rd</sup> day of November, 2025, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

Present:

Absent:

WHEREAS on October 6<sup>th</sup> , 2025, the Township Board (the “Board”) of the Charter Township of Highland, Oakland County, Michigan, pursuant to a petition filed by Dunleavy and Leonard Lake residents, accepted plans and specifications for the chemical treatment of weeds in Dunleavy and Leonard Lakes (“the Project”) and further directed that the plans state the estimated cost of the Project on a three-year basis; and

WHEREAS the plans and specifications were presented by the Township Clerk to the Board and a public hearing for the purpose of meeting and hearing objections to the petitions, plans and specifications, district and estimate of cost was held on October 6<sup>th</sup> 2025; and

WHEREAS, subsequent to the public hearing, the Board resolved to complete the Project, approved the sufficiency of the petition and the district, and further directed the Supervisor to prepare a special assessment roll stating names and describing parcels to be assessed and the total amount to be assessed to each parcel, which amount is the relative portion of the whole sum to be levied against all parcels in the district as the benefit to the parcel of land bears to the total benefit to all parcels of land in the district; and

WHEREAS the Supervisor prepared said assessment roll and presented it to the Board and which was filed with the Clerk’s office on October 7, 2025, where it was available for public examination; and

WHEREAS Notice of Hearing on the special assessment roll was published twice, and such notices were also mailed to the persons with record ownership or interest as required by Act No. 188 of 1954, as amended; and

WHEREAS a public hearing was held on the special assessment roll for the purpose of meeting and hearing objections to the roll; and

WHEREAS no objections were heard thereto;

NOW THEREFORE BE IT RESOLVED THAT:

Pursuant to and in accordance with 1954 P.A. 188, as amended, we, the Township Board for the Charter Township of Highland, hereby confirm the assessment roll attached hereto as Exhibit A for the purpose of assessing each of the lands in the assessment district the sum of \$1,260.00 for a period of three (5) years in the amounts of \$252.00 per share per year for year One (1) and \$252.00 per share per year for year Two (2) and \$252.00 per share per year for year Three (3) and \$252.00 per share per year for year Four (4) and \$252.0 per share per year for year Five (5) for the cost and expenses to be incurred for the chemical treatment of weeds related services for Dunleavy and Leonard Lakes, said assessment being the relative portion of the whole sum to be levied against all parcels in the district as the benefit to the parcel of land bears to the total benefit to all parcels of land in the district.

This resolution was passed on this 3<sup>rd</sup> day of November, 2025 at a regular meeting of the Charter Township of Highland Township Board. A roll call vote was taken on the foregoing resolution and was as follows:

Yeas:  
Nays:  
Abstain:

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Rick A. Hamill, Township Supervisor

\_\_\_\_\_  
Tami Flowers Mi PMC, Township Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on November 3, 2025.

\_\_\_\_\_  
Tami Flowers MiPMC, Township Clerk

**Dunleavy and Leonard Lake Special Assessment  
Resolution #25-29  
Exhibit A**

1114100034	1115254004	1115277012	1115278010	1115278035
1114100035	1115254005	1115277013	1115278015	1115278037
1114100041	1115254006	1115277015	1115278018	1115278038
1114100043	1115254007	1115277016	1115278019	1115278039
1114100052	1115254012	1115277017	1115278020	1115278040
1114100053	1115277002	1115277018	1115278021	1115278041
1114301004	1115277007	1115278004	1115278031	1115278042
1115254001	1115277008	1115278005	1115278032	1115427001
1115254002	1115277009	1115278006	1115278033	1115427021
1115254003	1115277010	1115278007	1115278034	



**RESOLUTION #25-32 APPROVING 2026 COMMUNITY  
DEVELOPMENT BLOCK GRANT APPLICATION**

At a regular meeting of the Charter Township of Highland Board of Trustees held on the 3rd day of November 2025;

Present:

Absent:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**WHEREAS**, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

**WHEREAS**, Oakland County has requested CDBG eligible projects from participating communities for inclusion in the Action Plan, and

**WHEREAS**, the Charter Township of Highland has duly advertised and conducted a public hearing for the purpose of receiving public comments regarding the proposed uses of PY 2026 CDBG funds in the approximate amount of \$7,000.00 as follows:

Supervisor Rick Hamill opened the Public Hearing at \_\_\_\_\_ p.m. The Public Hearing was closed at \_\_\_\_\_ p.m.

**WHEREAS**: the Charter Township of Highland found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need:

<u>PROJECT NAME</u>	<u>AMOUNT</u>
Senior Services	\$7,000.00

**THEREFORE, BE IT RESOLVED**, that the Charter Township of Highland CDBG Application hereby authorized to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Supervisor is hereby authorized to execute all documents, agreements, of contracts which result from this application to Oakland County.

This resolution passed this 3rd day of November 2025 at a regular meeting of the Charter Township of Highland Board. The following vote was taken on the foregoing resolution:

Yeas:  
Nays:  
Absent:  
Abstain:

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Rick A. Hamill, Supervisor

\_\_\_\_\_  
Tami Flowers MiPMC, Clerk

I, Tami Flowers, the duly elected Clerk of the Charter Township of Highland, Oakland County, MI do hereby certify that the above is a true copy of a resolution approved by the Charter Township of Highland Board of Trustees Meeting held on November 3, 2025 at which time a quorum was present.

\_\_\_\_\_  
Tami Flowers MiPMC, Clerk

**CHARTER TOWNSHIP OF HIGHLAND  
NOTICE OF PUBLIC HEARING  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

NOTICE IS HEREBY GIVEN that the Highland Township Board of Trustees will conduct a Public Hearing on the use of Community Development Block Grant Funds. The Hearing will be held on Monday, November 3, 2025 at 6:30 p.m. at Highland Township Auditorium located at 205 N. John Street, Highland, MI. For the purpose of hearing public comments on the Community Development Block Grant Program year 2026 application in the approximate amount of \$7,000.00 to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing, in person at the Highland Township Clerk's Offices or by email [clerk@highlandtwp.org](mailto:clerk@highlandtwp.org) until Monday, November 3, 2025, by noon. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Please contact the Township Office at 248-887-3791 X 6 for further information.

Rick Hamill  
Supervisor  
Charter Township of Highland

Published at [www.highlandtwp.org](http://www.highlandtwp.org) Monday October 13<sup>th</sup>, 2025  
Posted at Highland Township Hall 205 N. John Street, Monday October 13<sup>th</sup>, 2025

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
	<b>REVENUE</b>						<b>Color Code Key</b>
101-000-402.000	CURRENT PROPERTY TAX	565,105	602,412	629,738	629,738	660,857	Revenue decrease
101-000-404.000	SALES TAX	2,145,943	2,136,022	2,131,794	2,131,794	2,127,052	Revenue increase
101-000-412.000	DELINQUENT P. PROPERTY TAX	560	221	0	0	100	Expenditure increase
101-000-423.000	MOBILE HOME TAXES	8,193	8,445	8,000	8,000	8,000	Expenditure decrease
101-000-477.000	CABLE TV FRANCHISE FEES	300,532	272,735	300,000	300,000	300,000	
101-000-478.000	DOG LICENSES	1,582	1,584	1,500	1,500	1,500	
101-000-490.000	OTHER LIC. & PERMIT	7,754	9,637	5,000	5,000	8,000	
101-000-491.000	BUILDING PERMITS	163,410	190,850	200,000	200,000	200,000	
101-000-491.001	HEATING PERMITS	68,861	56,938	50,000	50,000	50,000	
101-000-491.002	PLUMBING PERMITS	19,498	23,649	42,000	42,000	30,000	
101-000-491.003	ELECTRICAL PERMITS	63,400	65,124	88,000	88,000	78,000	
101-000-522.003	SOC SERV: C D B G REVENUE	5,780	4,311	50,000	50,000	50,000	
101-000-528.000	OTHER FEDERAL GRANT REVENUE	0	0	0	0	0	
101-000-528.001	ARPA FEDERAL GRANT REVENUE	710,000	698,058	0	0	0	
101-000-540.000	GRANT REVENUE	0	8,345	0	0	1,000	
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	612	944	0	0	1,000	
101-000-607.002	CONTRACTORS REGISTRATIONS	3,555	2,619	3,000	3,000	3,000	
101-000-607.019	SUMMER TAX COLLECTION FEE	50,924	51,003	50,000	50,000	50,000	
101-000-607.022	ENHANCE ACCESS FEES	8,523	8,352	6,000	6,000	8,000	
101-000-607.034	ADMINISTRATION FEES	32,862	32,963	42,000	42,000	42,000	
101-000-608.025	DISTRICT COURT MONIES	70,497	47,701	50,000	50,000	50,000	
101-000-628.014	REZONING FEES, PLANNING	850	0	0	0	750	
101-000-628.015	ZONING BD. OF APPEALS	6,875	8,525	7,000	7,000	7,000	
101-000-628.016	SITE PL. REVIEW, OTHERS	3,590	10,100	6,000	6,000	6,000	
101-000-633.000	BOND FORFEITURES	73,102	1,300	0	0	1,000	
101-000-642.000	SALE OF CEMETERY LOTS	16,500	13,250	5,000	5,000	10,000	
101-000-642.001	CEMETERY RESTITUTION	0	0	0	0	0	
101-000-644.028	ASSET SALE PROCEEDS	5,497	16,100	0	0	1,000	
101-000-651.006	ACTIVITY CENTER ADVERTISING	0	4,000	0	8,000	8,000	
101-000-651.007	ACTIVITY CENTER REVENUES	8,705	9,400	3,000	3,000	9,000	
101-000-657.000	VARIOUS FINES	403	1,890	0	0	500	
101-000-658.000	ZONING FINES	675	225	0	0	500	
101-000-665.000	INTEREST EARNINGS	164,580	175,575	100,000	100,000	160,000	
101-000-666.001	MMRMA DISTRIBUTION	51,975	51,363	0	0	20,000	
101-000-667.001	PARK: RENTALS	450	400	0	0	400	
101-000-667.010	ACTIVITY CTR ANNEX UTILITIES	4,148	3,232	5,000	5,000	5,000	
101-000-667.035	POLICE LEASE PAYMENTS	28,000	28,000	28,000	28,000	28,000	
101-000-667.288	WOTA RENT	25,000	25,000	25,000	25,000	25,000	
101-000-674.001	CEMETERY FENCE DONATIONS	250	0	0	0	0	
101-000-674.003	PARKS: DONATIONS	0	0	0	0	0	
101-000-676.018	ELECTION REIMBURSEMENT	10,318	80,194	0	0	0	
101-000-676.029	ORDINANCE VIOLATION REIMBURSE	225	105	0	0	500	
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	0	7,815	18,200	18,200	0	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
101-000-677.031	MISCELLANEOUS	16,783	52,844	15,000	15,000	15,000	
101-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	0	
101-000-699.040	TRANSFER IN FROM OTHER FUNDS	0	0	0	0	0	
	<b>REVENUE TOTAL</b>	4,645,517	4,711,229	3,869,232	3,877,232	3,966,159	
	<b>EXPENDITURE TOTAL</b>			3,437,327	3,553,608	3,886,289	
	<b>DIFFERENTIAL</b>			431,905	323,624	79,870	
	<b>LEGISLATIVE</b>						<b>2.5% Salary increase plus stages</b>
101-102-702.000	LEGISLATIVE: SALARIES	27,236	27,712	28,519	28,519	29,375	
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	0	0	6,000	6,000	6,000	
	<b>LEGISLATIVE TOTAL</b>	27,236	27,712	34,519	34,519	35,375	
101-171-702.000	SUP DEPT: SALARIES	88,751	89,789	92,932	92,932	95,720	
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	32,487	53,598	56,163	56,163	63,615	
101-171-703.003	SUP DEPT: MAINT SUPERVISOR F-T	0	0	0	39,900	57,057	
101-171-703.004	SUP DEPT: MAINT ASSISTANT F-T	0	0	0	34,200	48,438	
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	20,543	28,348	36,192	36,192	37,459	
101-171-704.005	SUP DEPT: MAINT WAGE P-T	32,451	33,668	36,233	36,233	37,506	
101-171-704.007	SUP: COMMUNICATIONS WAGE P-T	1,510	28,828	34,684	34,684	36,245	
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	15,690	19,876	27,842	0	0	
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-T	383	1,968	15,933	15,933	16,653	
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	157	201	2,500	2,500	2,500	
	<b>SUPERVISOR'S DEPT TOTAL</b>	191,972	256,277	302,479	348,737	395,193	
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	61,608	88,209	78,747	78,747	82,285	
101-191-704.001	ACCTG: P-T ASSISTANT	25,194	27,678	29,032	29,032	31,000	
101-191-704.002	ACCTG: P-T PAYROLL/HR ADMIN	0	0	0	16,347	34,165	
101-191-820.000	ACCTG: DUES/ED/TRAVEL	0	2,049	3,000	3,000	3,000	
	<b>ACCOUNTING DEPT TOTAL</b>	86,802	117,937	110,779	127,126	150,450	
101-215-702.002	CLERK: SALARIES	84,314	85,299	88,285	88,285	90,934	
101-215-703.001	CLERK: DEPUTY WAGE F-T	64,257	66,785	69,330	69,330	61,133	
101-215-703.005	CLERK: CLERICAL WAGE F-T	44,209	45,650	47,112	47,112	42,895	
101-215-705.003	CLERK: SEASONAL OFFICE WORKER	0	0	0	0	0	
101-215-720.000	CLERK: RECORDING SECTY	0	0	1,800	1,800	1,800	
101-215-721.007	CLERK: ELECTION INSPECTORS	0	42,765	0	0	45,000	
101-215-721.008	CLERK: ELECTION WAGE	0	19,328	0	0	22,000	
101-215-730.000	CLERK: ELECTION EXPENSES SUPPL	1,437	39,443	0	0	42,000	
101-215-820.000	CLERK: DUES/ED/TRAVEL	6,299	4,639	7,000	7,000	7,000	
101-215-825.004	CLERK: CERTIFICATION	0	0	0	0	0	
101-215-935.000	CLERK: VOTING EQUIP MAINT	5,760	1,632	7,050	7,050	7,050	
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	933	17,828	0	0	0	

		12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
101-215-957.001	CLERK: ELECTION WAGE TO REIMBU	0	52,926	0	0	0	
	<b>CLERK'S DEPT TOTAL</b>	207,209	376,295	220,577	220,577	319,812	
101-253-702.001	TREAS: SALARIES	84,314	85,416	88,285	88,285	90,934	
101-253-703.000	TREAS: DEPUTY WAGE F-T	66,333	59,400	62,047	62,047	63,616	
101-253-703.003	TREAS: CLERICAL WAGE F-T	44,457	39,223	41,043	41,043	42,895	
101-253-705.004	TREAS: PART-TIME SEASONAL	2,858	1,722	7,186	7,186	7,000	
101-253-820.000	TREAS: DUES/ED/TRAVEL	4,003	6,547	6,500	6,500	6,500	
	<b>TREASURER DEPT TOTAL</b>	201,965	192,308	205,061	205,061	210,945	
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	131,787	136,469	138,000	138,000	145,000	
101-257-720.001	ASSESSING: TAX BD OF REVIEW	576	2,107	2,500	2,500	3,000	
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	70	273	600	600	600	
	<b>ASSESSING DEPT TOTAL</b>	132,433	138,849	141,100	141,100	148,600	
101-261-728.000	GEN GOV: OFFICE SUPPLIES	13,800	11,697	15,000	15,000	15,000	
101-261-735.000	GEN GOV: POSTAGE	5,762	7,237	10,000	10,000	10,000	
101-261-760.000	GEN GOV: MISC. GRANT EXPENSE	0	0	0	0	0	
101-261-801.001	GEN GOV: PROF SERVICES	9,581	4,711	25,000	25,000	25,000	
101-261-802.000	GEN GOV:PAYROLL PROCESSING	0	5,874	5,500	5,500	8,500	ADP
101-261-803.000	GEN GOV: SNOWPLOW SERV	62,355	53,210	60,500	60,500	0	Maintenance Department
101-261-804.000	GEN GOV: LEGAL SERVICES	64,393	63,708	75,000	75,000	75,000	
101-261-805.000	GEN GOV: AUDITING	84,039	89,755	100,000	100,000	85,000	\$65,000 PM plus \$20,000 GAP
101-261-810.000	GEN GOV: COURT WITNESS FEES	0	59	0	0	50	
101-261-813.000	GEN GOV: STORM WATER PERMIT	500	500	500	500	500	
101-261-821.000	GEN GOV: MEMBER FEES	12,801	12,700	13,000	13,000	15,000	
101-261-822.000	GEN GOV: BANK FEES	2,570	0	6,000	6,000	2,500	
101-261-830.000	GEN GOV: GEN INSURANCE	60,326	65,313	69,000	69,000	72,500	
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNICA	9,876	9,876	13,000	13,000	13,000	
101-261-850.001	GEN GOV: PHONE SERVICE	4,102	5,705	6,500	6,500	6,500	
101-261-850.002	GEN GOV: WEBSITE	1,956	2,679	3,500	3,500	3,500	
101-261-900.000	GEN GOV: TAX BILL PRINTING	15,629	14,266	15,000	15,000	16,000	
101-261-900.001	GEN GOV: ADVERTISING	10,150	9,268	10,000	10,000	10,000	
101-261-900.002	GEN GOV: PRINTING	1,316	17,633	20,000	20,000	20,000	
101-261-920.000	GEN GOV: UTILITIES	76,726	84,579	80,000	80,000	90,000	
101-261-936.000	GEN GOV: 205 N JOHN MAINTENANCE	87,742	86,241	10,000	10,000	20,000	Rename 205 N John Maintenance
101-261-936.002	GEN GOV: MOWING	0	0	15,000	15,000	30,000	Includes parks
101-261-936.003	GEN GOV: OFFICE CLEANING	0	0	30,000	30,000	30,000	Township Hall only
101-261-936.004	GEN GOV: 250 W LIVINGSTN MAINT	0	0	0	5,000	10,000	Rename 250 W Livingston Maintenance
101-261-936.005	GEN GOV: 3550 N DUCK LK MAINTENANCE					10,000	NEW LINE
101-261-937.000	GEN GOV: VEHICLE OP MAINT	7,315	6,246	5,000	20,000	20,000	
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	59,042	77,664	80,000	80,000	90,000	
101-261-955.000	GEN GOV: MISCELLANEOUS	3,233	1,885	20,000	20,000	10,000	
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	1,870	86,517	40,000	40,000	40,000	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
101-261-971.001	GEN GOV: COMP CAP OUTLAY	19,355	1,778	25,000	25,000	25,000	
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	10,347	6,476	10,000	10,000	10,000	
101-261-972.000	LAND PURCHASE	0	0	0	0	0	
101-261-995.206	GEN GOV:TRANS TO FIRE FUND	0	0	0	0	0	
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	1,500,000	1,500,000	0	0	0	
101-261-995.402	GEN GOV: TRANS TO FIRE CAPITAL	0	50,000	0	0	0	
	<b>GENERAL GOVT TOTAL</b>	2,124,786	2,275,576	762,500	782,500	763,050	
101-279-710.000	GGP: EMPLR PAYROLL TAX	102,863	118,493	117,000	117,000	135,500	
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	108,243	106,286	113,000	113,000	120,000	
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS	146,937	147,320	137,000	137,000	195,000	
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	6,114	1,086	0	0	0	
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	78,583	87,376	90,000	90,000	99,000	
101-279-717.002	GGP: BCN HEALTH REIMBURSEMENT	26,259	40,971	45,000	45,000	50,000	
101-279-718.001	GGP: PTO CASH PAYOUT	2,199	909	23,000	23,000	26,000	
	<b>GENERAL GOVT PERSONNEL TOTAL</b>	471,198	500,270	525,000	525,000	625,500	
101-371-703.000	BLDG: INSPECTOR WAGE F-T	69,036	72,369	74,956	74,956	78,332	
101-371-703.003	BLDG: INSPECTOR ASSISTANT WAGE F-T	0	0	0	0	50,923	NEW LINE
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	41,945	45,299	47,111	47,111	48,761	
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	37,404	39,047	42,284	42,284	43,756	
101-371-705.000	BLDG: PART-TIME SEASONAL	0	0	9,000	9,000	0	
101-371-735.000	BLDG: POSTAGE	404	502	600	600	600	
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	132,817	111,811	175,000	175,000	158,000	
101-371-801.001	BLDG: SEWER TAP INSP	0	0	500	500	500	
101-371-820.000	BLDG: DUES/ED/TRAVEL	0	8,978	2,500	2,500	14,500	Includes BSA fees \$12,000
	<b>BUILDING DEPT TOTAL</b>	281,606	278,005	351,951	351,951	395,372	
101-567-935.000	CEMETERY: SEXTON	43,632	49,704	51,012	51,012	52,320	
101-567-935.001	CEMETERY: MAINTENANCE	12,183	3,380	15,000	15,000	15,000	
101-567-955.000	CEMETERY: MISCELLANEOUS	0	0	0	0	0	
	<b>CEMETERY TOTAL</b>	55,815	53,084	66,012	66,012	67,320	
101-670-705.000	SOC SERV: CROSSING GUARDS	13,641	14,653	15,915	15,915	16,002	
101-670-880.000	SOC SERV: COMMUNITY PROMOTIONS	8,500	8,500	8,500	8,500	8,500	
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500	8,500	8,500	8,500	8,500	
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS/FLAGS	2,005	4,535	5,000	5,000	5,500	\$500 FOR AMERICAN FLAGS
101-670-967.005	SOC SERV: CDBG EXPENSES	5,780	44,687	50,000	50,000	50,000	
	<b>SOCIAL SVCS DEPT TOTAL</b>	38,426	80,875	87,915	87,915	88,502	
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	51,457	53,216	55,883	55,883	58,402	
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	18,871	30,744	39,963	39,963	41,754	
101-672-703.002	ACT CTR:COMMUNICATION WAGE F-T	14,625	40,112	42,133	42,133	44,016	
101-672-703.003	ACT CTR: CLERICAL WAGE F-T	0	0	0	33,676	38,392	

		12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
101-672-704.006	ACTIVITY CTR: SECURITY P-T	1,811	4,021	7,000	7,000	7,000	
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	13,259	6,871	14,689	14,689	20,085	
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	5,437	1,450	3,000	3,000	6,000	
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	2,634	3,313	6,000	6,000	6,000	
101-672-735.000	ACTIVITY CTR: POSTAGE	48	39	2,500	2,500	2,500	
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	0	75	1,200	1,200	1,200	
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	844	925	1,500	1,500	1,500	
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	834	1,296	2,500	2,500	2,500	
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,328	3,494	3,500	3,500	3,500	
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	6,879	4,314	8,000	8,000	8,000	
101-672-920.000	ACTIVITY CTR: UTILITIES	7,557	9,172	11,000	11,000	11,000	
101-672-920.002	STEEPLE HALL: UTILITIES	6,654	5,766	9,000	9,000	9,000	
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	5,517	13,918	6,000	6,000	7,000	
101-672-936.002	STEEPLE HALL: BUILDING MAINT	31,182	22,585	20,000	20,000	25,000	\$11,000 cleaning/\$14,000 maint
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,386	8,354	8,000	8,000	10,000	
	<b>ACTIVITY CENTER TOTAL</b>	173,323	209,664	241,868	275,544	302,849	
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	84,647	86,289	89,636	89,636	92,331	
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	47,841	49,161	51,303	51,303	53,614	
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	57,380	58,478	60,451	60,451	0	
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	26,987	34,377	38,766	38,766	43,417	
101-701-704.004	PLNG: ZONING ADMIN WAGE P-T	0	0	0	0	39,381	New Line
101-701-704.005	OE:ORDIN OFFICER WAGE ASST P-T	0	24,986	27,580	27,580	25,248	
101-701-707.004	PLNG: OVERTIME	0	0	10,000	10,000	5,000	
101-701-820.000	PLNG: DUES/ED/TRAVEL	4,375	3,753	5,000	5,000	6,000	NEW EMP TRAINING
101-701-935.000	OE: VIOLATION CORRECTIONS	1,240	7,120	3,000	3,000	3,000	
	<b>PLANNING &amp; ORDINANCE TOTAL</b>	222,470	264,165	285,736	285,736	267,991	
101-702-720.000	ZBA: MEETING PAY	7,330	13,740	15,480	15,480	15,480	
101-702-720.001	ZBA: RECORDING SECRETARY	0	0	2,400	2,400	2,400	
101-702-801.000	ZBA: PROFESSIONAL SERVICES	0	0	500	500	500	
101-702-820.000	ZBA: DUES/ED/TRAVEL	487	90	1,000	1,000	1,000	
101-702-900.000	ZBA: ADVERTISING	3,569	2,370	5,000	5,000	5,000	
101-702-900.001	ZBA:ZONING BOOKS	0	0	0	0	0	
	<b>ZONING DEPT TOTAL</b>	11,386	16,200	24,380	24,380	24,380	
101-703-720.000	PLNG COMM: RECORDING SECTY	0	0	2,400	2,400	2,400	
101-703-720.001	PLNG COMM: COMMISSION	4,288	10,140	19,800	19,800	19,800	
101-703-720.002	PLNG COMM: SUB-COMMITTEE	0	0	750	750	750	
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	11,200	12,995	5,000	5,000	0	
101-703-801.001	PLNG COMM: ORDINANCE REVISION	0	0	5,000	5,000	5,000	
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	1,718	944	2,000	2,000	2,000	
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	933	3,183	5,500	5,500	5,500	
	<b>PLANNING COMMISSION TOTAL</b>	18,139	27,262	40,450	40,450	35,450	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
101-751-729.001	PARKS: VETERAN'S PARK	837	1,587	2,500	2,500	4,500	
101-751-729.002	PARKS: HICKORY RIDGE	3,346	1,232	3,000	3,000	6,000	
101-751-729.003	PARKS: DUCK LAKE PINES	21,590	5,155	3,000	3,000	10,000	
101-751-729.004	PARKS: DOWNEY LAKE	0	0	2,500	2,500	2,500	
101-751-729.006	PARKS: CHILL AT THE MILL	0	0	3,500	3,500	5,000	
101-751-729.007	PARKS: SOUTH HICKORY RIDGE	0	0	2,500	2,500	2,500	
101-751-801.006	PARKS: FIREWORKS	11,000	11,000	15,000	15,000	20,000	
101-751-920.000	PARKS: UTILITIES	1,203	2,878	5,000	5,000	5,000	
	<b>TWP COMMUNITY PARKS TOTAL</b>	37,976	21,852	37,000	37,000	55,500	
	<b>TOTAL FUND EXPENDITURES</b>	4,282,742	4,836,330	3,437,327	3,553,608	3,886,289	
	NET REVENUE OVER (UNDER) EXPENDITURES	362,775	125,101	431,905	323,624	79,870	
	BEGINNING FUND BALANCE	3,427,342	3,790,117	3,665,017	3,665,017	3,988,641	
	ENDING FUND BALANCE	3,790,117	3,665,017	4,096,922	3,988,641	4,068,511	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
	<b>ROAD FUND REVENUE</b>						
203-000-584.000	METRO AUTHORITY	0	0	0	34,000	34,000	21,000(2025) + 16,000 (2026)
203-000-604.000	HAUL ROUTE REVENUE	64,789	68,396	55,500	55,500	55,000	
203-000-665.000	INTEREST EARNINGS	2,701	1,307	500	500	1,400	
203-000-699.401	TRANSFER IN FROM CAPITAL IMP.	50,000	85,000	74,000	74,000	17,600	
	<b>ROAD FUND REVENUE TOTAL</b>	<b>117,490</b>	<b>154,703</b>	<b>130,000</b>	<b>164,000</b>	<b>108,000</b>	
	<b>ROAD FUND EXPENSES</b>						
203-596-959.000	METRO AUTHORITY EXP	0	0	0	34,000	34,000	
203-596-967.000	DUST CONTROL	33,968	68,217	34,000	34,000	34,000	
203-596-967.001	TRI PARTY PROGRAM	38,908	37,370	40,000	40,000	40,000	
203-596-971.001	ROAD PARTICIPATION PROJECTS	370	0	0	0	0	
	<b>ROAD FUND EXPENSE TOTAL</b>	<b>73,246</b>	<b>105,587</b>	<b>74,000</b>	<b>108,000</b>	<b>108,000</b>	
	NET REVENUE OVER (UNDER) EXPENDITURES	44,244	49,116	56,000	56,000	0	
	BEGINNING FUND BALANCE	655,293	699,537	748,653	748,653	804,653	
	ENDING FUND BALANCE	699,537	748,653	804,653	804,653	804,653	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
	<b>FIRE FUND REVENUE</b>						
206-000-402.000	CURRENT PROPERTY TAX	1,250,245	1,844,582	1,980,394	1,980,394	2,018,038	
206-000-412.000	DELINQUENT P.PROPERTY TAX	1,177	380	0	0	300	
206-000-528.000	OTHER FEDERAL GRANT REVENUE	0	0	0	0	0	
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	1,364	2,910	0	0	1,000	
206-000-603.000	CONSULTING FEE	650	0	0	0	0	
206-000-604.000	COST RECOVERY	833	512	0	0	0	
206-000-627.000	RENTAL INSPECTIONS	1,350	12,085	0	0	10,000	
206-000-638.000	EMS TRANSPORT	402,590	530,700	400,000	450,000	450,000	
206-000-665.000	INTEREST ON INVESTMENTS	52,047	88,368	30,000	60,000	80,000	
206-000-677.000	MISCELLANEOUS	776	13,224	0	0	0	
206-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	82,363	
206-000-693.000	ASSET SALE PROCEEDS	0	39,195	0	0	0	
206-000-699.000	OPERATING TRANSFER IN	0	0	0	0	0	
	<b>FIRE FUND REVENUE TOTAL</b>	<b>1,711,032</b>	<b>2,531,955</b>	<b>2,410,394</b>	<b>2,490,394</b>	<b>2,641,701</b>	
	<b>FIRE FUND EXPENSE</b>						
206-336-702.012	FIRE: CHIEF'S COMPENSATION	79,529	86,950	92,167	92,167	100,462	
206-336-703.000	FIRE: F-T WAGE MEDIC M.D.	27,856	55,139	66,598	66,598	71,426	
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	69,596	71,468	75,428	75,428	79,954	
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	72,873	72,983	77,362	77,362	82,004	
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	60,399	60,699	66,598	66,598	71,426	
206-336-703.004	FIRE: F-T WAGE OFFICER M.B.	67,087	73,142	77,362	77,362	82,004	
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	47,406	62,096	66,598	66,598	71,426	
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	37,355	20,729	66,598	66,598	71,426	
206-336-703.007	FIRE: F-T WAGE MEDIC K.M./B.F.	37,323	59,382	59,309	59,308	71,426	
206-336-703.008	FIRE: F-T WAGE MEDIC T.M./A.L.	36,915	60,489	66,598	66,598	71,426	
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	4,009	55,918	66,598	66,598	71,426	
206-336-703.010	FIRE: F-T WAGE CLERICAL	0	0	0	0	0	
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	9,768	32,937	59,309	59,309	71,426	
206-336-703.013	FIRE: MARSHAL COMPENSATION	32,743	34,536	41,352	41,352	43,833	
206-336-703.014	FIRE: F-T WAGE MEDIC M.M.	9,768	54,637	66,598	66,598	71,426	
206-336-704.001	FIRE: P-T WAGE CLERICAL QA/QI	5,726	837	0	0	0	
206-336-704.006	FIRE: P-T WAGE CLERICAL	0	0	18,387	18,387	25,733	
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	459,725	307,139	356,100	325,000	341,250	
206-336-707.007	FIRE: F-T OVERTIME	99,089	83,415	60,000	90,000	90,000	
206-336-709.001	FIRE: CLOTHING ALLOWANCE	5,000	0	0	0	0	
206-336-709.002	FIRE: FOOD ALLOWANCE	14,250	9,750	9,750	9,750	9,750	
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	22,919	34,853	40,748	40,748	44,340	
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	90,655	91,718	98,331	99,166	110,291	
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	20,649	14,748	18,453	16,250	17,062	
206-336-711.001	FIRE:DEFINED CONTRIBUTION F-T	25,850	39,382	42,815	42,815	46,532	
206-336-712.001	FIRE:HEALTH/DENTAL/LIFE/DISINS	69,097	115,610	144,000	150,293	168,000	
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	11,347	9,059	25,000	25,000	25,000	

		12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
ACCOUNT NUMBER	ACCOUNT TITLE	Actual	Actual	Adopted	Amended	Proposed	
206-336-714.000	FIRE: DISASTER RECOVERY	0	0	5,000	5,000	5,000	
206-336-715.000	FIRE:CASH IN LIEU BENEF BUYOUT	11,840	22,219	25,000	28,884	35,000	
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMENT	21,192	10,212	30,000	30,000	30,000	
206-336-719.000	FIRE: POST PLAN	19,500	23,500	24,000	24,000	26,000	
206-336-722.009	FIRE: PARAMEDIC TRAINING	1,273	18,476	9,998	9,998	9,998	
206-336-722.010	FIRE: INSTRUCTOR TRAINING	564	4,560	5,000	5,000	5,000	
206-336-727.000	FIRE: SUPPLIES	11,782	15,392	12,000	12,000	15,000	
206-336-731.000	FIRE: MEDICAL SUPPLIES	25,981	30,607	30,000	30,000	30,900	
206-336-732.000	FIRE: UNIFORMS	12,375	12,379	15,450	25,000	25,000	
206-336-750.000	FIRE: VEHICLE GAS/OIL	39,812	35,369	45,000	45,000	55,000	
206-336-804.000	FIRE: LEGAL SERVICES	1,106	640	5,000	5,000	5,000	
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	8,827	11,011	8,000	8,000	8,000	
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	19,710	14,442	20,000	30,000	30,000	
206-336-820.000	FIRE: DUES & EDUCATION	37,994	22,991	30,000	30,000	40,000	
206-336-830.000	FIRE: INSURANCE/BONDS	125,750	106,586	130,000	130,000	130,000	
206-336-851.000	FIRE: RADIO COMMUNICATIONS	50,006	65,154	71,000	71,000	73,104	
206-336-890.000	FIRE: PUBLIC EDUCATION	3,870	6,437	5,000	5,000	5,000	
206-336-920.000	FIRE: PUBLIC UTILITIES	61,173	68,237	70,000	70,000	72,100	
206-336-930.000	FIRE: VEHICLE REPAIR	113,477	55,538	55,000	60,000	61,800	
206-336-936.000	FIRE: BLDG MAINT/REPAIR	16,079	30,979	30,000	35,000	35,000	
206-336-937.000	FIRE: EQUIP MAINT	24,299	20,960	21,000	25,000	25,750	
206-336-955.000	FIRE: MISC EXPENSE	2,616	1,280	2,500	2,500	5,000	
206-336-967.000	FIRE: NEW PROJECTS	12,470	70,857	2,500	2,500	5,000	
	<b>FIRE FUND EXPENSE TOTAL</b>	<b>2,038,630</b>	<b>2,155,440</b>	<b>2,413,507</b>	<b>2,454,765</b>	<b>2,641,701</b>	
	NET REVENUE OVER (UNDER) EXPENDITURES	327,598	376,515	3,113	35,629	82,363	
	BEGINNING FUND BALANCE	1,479,170	1,151,572	1,528,087	1,528,087	1,563,716	
	ENDING FUND BALANCE	1,151,572	1,528,087	1,524,974	1,563,716	1,481,353	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
<b>POLICE FUND REVENUE</b>							
207-000-402.000	CURRENT PROPERTY TAX	3,099,969	3,303,055	3,472,481	3,472,481	3,625,794	
207-000-412.000	DELINQUENT P.PROPERTY TAX	2,917	940	0	0	0	
207-000-479.000	RETURNABLE LIQUOR LICENSE FEES	11,843	11,817	10,000	10,000	10,000	
207-000-528.000	OTHER FEDERAL GRANT REVENUE	0	0	0	0	0	
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	3,384	5,216	0	0	0	
207-000-582.000	MINI CONTRACT	3,546	3,136	12,000	12,000	12,000	
207-000-582.001	SCHOOL PARTICIPATION	110,295	164,337	124,800	140,337	102,072	HVS reimbursement for 50%SRO
207-000-582.002	AMERICAN AG. CONTRACT	162,000	162,000	162,000	162,000	162,000	
207-000-659.001	RESTITUTION	0	1,913	0	0	0	
207-000-665.000	INTEREST EARNINGS	110,587	167,112	75,000	75,000	150,000	
207-000-677.000	MISCELLANEOUS	2,000	5,288	0	0	0	
207-000-692.000	APPROPRIATION FUND BAL.	0	0	2,021	75,267	237,993	
	<b>POLICE FUND REVENUE TOTAL</b>	<b>3,506,541</b>	<b>3,824,814</b>	<b>3,858,302</b>	<b>3,947,085</b>	<b>4,299,859</b>	
<b>POLICE FUND EXPENSE</b>							
207-301-704.001	POLICE: CLERICAL WAGE P-T	40,263	34,263	43,000	43,000	43,000	Includes overtime
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	3,069	2,663	3,800	3,800	3,800	
207-301-729.001	POLICE: DISASTER RECOVERY	0	0	5,000	5,000	5,000	
207-301-807.000	POLICE: OAKLAND CO SHER CONT	2,905,137	2,995,573	3,357,302	3,372,969	3,679,915	New Contract Costs
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICER	110,295	113,444	124,000	187,116	204,144	Total SRO
207-301-807.003	POLICE: MINI CONTRACT	2,356	0	12,000	12,000	12,000	
207-301-807.004	POLICE: OVERTIME	151,223	130,495	240,000	250,000	262,500	6% INCREASE
207-301-920.000	POLICE: UTILITIES	6,231	7,532	16,000	16,000	16,000	
207-301-935.000	POLICE: SHERIFF'S MAINT	16,491	11,028	16,400	6,800	16,000	
207-301-936.000	#NAME?	0	0	0	9,600	9,500	
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000	28,000	28,000	28,000	28,000	
207-301-955.000	POLICE: MISCELLANEOUS	145	345	3,300	3,300	3,000	
207-301-971.000	POLICE: RESERVE EQUIPMENT	0	0	1,000	1,000	0	
207-301-971.001	POLICE: EQUIP CAP OUTLAY	0	0	3,000	3,000	10,000	Office Furniture
207-301-971.002	POLICE: BUILDING RENOVATIONS	344	5,663	5,500	5,500	7,000	
	<b>POLICE FUND EXPENSE TOTAL</b>	<b>3,258,842</b>	<b>3,329,005</b>	<b>3,858,302</b>	<b>3,947,085</b>	<b>4,299,859</b>	
	<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	<b>247,699</b>	<b>495,808</b>	<b>0</b>	<b>0</b>	<b>237,993</b>	
	<b>BEGINNING FUND BALANCE</b>	<b>1,617,060</b>	<b>1,864,759</b>	<b>2,360,567</b>	<b>2,360,567</b>	<b>2,360,567</b>	
	<b>ENDING FUND BALANCE</b>	<b>1,864,759</b>	<b>2,360,567</b>	<b>2,360,567</b>	<b>2,360,567</b>	<b>2,122,574</b>	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
<b>REFUSE FUND REVENUE</b>							
227-000-626.000	REFUSE COLLECTION	1,113,090	1,218,240	1,219,000	1,219,000	1,224,000	6800 HOUSEHOLDS x \$180
227-000-647.002	REFUSE CONTAINERS	0	1,139	0	0	0	
227-000-665.000	INTEREST EARNINGS	9,799	12,762	5,000	5,000	10,000	
227-000-677.000	MISCELLANEOUS	2,043	3,129	1,500	1,500	1,500	
227-000-692.000	APPROPRIATION FUND BAL.	0	0	0	0	56,820	
<b>REFUSE FUND REVENUE TOTAL</b>		<b>1,124,932</b>	<b>1,235,269</b>	<b>1,225,500</b>	<b>1,225,500</b>	<b>1,292,320</b>	
<b>REFUSE FUND EXPENSE</b>							
227-526-703.000	REFUSE: CLERICAL WAGE F-T	0	0	0	0	0	
227-526-710.000	REFUSE: EMPLR PAYROLL TAX	0	0	0	0	0	
227-526-801.000	REFUSE: CONTRACTOR	1,087,701	1,099,500	1,099,987	1,099,987	1,124,720	\$ 165.40 X 6800 HOUSEHOLD
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,637	27,625	27,500	27,500	30,600	2.5% of collection Adm fee
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	0	0	2,000	13,500	2,000	
227-526-967.000	REFUSE: COMM SERVICE PROJ	0	114,243	0	0	135,000	Hazardous Waste REVENUE \$99,280 IN 2026
<b>REFUSE FUND EXPENSE TOTAL</b>		<b>1,115,338</b>	<b>1,241,368</b>	<b>1,129,487</b>	<b>1,140,987</b>	<b>1,292,320</b>	
<b>TOTAL FUND EXPENDITURES</b>		<b>1,115,338</b>	<b>1,241,368</b>	<b>1,129,487</b>	<b>1,140,987</b>	<b>1,292,320</b>	
<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>		<b>9,594</b>	<b>6,099</b>	<b>96,013</b>	<b>84,513</b>	<b>56,820</b>	
<b>BEGINNING FUND BALANCE</b>		<b>191,024</b>	<b>200,618</b>	<b>194,519</b>	<b>194,519</b>	<b>279,032</b>	
<b>ENDING FUND BALANCE</b>		<b>200,618</b>	<b>194,519</b>	<b>290,532</b>	<b>279,032</b>	<b>222,212</b>	
<b>OPIOID SETTLEMENT FUND REVENUE</b>							
284-000-685.000	OPIOID SETTLEMENT REVENUES	12,707	17,183	10,000	10,000	7,100	
<b>OPIOID SETTLEMENT FUND REVENUE TOTAL</b>		<b>12,707</b>	<b>17,183</b>	<b>10,000</b>	<b>10,000</b>	<b>7,100</b>	
<b>OPIOID SETTLEMENT FUND EXPENSE</b>							
284-718-880.000	OPIOID SETTLEMENT EXPENSE	10,000	18,835	10,000	10,000	7,100	
<b>OPIOID SETTLEMENT FUND EXPENSE TOTAL</b>		<b>10,000</b>	<b>18,835</b>	<b>10,000</b>	<b>10,000</b>	<b>7,100</b>	
<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>		<b>2,707</b>	<b>1,653</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>BEGINNING FUND BALANCE</b>		<b>0</b>	<b>2,707</b>	<b>1,054</b>	<b>1,054</b>	<b>1,054</b>	
<b>ENDING FUND BALANCE</b>		<b>2,707</b>	<b>1,054</b>	<b>1,054</b>	<b>1,054</b>	<b>1,054</b>	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
<b>CAPITAL IMPROV FUND REVENUE</b>							
401-000-644.000	ASSET SALE PROCEEDS	0	0	0	0	0	
401-000-665.000	INTEREST EARNINGS	216,595	282,454	30,000	30,000	100,000	
401-000-667.002	CELL TOWER LEASE	163,383	156,548	175,000	175,000	175,000	
401-000-677.000	MISCELLANEOUS	0	78	0	0	0	
401-000-692.000	APPROPRIATION FUND BAL.	0	0	419,000	669,000	422,600	
401-000-693.000	LAND SALE	50,000	0	0	0	0	
401-000-699.000	OPERATING TRANSFER IN	1,500,000	1,500,000	0	0	0	
	<b>CAPITAL IMP FUND REVENUE TOTAL</b>	<b>1,929,978</b>	<b>1,939,079</b>	<b>624,000</b>	<b>874,000</b>	<b>697,600</b>	
<b>CAPITAL IMPROV FUND EXPENSE</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	120,826	32,536	30,000	30,000	30,000	
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	10,000	0	30,000	30,000	30,000	New entrance and parks signs
401-261-971.008	M59 BIKEPATHS	0	0	0	0	0	
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	6,178	0	0	0	0	
401-261-971.013	SEWER ANTICIPATION EXPENSE	0	0	100,000	100,000	100,000	
401-261-971.016	3550 N DUCK LK IMPROVEMENTS					25,000	NEW LINE, WELL & FURNACE
401-261-971.017	TOWN CENTER BLVD					100,000	NEW LINE, ROAD RESURFACE
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	0	181,719	15,000	15,000	15,000	Generator rebuild and connect
401-261-972.000	PROPERTY PURCHASE	2,305	0	0	0	0	
401-261-995.103	TRANSFER TO ROAD FUND	50,000	85,000	74,000	74,000	17,600	
401-261-995.402	TRANSFER TO FIRE CAPITAL FUND	0	151,000	0	0	0	
401-261-995.494	TRANSFER TO HIGHLAND DDA	0	0	0	250,000	0	
401-264-971.021	209 N JOHN ST IMPROVEMENTS					20,000	NEW LINE
401-523-971.000	STEEPLE HALL IMPROVEMENTS	27,030	42,868	50,000	50,000	30,000	Cedar shingles on steeple, landscaping, garbage corral and AC enclosure
401-567-971.000	CEMETERY IMPROVEMENTS	46,910	3,980	25,000	25,000	25,000	WEST FENCE
401-751-971.000	HICKORY RIDGE PARK IMPROVEMENT	0	11,785	25,000	25,000	30,000	Paint pavillions, resurface picnic tables and benches, gravel two parking lots
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	144,023	17,534	150,000	150,000	150,000	Paint pavillion, observation deck and garage, demo hockey rink and install new RC trac
401-751-971.002	S HICKORY RIDGE PARK IMPROVEMT	0	474,320	25,000	25,000	25,000	Install driveway/parking area
401-751-971.003	VETERANS PARK IMPROVEMENT	0	0	100,000	100,000	100,000	Move Flagpoles and install lighting, new landscaping, sidewalk & patio
	<b>CAPITAL IMP FUND EXPENSE TOTAL</b>	<b>407,272</b>	<b>1,000,742</b>	<b>624,000</b>	<b>874,000</b>	<b>697,600</b>	
	<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	<b>1,522,706</b>	<b>938,337</b>	<b>0</b>	<b>0</b>	<b>422,600</b>	
	<b>BEGINNING FUND BALANCE</b>	<b>1,011,933</b>	<b>2,534,639</b>	<b>3,472,976</b>	<b>3,472,976</b>	<b>3,472,976</b>	
	<b>ENDING FUND BALANCE</b>	<b>2,534,639</b>	<b>3,472,976</b>	<b>3,472,976</b>	<b>3,472,976</b>	<b>3,050,376</b>	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
<b>FIRE CAPITAL FUND REVENUE</b>							
402-000-402.000	CURRENT PROPERTY TAX	902,033	961,231	1,011,674	1,011,674	1,053,847	
402-000-402.001	MILLAGE PROP TAX REVENUE	0	0	0	0	0	
402-000-412.000	DELINQUENT P.PROPERTY TAX	790	195	0	0	0	
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	986	1,520	0	0	0	
402-000-665.000	INTEREST EARNINGS	28,027	36,952	15,000	20,000	30,000	
402-000-674.000	PRIVATE DONATIONS	0	0	0	46,156	0	
402-000-692.000	APPROPRIATION FUND BAL.	0	0	0	19,523	0	
402-000-696.000	PROCEEDS OF DEBT	0	0	0	0	0	
402-000-699.000	OPERATING TRANSFER IN	0	201,000	0	0	0	
<b>FIRE CAPITAL FUND REVENUE TOTAL</b>		<b>931,836</b>	<b>1,200,897</b>	<b>1,026,674</b>	<b>1,097,353</b>	<b>1,083,847</b>	
<b>FIRE CAPITAL FUND EXPENSE</b>							
402-336-971.000	VEHICLES	392,800	274,313	402,335	308,636	385,988	
402-336-971.002	CAPITAL EQUIPMENT	92,669	385,968	89,115	252,467	0	
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	290,000	305,000	320,000	320,000	336,000	
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	246,250	231,375	215,750	215,750	200,648	
402-336-993.002	FIRE CAP: BONDING AGENT FEES	500	500	0	500	500	
<b>FIRE CAPITAL FUND EXPENSE TOTAL</b>		<b>1,022,219</b>	<b>1,197,155</b>	<b>1,027,200</b>	<b>1,097,353</b>	<b>923,136</b>	
<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>		<b>90,383</b>	<b>3,742</b>	<b>526</b>	<b>0</b>	<b>160,711</b>	
<b>BEGINNING FUND BALANCE</b>		<b>568,821</b>	<b>478,438</b>	<b>482,180</b>	<b>482,180</b>	<b>482,180</b>	
<b>ENDING FUND BALANCE</b>		<b>478,438</b>	<b>482,180</b>	<b>481,654</b>	<b>482,180</b>	<b>642,891</b>	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
<b>DDA FUND REVENUE</b>							
494-000-412.000	DELINQUENT P.PROPERTY TAX	2,012	2,375	0	0	0	
494-000-569.000	GRANT REVENUE	9,500	1,920	0	0	10,000	MSOC TECH VISIT
494-000-573.000	LOCAL COMMUNITY STABILIZATION	49,779	46,868	50,000	50,000	10,000	IFT MIDWEST GLASS
494-000-665.000	INTEREST EARNINGS	20,113	28,499	10,000	10,000	20,000	
494-000-677.000	MISCELLANEOUS	37	186	0	0	0	
494-000-677.001	DDA EVENTS FUND	350	0	0	0	0	
494-000-677.003	#NAME?	0	25	0	0	0	
494-000-677.004	HIGHLAND STATION DONATIONS	0	0	0	0	0	
494-000-677.005	FUNDRAISING	5,300	15,180	5,000	5,000	12,000	
494-000-677.008	FARMERS MARKET RESERVATIONS	1,036	1,525	1,000	1,000	1,000	
494-000-677.009	DESIGN REVENUE	0	0	0	0	0	
494-000-677.010	TIF	240,783	303,622	350,000	350,000	368,415	
494-000-692.000	APPROP FUND BALANCE	0	0	0	249,078	0	
494-000-699.401	TRANSFER IN FROM CAPITAL IMP.	0	0	0	250,000	0	
<b>DDA FUND REVENUE TOTAL</b>		<b>328,210</b>	<b>400,200</b>	<b>416,000</b>	<b>915,078</b>	<b>421,415</b>	
<b>DDA FUND EXPENSE</b>							
494-729-702.001	DDA: DIRECTOR	47,014	47,164	48,570	48,555	50,740	
494-729-705.000	DDA: PT SEAS MANAGER	1,192	17,978	10,000	10,000	9,131	
494-729-705.001	DDA: PT SEAS ASSISTANT					5,670	
494-729-705.002	DDA: PT ASSISTANT					3,261	
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	4,038	5,195	4,500	5,600	5,263	
494-729-711.000	DDA: DEFINED CONTRIBUTION PLAN	0	0	0	2,428	2,537	
494-729-712.000	DDA: HEALTH/DENTL/LIFE/DIS INS	0	0	0	1,265	1,707	
494-729-715.000	GGP: CASH IN LIEU BENEF BUYOUT	6,000	6,000	6,000	8,546	11,416	
494-729-718.000	DDA: PTO CASH PAYOUT	0	0	0	934	976	
494-729-720.002	DDA: RECORDING SECRETARY	700	750	1,200	1,200	1,500	
494-729-728.000	DDA: OFFICE SUPPLIES	2,822	3,137	2,500	2,500	3,000	
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	356	229	500	500	500	
494-729-801.000	DDA: PROF SERVICES	1,355	2,124	3,000	3,000	25,000	Engineering for future pedestrian connectivity projects
494-729-801.001	DDA: MASTER PLAN	202	10,000	10,000	10,000	40,000	
494-729-808.000	DDA: MARKETING CONSULTANT	11,377	9,095	12,000	12,000	12,000	
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	160	0	2,000	2,000	2,000	
494-729-820.000	DDA: DUES/ED/TRAVEL	4,526	4,542	5,000	5,000	6,000	
494-729-850.000	DDA: WEBSITE	1,115	527	700	700	1,000	
494-729-880.000	DDA:COMMUNITY PROJECTS	835	0	0	0	0	
494-729-880.001	DDA: PROMOTIONS	20,515	36,451	33,900	33,900	38,000	
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	11,649	7,281	27,300	27,300	22,700	
494-729-880.003	DDA: DESIGN	79,141	60,488	73,100	73,100	65,800	
494-729-880.004	DDA: ORGANIZATION	936	3,080	11,550	11,550	11,150	
494-729-900.000	DDA: ADVERTISING/PRINTING	12,214	2,321	3,000	3,000	3,000	
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,830	3,956	3,000	3,000	4,000	

ACCOUNT NUMBER	ACCOUNT TITLE	12/31/23	12/31/24	12/31/25	12/31/25	12/31/26	11/3/2025
		Actual	Actual	Adopted	Amended	Proposed	
494-729-920.000	DDA: RENT/ UTILITIES	3,498	3,648	3,500	3,500	3,700	
494-729-935.000	DDA: MAINTENANCE STREETScape	9,315	1,250	4,000	4,000	4,000	
494-729-936.000	DDA: LANDSCAPING	0	0	0	0	0	
494-729-967.000	DDA: FARMERS' MARKET	11,196	8,472	12,500	12,500	10,000	
494-729-967.002	DDA: DDA SPONSORSHIPS	2,000	1,831	1,500	1,500	2,000	
494-729-967.007	DDA:CART PROJECT	1,052	1,241	2,500	2,500	2,500	
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	0	23,468	0	625,000	70,000	\$30K for signs/pillars for Boardwalk \$40K for gateway sign
494-729-972.000	DDA: PROPERTY PURCHASE	0	0	0	0	0	
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	0	0	0	0	0	
494-729-993.000	DDA: INTEREST EXPENSE	1,344	281	0	0	0	
	<b>DDA FUND EXPENSE TOTAL</b>	<b>238,382</b>	<b>260,509</b>	<b>281,820</b>	<b>915,078</b>	<b>418,551</b>	
	<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	<b>89,828</b>	<b>139,692</b>	<b>134,180</b>	<b>0</b>	<b>2,864</b>	
	<b>BEGINNING FUND BALANCE</b>	<b>337,928</b>	<b>427,756</b>	<b>567,448</b>	<b>567,448</b>	<b>567,448</b>	
	<b>ENDING FUND BALANCE</b>	<b>427,756</b>	<b>567,448</b>	<b>701,628</b>	<b>567,448</b>	<b>570,312</b>	
	<b>POST-RETIREMENT BENEFITS REVENUE</b>						
737-000-665.000	INTEREST EARNINGS	19,391	27,034	15,000	15,000	15,000	
737-000-669.001	GAINS/LOSSES	51,361	44,034	0	0	50,000	
737-000-692.002	APPROPRIATION FUND BAL.	0	0	55,000	55,000	5,000	
	<b>POST-RETIREMENT REVENUE TOTAL</b>	<b>70,752</b>	<b>71,068</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	
	<b>POST-RETIREMENT EXPENSE</b>						
737-279-719.000	RETIREE OPEB EXPENSE	44,708	42,677	60,000	60,000	60,000	
737-279-822.000	OPEB: BANK FEES	5,710	6,440	10,000	10,000	10,000	
	<b>POST-RETIREMENT EXPENSE TOTAL</b>	<b>50,418</b>	<b>49,117</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	
	<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	<b>26,044</b>	<b>28,391</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>	
	<b>BEGINNING FUND BALANCE</b>	<b>765,450</b>	<b>791,494</b>	<b>819,885</b>	<b>819,885</b>	<b>829,885</b>	
	<b>ENDING FUND BALANCE</b>	<b>791,494</b>	<b>819,885</b>	<b>829,885</b>	<b>829,885</b>	<b>824,885</b>	



**RESOLUTION 25-33 APPROVE 2026 GENERAL APPROPRIATIONS ACT**

At a Regular Township Board Meeting of the Charter Township of Highland held at the Highland Township Auditorium located at 205 N. John Street, Highland, Michigan on the 3rd day of November, 2025 at 6:30 p.m.

Present:

Absent:

The following resolution of the Highland Township Board was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**WHEREAS** pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on October 23, 2025, and a public hearing on the proposed budget was held on November 3, 2025, after which this Resolution was adopted.

**IT IS RESOLVED** the Highland Township Board shall levy and shall cause to be collected the general property tax on all real and personal property within the Township upon the current tax roll an allocated millage of .6 mill for Township operations, and voter authorized millages of:

- 0.6000 for the General Operating millage
- 1.8322 for the Fire Operating millage
- 0.9568 for the Fire Capital millage
- 3.2919 for the Police Operating millage
- 1.5482 for the Library Operating millage

**IT IS FURTHER RESOLVED** Highland Township Board adopts the 2026 budget for the various funds by line item. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed the total appropriation authorized for each department.

**IT IS FURTHER RESOLVED** pursuant to MCLA 41.75, all bills against the Township shall be approved by the Highland Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities, phone, internet, credit cards and bills for gasoline) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of bills prior to payment for approval at the next Board Meeting.

**IT IS FURTHER RESOLVED** that included in the various department's budgets are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as listed in Attachment A.

**IT IS FURTHER RESOLVED** that estimated total revenues and expenditures for the various funds of Highland Township are listed in Attachment B.

**IT IS FURTHER RESOLVED** the Township Clerk shall provide the Township Board after the end of each month reports of fiscal year to date revenues and expenditures compared to the budget amounts in various funds of the Township.

**IT IS FURTHER RESOLVED** that whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenue or both.

This resolution passed this 3rd day of November 2025 at a regular meeting of the Charter Township of Highland Board with the following roll call vote:

Yeas:

Nays:

Abstain:

**RESOLUTION DECLARED ADOPTED**

\_\_\_\_\_  
Rick A. Hamill, Supervisor

\_\_\_\_\_  
Tami Flowers MiPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting held on November 3, 2025.

\_\_\_\_\_  
Tami Flowers MiPMC, Clerk

<b>Title</b>	<b>Salary</b>
Supervisor	\$ 95,719.23
Clerk	\$ 90,933.26
Treasurer	\$ 90,933.26
Trustee	\$ 7,343.58
Fire Chief	\$ 100,462.00

<b>Title</b>	<b>Hourly Rate</b>	<b>Grade</b>	<b>Stage</b>	<b>Notes</b>
Supervisor Admin 1	\$ 32.62	4	A	
Supervisor Admin 2 - PT	\$ 24.84	2pt	B	
Communications Coordinator	\$ 24.04	2pt	A	
Maintenance - PT	\$ 24.87	2pt	B	
Maintenance Supervisor	\$ 29.26	4	A	
Maintenance Asst	\$ 24.84	2	B	
Building Official	\$ 40.17	5	A	
Assistant Building Inspector	\$ 26.11	3	A	
Building Dept Admin 1	\$ 25.01	2	B	
Building Dept Admin 2	\$ 22.44	1	B	
Planning Director	\$ 47.35	5	C	
Zoning Administrator 1	\$ 27.49	3	A	
Zoning Administrator 2 - PT	\$ 26.11	3	A	
Activity Center Director	\$ 29.95	4	A	
HAC - Activities Coordinator - FT	\$ 21.41	1	A	
HAC - Communications Coord - FT	\$ 22.57	2	A	
HAC Admin Assist - FT	\$ 19.69	1	A	
HAC - Floater - PT	\$ 19.31	1	A	
HAC - Building Security - PT	\$ 19.04	n/a	n/a	
Deputy Clerk	\$ 31.35	4	A	
Clerk Office Coordinator	\$ 22.00	2	A	
Accountant	\$ 42.20	5	A	
Bookkeeping Assistant - PT	\$ 24.84	2pt	B	
Payroll/HR Admin Assist - PT	\$ 22.66	2pt	A	
Deputy Treasurer	\$ 32.62	4	B	
Treasurer Office Coordinator	\$ 22.00	2	A	
Treasurer Seasonal	\$ 36.23	4	M	
Seasonal Admin Asst	\$ 20.63	1	A	
Floater Seasonal - PT	\$ 21.35	1	A	
Crossing Guards - PT	\$ 29.63	n/a	n/a	
Board of Review Chr	\$ 26.00	n/a	n/a	2 hour minimum for meetings
Board of Review Mbr	\$ 26.00	n/a	n/a	2 hour minimum for meetings
DDA Director	\$ 26.02	4	A	
DDA Seasonal Clerical	\$ 21.74	1	B	
DDA Market & Events Coord	\$ 21.74	1	B	
DDA Market Assistant	\$ 21.74	1	B	
Police Admin Asst - PT	\$ 26.11	3	A	
Ordinance Officer (Split w/ Fire Dept)	\$ 44.53	Union	Union	
Ordinance Assistant (Split w/ Fire Dept)	\$ 21.58	2	A	

\*Fire Dept Union wages were approved in the contract

<b>Meeting Pay</b>				<b>Notes</b>
PC, ZBA Chairs/Sec - Mtg Pay	\$ 110.00	n/a	n/a	
PC, ZBA Members - Mtg Pay	\$ 95.00	n/a	n/a	
Recording Sec - Mtg Pay	\$ 130.00	n/a	n/a	Plus \$30/hour if meeting exceeds 2 hrs



**RESOLUTION #25-30 TO AUTHORIZE THE CLOSURE OF ROADS  
FOR TREE LIGHTING AND KRIS KRINGLE MARKET**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, November 3, 2025, at 6:30 p.m., in the Highland Township Auditorium:

Present:

Absent:

The following motion was offered by \_\_\_\_\_ and seconded \_\_\_\_\_:

To approve the request presented by the Highland Township Supervisor, to close West Livingston Road for the Tree Lighting and Kris Kringle Market on December 1, 2025, as follows:

W. Livingston Rd from Clark St to N. John St – 5:00 p.m. to 9:00 p.m.

with the understanding that an emergency access lane will be provided on West Livingston Road for police and fire.

This request also includes the use of the Steeple Hall and Veterans Park from 5:00 p.m. to 9:00 p.m.

This approval is granted through agreement with the Board of County Road Commissioners Oakland County Annual Community Events Permit #64937.

Yeas:

Nays:

Abstain:

**RESOLUTION DECLARED ADOPTED**

\_\_\_\_\_  
Rick A. Hamill, Supervisor

\_\_\_\_\_  
Tami Flowers MiPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on November 3, 2025.

\_\_\_\_\_  
Tami Flowers MiPMC, Clerk



**RESOLUTION #25-31 TO SUPPORT OF THE APPLICATION FOR THE DETROIT INSTITUTE OF ARTS' PARTNERS IN PUBLIC ART PROGRAM FOR THE CHARTER TOWNSHIP OF HIGHLAND**

At a regular public meeting of the Highland Township Board of Trustees, held on Monday, November 3rd, 2025, at 6:30 p.m., in the Highland Township Auditorium:

Present:

Absent:

The following motion was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

**WHEREAS**, the Charter Township of Highland supports the addition and expansion of public art in our community; and

**WHEREAS**, The Detroit Institute of Arts collaborates on a program known as "Partners in Public Art" which provides funding and support for outdoor murals painted in public places; and

**WHEREAS**, the Highland Downtown Development Authority has identified 182 E. Livingston Road, Highland, MI that would be well suited for public art; and

**WHEREAS**, the Charter Township of Highland understands that if selected, the partnership between the DIA and the Charter Township of Highland shall include a guarantee of a minimum ten year commitment from the building owner to keep the mural on the building to keep and maintain the public art; and

**NOW THEREFORE BE IT RESOLVED THAT**, the BOARD OF TRUSTEES approves the Highland Downtown Development Authority to apply for participation in the Partners in Public Art program, and supports the location of the public art at 182 E. Livingston Road, for the mural.

Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to adopt the resolution in support of the application to participate in the DIA's Partners in Public Art program.

Yeas:

Nays:

Abstain:

**RESOLUTION DECLARED ADOPTED**

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Rick A. Hamill, Supervisor

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Tami Flowers MiPMC, Clerk

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on November 3, 2025.

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Tami Flowers MiPMC, Clerk



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: November 3, 2025

Re: Support for Application to the Detroit Institute of Arts' Partners in Public Art Program

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The Highland Downtown Development Authority (HDDA) continues to explore opportunities to enhance the vibrancy, visual appeal, and cultural identity of our downtown corridor. Public art, particularly murals, has proven to be a meaningful tool in achieving these goals—supporting community pride, placemaking, and local economic development.

As part of these efforts, the HDDA has been in discussion with the Detroit Institute of Arts (DIA) through their *Partners in Public Art* program. This memo represents the first step in the application process—for their Partners in Public Art program, no mural has been awarded or finalized at this time.

Through preliminary conversations, the property located at 182 E. Livingston Road has been identified as a potential mural site due to its central location and visibility. The proposed mural would align with the theme of “Highland Kindness”, supporting ongoing community initiatives that promote kindness, connection, and civic pride within Highland.

## **Participation in the DIA’s Partners in Public Art Program would include:**

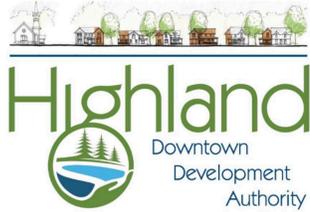
- A collaborative design and planning process involving Township officials, HDDA representatives, the DIA, and a local artist;
- No financial contribution required from the Township for the mural’s production;
- A lasting public art installation that enhances the downtown environment and reinforces Highland’s community values.

## **Recommendation:**

Approval of Resolution #25-31 will authorize the Township to move forward with submitting an application to the DIA’s Partners in Public Art Program. This step affirms the Township Board’s support for community-driven public art and downtown revitalization.

## **Enclosures:**

- Memo from Highland DDA
- Supporting minutes related to the DIA’s Partners in Public Art Program



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**To:** Highland Downtown Development Authority Board

**From:** Cassie Blascyk, Highland Downtown Development Authority Design Committee Chairperson

**Date:** June 11th, 2025

**Re:** Petition to Highland Township Board of Trustees for DIA Partners in Public Art Program Support.

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I am writing to request the Highland Downtown Development Authority's support in pursuing a unique opportunity through the Detroit Institute of Arts (DIA) Partners in Public Art program.

This program provides funding and collaboration opportunities for communities to create meaningful public art installations that reflect local character and values. Participation would offer significant cultural and aesthetic benefits to Highland, further enriching our downtown and engaging both residents and visitors.

The proposed location for the mural is the west-facing exterior wall of Sniffer Station, located at 182 E. Livingston Road. This highly visible site is well-suited for a vibrant and community-inspired artwork that will enhance the downtown streetscape.

The proposed mural will center around the theme of **Kindness**, building on the ongoing **Highland Kindness campaign**. This campaign has played an important role in encouraging empathy, compassion, and positive engagement within our community. The mural will serve as a visual representation of this initiative and continue its message of spreading kindness throughout Highland.

To move forward with the application process, the DIA requires a resolution of support from the Highland Township Board of Trustees. I am requesting the DDA Board's endorsement to initiate this process and begin preparing the necessary application materials.

Additionally, I request permission to contact the DDA's legal counsel to draft an agreement between Sniffer Station and the DDA outlining the terms of the mural installation, maintenance responsibilities, and property owner consent.

Your support is essential to demonstrate community alignment and shared commitment to public art and positive community values. With your approval, I will work with Township staff and leadership to place a resolution on the upcoming Board of Trustees agenda.

Please let me know if you have any questions or would like additional information about the DIA program or the proposed mural project.

Thank you for your consideration.

**Proposed Motion:** *Motion to support the application to the DIA Partners in Public Art program, to request a resolution of support from the Highland Township Board of Trustees, and to authorize contacting the DDA's attorney to draft an agreement between Sniffer Station and the DDA regarding the mural installation at 182 E. Livingston Road, themed around Kindness as part of the Highland Kindness campaign.*

**Enclosure:** Photo of proposed mural location at Sniffer Station, 182 E. Livingston Road



**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF June 11th, 2025**

**A. ROLL CALL**

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Supervisor Hamill, Chris Hamill, Michael Zurek, Micheal Zeolla and Roscoe Smith

Members Absent: Cassie Blascyk

Staff Absent: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:17 PM

**B. APPROVE MINUTES OF REGULAR BOARD MEETING OF MAY 14<sup>th</sup>, 2025**

**MRS. HAMILL MOVED TO APPROVE** the regular HDDA board meeting minutes of May 14th, 2025 as presented. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

**C. DIRECTOR'S REPORT**

Ms. Frederick gave Mrs. Dashevich's Directors report to the board. She reported that Mrs. Dashevich had been on site and responsible for the Founders Day Festival. She also attended a meeting with the Highland White Lake Business Association about a potential DDA training series in partnership with Chi Rho Tribe. She met with the farmers' market manager to discuss the budget for the season and met with Jamie to pass on the cash box and go over deposit procedures. She sent invitations and organized the upcoming volunteer appreciation event as well as handled a multitude of regular day to day managerial tasks.

**D. TREASURER'S REPORT**

Mrs. Hamill presented her financial report for 2024 in detail. Our total revenue is \$466,256.78, which is \$39,800 more than budgeted. Total Program Services is on track for the year. Mrs. Hamill expects another \$159,000 to come in from the TIF, and currently there is \$587,802 cash on hand. There is no long term debt.

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF June 11th, 2025**

**MR. FEIGLEY MOVED TO ACCEPT** the Treasurer's Report. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

**E. NEW BUSINESS**

*1. Chi Rho Tribe & Highland DDA Training Series Agreement*

The board was provided a memo regarding a potential partnership with Chi Rho Tribe to provide 2 training sessions regarding public speaking and leadership. In Mrs. Blascyk and Mrs. Dashevich's absence no one was present to answer the board's questions regarding Chi Rho Tribe's qualifications.

**MS. FREDERICK MOVED TO TABLE** discussion of the Chi Rho Tribe and Highland DDA training series agreement until the July board meeting. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

*2. Highland Sniffer Station Kindness Mural Memo*

Ms. DeHaan presented a memo from Mrs. Blascyk regarding a potential mural at Sniffer Station located on East Livingston Road. The mural would be on the western face of the building facing Milford Road. Sniffer Station would like to apply for the DIA Partners in Public Art program and theme the mural around Kindness as part of the Highland Kindness campaign. They are seeking the support of the DDA to request a resolution of support from the Highland Township Board of Trustees as required to apply for the DIA Partners in Public Art program. In addition Mrs. Blascyk also requests permission to contact the DDA's legal counsel to draft an agreement between Sniffer Station and the DDA outlining the terms of the mural installation, maintenance responsibilities, and property owner consent.

**MS. FREDERICK MOVED TO SUPPORT** the application to the DIA Partners in Public Art program, to request a resolution of support from the Highland Township Board of Trustees, and to authorize contacting the DDA's attorney to draft an agreement between Sniffer Station and the DDA regarding the mural installation at 182 E. Livingston Road, themed around Kindness as part of the Highland Kindness campaign. **MR. FEIGLEY**

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF June 11th, 2025**

**SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Michael Zeolla - yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

F. OLD BUSINESS

1. *DDA Office Update*

Nothing to Report

2. *The Main Event - June 12th, 2025*

The Main event hosted by MSOC will take place June 12th, many on the board are expected to attend and Highland DDA is nominated for 3 awards. Tickets for those attending have been purchased.

G. BOARD MEMBER COMMENTS

Mr. West informed the board that the Midwest Glass Factory is closing down August 8th. Shimmers Car Wash has been sold to new owners.

H. COMMITTEE REPORTS

Design

1. *Boardwalk Complete*

The Highland Station Boardwalk is officially complete and a ribbon cutting ceremony is planned for Monday June 23rd at 4 PM.

Economic Revitalization

Nothing to report.

Organization

2. Volunteer Appreciation Event

Invitations to the Volunteer appreciation event have been sent out. The event will take place at Steeple Hall June 18th at 6 PM.

Promotions

3. Red White and Blues - June 28th, 2025

**CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
APPROVED REGULAR BOARD MEETING MINUTES OF June 11th, 2025**

I. MSOC

Nothing to report

J. DISTRICT DEVELOPMENT

Nothing to report.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was adjourned at 7:21 pm. - TD

APPROVED



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: November 3, 2025

Re: Extension of Unpaid Medical Leave – Employee Request

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Regarding the issue of approving an extension of unpaid medical leave for a part-time Township employee due to unforeseen medical reasons, I am requesting the following motion be considered and passed:

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**Motion to:**

Approve and authorize an extension of unpaid leave for a part-time Township employee due to unforeseen medical circumstances. This extension shall continue until a review of the leave status is conducted at the December 8, 2025, Board of Trustees meeting. This approval is conditioned upon the employee maintaining ongoing communication with their supervisor regarding medical status and anticipated return-to-work date. All other provisions of the Township Personnel Manual shall remain in effect throughout the duration of this leave.



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: November 3, 2025

Re: Contract with Rycam Roofing LLC – Veterans Park Train Platform Roof Replacement

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We are requesting authorization for the Township Supervisor to sign an agreement with Rycam Roofing LLC in the amount of \$11,520.00 for the replacement of the roof on the train platform at Veterans Park.

During review of the existing roof, which was damaged due to move when the structure was relocated, it was determined that instead of repairing the current asphalt shingle roof, I am proposing that we upgrade to a standing seam metal roof. This upgrade offers a 40-year warranty, increased durability, and reduced long-term maintenance, making it the most cost-effective solution over time.

The proposed new roof will be a standing seam, snap-lock Schelback metal roofing panel, in the color Burnished Slate, selected for its durability and compatibility with the park's aesthetics.

We are also formally requesting that the Board waive the Township's Purchasing Policy requirement of obtaining three competitive bids for purchases over \$5,000.00. This waiver is justified as Rycam Roofing LLC is a fully vetted and trusted contractor, having previously completed high-quality roofing work for the Township Offices and 250 W. Livingston/WOTA at competitive prices. They have consistently demonstrated both affordability and competence, and we are confident in their ability to deliver the best value for this project.

**Motion:** *Waive the Township's Purchasing Policy requirement to obtain three bids, and to authorize the Township Supervisor to sign the agreement with Rycam Roofing LLC in the amount of \$11,520.00 for the replacement of the existing shingle roof on the train platform at Veterans Park with a standing seam, snap-lock Schelback metal roofing panel, color: Burnished Slate. Funds for this project will be paid from the Capital Improvement Fund: 401-757-971.003 Veterans Park, which currently has an available balance of \$100,000.00.*

**Enclosures:** Rycam Roofing, LLC estimate



517-262-0016

[WWW.RYCAMROOFING.COM](http://WWW.RYCAMROOFING.COM)

NAME	Highland Township Highland Twp. Ticket Station Structure
JOB ADDRESS	250 W. Livingston Rd. Highland Mi. 48357
BILLING ADDRESS	205 N. John St. Highland Mi. 48357
PHONE	248-887-3791 X6 Rick Hamill
EMAIL	<a href="mailto:blascykc@highlandtwp.org">blascykc@highlandtwp.org</a>

**Standing seam roofing panels 1.5 in. snap lock profile with striations. 16in coil 12in. panel color is Burnished Slate**

**Total: \$11,520.00 Ticket Station**

- 1: Stage grounds to maintain integrity of property
- 2: Stage roof for fall protection
- 3: Removal and disposal of all shingles
- 4: Provide and install Shark Skin SA which is a high temp underlayment designed for metal roofing. or approved equivalent. Provide continuous coverage over the roof. Underlayment flashing to extend vertically min. 24in. at adjoining walls.
- 5: Provide and install standing seam, snap-lock Schelbach metal roofing panel with striations. Kynar 500 coating finish. Gauge to be 24-gauge steel on Galvalume substrate. From standard colors. Speciality colors would be an extra cost. Approved equivalent. 40 yr old paint manufactures warranty.
- 6: Include all trim and flashing accessories required for weathertight installation.
- 7: Penetrations through the roof we will provide flashing or Dektite pipe boots.
- 8: New Seamless 6 in.Gutters and down spouts. Standard colors ( **not included** )
- 9: Stainless steel Hydro shield gutter guards over 6 inch gutters and down spouts. ( **Not Included** )
- 10: On the roof pitches that are under 3/12 we will mechanical seam the panels.
- 11: Snow bar S-5 with snow and ice clips. ( **Not Included** )
- 12: Lift rental for the duration of the job.
15. **Inspect decking and replace plywood as necessary \$95 a sheet ( Not included )**

**Rycam installs roofs that are designed to last 100 yrs. You would install 3 to 4 shingled roofs in that life span.**

Exclusions: Permits and fees, interior protection, temporary protection, insulation replacement, deck replacement, disconnect or reconnect of mech./elec. equipment, and snow and ice removal.

Replace wet insulation at a unit cost of \$3.00 per square foot.

Replace deteriorated metal decking at a unit cost of \$10.50 per square foot.

Replace deteriorated wood blocking at a unit cost of \$3.50 per lineal foot.

Replace deteriorated osb 1/2 in. at a unit cost of \$95.00 per sheet.

We have had price increase every 2 to 3 months on all building products. We only guarantee our pricing for 30 days at this point. After 30 days the pricing is subject to change.

13 penetrations 185 ft of gutter 7500 sq ft of roof



**RESOLUTION #25-34: To Adopt the Michigan Record Retention Schedules**

**WHEREAS**, Michigan state law requires that all public records be listed on an approved Record Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal, and historical needs. This law is part of the broader framework of Michigan's record management laws, which ensure transparency, accountability and operational efficiency within government operations.

**WHEREAS**, the State of Michigan, through the Department of Technology, Management, and Budget (DTMB) and in collaboration with the Archives of Michigan, has developed and issued Record Retention Schedules to provide standardized guidance for the retention and disposal of records created by local government agencies; and

**WHEREAS**, these Record Retention Schedules are intended to ensure proper management, preservation, and legal compliance in the handling of public records, and are periodically reviewed and updated to reflect current laws, best practices, and operational needs; and

**WHEREAS**, the State of Michigan continues to update and revise these schedules to account for changes in law, technology, and administrative requirements, and it is the intent of Highland Township to remain in compliance with the most current versions of these schedules as they are issued; and

**WHEREAS**, Highland Township recognizes the importance of consistent records management practices, including compliance with state laws and regulations regarding records retention and destruction; and

**WHEREAS**, Highland Township previously adopted state approved Record Retention Schedule #10 on October 9, 1996, for zoning records; and

**WHEREAS**, adopting all of the Michigan Record Retention Schedules for Townships will assist Highland Township in promoting transparency, efficiency, and accountability in public administration;

**NOW, THEREFORE, BE IT RESOLVED**, that the Highland Township Board of Trustees hereby adopts the Michigan Record Retention Schedules for Townships, as issued and maintained by the State of Michigan Department of Technology, Management, and Budget and the Archives of Michigan;

**BE IT FURTHER RESOLVED**, that the current Michigan General Retention Schedules applicable to Highland Township shall be attached to this resolution and maintained as part of the Township's official records.

**BE IT FURTHER RESOLVED**, that all departments and officials of Highland Township are directed to implement and comply with the attached retention schedules and to coordinate with the Township Clerk to ensure that records are retained and disposed of in accordance with state guidelines.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon adoption and that a copy of the adopted retention schedules shall be made available to all departments as appropriate.

Ayes:

Nays:

Abstentions:

**RESOLUTION DECLARED ADOPTED**

\_\_\_\_\_  
Rick A. Hamill, Supervisor

\_\_\_\_\_  
Tami Flowers, MiPMC Clerk

STATE OF MICHIGAN )  
COUNTY OF OAKLAND )

I, the undersigned, the duly qualified and elected Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the foregoing resolution was adopted by the Township Board of Trustees at a regular meeting held on the 3rd day of November 2025.

\_\_\_\_\_  
Tami Flowers, MiPMC Clerk

State of Michigan  
Records Management Services  
General Schedule #35 – Local Government Administrative Records

Item #	Series Title	Series Description	Retention Period	Approval Date
100	Administrative Subject Files	These records document various topics, issues, projects, or activities that a local government agency or employee is involved in. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, budget documents, audit documents, and development files for policies, press releases, publications, and forms. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy	6/6/2023
101	Calendars and Planners	These records document an individual employee's work-related meetings, assignments, and tasks. They may include, but may not be limited to, appointments, meetings, calendars, and planners.	RETAIN UNTIL: Event date PLUS: 2 years OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy	6/6/2023
102	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the local government. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy	6/6/2023
103	Delegation of Authority Records	These records document when an individual or entity delegates its authority to conduct or approve an action or activity to another individual or entity. They may include, but may not be limited to, correspondence and supporting documentation.	RETAIN UNTIL: Delegation of authority expires, is replaced, or is revoked PLUS: 10 years THEN: Destroy	6/6/2023

State of Michigan  
Records Management Services  
General Schedule #35 – Local Government Administrative Records

Item #	Series Title	Series Description	Retention Period	Approval Date
104	Department Budget Records	These records document the amount of money that is appropriated for each account or line item for the current and previous fiscal years for the department. They may include, but may not be limited to, budget requests, statistics, budget amendments, budget summaries, and balance sheets.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	6/6/2023
105	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations. <i>Note: specific state or federal laws or regulations may require that these records be kept longer to document compliance with education requirements about certain topics. If so, agencies should comply with those laws and regulations.</i>	RETAIN UNTIL: Event date PLUS: 2 years THEN: Destroy	6/6/2023
106	Forms History Records	These records document each form or template used by an agency. They may include, but may not be limited to, approved versions of the forms and templates, and requests to create or revised forms and templates.	RETAIN UNTIL: Document is replaced by a new version PLUS: 5 years THEN: Destroy	6/6/2023
107	Freedom of Information Act (FOIA) Request Records	These records document requests for information and public records maintained by local government agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation. (MCL 15.233 (2))	RETAIN UNTIL: Response is sent, or request is denied PLUS: 1 year THEN: Destroy	6/6/2023
108	Grant Application Files - Denied	These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may	RETAIN UNTIL: Grant application is denied or withdrawn	6/6/2023

State of Michigan  
Records Management Services  
General Schedule #35 – Local Government Administrative Records

Item #	Series Title	Series Description	Retention Period	Approval Date
		include, but may not be limited to, application forms, budget proposals, letters of support, narrative plans, and supporting documentation.	PLUS: 1 year THEN: Destroy	
<b>109</b>	Grant Files - Received	These records document grants that are received by the office from state, federal and private agencies. They may include applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation and monitoring reports, audits, and periodic progress reports.	RETAIN UNTIL: Grant is closed out, unless otherwise specified by the granting agency for auditing purposes PLUS: 7 years THEN: Destroy	6/6/2023
<b>110</b>	Legislative Records	These records document local government agency involvement in the legislative process both at the local, state, and federal levels. They may include, but may not be limited to, copies of proposed local ordinances or resolutions, copies of proposed House and Senate bills, analyses, program bulletins, and correspondence. They do not include the records maintained by the governing body.	RETAIN UNTIL: Legislation is passed or abandoned PLUS: 5 years THEN: Destroy	6/6/2023
<b>111</b>	Litigation Files	These records document litigation that the local government is a party to. They may include, but may not be limited to, pleadings and filings made with courts, decisions from courts, correspondence and communications, discovery materials, transcripts, legal holds, and memoranda. They do not include the official litigation files maintained by the local government's legal counsel.	RETAIN UNTIL: Case is closed, including all appeals PLUS: 5 years THEN: Destroy	6/6/2023
<b>112</b>	Meeting Records - Audio and Video Recordings	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act. They may include, but may not be limited to, audio and video recordings of meetings of a public body. (MCL 15.269)	RETAIN UNTIL: Meeting minutes are approved PLUS: 1 day THEN: Destroy	6/6/2023
<b>113</b>	Meeting Records - Internal Agency Staff,	These records document meetings of employees that are internal to local	RETAIN UNTIL: Meeting date	6/6/2023

State of Michigan  
Records Management Services  
General Schedule #35 – Local Government Administrative Records

Item #	Series Title	Series Description	Retention Period	Approval Date
	Project, and Committees	government. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	PLUS: 2 years THEN: Destroy	
<b>114</b>	Meeting Records - Posted Notices of a Public Meeting	These records document the posting of notices that a public meeting will be held in compliance with the Open Meetings Act (MCL 15.265). They may include, but may not be limited to, posted notices of any meeting, including annual schedules and special meetings.	RETAIN UNTIL: Meeting is held or cancelled PLUS: 1 year THEN: Destroy	6/6/2023
<b>115</b>	Meeting Records - Public Body Closed Meetings	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). They may include, but may not be limited to, approved meeting minutes, agendas, audio and video recordings, and other supporting documentation related to closed meeting sessions only.	RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session occurred, per MCL 15.267(2) PLUS: 1 year and 1 day THEN: Destroy	6/6/2023
<b>116</b>	Meeting Records - Public Body Open Meetings	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). They may include, but may not be limited to, approved meeting minutes, agendas, and other supporting documentation. The clerk may retain the official copy of the agenda packets and the minutes. If so, the department's copy would be a duplicate non-record.	Permanent	6/6/2023
<b>117</b>	Periodic Activity Reporting Records	These records document periodic progress reports (narrative and/or statistical) that are prepared by employees or offices about their duties and activities, and that are submitted to supervisors or managers.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	6/6/2023

State of Michigan  
Records Management Services  
General Schedule #35 – Local Government Administrative Records

Item #	Series Title	Series Description	Retention Period	Approval Date
118	Policy and Procedure Records	These records document local government agency expectations for employee conduct and customer interaction, public conduct when receiving services, roles and responsibilities, standards for operation, procedures, and activities of an office, etc. They may include, but may not be limited to, policies, procedures, orders, regulations, circulars, policy memos, information sheets, standards, instructions, user manuals, process maps and analyses, and supporting documentation.	RETAIN UNTIL: Document is revised and superseded by a new version, or until the document is deemed obsolete THEN: Destroy	6/6/2023
119	Public Body Member Files – Elected or Appointed	These records document individuals who are elected, selected, or appointed to serve as a member of a public body (such as a board, council, or commission). They may include, but may not be limited to, appointment letters, resumes, biographies, photographs, correspondence, disclosure documents, and supporting documentation.	RETAIN UNTIL: Individual is no longer a member of the public body PLUS: 2 years THEN: Destroy	6/6/2023
120	Publications	These records document publications that are developed by local governments that are used to distribute information to the public or publicize local government activities. They may include, but may not be limited to, brochures, pamphlets, training materials, reports, fact sheets, books, magazines, newsletters, calendars, maps, posters, and public relations materials.	RETAIN UNTIL: No longer possesses ongoing administrative or reference value THEN: Destroy	6/6/2023
121	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the local government agency communicates. They may be used to generate labels or other documents. They may contain name, email address, mailing address, phone numbers and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy	6/6/2023
122	Special Event and Activity Records	These records document events and activities of the government agency. They may include, but may not be limited to, photographs, audio-video recordings, news	RETAIN UNTIL: No longer possesses ongoing administrative or	6/6/2023

State of Michigan  
Records Management Services  
General Schedule #35 – Local Government Administrative Records

Item #	Series Title	Series Description	Retention Period	Approval Date
		clippings, certificates, awards, and memorabilia.	reference value THEN: Destroy	
123	Surveillance Camera Recordings	These records document the surveillance of property for security purposes. They may include, but may not be limited to, video recordings.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy	6/6/2023
124	Training Records - Curriculum	These records document the content of training, education and information programs offered by local government agencies, as well as speeches and presentations delivered by local government employees. These programs may include workshops, seminars, conferences, symposiums, informational meetings, online training, etc. The records may include, but may not be limited to, presentations, audio-video content, manuals, guidance documents, tip sheets, handouts, class exercises, speaker notes, and user instructions. <i>Note: specific state or federal laws or regulations may require that these records be kept longer to document compliance with education requirements about certain topics. If so, agencies should comply with those laws and regulations.</i>	RETAIN UNTIL: Revised and replaced by new content, or until deemed obsolete THEN: Destroy	6/6/2023
125	Transitory Records	These records document local government activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled. They may include, but may not be limited to, routine requests for information that require no: administrative action, policy decision, special compilation of research; requests or matters that are addressed by creating other records; and reminders.	RETAIN UNTIL: Activity is completed THEN: Destroy	6/6/2023
126	Visitor Logs and Registers	These records document who visited a particular office, what entity that person represented, which employee or office was visited, when they arrived, and when they left. They may be used to track visitor statistics and/or for security purposes.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	6/6/2023

DEPARTMENT OF HISTORY, ARTS AND LIBRARIES  
MICHIGAN HISTORICAL CENTER  
RECORDS MANAGEMENT SERVICES

# Records Retention and Disposal Schedule for Michigan Township Clerks



General Schedule #25

Approved June 17, 2008

Records Management Services  
3405 N. Martin Luther King Blvd.  
Lansing, Michigan 48909  
(517) 335-9132

<http://www.michigan.gov/recordsmanagement/>

**GENERAL SCHEDULE #25 - Township Clerks**

This Retention and Disposal Schedule supersedes the Clerks section of General Schedule #10 for Michigan Townships that was approved in July 1997.

This Retention and Disposal Schedule covers records that are commonly found in **township clerk** offices. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

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*Apr. 29, 2008*

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## GENERAL RETENTION SCHEDULE #25 TOWNSHIP CLERKS INTRODUCTION

### Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

### Retention and Disposal Schedules

Michigan law (MCL [399.5](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation.

*Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a township clerk’s office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes the Clerks section of General Schedule #10 for Michigan Townships that was approved in July 1997. Elections records are covered separately on General Schedule #23—Elections Records that was approved in 2007.

### Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for

following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

## **E-mail**

E-mail messages are subject to the same record retention laws as other government records. E-mail messages are public records if they are created or received as part of a public official or employee’s duties. There is no one single retention period for e-mail. Each message must be evaluated based on its content to determine whether it is a record subject to a specific record series and retention period (or whether it is transitory correspondence or a non-record). E-mail that needs to be retained may be stored electronically or as a paper printout. Additional guidance and free online training is available from online at <https://dmbinternet.state.mi.us/DMB/EmailRM/story.html>.

## **Record Maintenance**

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Records that contain sensitive or confidential information should be destroyed in a manner that ensures they cannot be reconstructed.

## **Suspending Destruction**

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

## **HAL Can Help!**

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**General Retention Schedule #25  
Township Clerks**

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## General Retention Schedule #25 Township Clerks

### Definitions of Retention Codes

*Retention Codes* are used to establish how long records are retained by the creating agency before they are destroyed (or transferred to the Archives of Michigan for permanent retention). In addition to the retention code, a period of time, years or months may be used in the calculation. The retention code plus (+) the period of time results in the earliest potential destruction date.

#### **ACT = Active**

An active code is usually assigned to records that are activity or project-related, especially if there is no specific end-date for the activity or project. The records are retained while the activity or project is “active” (ACT)—until the activity or project is finished or ended. If there is also a specific retention period that should apply, then the specific retention period is added on as an additional stated number of years (+5) (The number usually stands for years, but it may mean months, if specified). For example, if the retention code for a project record is **ACT+5**, then the record should be retained for **five years after the project ends, whenever that occurs**.

#### **CR = Creation**

A creation code is assigned to records when a definitive retention period can be assigned and there are no conditions that must be met. The retention period is usually based on a calendar year. For example, correspondence has a retention code of **CR+2**. This means the correspondence must be kept for **two years after it is created or received**.

#### **FY = Fiscal Year**

A fiscal year code is similar to a CR code. The code is assigned to records when a definitive retention period can be assigned, but the retention period is based on a fiscal year instead of a calendar year. This retention code is usually assigned to accounting records and their supporting documentation. For example, The Annual Local Unit Fiscal Report (F-65) has a retention code of **FY+7**. This means it must be retained for **seven years after the fiscal year for which it is filed**.

#### **EVT = Event**

Event codes are assigned to records when a retention period is based on a future action or condition occurring--an event. For example, this schedule gives a township meeting agenda a retention code of EVT, and the **EVT = approval of the minutes of the meeting to which the agenda refers**. This means the agenda should be retained until the meeting minutes are approved.

#### **EXP = Expiration**

An expiration code is typically assigned to contracts, grants or other types of agreements that must be retained until an expiration date or other legal condition has been met. For instance, contracts may be held **EXP+7**. This means contracts are kept for **seven years after they expire**.

#### **SUP = Superseded**

A superseded code is typically assigned to records that are updated or revised at various times during the record’s lifetime, and the previous versions are not necessary once they have been “superseded” (replaced) by the new versions. For example, this schedule gives administrative

**General Retention Schedule #25**  
**Township Clerks**

policies a retention code of **SUP**. This means that **when a new version of a policy is adopted or approved, the previous version may be destroyed.**

**PERM = Permanent**

These records are not authorized for destruction at any point in time and must be permanently retained in the custody of the township. *(Note that all record types not assigned a destruction date (end of retention period) by a retention schedule have a “permanent” retention period unless or until a retention schedule assigns a destruction date (end of retention period) to them. However, some record types, such as minutes and ordinances, are specifically assigned a “permanent” retention period in this schedule because it is important to emphasize that they must be retained permanently.)*

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Township Clerks**

Item Number	Series Title and Description	Total Retention
<b>General Administrative Record Series</b>		
100	<u>Subject Files</u>  Subject files contain records that support administrative analysis, program and project planning, procedure development, and programmatic activities. These record types include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes or organizational charts. <b>Subject files are generally organized alphabetically by topic and may be further organized into annual files.</b> <i>Subject files do NOT include files related to specific individual program activities of the clerk's office, such as election, voter registration, accounting or meeting records, or payroll and human resources files, which are listed elsewhere in this schedule and other schedules.</i> <b>ACT</b> = while subject file is of interest for ongoing administration. Some subject files may have historical value and should be preserved permanently.	ACT+5
101	<u>General Correspondence (Including Mail Logs)</u>  General correspondence records do not relate to a specific issue, official or employee. <b>These records are often organized chronologically or by correspondent's name.</b> General correspondence may include referral correspondence used to forward information or requests to another person or department. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. These records also include automated or manual tools (such as a mail log) that index or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. <i>If correspondence does relate to a specific issue, official or employee it should be filed with other relevant records.</i>	CR+2
102	<u>Transitory Correspondence</u>  Records are considered transitory (temporary) correspondence if they document official responsibilities or activities, but have no documentary or evidential value after the activity is completed (such as a question answered or a meeting attended). <b>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.</b> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events or notifications of upcoming meetings.	EVT

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Item Number	Series Title and Description	Total Retention
	<p><i>Compare to Non-Record Materials, in General Schedule No. 1, which do NOT document a person or office's responsibilities or activities and have no documentary or evidential value from the time they are created.</i></p> <p><b>EVT</b> = need not be retained more than 30 days after receipt.</p>	
103	<p><u>Information/Freedom of Information Act Requests</u></p> <p>These records document requests for information or public records, and may include requests for information or public records, correspondence related to requests, copies of released documents and billing records. <b>Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one.</b> Each township board is required by the FOIA to designate a FOIA Coordinator. This is not automatically the township clerk, but it may be the clerk, another board member, or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.</p>	CR+1
104	<p><u>Planners/Calendars</u></p> <p>These records include electronic or manual planners and calendars that schedule or track an individual official or staff member's work-related meetings, assignments and tasks. Individual officials and employees are usually responsible for retaining their planners/calendars for the retention period.</p>	CR+2
105	<p><u>Staff and Project Meeting Records</u></p> <p>These records document staff meetings and meetings with other project participants. They may include meeting minutes, agendas and distribution materials. Meeting records may also be retained in subject files, if they relate to a specific project. <i>These records do NOT include records of meetings of the township board or other official boards, commissions or committees.</i></p>	CR+2
106	<p><u>Grant Records</u></p> <p>These are records used to administer state, federal or private grants the township applies for and receives. These records include applications, budgets, worksheets, adjustments, plans, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, or rules and regulations. <b>ACT</b> = until the grant is closed out, plus any additional time that is required by the granting</p>	ACT

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Item Number	Series Title and Description	Total Retention
	agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.	
107	<u>Publications</u>	ACT
	Publications include press releases, brochures, newsletters, annual reports and other items that are published by the clerk's office or the township in general, including a township newsletter. <b>ACT</b> = while of reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.	
108	<u>Policies, Procedures and Directives</u>	SUP
	These records document the administrative policies and procedures of the clerk's office, and may also include the township's general administrative policies. <b>SUP</b> = Only the current document must be retained. Superseded versions may be destroyed.	
109	<u>Clerk's Office Budget Planning Records</u>	CR+5
	These records are used to help develop, monitor and document the clerk's portion of the overall township budget. They include itemized estimates of the anticipated expenditures of the clerk's office for the next and current fiscal years, and records documenting the amounts appropriated for each account/line item for the clerk's office in the current and previous fiscal years. They may include budget requests, statistics, proposed budget amendments, budget summaries and balance sheets. Preparation of the township budget is the responsibility of the township supervisor. The five-year retention period was chosen to provide some overlap into the next term. <i>This series does NOT include the official township budget or accounting records.</i>	
110	<u>Memorabilia</u>	ACT
	These records include photographs, news clippings, certificates and awards that document events and activities of the township. <b>ACT</b> = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes.	



**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
203	<u>Meeting Agendas</u>  Meeting agenda(s) identify the actions to be taken at an open meeting. <b>EVT</b> = approval of the minutes of the meeting to which the agenda refers.	EVT
204	<u>Meeting Packets</u>  Meeting packet records include any materials that may be distributed to members of the body before or during the meeting for their review (such as action items, reports, proposed and updated budget documents, and proposed text or amendments for ordinances, resolutions, policies, contracts). The original individual packet materials should be retained according to the appropriate retention schedule(s); the meeting packet as a whole is retained for at least one year. <b>Townships are encouraged to retain these records permanently for legal and historical purposes.</b>	CR+1
205	<u>Public Meeting Notices</u>  The Open Meetings Act requires a public body to give the public notice prior to holding a meeting.	CR+1
206	<u>Affidavits and Other Proof of Publication (Non-ordinance)</u>  These records serve as evidence that the township provided published notice of elections, hearings, police auctions, bids, etc. in local news media as required by law. They may include Affidavits of Publication, clippings, and copies of the printer's bill/invoice. <i>The township's finance/accounting office is the official recordkeeper for original billing records.</i> Published notice records may be retained with the other records that relate to the event listed in the public notice.	CR+10
207	<u>Affidavit of Publication (Ordinance)</u>  These records serve as evidence that the township provided published notice of ordinance adoption or amendment. <i>The Township Ordinances Act, Public Act 246 of 1945, MCL 41.185, requires the township clerk to certify a non-zoning ordinance/amendment's publication in a space provided on the ordinance, which is kept permanently. The Michigan Zoning Enabling Act, Public Act 110 of 2006, does not require that certification of publication appear on the ordinance, but MTA Legal Counsel recommend using the permanent retention period.</i>	PERM

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**Township Clerks**

Item Number	Series Title and Description	Total Retention
208	<u>Citizen Requests</u>	CR+1
	<p>These are written requests from citizens that may relate to events, street closings, contract protests, complaints (<i>NOT written complaints about ordinance violations, which must be kept for 7 years—See Item 400</i>), requests for hearings, investigations, non-statutory advisory petitions (<i>compare to Items 209 and 210</i>), rallies, etc. These records may be in the form of correspondence or application forms. Depending upon the issue, they may need to be reviewed by another township department (in which case a report may be generated and retained as part of the record series). Some requests may need to be approved by the township board.</p>	
209	<u>Public Improvement Special Assessment Petitions</u>	ACT+1
	<p>These records are petitions filed to support or oppose the establishment of a special assessment district for public improvements under Public Act 188 of 1954, MCL 41.721, <i>et seq.</i> <b>Note:</b> <i>These records do not include petitions filed to initiate a referendum (ballot question) as authorized or required by Public Act 33 of 1951. See General Schedule #23 for retention requirements.</i> <b>ACT</b> = adoption of resolution determining sufficiency of the petition and to establish special assessment district (after the first hearing to hear objections to establishing the district) (MCL 41.725(c)).</p>	
210	<u>Appointment Applications (Prior to Appointment)</u>	CR+2
	<p>These records are application forms, resumes or written requests from citizens who are interested in serving on a township board, commission or committee. <i>If a person is appointed to a position, the applications should be moved to personnel files.</i></p>	
211	<u>Board, Commission and Committee Rosters</u>	PERM
	<p>These records list who served on a particular board, committee, commission and the dates of their term as a member of the public body.</p>	
212	<u>Oaths of Office</u>	PERM
	<p>Certain public officials are required to take an oath (or affirmation) of office. <i>Oaths administered for election purposes, such as election inspector and absent voter counting board oaths, have a shorter retention period. See General Schedule #23 Election Records.</i></p>	

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**Township Clerks**

Item Number	Series Title and Description	Total Retention
213	<u>Resolutions</u>  Resolutions are formal actions adopted by the board. They include the language of the resolution and any supporting documents for the resolution. <i>A resolution is also part of the minutes of the meeting where it was adopted.</i>	PERM
214	<u>Ordinances (Non-zoning and Zoning)</u>  Ordinances are township laws enacted by the township board. Each amendment to an ordinance is itself an ordinance. Ordinance records include the original text of an ordinance as adopted (usually retained in an ordinance book), public notices required by the specific statute authorizing the ordinance, and the codified version of the ordinance (as it exists currently). The codified version of an ordinance may be compiled into a printed code book or a digital or Web site version.	PERM
215	<u>Master Land Use (“Comprehensive”) Plan</u>  A township may adopt a master land use plan. The final plan and subsequent amendments are adopted by the planning commission or the township board with recommendations by the planning commission. A township must review its master land use plan every five years.	PERM
216	<u>Budgets (All Funds)—Adopted by Township Board</u>  The township budget is approved by the township board. It documents revenues, expenditures, fund balance, and allocations for each department. The township board may pass a special appropriation act for a trust and agency, internal service, enterprise, debt service and capital projects funds. The budget records include the original budget document adopted by the township board (“general appropriations act”), the budget narrative and any charts or spreadsheets.	CR+5
217	<u>Support Documents for Amendments to Final Budget</u>  These records are supplemental documents, including memoranda or other written transmittals, directing an amendment or revision to the current year budget. <b>ACT</b> = until audit is completed.	ACT
218	<u>Current Year Budget Documents</u>  These records include spreadsheets or charts depicting original fiscal year appropriations, amendments, year-to-date revenues and expenditures,	SUP

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**Township Clerks**

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
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unspent allocations, etc., used by policymakers, department heads and fiscal staff to track the status of the current year budget.

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Item Number	Series Title and Description	Total Retention
<b>Licensing and Permit Record Series</b>		
300	<u>License or Permit Records</u>	ACT+7
	<p>These records include applications for licenses or permits for various activities within township limits, such as fireworks permits, business licenses or event permits, as required by state law or local ordinance (<i>except liquor licenses or franchise agreements, see Items 302 through 304</i>). These records may include applicant information, information about the purpose of the license or permit, or supplemental documentation, such as proof of qualifications or other permits or licenses required, maps or blueprints, certificates of liability insurance, indemnity bonds. The clerk may maintain a log, index, checklist or other document to keep track of licensees and the payment of fees. <b>ACT</b> = when license or permit expires, is revoked or is denied.</p>	
301	<u>Incomplete License or Permit Applications</u>	CR+1
	<p>These records include records related to applications filed as described in Item 300, but not completed.</p>	
302	<u>Liquor License Applications—Granted</u>	ACT+7
	<p>These include applications for licenses to sell alcoholic beverages, and applications to transfer a license to a new owner or to a new location. The records may include the application, inspection reports, police reports, payment documentation, and local board/commission review/approval documents. The Michigan Liquor Control Commission maintains a duplicate copy of applications. <b>ACT</b> = while the business owns the license (including escrow period).</p>	
303	<u>Liquor License Applications—Denied</u>	ACT+7
	<p>These records include rejected applications filed as described in Item 302. <b>ACT</b> = denial.</p>	
304	<u>Franchise Agreements</u>	PERM
	<p>These records document franchises granted by the township board for the use of the highways, streets, alleys, public rights-of-way, or other public places within the township or to transact local business within the township. Includes public utility franchises, Metropolitan Extension Telecommunication Rights-of-Way Oversight Act (METRO) telecommunications right-of-way permits/agreements and Uniform Video</p>	

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<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
	Services Local Franchise Act (cable/video services) agreements or franchises.	
305	<u>Non-Profit Charitable Gaming Qualification</u>	PERM
	A township may be asked to recognize non-profit organizations that apply to the Michigan Lottery Charitable Gaming Division for a Charitable Gaming license for fundraising. The recognition of the organization does not expire. These records may include correspondence, 501(c)3 documentation, bylaws and articles of incorporation.	

**General Retention Schedule #25  
Township Clerks**

Item Number	Series Title and Description	Total Retention
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**Ordinance Enforcement Record Series**

400	<u>Complaints (Written)</u>	ACT+7
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These records include written complaints of ordinance violations and other records documenting the township's follow-up and any enforcement efforts. If they result in enforcement efforts, these records may be filed with the enforcement records described in Item 401. **ACT** = until final disposition (case closed).

401	<u>Enforcement Records</u>	ACT+7
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These records document the township's pending, ongoing and concluded enforcement efforts related to ordinance violations deemed municipal civil infractions, civil infractions, or misdemeanors. The records may include tickets/citations, correspondence, investigation reports, court compliance orders and other court documents, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, memoranda and reports. **ACT** = until final disposition (case closed).

**General Retention Schedule #25  
Township Clerks**

Item Number	Series Title and Description	Total Retention
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**Land and Real Property Record Series**

500	<u>Cemetery Records</u>	PERM
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These records document purchasers, owners, and use of lots and burial rights in a township-owned cemetery. They may include maps, indexes, burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care records, interment and disinterment orders, and record of final disposition of the body. **Townships are encouraged to contact the Archives of Michigan for assistance if they do not have space or appropriate facilities to retain these records permanently.**

501	<u>Township Real Property Records</u>	PERM
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These records document township-owned real property interests, including land and buildings. They also document the township's territorial boundaries. They include records documenting rights-of-way, easements, deeds, restrictive covenants, vacated properties deeds, warranty deeds, quit claim deeds, annexations, 425 agreements, and charter township incorporation. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, and title insurance. The county Register of Deeds will maintain originals and copies of some of these records.

**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
<b>Legal Record Series</b>		
600	<u>Insurance Policies—Claims-Made Basis</u>	ACT+7
	These records are township insurance policies that require that the incident must have happened and have been reported to the insurance company while the policy is in force. Once the policy has expired or been terminated, coverage no longer exists. <b>ACT</b> = when policy expires or is terminated.	
601	<u>Insurance Policies—Occurrence Basis</u>	EXP+30
	These records are township insurance policies that provide coverage for each policy period indefinitely, so the policy covers incidents that happen during the policy period without regard to when the claims are reported.	
602	<u>Insurance Policy (Worker’s Disability Compensation)</u>	CR+50
	These records are township worker’s disability compensation insurance policies. (MCL 418.381)	
604	<u>Insurance Claims by Township</u>	EVT+7
	These records are used to document township claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. <b>EVT</b> = when claim is settled.	
605	<u>Insurance Claims Against the Township</u>	EVT+7
	These records are used to document insurance claims against the township. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. <b>EVT</b> = when claim is settled.	
606A	<u>Accident Reports/Claims—Adults</u>	CR+7
	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on township property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, or recommendations to prevent reoccurrence. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel recommendations or subsequent claims.	

**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
606B	<u>Accident Reports/Claims—Minors</u>	ACT+7
	<p>Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on township property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel recommendations or subsequent claims. <b>ACT</b> = until minor turns 18 years old.</p>	
607	<u>Bids and Quotes for Purchases, Services and Contractors</u>	ACT+7
	<p>These records include bids or quotes that may be received from vendors for services such as construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, etc. These files may include the Invitation to Bid, the bid documents that are submitted (including rejected bids), the reviewer documentation, etc. <b>ACT</b> = until a bid is awarded.</p>	
608	<u>Contracts for Purchases, Services and Contractors</u>	EXP+7
	<p>Contract records may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. The records include the contract, correspondence with the vendor, vendor insurance policies/bonds, warranties and copies of purchase orders.</p>	
609	<u>Construction Performance/Payment Bond Records</u>	ACT+1
	<p>These records detail the terms of performance or payment bonds that are secured by contractors for township construction and improvement projects under the Contractor's Bond for Public Buildings or Works Act, Public Act 213 of 1963, MCL 129.201, <i>et seq.</i> Before any contract exceeding \$50,000 for construction, alteration or repair of any public building or public work or improvement of a township, the contractor must furnish, at the contractor's own cost, a performance bond and a payment bond for the protection of the township. <b>ACT</b> = date final payment was made to principal contractor (MCL 129.209).</p>	
610	<u>Litigation Records</u>	ACT+7
	<p>These are records related to litigation in which the township is a party, including depositions, transcripts, decisions, correspondence, data,</p>	

**General Retention Schedule #25**  
**Township Clerks**

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
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exhibits, research materials, memoranda, and reports. A township may also choose to retain press releases and media clippings/recordings about specific litigation. **ACT** = until final disposition (case closed).

611	<u>Legal Opinions</u>	PERM
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These records document legal opinions or memoranda issued to the township by an attorney representing the township.

**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
<b>Facility and Property Operations and Management Record Series</b>		
<i>(Depending on the township, these records may be included in the clerk's responsibility for general township records, or they may be records of a specific department or official/employee, such as a superintendent in a charter township, a township supervisor, or a manager.)</i>		
700	<u>Equipment/Technology Inventory</u>	ACT
	These records are used to inventory office equipment, furniture, computers and other digital equipment, printers, scanners, software, telephones, etc. The inventory may include equipment tracking tag number, location, serial number, price, account source, service contracts, manuals, etc. <b>ACT</b> = until the audit for the fiscal year in which the item was disposed.	
701	<u>Software License Agreements</u>	EXP
	These agreements define how many users are licensed to access each software application.	
702	<u>Vehicle and Equipment Maintenance Files</u>	ACT
	These are records documenting all vehicles or other major equipment owned by the township, especially if a title, license or registration is required to operate the equipment or the operation or maintenance of the equipment is subject to regulation, but also if it is hazardous equipment. These records include registrations, titles, licenses, repair orders, maintenance records, or inspection reports. <b>ACT</b> = while vehicle or equipment is owned by the township.	
703	<u>Warranties</u>	ACT
	These include warranties for vehicles, equipment and facilities. <b>ACT</b> = until property is disposed of or the warranty expires.	
704	<u>Township Facility Rental/Use Agreements</u>	EVT+7
	These records, such as agreements, leases, deposit information or reports, document rental or use of township facilities by outside organizations or persons. <b>EVT</b> = expiration of agreement.	
705	<u>Internet Access Policies/Agreements</u>	ACT
	These documents define the terms of use and access of the Internet, information technology resources, dial-up access to a network, etc. The records are used to generate user accounts for authorized users (such as at	

**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
	a township library, community/senior center or education/recreation programs). <b>ACT</b> = retain current documents for current users	
706	<u>Internet Web Site Content</u>	ACT
	If there is one, a township's Web site is an interface to present information to the public about programs, events and activities. These records include the content and layout of the Web site, in digital files or other formats. <i>Internet technology is not designed to substitute for preservation of records, so where records that are posted on the Web site have a permanent retention period, they should be retained in paper form when possible.</i> <b>ACT</b> = while on the Web site.	
707	<u>Communication Device Records</u>	ACT
	Township personnel may be issued two-way radios, cell phones, pagers, and other devices to facilitate communication. These records include service contracts, employee contracts, FCC licenses, distribution lists, etc. <b>ACT</b> = until the equipment is returned to township or disposed of.	
708	<u>Building Plans (Township Facilities)</u>	ACT
	These records document the design and construction of township facilities. They may include schematics for plumbing, electrical, architectural, structural, and mechanical features, specifications for products, materials and equipment that were used during construction, etc. The files may also contain operational and maintenance manuals and warranties. These records are used to support the maintenance of the facilities, and will be revised if changes are made to the infrastructure. <b>ACT</b> = while facility is owned by the township.	
709	<u>Maintenance Records</u>	ACT
	These records are used to maintain property after it is constructed or installed. They may include maintenance manuals, equipment inventories, parts lists, warranties, etc. <b>ACT</b> = until item is replaced or disposed of.	
710	<u>Licenses and Permit Records (Township Facilities)</u>	ACT
	These records include legally required permits and licenses for regular operation of township facilities and services, as well as construction, including building permits, elevator permits. <b>ACT</b> = while facility is owned or service is provided by the township.	

**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
711	<u>Inspection Certificates</u>	ACT
	<p>These certificates document that facilities have passed safety inspections. They are maintained for the boiler, electrical system, vehicles, fire marshal plan approvals, fire marshal occupancy approvals, etc. <b>ACT</b> = until superseded or equipment/building is no longer owned by the township.</p>	
712	<u>Hazardous Material Safety Data Sheets</u>	ACT+30
	<p>Federal and state laws require that employers provide Material Safety Data Sheets to staff regarding any hazardous materials on the premises. These sheets include information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, regulatory information, etc. These records are maintained where they are readily available by employees working with or near the materials. <b>ACT</b> = while the hazardous material is used or stored on township property.</p>	
713	<u>Property Incident Files</u>	CR+7
	<p>These reports document criminal and non-criminal incidents taking place on township property and at township events, including theft and vandalism. They may also be used to support insurance claims. These records may include incident reports or police reports. (<i>See also Accident Files/Claims, Items 606A and 606B.</i>)</p>	
714	<u>Building/Site Emergency Plans (Township Facilities)</u>	SUP
	<p>These plans define potential emergencies at township facilities, such as tornados, fire, storms, shootings, etc., and how the township personnel should respond to each type of incident. They are reviewed and updated annually.</p>	
715	<u>Emergency and Disaster Management Program Plans (Township-wide)</u>	SUP
	<p>These records are developed as part of the township's township-wide Homeland Security and emergency and disaster management plans to coordinate incident response, public information and safety, and media relations for large-scale or cross-jurisdiction incidents, including accidents (plane crashes), HAZMAT incidents, natural disasters, biological threats or epidemics, or acts of terrorism.</p>	

**General Retention Schedule #25**  
**Township Clerks**

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
716	<u>Key Authorization</u>	ACT

These records are used to track personnel who have been assigned keys to the facilities. They may identify the person's name, employee identification number, date issued/returned, key code, the person authorizing the issuance of the keys, etc. **ACT** = until the key is returned.

**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
<b>Financial Record Series</b>		
800	<u>Chart of Accounts (Township-Specific)</u>	FY+7
	This chart defines the specific accounting codes, selected from the Michigan Department of Treasury's Uniform Chart of Accounts, that are used by the township in the accounting transaction detail.	
801	<u>Accounting Transaction Detail—General Ledger</u>	FY+7
	The accounting transaction detail summarizes how the transactions have changed the balance over the course of time. Transactions are first recorded in journals and these transactions are recorded as a specific time in the general ledger and, when applicable, in the subsidiary ledger. The balances of the general ledger are used to prepare and should reconcile to (support) the financial statements.	
802	<u>Accounting Transaction Detail—General Ledger Accounts</u>	FY+7
	The detail of the general ledger accounts is known as the account detail history (more commonly referred to as the general ledger sheet in a manual system). This detail exists for all assets, liabilities, reserves, fund balances, revenue control, expenditure control, and entries to any necessary control accounts for the subsidiary ledgers within these categories. A separate account detail history exists for each individual general ledger account.	
803	<u>Journal Entries</u>	FY+7
	An item in or prepared for a book of original entry showing the accounts to be debited and credited, together with an explanatory description of the transaction.	
804	<u>Cash Receipts Journal</u>	FY+7
	The township treasurer is responsible for all cash receipts, and the township clerk posts the receipts to the cash receipts journal. Information in these records include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	
805	<u>Bank Activity Records</u>	FY+7
	These records document activity in the township's bank account(s). They may include deposit slips, reconciliations, cancelled checks, bank statements and electronic fund transfer transactions. Some of these records	

**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
	are the responsibility of the treasurer's office and some are the responsibility of the clerk's office, but regardless of where the records are filed, the same retention period applies. Bank statements and reconciliations must be retained for audit purposes.	
806	<u>Accounts Receivable Records (Bills by Township)</u>	FY+7
	These records document payments owed to and billed by the township for services, such as facility use, event/activity fees, utilities, sewer, fire/rescue, permits, or licenses. They include invoices or other billing documents, support documents, agreements, and ledgers.	
807	<u>Accounts Payable Records (Bills to Township)</u>	FY+7
	These records document township obligations and payments for goods and services, including but not limited to utility, phone (land and cell), Internet, pager and other service providers. These records may be used to generate bills that are distributed to each township department (such as construction code enforcement, zoning enforcement, township-owned fire department, etc.). They include bills, purchase orders, receipts, statements, packing slips, warrant reports, vouchers, requisitions, invoices and travel expenses.	
808	<u>Investment Records</u>	FY+7
	All investments are under the control of the township treasurer, subject to the township board's investment policy, but some of these records are also used by the clerk's office. Regardless of where the records are filed, the same retention period applies. These records include statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They include cash flow and reconciliation statements that summarize the beginning and ending balance of the account and all transactions dates and amounts.	
809	<u>Periodic Financial Reports</u>	ACT
	These records document the status of budgetary activity on each account to enable the township board to monitor and amend as necessary. Regardless of where the records are filed, the same retention period applies. ACT = until audit is completed.	
810	<u>Audits—Final Report</u>	PERM
	Audit reports are prepared annually or biennially (as required by law for the individual township) by independent accounting firms.	

**General Retention Schedule #25**  
**Township Clerks**

Item Number	Series Title and Description	Total Retention
811	<u>Annual Local Unit Fiscal Report (F-65)</u>  This is a fiscal-year ending report that identifies how public monies are spent by the township. It is prepared by the township's auditor and filed with the Michigan Department of Treasury.	FY+7
812	<u>Qualifying Statement (Municipal Finance)</u>  Based on responses to the qualifying statement questions, a municipality is either granted or denied qualifying status for issuing debt. If a municipality is not qualified, it is not precluded from issuing debt, but it must obtain written approval from Treasury prior to any issuance subject to the Revised Municipal Finance Act.	FY+7
813	<u>Municipal Bond Records</u>  These records detail the terms of bond funding secured by the township for construction and other capital improvement projects. They include copies of state approvals to issue securities, reporting documents, closing certificates, continuing disclosure agreements, and the final transcript of closing documents. The township supervisor or manager is the chief administrative officer of the township for municipal finance purposes, so these records may be kept by that office. (MCL 141.2103(b) and 141.422b) <b>ACT</b> = until the bond matures (MCL 600.5807(7)).	ACT+10
814	<u>Final Affidavit of Municipal Bond Payment</u>  The final affidavit of payment is evidence that all municipal bond funds borrowed by the township were paid back in full.	PERM
815	<u>Bond Cremation Certificates</u>  The Bond Cremation Act (Public Act 56 of 1962, MCL 129.121, <i>et seq.</i> ) authorizes public corporations, including townships, to cremate or disintegrate obligations or interest coupons upon maturity, and requires the filing of a certificate documenting the destruction of those coupons. A copy of the cremation certificate is filed with the township clerk (MCL 129.124).	PERM
816	<u>Fixed Asset Inventory Data</u>  This record is a list of all major property and its book value. Township policy determines the value at which property must be included on a fixed asset inventory. The value of these items is then distributed across the	ACT

**General Retention Schedule #25**  
**Township Clerks**

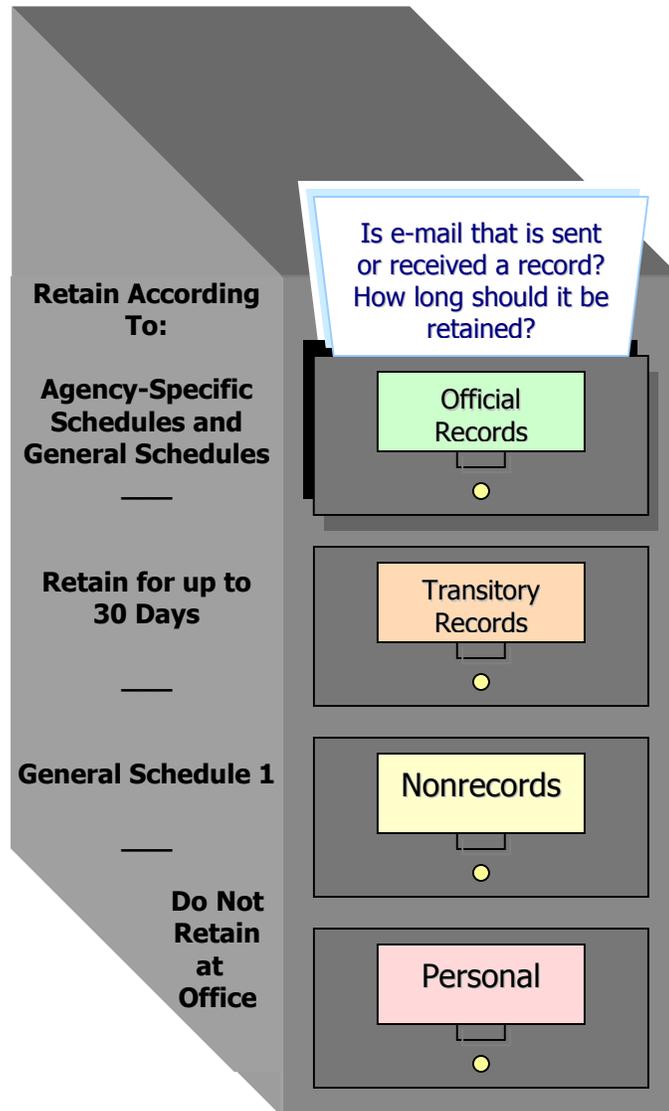
Item Number	Series Title and Description	Total Retention
	useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value and building location. <b>ACT</b> = until the annual report for the fiscal year in which the item was disposed is audited.	
817	<u>Capital Asset Annual Report</u>	FY+7
	The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by state and local governments. This annual report is produced from the capital asset inventory.	
818	<u>Tax Certificates (Township Copies)</u>	FY+7
	These records are the certified copies of all statements, certificates, votes and resolutions authorizing or directing money to be raised in the township by taxation for township, school, highway, drain, and all other purposes, together with a statement of the aggregate amount to be raised (MCL 211.36).	
819	<u>Tax Credit Records</u>	ACT+7
	Property owners may be eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These files may include applications and board resolutions. These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various township departments and public bodies. As a result, the records may be retained in the township's general files or the files of supervisor, treasurer, clerk or other personnel, depending on the township. <b>ACT</b> = while the property owner is receiving the tax credit.	
820	<u>Michigan Sales and Use Tax Exemption Certificates (Form 3372)</u>	CR+4
	These certificates are submitted when the township purchases goods or services subject to Michigan sales or use taxes to document the township's exemption from taxation.	
821	<u>Indirect Cost Records</u>	FY+7
	These records are created annually to determine the allowable indirect cost rate that the township may charge to various state and federal grants. Note: The granting agency may require a longer retention period.	

**General Retention Schedule #25**  
**Township Clerks**

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
822	<u>Surety Bonds (Officials and Employees)</u>	ACT+10
	These certificates identify the person/position, the bonding company and the amount of the bond. <b>ACT</b> = while employed in the position or holding the office for which the bond is obtained. (MCL 600.5807(2))	
823	<u>Supply Inventories</u>	FY+1
	These records document the volume of supplies (office, maintenance, etc.) that are purchased and used by the township.	



## Michigan Department of History, Arts and Libraries Records Management Services Electronic Mail Retention Guidelines



**Warning!** Do not dispose of (or allow the automatic disposal of) any relevant e-mail message, even if its retention period has expired, that is responsive to a FOIA request or which is likely to be required in litigation.



**Caution!** Litigation/discovery and FOIA requests both apply to all relevant e-mail messages, including metadata associated with messages and any associated data stored on server back-up tapes.

## Definitions and Examples

**Official Records:** recorded information that is prepared, owned, used, in the possession of, or retained by an agency in the performance of an official function.

**TO:** Joe  
**FROM:** Jim  
**DATE:** February 13, 2005  
**SUBJECT:** Contract  
Please change the fourth paragraph in contract #10775 to read, "payment must be received within 30 days", removing the phrase "60 days."

**TO:** Bob  
**FROM:** Carol, Personnel Director  
**DATE:** May 10, 2005  
**SUBJECT:** Reallocation  
After further review, it is our decision that there is not sufficient justification to approve the reallocation for Susan's position, based upon the fact that . . .

**TO:** Vendor  
**FROM:** Lisa  
**DATE:** February 18, 2005  
**SUBJECT:** Contract  
Thank you for your question. The intent is to guarantee unit prices to all state agencies and to provide a mechanism to easily obtain imaging services.

**TO:** Mark  
**FROM:** John  
**DATE:** April 19, 2005  
**SUBJECT:** Appointment  
This is your official notification of your appointment to the Taxation Committee. Your responsibilities include . . .

**Transitory Records:** records relating to agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled.

**TO:** Staff  
**FROM:** Janet  
**DATE:** January 6, 2005  
**SUBJECT:** staff meetings  
The staff meetings will be held on Tuesday mornings from now on instead of Thursday afternoons.

**TO:** Marilyn  
**FROM:** Doug  
**DATE:** March 12, 2005  
**SUBJECT:** supplies  
I noticed that there are no more blue ink pens in the supply cabinet. Can you please order more? Thanks.

**TO:** Doug  
**FROM:** Becky  
**DATE:** July 20, 2004  
**SUBJECT:** Retention Schedule  
Would you please send me a copy of the schedule for Administrative Services through ID mail or fax it to me at . . . ?"

**TO:** Debbie  
**FROM:** Jim  
**DATE:** September 7, 2004  
**SUBJECT:** training  
You have my approval to attend the seminar "Buying over the Internet." Please complete your registration form within the next two weeks.

**Nonrecords:** recorded information in the possession of an agency that is not needed to document the performance of an official function.

**TO:** Jim  
**FROM:** Marilyn  
**CC:** Brice  
**DATE:** October 4, 2004  
**SUBJECT:** Contract  
For your information, the contract has been mailed to Purchasing.

**TO:** Debbie  
**FROM:** ARMA  
**DATE:** February 23, 2005  
**SUBJECT:** Books  
The Association of Records Managers and Administrators has four new books for sale regarding e-commerce. They are . . .

**TO:** DMB  
**FROM:** Susan  
**DATE:** November 1, 2004  
**SUBJECT:** Give Blood!  
The American Red Cross Blood Drive will be held in Baker-Olin West on December 20, 2000.

**TO:** Dave  
**FROM:** Karen  
**DATE:** August 11, 2004  
**SUBJECT:** brochure  
The attached Word document is a draft for your review. Please let me know if you have any comments. Thanks.

**Personal Records:** records that document non-government business or activities. Note: agencies may have policies that prohibit the use of personal e-mail.

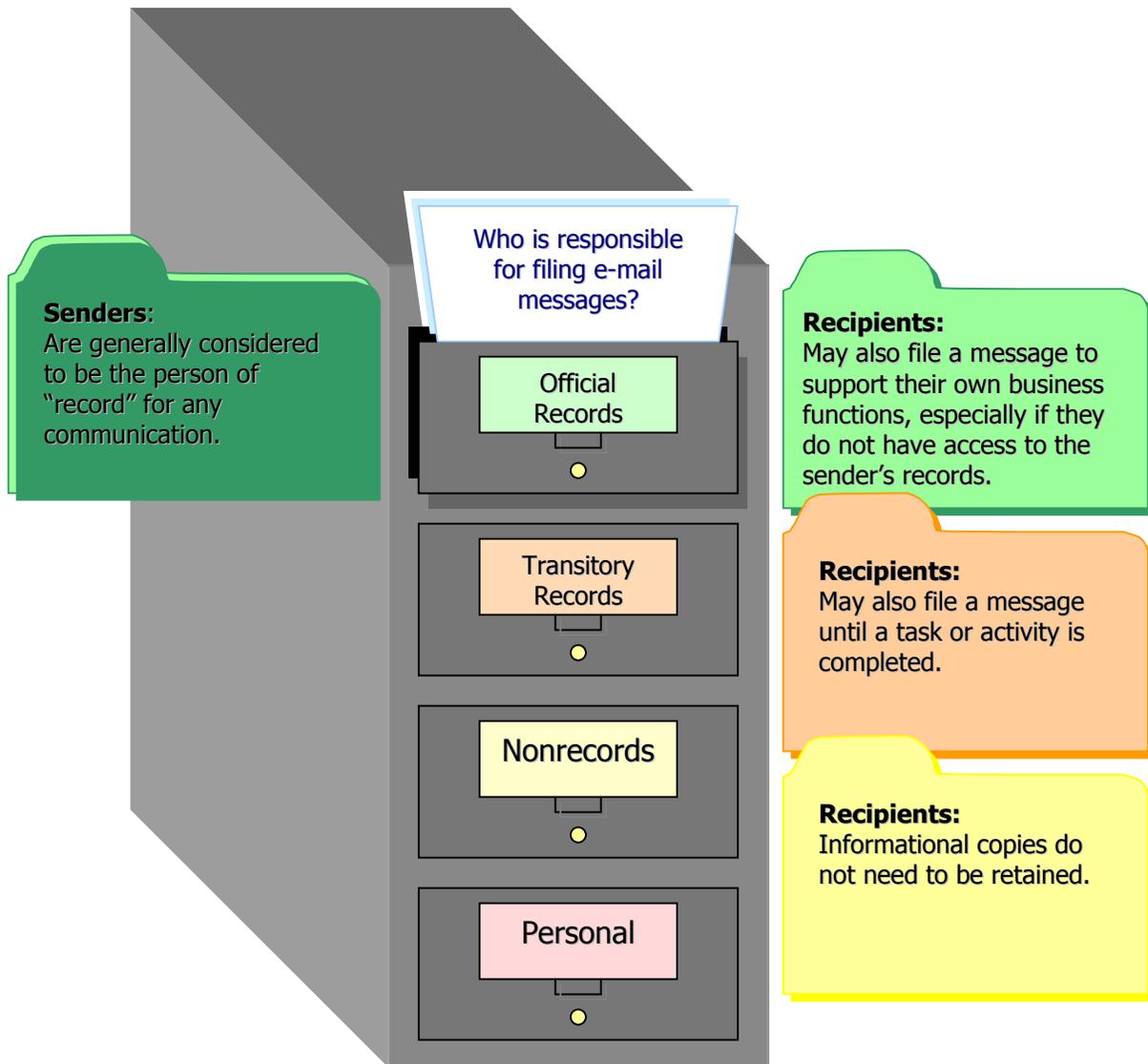
**TO:** Sandy  
**FROM:** Debbie  
**DATE:** June 3, 2004  
**SUBJECT:** Good luck!  
Congratulations on your new job! It has been great working with you these past three years. Keep in touch!

**TO:** Jane Smith  
**FROM:** John Smith  
**DATE:** May 27, 2004  
**SUBJECT:** late  
Honey. My meeting is running later than expected. Please save dinner for me. Thanks.

**TO:** All Division Employees  
**FROM:** John Smith, Director  
**DATE:** October 29, 2004  
**SUBJECT:** holiday  
This year's annual holiday buffet will be held on December 21 at noon in the conference room. Please remember to sign-up to bring a dish to pass.

**TO:** Fairlane Building Employees  
**FROM:** Phyllis  
**DATE:** January 16, 2005  
**SUBJECT:** car  
FYI. I noticed that a blue Oldsmobile in the parking lot with the license plate XYZ 123 has its lights on.

## Electronic Mail Filing Guidelines



**QUESTIONS MAY BE DIRECTED TO:**  
Records Management Services  
Michigan Department of History, Arts and Libraries  
(517) 335-9132  
<http://www.michigan.gov/recordsmanagement/>



# State of Michigan

## Records Management Services



### Guide – Retention of Elections Records

This guide accompanies General Schedule #23 - Elections Records that was approved on 10-23-2023.

#### Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

#### Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules identify when records may be destroyed, and when certain records should be sent to the [Archives of Michigan](#) for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan, and the State Administrative Board. There are two types of schedules that government agencies may use:

- [General Schedules](#): cover records that are common to a particular type of government agency, such as a clerk’s office. General schedules may not address every single record that a particular agency may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the general schedule establishes a minimum retention period for them.
- [Agency-Specific Schedules](#): cover records that are that are unique to a particular government agency, and that are not listed on a general schedule. Agency-specific schedules always override general schedules if a record is covered on both types of schedules. Agency-specific schedules only address the records of the agency named on the schedule and may not be used by another agency.

#### Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, email messages, databases, etc. The record series listed on this general schedule do not specify the format that the record may exist in, because each agency that follows this schedule may choose to retain its records using different recording media. Local government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage, and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, local government agencies should work with their information technology staff to develop preservation plans for

retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for [understanding](#) and complying with these laws.

### **Suspending Destruction**

Local government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation, or litigation has commenced. If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

### **Disaster Preparedness and Response**

Local government agencies should identify which of their records are vital and need to be protected in case a disaster occurs. A disaster plan is helpful to define how the agency will try to prevent disasters and respond to disasters. If records are completely destroyed during a disaster and are not recoverable, the agency should document which records were destroyed, and when/how the destruction occurred. This information should be kept until the destroyed records' retention period is met. If records are damaged (but not destroyed) during a disaster, the agency is responsible for recovering those records that have not met their retention period yet. This may require the services of a vendor that specializes in disaster response. An [online guide](#) is available to assist with disaster preparedness and response.

### **Public Disclosure**

Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of various state and federal laws. Please consult with your attorney if you need additional information.

### **Preservation of Historical Records**

Local government agencies generate some records with permanent historical value. These records are designated for transfer to the Archives of Michigan when their retention period with the creating agency ends. Local government agencies can contact the Archives for assistance at [govarchives@michigan.gov](mailto:govarchives@michigan.gov) or at 517-335-2576. The Archives' website has additional information, <https://www.michigan.gov/mhc/archives>.

### **Non-record Material**

[General Schedule #1](#) addresses the retention of "non-record" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities or are not the official source of truth for the agency. These materials can be disposed of when they no longer have reference value to the agency. Local government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that

is specified. Duplicates do not need to be retained. Employees should keep non-record duplicates for the shortest amount of time necessary to satisfy their needs, and not longer than the retention period of the official record. If the official record is destroyed (in compliance with its Retention and Disposal Schedule), any non-record duplicates that still exist remain subject to FOIA and litigation requests. A more comprehensive definition of “non-records” can be found in the approved schedule.

### Scanning

If original records will be scanned and the digital image will be used as the official record, they must be scanned in compliance with the [Records Reproduction Act](#) (MCL 24.402 – 24.406). Once scanning is completed, the digital image becomes the official record, and the original paper record becomes a duplicate. Duplicate records do not need to be retained, and should be promptly destroyed in compliance with the [General Schedule for Non-records](#) (General Schedule #1). See the [Records Management Guidance web page](#), Imaging/Scanning Records section for more information.

### Select Items on General Schedule #23

- **23.205, 23.219, 23.307, 23.314:** Destruction of election records must be suspended if “a petition for recount has been filed and not completed or unless their destruction is stayed by an order of a court.” (MCL 168.811) The records need to be retained until a Secretary of State order to suspend destruction is lifted, or an investigation into defective ballots or voting equipment is completed.
- **23.311:** Local election commissions should define in writing what conditions makes a person no longer eligible for appointment as an inspector.
- **23.314:** If the electronic voting equipment is needed for an upcoming election, the original seal of record may be broken to permit the transfer of these records to sealed ballot bags for the remainder of their retention period in compliance with notification from the Secretary of State.
- **23.324:** Emergency paper poll lists are duplicate records.
- **23.331:** The requirement to burn voter registration master cards at the end of their retention period was removed from the law.
- **23.340:** QVF serves as the official record of a voter’s request to be placed on the permanent absentee ballot list. Clerks do not need to transfer applications to another clerk when the voter moves.
- **Poll Books:** If other records, such as the statement of vote, vote tally, etc., are part of the poll book, they will be retained with the poll book.

### Records Management Can Help!

State of Michigan Records Management Services is available to assist government agencies with their questions. Agencies may contact the Records Management Services at 517-335-9132 or via email at [recordscenter@michigan.gov](mailto:recordscenter@michigan.gov). Additional information is also available from the Records Management Services’ website <http://www.michigan.gov/recordsmanagement/>, including online training, guidance documents, and general schedules.

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**General Schedule #23 – Elections Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Administrative Records</b>				
23.100	Bureau of Elections Correspondence Records	These records document non-published communications that are received by individual clerks from the Bureau of Elections that pertain to policy or housekeeping issues. They may include, but may not be limited to, memos, letters, notes, and email messages.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/24/2023
23.102	Post-Election Reporting Records	These records document data compiled by clerks and submitted to the Secretary of State for preparation of a post-election report that is submitted to the Elections Assistance Commission detailing the State of Michigan’s compliance with the National Voting Rights Act and the Help America Vote Act.	RETAIN UNTIL: Day after the November general election PLUS: 2 years THEN: Destroy	10/24/2023
23.103	Certification Records	These records document the certification of election officials. They may include, but may not be limited to, certification training completion documents, self-administered accreditation exams, and certificates received upon successful completion of the exam.	RETAIN UNTIL: Individual is no longer serving as an election official THEN: Destroy	10/24/2023
23.104	Election Audit Files	These records document audits that are conducted to review the activities of local elections officials. They may include, but may not be limited to, work papers, checklists, correspondence, reports of findings, and supporting documentation.	RETAIN UNTIL: Audit is completed and all issues are resolved PLUS: 2 years THEN: Destroy	3/26/2024
<b>County Records</b>				
23.200	Affidavits of Candidacy Records	These records document incumbent judges who are seeking ballot access for re-election. They may include, but may not be limited to, affidavits.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.201	Affidavits of Constitutional Qualification Records	These records document the qualification of candidates for judicial positions. They may include, but may not be limited to, affidavits.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.202	Affidavits of Identity Records	These records document the identity of all candidates for elected office, including precinct delegates. They may include, but may not be limited to, affidavits.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.203	Voter Application Records	These records document voters who applied to vote at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023

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Item #	Series Title	Series Description	Retention Period	Approval Date
23.204	Apportionment Records	These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. They may include, but may not be limited to, correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, and demographic information.	RETAIN UNTIL: First election that the plan was in effect PLUS: 11 years THEN: Destroy	10/24/2023
23.205	Ballot Records - Select School District Elections	These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They may include, but may not be limited to, ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, ballots rejected for exposure, and ballot containers containing optical scan ballots. MCL 168.811	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.206	Board of County Canvassers Meeting Records	These records document meetings of the Board of County Canvassers. They may include, but may not be limited to, agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Transfer to the Archives of Michigan	10/24/2023
23.209	Candidate Filing Fee Refund Records (obsolete)	These records document filing fee refunds that are issued to eligible candidates after the primary is held.	RETAIN UNTIL: Audit is completed THEN: Destroy	10/24/2023
23.210	Candidate Listing Records	These records document which candidates filed an Affidavit of Identity (see item #202). They may include, but may not be limited to, registers.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.211	Certificate of Acceptance Records	These records document people who were elected to a school board. They may include, but may not be limited to, certificates of acceptance. A copy is also sent to the county clerk (MCL 168.309).	RETAIN UNTIL: Term of office expires THEN: Destroy	10/24/2023
23.212	County Election Commission Meeting Records	These records document the meetings of the County Election Commission. They may include, but may not be limited to, agendas, minutes, resolutions, and supporting documentation that was reviewed by the commission during its meetings.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	10/24/2023

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Item #	Series Title	Series Description	Retention Period	Approval Date
23.213	County Election Result Records	These records document the final outcome of elections, as determined by the Board of County Canvassers. They may include, but may not be limited to, the canvass of votes.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Transfer to the Archives of Michigan	10/24/2023
23.214	Declaration of Intent Records	These records document individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.215	Election Challenger Records	These records document organizations or groups that intend to appoint election challengers. They may include, but may not be limited to, notarized statements containing the reason why the right to make the appointment is claimed, identification cards to be used by the challengers, approvals or denials, and appeal documents.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.216	Election Inspector Certification Records	These records document the certification of election inspectors. They may include, but may not be limited to, certificates documenting who attended training that is required every two years.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/24/2023
23.217	Election Inspector Training Records	These records document training that is developed by the Bureau of Elections and the county clerk for election inspectors. They may include, but may not be limited to, training materials.	RETAIN UNTIL: Superseded by new training materials THEN: Destroy	10/24/2023
23.218	Election Notification Records	These records document notifications published by clerks in local newspapers for the public about the close of registration to vote, of upcoming elections, and of public accuracy tests of voting equipment. They may include, but may not be limited to, notices, affidavits of publication, and bills from the newspaper.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 2 years THEN: Destroy	10/24/2023
23.219	Electronic Voting System Records – Administered by County	These records document the conduct of select school district elections, and special elections that are administered by the county clerk per an agreement. They may include, but may not be limited to, voting devices, ballot containers, and optical scan ballots. (R168.790(18))	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023

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Item #	Series Title	Series Description	Retention Period	Approval Date
23.220	Nominating and Qualifying Petition Records	These records document the nomination and qualification of all candidates (both partisan and non-partisan) for countywide offices. They may include, but may not be limited to, petitions filed with the clerk containing signatures of registered voters living within the office’s jurisdiction stating that they want to have the candidate’s name placed on the ballot.	RETAIN UNTIL: January 1 following the election THEN: Destroy, or return to the candidate upon request	10/24/2023
23.221	Nominating Petition Records	These records document which candidates submitted nominating petitions for each election cycle. They may include, but may not be limited to, the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.	RETAIN UNTIL: Petitions (see item #220) are disposed of PLUS: 2 years THEN: Destroy	10/24/2023
23.222	Oaths of Office Records - Election Officials	These records document which election officials are serving on Absent Voter Counting Boards, as election inspectors, etc. They may include, but may not be limited to, affidavits that affirm the person will lawfully fulfill the duties to which they have been appointed, and oaths of secrecy taken by election officials and poll watchers who observe the action of the absent voter counting board. MCL 168.765a	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 2 years THEN: Destroy	10/24/2023
23.223	Voter Participation Records (a.k.a. Poll Books)	These records document which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. They may include, but may not be limited to, poll books from each precinct that are received from cities and townships for maintenance by the county clerk, and absent voter poll books that identify which absent voters were mailed ballots. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.224	Precinct Delegate Records	These records document the certification of election results for precinct delegates and notification to political parties. They may include, but may not be limited to, tally sheets, certificates of election, and lists.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.225	Precinct Tabulation Data	These records document the programming (burning) of removable data storage devices for precinct tabulators. They may include, but may not be limited to, definitions, vote totals, and audits of voting activity. The data may be transferred to other storage media for retention.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023

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<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
23.228	Proposal Petition Records	These records document petitions submitted by groups or individuals wishing to place a question on the countywide ballot for an upcoming election. They may include, but may not be limited to, petitions containing signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.	RETAIN UNTIL: Election is held, or the proposal is dropped from consideration PLUS: 2 years THEN: Destroy	10/24/2023
23.229	Recall Records	These record document initiatives by voters to recall elective officers in the state. They may include, but may not be limited to, petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, and correspondence.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/24/2023
23.230	Recount Records	These records document the administration of election recounts. They may include, but may not be limited to, tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers.	RETAIN UNTIL: Recount is completed PLUS: 2 years THEN: Destroy	10/24/2023
23.232	School Election Coordinating Committee Records	These records document the duties and responsibilities of school election coordinating committees that administer school elections. They may include, but may not be limited to, meeting records, agreements that are renewed every two years, maps, resolutions, and correspondence.	RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy	10/24/2023
23.233	Statement of Vote Records	These records document certifications of the vote on Election Day by election inspectors. They may include, but may not be limited to, summaries of the votes for write-in candidates, and the number of ballots issued (used and unused). The statement may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.234	Vote Tally Records	These records document the calculation of the number of write-in votes. They may include, but may not be limited to, tall sheets or books, that may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.235	Tie Vote Records	These records document that proper procedures were followed when breaking a tie vote. They may include, but may not be limited to, notices, sign-in sheets, and the name slips.	RETAIN UNTIL: Tie vote is broken PLUS: 2 years THEN: Destroy	10/24/2023

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Item #	Series Title	Series Description	Retention Period	Approval Date
23.236	Voting Equipment Acquisition Records	These records document the acquisition and maintenance of voting equipment. They may include, but may not be limited to, contracts, Help American Vote Act (HAVA) grants, maintenance agreements, serial numbers, resolutions, and correspondence.	RETAIN UNTIL: Equipment is no longer used PLUS: 6 years THEN: Destroy	10/24/2023
23.237	Combined Absentee Voter Counting Board Agreement Records	These records document agreements between the county and/or municipal clerk(s) to establish a combined absentee voting counting board. They may include, but may not be limited to, agreements, and supporting documentation.	RETAIN UNTIL: Agreement expires PLUS: 3 years THEN: Destroy	10/24/2023
23.238	Campaign Finance Statements of Organization Records - Committees Receiving Less Than \$50,000 (supersedes item #23.207A)	These records document the creation of committees supporting the election or re-election of candidates for local offices (or groups supporting or opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle.	RETAIN UNTIL: Date of official dissolution PLUS: 5 years THEN: Destroy	10/24/2023
23.239	Campaign Finance Statements of Organization Records - Committees Receiving More Than \$50,000 (supersedes item #23.207B)	These records document the creation of committees supporting the election or re-election of candidates for local offices (or groups supporting or opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle.	RETAIN UNTIL: Date of official dissolution PLUS: 15 years THEN: Destroy	10/24/2023
23.240	Campaign Finance Reporting Records - Committees Receiving Less Than \$50,000 (supersedes item #23.208A)	These records document the campaign finance activities of candidates for local offices (or groups supporting or opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include, but may not be limited to, campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, statements, and reports.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/24/2023
23.241	Campaign Finance Reporting Records - Committees Receiving More Than \$50,000 (supersedes item #23.208B)	These records document the campaign finance activities of candidates for local offices (or groups supporting or opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include, but may not be limited to, campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, statements, and reports.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	10/24/2023

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Item #	Series Title	Series Description	Retention Period	Approval Date
23.242	Electronic Pollbook Data	These records document registered voters in a given jurisdiction on Election Day, or during an early voting period. They may include, but may not be limited to, electronic pollbook data stored on devices used at the polling site.	RETAIN UNTIL: Data is uploaded into QVF or converted to paper AND the election is held PLUS: 7 days THEN: Destroy	10/24/2023
23.243	Preliminary Accuracy Testing Records - Federal Offices (supersedes item #23.226A)	These records document tests of voting equipment prior to the election. They may include, but may not be limited to, data containing voting formulas for the election that is used to test the equipment's accuracy, voter assist terminal testing, test ballots, test decks, supporting documentation, certifications, and edit listings.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.244	Preliminary Accuracy Testing Records - State and Local Offices (supersedes item #23.226B)	These records document tests of voting equipment prior to the election. They may include, but may not be limited to, data containing voting formulas for the election that is used to test the equipment's accuracy, voter assist terminal testing, test ballots, test decks, supporting documentation, certifications, and edit listings.	RETAIN UNTIL: Election is held PLUS: 30 days THEN: Destroy	10/24/2023
23.245	Proof Ballot Records - State and Local Offices (supersedes item #23.227A)	These records document the proofreading of ballots for state and local offices to confirm the accuracy of the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections, and the County Election Commission prior to printing. They may include, but may not be limited to, physical or electronic proof ballots (one of each style), and correspondence.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.246	Proof Ballots Records - Federal Offices (supersedes item #23.227B)	These records document the proofreading of ballots for federal offices to confirm the accuracy of the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections, and the County Election Commission prior to printing. They may include, but may not be limited to, physical or electronic proof ballots (one of each style), and correspondence.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 22 months THEN: Destroy	10/24/2023

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<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
23.247	Sample Ballot Records - State and Local Offices (supersedes item #23.231A)	These records document sample ballots for state and local offices that are produced and marked “sample” for posting to the public for informational purposes.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.248	Sample Ballot Records - Federal Offices (supersedes item #23.231B)	These records document sample ballots for federal offices that are produced and marked “sample” for posting to the public for informational purposes.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 22 months THEN: Destroy	10/24/2023
<b>City and Township Records</b>				
23.300	Absentee Ballot Records	These records document the transmission of absentee ballots. They may include, but may not be limited to, envelopes containing valid ballots that are opened and emptied so the ballot can be counted (see items #304-305), and invalid and rejected ballots that and are not counted and remain inside the envelope (envelope may remain sealed). MCL 168.811	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 2 years THEN: Destroy	10/24/2023
23.301	Absentee Voter Records	These records document which voters in each precinct were mailed absentee ballots. They may include, but may not be limited to, lists containing the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc., and absentee ballots information posting. The list may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.302	Absentee Ballot Application Records – Single Election Cycle	These records document which voters request to receive an absentee ballot for upcoming primary and/or general elections. They may include, but may not be limited to, applications, and “emergency” absentee ballot requests. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023
23.303	Voter Application Records	These records document voters who applied to vote at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023

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<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
23.304	Affidavit of Identity Records	These records document the identity of all candidates for elected office, including precinct delegates. They may include, but may not be limited to, affidavits.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.305	Affidavit of Voter Unable to Meet Photo ID Requirement Records	These records document which voters did not possess photo identification when they were issued a ballot in person. They may include, but may not be limited to, affidavits located on the backside of the application to vote (see item #303).	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023
23.306	Ballot Records - Federal Offices	These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They may include, but may not be limited to, optical scan ballots and the programming used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311). 52 USC 20701	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 22 months THEN: Destroy	10/24/2023
23.307	Ballot Records - State and Local Offices	These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They may include, but may not be limited to, voting device and tabulator programming, ballot containers containing optical scan ballots, edit listings, and unused ballots for federal, state, and local offices. MCL 168.811	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.308	Candidate Listing Records	These records document when a candidate files an Affidavit of Identity. They may include, but may not be limited to, registers and lists.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023

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<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
23.309	Declaration of Intent Records	These records document individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.	RETAIN UNTIL: January 1 following the election THEN: Destroy	10/24/2023
23.310	Election Notification Records	These records document notifications published by clerks in local newspapers for the public about the close of registration to vote, of upcoming elections, and of public accuracy tests of voting equipment. They may include, but may not be limited to, notices, affidavits of publication, and bills from the newspaper.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.311	Election Inspector Application Records	These records document people who are interested in serving as election inspectors who are appointed by the local election commission. They may include, but may not be limited to, applications.	RETAIN UNTIL: Replaced by a new application, or person is no longer eligible for appointment as an inspector THEN: Destroy	10/24/2023
23.312	Election Inspector Certification Records	These records document the certification of election inspectors. They may include, but may not be limited to, certificates documenting who attended training that is required every two years.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/24/2023
23.313	Election Inspector Training Records	These records document training that is developed by the Bureau of Elections, county and/or local clerks for election inspectors. They may include, but may not be limited to, training materials.	RETAIN UNTIL: Superseded by new training materials THEN: Destroy	10/24/2023
23.314	Electronic Voting System Records	These records document elections for state and local offices, some school district elections, and special elections. They may include, but may not be limited to, voting devices, ballot containers, optical scan ballots, programs, and edit lists.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023

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Item #	Series Title	Series Description	Retention Period	Approval Date
23.315	Federal Post Card Application Records	These records document individuals who applied for eligibility to vote while on active duty in the military or Merchant Marines, or their spouse or dependents, or while an U.S. Citizen is residing outside of the country. They may include, but may not be limited to, voter registration and absentee voter ballot applications that are produced and distributed by the federal government, or any other application received from a voter indicating they are a member of the above protected classifications.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	10/24/2023
23.316	Local Election Commission Meeting Records	These records document the meetings of local election commissions. They may include, but may not be limited to, agendas, minutes, resolutions, and supporting documentation that was reviewed by the commission during its meetings.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	10/24/2023
23.317	Local Election Result Records	These records document the final outcome of elections, as determined by the County Board of Canvassers. They may include, but may not be limited to, the canvass of votes.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Transfer to the Archives of Michigan	10/24/2023
23.318	Nominating and Qualifying Petition Records	These records document the nomination and qualification of all candidates (both partisan and non-partisan) for local offices. They may include, but may not be limited to, petitions filed with the clerk containing signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot.	RETAIN UNTIL: January 1 following the election THEN: Destroy, or return to the candidate upon request	10/24/2023
23.319	Nominating Petition Records	These records document which candidates submitted nominating petitions for each election cycle. They may include, but may not be limited to, the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.	RETAIN UNTIL: Petitions (see item #318) are disposed of PLUS: 2 years THEN: Destroy	10/24/2023

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**General Schedule #23 – Elections Records**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
23.320	Oaths of Office Records - Election Officials	These records document which election officials are serving on Absent Voter Counting Boards, as election inspectors, etc. They may include, but may not be limited to, affidavits that affirm the person will lawfully fulfill the duties to which they have been appointed, and oaths of secrecy taken by poll watchers who observe the action of the absent voter counting board. MCL 168.765a These oaths may be part of the poll book (see item #223).	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.321	Precinct Map Records	These records document the boundaries of voting precincts within a jurisdiction. They may include, but may not be limited to, maps, legal boundary descriptions, and supporting documentation.	RETAIN UNTIL: Superseded by a new map THEN: Transfer to the Archives of Michigan	10/24/2023
23.323	Proposal Petition Records	These records document petitions submitted by groups or individuals wishing to place a question on the local ballot for an upcoming election. They may include, but may not be limited to, petitions containing signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.324	QVF Precinct List Records	These records document who is registered to vote at each precinct within the jurisdiction. They may include, but may not be limited to, lists generated from the Qualified Voter File (QVF). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.325	School Election Coordinating Committee Records	The records document the duties and responsibilities of school election coordinating committees that administer school elections. They may include, but may not be limited to, meeting records, agreements that are renewed every two years, maps, resolutions, and correspondence.	RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy	10/24/2023
23.326	Statement of Vote Records	These records document certifications of the vote on Election Day by election inspectors. They may include, but may not be limited to, summaries of the votes for write-in candidates, and the number of ballots issued (used and unused). The statement may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.327	Vote Tally Records	These records document the calculation of the number of write-in votes. They may include, but may not be limited to, tally sheets or books, that may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023

**State of Michigan**  
**Records Management Services**  
**General Schedule #23 – Elections Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
23.328	Tie Vote Records	These records document that proper procedures were followed when breaking a tie vote. They may include, but may not be limited to, notices, sign-in sheets, and the name slips.	RETAIN UNTIL: Tie vote is broken PLUS: 2 years THEN: Destroy	10/24/2023
23.329	Voter Information Records - Returned	These records document voter information cards that were returned by the post office as undeliverable.	RETAIN UNTIL: QVF is updated, and confirmation card is mailed THEN: Destroy	10/24/2023
23.330	Voter Registration Application Records	These records document people who are registering to vote in elections. They may include, but may not be limited to, applications to become a registered voter. The information from the application is entered into the Qualified Voter File (QVF) and a master card is generated.	RETAIN UNTIL: Master card is generated THEN: Destroy	10/24/2023
23.331	Voter Registration Master Cards - Originals (supersedes item #332)	These records document people who registered to vote in elections. They may include, but may not be limited to, original registration master cards containing signatures that are used to verify the identity of the voter. MCL 168.514	RETAIN UNTIL: Cancelled PLUS: 5 years THEN: Destroy	10/24/2023
23.333	Voter Registration Record - Voided	These records document registrations to vote in elections that are voided by the clerk if the application's deficiency cannot be resolved. They may include, but may not be limited to, voided registration cards, and notices of rejection that are sent to the applicant.	RETAIN UNTIL: Voided PLUS: 2 years THEN: Destroy	10/24/2023
23.334	Voter Registration Record - Change of Address	These records document voters who notify the clerk that they changed addresses. They may include, but may not be limited to, written notices signed by the voter, Election Day Change of Address Notices, and Address Confirmation Notices.	RETAIN UNTIL: Official voter registration record is updated THEN: Destroy	10/24/2023
23.335	Voting Equipment Acquisition Records	These records document the acquisition and maintenance of voting equipment. They may include, but may not be limited to, contracts, Help American Vote Act (HAVA) grants, maintenance agreements, serial numbers, resolutions, and correspondence.	RETAIN UNTIL: Equipment is no longer used PLUS: 6 years THEN: Destroy	10/24/2023
23.336	Ballot Drop Box Security Video Recording Records	These records document the surveillance of drop boxes for security purposes. They may include, but may not be limited to, video recordings.	RETAIN UNTIL: Recording is created PLUS: 30 days THEN: Destroy	10/24/2023

**State of Michigan**  
**Records Management Services**  
**General Schedule #23 – Elections Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
23.337	Ballot Drop Box Collection Records	These records document the collection of ballots from outdoor drop boxes. They may include, but may not be limited to, collection logs, ballot box maintenance and security checklists, and ballot retrieval documentation.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.338	Combined Absentee Voter Counting Board Agreement Records	These records document agreements between a county and a municipal clerk to establish a combined absentee voting counting board. They may include, but may not be limited to, agreements, correspondence, and supporting documentation.	RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy	10/24/2023
23.339	Electronic Pollbook Data	These records document registered voters in a given jurisdiction on Election Day, or during an early voting period. They may include, but may not be limited to, electronic pollbook data stored on devices used at the polling site.	RETAIN UNTIL: Data is uploaded into QVF or converted to paper AND the canvass of the election is completed PLUS: 7 days THEN: Destroy	10/24/2023
23.340	Absentee Ballot Application Records – Permanent List	These records document which voters request to receive an absentee ballot for all future elections. The voter’s request is entered into the Qualified Voter File (QVF) which serves as the official record of the request. They may include, but may not be limited to, applications, and permanent absentee voter list data. MCL 168.811	RETAIN UNTIL: Date requested PLUS: 6 years THEN: Destroy	10/24/2023
23.341	Preliminary Accuracy Testing Records - Federal Offices (supersedes item #23.322A)	These records document tests of voting equipment prior to the election. They may include, but may not be limited to, data containing voting formulas for the election that is used to test the equipment’s accuracy, voter assist terminal testing, test ballots, test decks, supporting documentation, certifications, and edit listings.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.342	Preliminary Accuracy Testing Records - State and Local Offices (supersedes item #23.322B)	These records document tests of voting equipment prior to the election. They may include, but may not be limited to, data containing voting formulas for the election that is used to test the equipment’s accuracy, voter assist terminal testing, test ballots, test decks, supporting documentation, certifications, and edit listings.	RETAIN UNTIL: Election is held PLUS: 30 days THEN: Destroy	10/24/2023

**State of Michigan**  
**Records Management Services**  
**General Schedule #23 – Elections Records**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
23.343	Voter Registration Application Records – Challenge Voters	These records document people who are registering to vote within 14 days prior to an election and do not provide a Michigan driver's license or state identification card listing their current address. They may include, but may not be limited to, applications, and affidavits. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023



# State of Michigan

## Records Management Services



### Guide – Retention of Elections Records

This guide accompanies General Schedule #23 - Elections Records that was approved on 10-23-2023.

#### Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

#### Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules identify when records may be destroyed, and when certain records should be sent to the [Archives of Michigan](#) for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan, and the State Administrative Board. There are two types of schedules that government agencies may use:

- [General Schedules](#): cover records that are common to a particular type of government agency, such as a clerk’s office. General schedules may not address every single record that a particular agency may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the general schedule establishes a minimum retention period for them.
- [Agency-Specific Schedules](#): cover records that are that are unique to a particular government agency, and that are not listed on a general schedule. Agency-specific schedules always override general schedules if a record is covered on both types of schedules. Agency-specific schedules only address the records of the agency named on the schedule and may not be used by another agency.

#### Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, email messages, databases, etc. The record series listed on this general schedule do not specify the format that the record may exist in, because each agency that follows this schedule may choose to retain its records using different recording media. Local government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage, and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, local government agencies should work with their information technology staff to develop preservation plans for

retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for [understanding](#) and complying with these laws.

### **Suspending Destruction**

Local government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation, or litigation has commenced. If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

### **Disaster Preparedness and Response**

Local government agencies should identify which of their records are vital and need to be protected in case a disaster occurs. A disaster plan is helpful to define how the agency will try to prevent disasters and respond to disasters. If records are completely destroyed during a disaster and are not recoverable, the agency should document which records were destroyed, and when/how the destruction occurred. This information should be kept until the destroyed records' retention period is met. If records are damaged (but not destroyed) during a disaster, the agency is responsible for recovering those records that have not met their retention period yet. This may require the services of a vendor that specializes in disaster response. An [online guide](#) is available to assist with disaster preparedness and response.

### **Public Disclosure**

Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of various state and federal laws. Please consult with your attorney if you need additional information.

### **Preservation of Historical Records**

Local government agencies generate some records with permanent historical value. These records are designated for transfer to the Archives of Michigan when their retention period with the creating agency ends. Local government agencies can contact the Archives for assistance at [govarchives@michigan.gov](mailto:govarchives@michigan.gov) or at 517-335-2576. The Archives' website has additional information, <https://www.michigan.gov/mhc/archives>.

### **Non-record Material**

[General Schedule #1](#) addresses the retention of "non-record" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities or are not the official source of truth for the agency. These materials can be disposed of when they no longer have reference value to the agency. Local government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that

is specified. Duplicates do not need to be retained. Employees should keep non-record duplicates for the shortest amount of time necessary to satisfy their needs, and not longer than the retention period of the official record. If the official record is destroyed (in compliance with its Retention and Disposal Schedule), any non-record duplicates that still exist remain subject to FOIA and litigation requests. A more comprehensive definition of “non-records” can be found in the approved schedule.

### Scanning

If original records will be scanned and the digital image will be used as the official record, they must be scanned in compliance with the [Records Reproduction Act](#) (MCL 24.402 – 24.406). Once scanning is completed, the digital image becomes the official record, and the original paper record becomes a duplicate. Duplicate records do not need to be retained, and should be promptly destroyed in compliance with the [General Schedule for Non-records](#) (General Schedule #1). See the [Records Management Guidance web page](#), Imaging/Scanning Records section for more information.

### Select Items on General Schedule #23

- **23.205, 23.219, 23.307, 23.314:** Destruction of election records must be suspended if “a petition for recount has been filed and not completed or unless their destruction is stayed by an order of a court.” (MCL 168.811) The records need to be retained until a Secretary of State order to suspend destruction is lifted, or an investigation into defective ballots or voting equipment is completed.
- **23.311:** Local election commissions should define in writing what conditions makes a person no longer eligible for appointment as an inspector.
- **23.314:** If the electronic voting equipment is needed for an upcoming election, the original seal of record may be broken to permit the transfer of these records to sealed ballot bags for the remainder of their retention period in compliance with notification from the Secretary of State.
- **23.324:** Emergency paper poll lists are duplicate records.
- **23.331:** The requirement to burn voter registration master cards at the end of their retention period was removed from the law.
- **23.340:** QVF serves as the official record of a voter’s request to be placed on the permanent absentee ballot list. Clerks do not need to transfer applications to another clerk when the voter moves.
- **Poll Books:** If other records, such as the statement of vote, vote tally, etc., are part of the poll book, they will be retained with the poll book.

### Records Management Can Help!

State of Michigan Records Management Services is available to assist government agencies with their questions. Agencies may contact the Records Management Services at 517-335-9132 or via email at [recordscenter@michigan.gov](mailto:recordscenter@michigan.gov). Additional information is also available from the Records Management Services’ website <http://www.michigan.gov/recordsmanagement/>, including online training, guidance documents, and general schedules.

**GENERAL SCHEDULE #31 – Local Government Financial Records**

This Retention and Disposal Schedule covers financial records that are commonly maintained by counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

*Larry Gordier*  
Larry Gordier, President  
Michigan Government Finance Officers Association

*3/5/09*  
(Date)

*Debra Gearhart*  
Debra Gearhart, Director  
Department of History, Arts and Libraries, Records Management Services

*3/9/09*  
(Date)

*Mark Harvey*  
Mark Harvey, State Archivist  
Department of History, Arts and Libraries, Archives of Michigan

*3/19/09*  
(Date)

**APPROVED**  
State Administrative Board

*4/7/09*  
(Date)

**GENERAL RETENTION SCHEDULE #31  
LOCAL GOVERNMENT FINANCIAL RECORDS  
INTRODUCTION**

**Public Records**

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

**Retention and Disposal Schedules**

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a finance department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
  
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes General Schedule #8--section 6 and General Schedule #10--Accounting Department. Please note that personnel and payroll records are covered separately by [General Schedule #26 – Local Government Human Resources](#) which is available online at <http://www.michigan.gov/recordsmanagement/>.

**Unofficial Documents**

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. *For example, Treasurer’s are generally the official recordkeeper for investment records, but the Finance Office may have a copy.* A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at [https://www.michigan.gov/documents/dtmb/RMS\\_GS1\\_640192\\_7.pdf](https://www.michigan.gov/documents/dtmb/RMS_GS1_640192_7.pdf)).

## **Record Maintenance**

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

## **Suspending Destruction**

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

## **Records Management Services Can Help!**

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also

available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**State of Michigan  
General Retention Schedule #31  
Local Government Financial Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
100	Insurance Policies	These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc.	RETAIN UNTIL: Insurance provider is no longer obligated to pay out on the particular policy after it expires. Contact the insurance provider of each policy to determine this length of time, if the information is not specified within the policy itself. NOTE: if a policy covers a "lifetime," then 80 years should be sufficient THEN: Destroy	4/7/2009
101	Insurance Claims	These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
102A	Accident Reports/Claims--Adults	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/2009
102B	Accident Reports/Claims--Minors	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	RETAIN UNTIL: Minor turns 18 years old. NOTE: Pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079. PLUS: 3 years THEN: Destroy	4/7/2009
103A	Bids and Quotes--Awarded	Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc.	RETAIN UNTIL: Contract with the awarded vendor expires PLUS: 6 years THEN: Destroy	4/7/2009
103B	Bids and Quotes—Not Awarded	Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc.	RETAIN UNTIL: Bid is awarded PLUS: 2 years THEN: Destroy	4/7/2009

**State of Michigan  
General Retention Schedule #31  
Local Government Financial Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
104	Contracts, Leases and Agreements	These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, information technology service providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc. Note: the Clerk or some other office may be the official recordkeeper for contracts.	RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy	4/7/2009
105	Annual Budget	These records document the requested and adopted amount of money for all departments, along with any amendments, that is appropriated for each account/line item for each fiscal year. These records may include work papers. A copy of all approved budgets will be retained permanently in the governing body's meeting records.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	4/7/2009
106	Financial Data System	This record is used as a general ledger to track and document financial transactions. It is usually maintained as a database or spreadsheet. It may contain digital images, electronic documents and electronic correspondence that serve as supporting documents to each transaction. This system may also contain data that documents other government functions, such as payroll, pensions, etc. Select data and supporting documents may need to be retained longer if the transaction relates to a contract, loan or other activity that is not completed within the specified timeframe.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
107	Accounting Transaction Detail	This record details all revenue, expenditures and balance sheets that are recorded in various accounts. It may be retained as paper, electronic data, computer output microfiche, etc. It also includes the chart of accounts that defines the accounting codes that are used.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
108	Receivables	These records document items that are purchased by others or services that are provided to others. They may include invoices, cash receipts, support documents, agreements, ledgers, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
109	Receipts	These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
110	Journal Entries	These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. <i>Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.</i>	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
111	Budget Summaries and Balance Sheets	These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
112	Payment Records	These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, communications and utility bills, travel vouchers, receipts, etc. <i>Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.</i>	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
113	Telephone/Communications Bills	These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc. These records may contain the call detail and the financial statement.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009

**State of Michigan  
General Retention Schedule #31  
Local Government Financial Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
114	Procurement Card Applications	These records document which employees are issued a procurement card for making purchases. These files may include the procurement cardholder application, cardholder agreement form, the cardholder maintenance form, etc.	RETAIN UNTIL: Procurement card is no longer held by the cardholder PLUS: 5 years THEN: Destroy	4/7/2009
115	Bank Activity	These records document activity on the government entity's bank account. They may include deposit slips, reconciliations, cancelled checks, check registers, bank statements, electronic funds transfer transactions, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
116	Annual Local Unit Fiscal Report	The State of Michigan and the Federal Government require all local units of government to file an annual fiscal report with the Michigan Department of Treasury (Form F-65) that documents financial activity.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
117	Sales Tax Reports	These annual reports are prepared at the end of each calendar year to document the amount of sales tax that is collected. They are sent to the Michigan Department of Treasury.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
118	Comprehensive Annual Financial Report (CAFR)	These reports are submitted annually to the Michigan Department of Treasury at the end of the calendar year. They are often prepared with the assistance of auditors, and they document all incoming and outgoing funds. These records include the work papers and the reports. <i>Some local governments choose to keep the final reports permanently.</i>	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
119	Municipal Finance and Borrowings	These files document bonds for capital and construction projects. They may include transcripts of bond proceedings and other supporting documentation.	RETAIN UNTIL: Expiration PLUS: 7 years THEN: Destroy	4/7/2009
120	Qualifying Statements	These forms are submitted annually to the Michigan Department of Treasury. They permit the local government to buy bonds. If a bond is purchased, these records will be maintained in accordance with item #118 as supporting documentation. If no bonds are sold, these records can be destroyed after 1 year.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/7/2009
121	Final Affidavit of Payment	The final affidavit of payment is evidence that all funds that were borrowed by the local government were paid back in full.	Permanent	4/7/2009
122	Bond Cremation Certificates	The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records.	Permanent	4/7/2009
123	Fixed Asset Inventory Data	This record is a list of all major property and its book value. Local government policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc.	RETAIN UNTIL: Annual report for the fiscal year in which the item was disposed is audited THEN: Destroy	4/7/2009
124	Fixed Asset Annual Report	The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by local governments. This annual report is produced from the fixed asset inventory.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
125	Disposition of Scrap and Surplus Materials	These records document the disposition (destruction or sale) of scrap and surplus materials. They may include authorizations, correspondence, receipts, inventories, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/7/2009
126	Audits - Support Documents	Audits of finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc.	RETAIN UNTIL: Final report is issued [see OMB Circular A-133.320 (g)] PLUS: 7 years THEN: Destroy	4/7/2009

Note: personnel and payroll records are covered separately by General Schedule #26 - Local Government Human Resources.  
All general schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**State of Michigan  
General Retention Schedule #31  
Local Government Financial Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
127	Audits - Final Report	This final report is submitted by the auditors. A copy of final audit reports will be retained permanently in the governing body's meeting records. However, this office may select to keep a permanent copy too.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/2009
128	Financial Projections, Plans, and Forecasts	These reports contain multi-year projections/plans/forecasts about anticipated income and/or expenditures. They may cover capital improvement projects, construction cost schedules, general fund revenue, fund balances, taxable value, road projects, etc.	RETAIN UNTIL: Superseded by a new report ( <i>superseded reports may continue to be valuable for reference purposes beyond this minimum retention period</i> ) THEN: Destroy	4/7/2009
129	Indirect Costs	These records are created annually to determine the allowable indirect cost rate that the local government may charge to various state and federal grants.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
130	Grants	These files document grants from state, federal and private agencies that are administered by the finance department. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc.	RETAIN UNTIL: Grant is closed out, plus any additional time that is required by the granting agency for auditing purposes ( <i>final reports and products of the grant may be kept longer for use and reference purposes</i> ) THEN: Destroy	4/7/2009
131	Denied Grant Applications	These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/7/2009
132	State Reports	Local governments are required to submit various financial reports to the Michigan Department of Treasury annually.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
133	Pension Plan Documentation	These records document the terms of employee pension plans. They include plans that are administered by the local government, and plans that are administered by outside parties.	RETAIN UNTIL: No employees are enrolled in this specific plan THEN: Destroy	4/7/2009
134	Pension Investment and Finance Statements	Some local governments administer their own pension plans internally or with the assistance of a vendor. These monthly reports document pension plan investments and the financial status of accounts.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/7/2009
135	Pension Plan Audits, Annual Reports and Actuarial Valuations	Some local governments administer their own pension plans. These reports document annual audits, financial reporting and third party actuarial valuations of the pension plan accounts and investments.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	4/7/2009
136	Employee Pension Files	Some local governments administer their own pension plans. These records document pension benefits for employees and retirees and their beneficiaries. They may include the original hiring notice, promotion notices, correspondence, exclusion letters, beneficiary forms, insurance elections, disability retirement approvals, etc. <i>Note: these records may be maintained by Payroll.</i>	RETAIN UNTIL: Retiree or beneficiary dies, or a former employee becomes ineligible for a pension PLUS: 5 years THEN: Destroy	4/7/2009
137	Public Body Meeting Records	These files document the meetings of public bodies such as retirement boards, investment committees, etc. They include agendas, minutes, and supporting documentation (such as transcripts, correspondence, investment reports, etc.) that were reviewed by the public body during its meetings.	Permanent	4/7/2009

**State of Michigan  
General Retention Schedule #31  
Local Government Financial Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Finance Department's General Administrative Records</b>				
200	Subject Files	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files.	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy	4/7/2009
201	General Correspondence	General correspondence does not pertain to a specific issue and it is <i>often organized chronologically or by correspondent's name</i> . General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/2009
202	Transitory Correspondence	Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.	RETAIN UNTIL: Date received PLUS: up to 30 days THEN: Destroy	4/7/2009
203	Freedom of Information Act (FOIA) Requests	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/7/2009
204	Contact Lists/Directories	These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form.	RETAIN UNTIL: Information is superseded for current contacts, or the list is obsolete THEN: Destroy	4/7/2009
205	Planners/Calendars	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/2009
206	Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200), if they relate to a specific topic.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/2009
207	Annual Reports	These reports document the department's activities, and they may contain both narrative and statistical information.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/2009
208	Departmental Budget Planning	These records document budget planning and tracking activities for the finance department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/7/2009

Note: personnel and payroll records are covered separately by General Schedule #26 - Local Government Human Resources.  
All general schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**State of Michigan  
General Retention Schedule #31  
Local Government Financial Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
209	Publications	These records may include press releases, brochures, newsletters and other items that are published by the department.	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/7/2009
210	Memorabilia	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department.	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/7/2009
211	Audio-Visual Materials	These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. If the audio-visual materials are supporting documents to a specific business process, then they should be retained as long as any other records that document the business process.	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/7/2009
212	Visitor Logs/Registers	These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/2009
213	Employee In/Out Logs	These logs document the time/date when staff arrive and depart throughout each day. Note: This does not apply to timekeeping records. Timekeeping records are covered on General Schedule #26, item #205.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/7/2009

## General Retention Schedule #18 Local Fire and Ambulance Departments



Photo of Lansing Fire Station #4, Choate Collection, courtesy of the Archives of Michigan, Lansing.



Approved March 6, 2007

Records Management Services  
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Lansing, Michigan 48909  
(517) 335-9132

<http://www.michigan.gov/recordsmanagement/>

**GENERAL SCHEDULE #18 – Local Fire/Ambulance Departments**

This Retention and Disposal Schedule covers records that are commonly found in Local Fire Departments and Ambulance Services. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of it's activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

*William I. Nelson*

*1/23/07*

Chief William Nelson, President  
Michigan Association of Fire Chiefs

(Date)

*Mark Harvey*

*2/9/07*

Mark Harvey, State Archivist  
Department of History, Arts and Libraries, State Archives of Michigan

(Date)

*Debra Gearhart*

*1/28/07*

Debra Gearhart, Director  
Department of History, Arts and Libraries, Records Management Services

(Date)

**APPROVED**

*3/6/07*

State Administrative Board

(Date)

## **General Retention Schedule #18 Fire/Ambulance Departments**

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Records cannot be destroyed unless they're listed on an approved Retention and Disposal Schedule. Retention and Disposal Schedules are not authorized until the Records Management Services, the State Archives of Michigan and the State Administrative Board approve them. There are two types of schedules that local government agencies may use alone or in conjunction with each other:

A "**general schedule**" will cover records that are common to a particular type of government agency. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

Any record that is not covered by a general schedule must be listed on an "**agency specific schedule**" that will address records that are unique to a particular government agency. Items listed on agency-specific schedules always supersede items listed on general schedules. Agency-specific schedules only address the specific records of the agency named on the schedule, and may not be used by another agency.

A scenario of where a government agency may want to use a combination of schedules would be to adopt General Schedule # 18 for Fire/Ambulance Departments while also adopting General Schedule # 1 – Non Record Material. Then if the government agency still has a specific record series that is not covered on these schedules they would submit an agency specific schedule for that particular record series. Once the agency specific schedule was authorized by the state, the local government agency could utilize all three schedules in conjunction with each other to meet their destruction needs. This would allow a local government agency to have a comprehensive retention and disposal schedule in place with minimal effort on their part.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule may or may not specify the format that the record may exist in because each government agency that adopts this schedule may choose to retain its records using different formats.

Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act. Please consult with your attorney or Records Management Services if you need additional information.

**State of Michigan**  
**Department of History, Arts and Libraries - Records Management**  
**Records Retention and Disposal Schedule**

DeptCode      DeptName  
 /GS18/      *Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.001 -	<u>Alarm Billings</u>	CR+2	03/06/2007
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These records document the billing for alarms and/or false alarms that the department responded to. They may or may not include billings, statements, incident numbers, address, and/or receipts.

18.002 -	<u>Annual Reports</u>	PERM	03/06/2007
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This is a copy of the annual report submitted each year to document what activities and events have taken place. It may or may not include statistical information regarding number of runs, type of incidents, financial statements, training attended or held and other various department activities.

18.003 -	<u>Apparatus/Vehicle Inspections</u>	ACT	03/06/2007
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These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc.. These records shall be maintained for the life of the apparatus. ACT = Life of Equipment

ACT = Active	CR = Creation	EXP = Expiration	FY = Fiscal Year
SUP = Superseded	EVT = Event	DISP = Immediate Disposal	

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.004 -      Budget Information      CR+6      03/06/2007

These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.

18.005 -      Building Inspection Reports/Files - Construction      ACT+10      03/06/2007

These records document inspections associated with construction/remodeling of residential, commercial or industrial properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

18.006 -      Building Occupancy Inspection Reports/Files      ACT+10      03/06/2007

These records document inspections performed pursuant to M.C.L. 29.8 or P.A. 207 of 1941 for occupied buildings, places of assemblage and properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.007 -	<u>Burning Permits (Recreational)</u>	CR+1	03/06/2007
	<p>These records document permits issued to residents to burn leaves, brush, etc.. and may include permits for fireworks and/or barbeque pits. They typically have an expiration date or specific time period to utilize the permit.</p>		
18.008 -	<u>Carbon Monoxide Inspection/Checklist</u>	CR+1	03/06/2007
	<p>These records document carbon monoxide inspections performed for citizens homes.</p>		
18.009 -	<u>Computer Aided Dispatch (C.A.D.) Log</u>	CR+2	03/06/2007
	<p>These computer log reports are printed from the C.A.D. system by the Central Dispatch Department. They document any/all calls that the department was sent or dispatched on. These may or may not include reports sorted by location (ALI) or incoming number (ANI). The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports. But, should not be retained any longer than the 10 years needed for that purpose.</p>		
18.010 -	<u>Committee Records</u>	CR+2	03/06/2007
	<p>These documents are from the various internal committees associated with the department, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.</p>		

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
 SUP = Superseded      EVT = Event      DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.011 - Complaints - Citizens      CR+2      03/06/2007

These records document any complaints filed by citizens against department personnel. They document what action, if any, was taken.

18.012 - Contracts      EXP+6      03/06/2007

These contracts document an agreement between the agency and anyone else. Note: These are not Mutual Aid Agreements. They may be contracts used for services such as medical examiners, doctors, medical personnel, police services, fire services, ambulance services, students, union labor, training and vendors. EXP = Date contract expires

18.013 - Controlled Burn Release Agreements      CR+10      03/06/2007

These records document agreements made between the department and the property owners allowing them to do a controlled burn. These are typically older structures and used primarily for training.

18.014 - Correspondence - General      CR+2      03/06/2007

This is general correspondence received from, and associated with, outside groups and/or organizations, and various staff members within the department. This correspondence is typically arranged chronologically or by correspondent name.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.015 -	<u>Daily Activity Logs (Journals)</u>	CR+3	03/06/2007
	These records document the daily activities of the department or it's staff		
18.016 -	<u>Daily Work Schedules</u>	CR+1	03/06/2007
	These records document the work schedule showing who is on duty when.		
18.017 -	<u>Discovery Orders</u>	CR+1	03/06/2007
	These are copies of discovery orders submitted by attorneys for information related to incidents.		
18.018 -	<u>Dispatch Activity Log</u>	CR+10	03/06/2007
	These records are logs of all radio and telephone transmissions received or transmitted from dispatch and are used to document communications that occurred during a call.		
18.019 -	<u>Dispatch Recordings</u>	CR+0/1	03/06/2007
	These records document the actual communications made through dispatch. The format may be electronic or audio. Typically these are rotated every 30 days and rerecorded over. Recordings of major events may be pulled from the rotation and used for litigation, training, etc..		

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
 SUP = Superseded      EVT = Event      DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.020 - Driving Logs      CR+1      03/06/2007

These records document time spent driving department vehicles by department personnel and are used for driver certification.

18.021 - Educational Programs - Schools, Community, Etc.      ACT      03/06/2007

These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention. ACT = While Relevant

18.022 - Equipment Inspections - Portable      CR+3      03/06/2007

These records document equipment inspections and test performed on various equipment as required by the General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Offices and other various organizations often use these for rating fire departments.

18.023 - Equipment Inventory      SUP      03/06/2007

These records document what equipment is assigned to the department. These may or may not include equipment inventories by vehicle or unit. These are updated as equipment is added, replaced or disposed of.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.024 -	<u>Equipment Operator Log</u>	CR+1	03/06/2007
	<p>These logs document who operated what equipment and when. These may or may not be filled out daily or when the piece of equipment is actually used.</p>		
18.025 -	<u>False Alarm Reports</u>	CR+2	03/06/2007
	<p>These records document false alarms that the department was dispatched on.</p>		
18.026 -	<u>Field Training Observations (FTO)</u>	EVT+2	03/06/2007
	<p>These records are completed during a new employee's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of daily reports, daily observations, weekly summaries, incidents reports etc. EVT = When the probation period ends.</p>		
18.027 -	<u>Fire Drill Reports</u>	CR+3	03/06/2007
	<p>These records document fire drills performed by various businesses, schools and public buildings as required by M.C.L. 29.19 of P.A. 207 of 1941 and are used to show the dates times and durations of these drills.</p>		

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.028 -      Firefighter (S.C.B.A.) Fit Test      ACT      03/06/2007

These records document the qualitative and quantitative fit test for the Self Contained Breathing Apparatus (S.C.B.A.) performed for each firefighter as required by 29 CFR 1910.134(m) and by the Occupational Health Standard, Part 451, Respiratory Protection. ACT = While employed by the department.

18.029 -      Fire Station House Inspections      CR+3      03/06/2007

These records document inspections performed on the Fire Station and may or may not included inspections on equipment fixed to the station such as fire extinguishers, sprinklers, etc..

18.030 -      Fire Station Licensure Files      ACT      03/06/2007

These records document the inspections performed by the state and support the actual licensing of the fire department. ACT = While station is active

18.031 -      Freedom of Information Act (FOIA) Requests      CR+1      03/06/2007

This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
 SUP = Superseded      EVT = Event      DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.032 -      Grant Records      ACT+7      03/06/2007

These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, etc. ACT = Until grant is closed out by grantor.

18.033 -      Grievance Files      CR+7      03/06/2007

These are copies of grievances filed against union contracts.

18.034 -      Historical Records      ACT      03/06/2007

These records document the departments' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The department determines what is "Historical" to them. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.

18.035 -      Hydrant Repair/Inspections      CR+3      03/06/2007

These records document the locations and/or inspections performed on fire hydrants.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.036 -	<u>Incident/Run Reports (Ambulance/EMS/Fire)</u>	CR+10	03/06/2007
	<p>These records document incidents that required personnel to be dispatched to an event. They may or may not include names of individuals involved, number of individuals involved, locations, time, date, responders, care provide, etc. and are required by M.C.L. 29.4 of P.A. 207 of 1941.</p>		
18.037 -	<u>Investigative Reports (Open) - Non-Criminal</u>	CR+3	03/06/2007
	<p>These records document any open investigations regarding fires that have been unsolved and classified as Non-Criminal.</p>		
18.038 -	<u>Investigative Reports (Open) - Misdemeanor</u>	CR+7	03/06/2007
	<p>These records document any open investigations regarding fires that have been unsolved and classified as a Misdemeanor.</p>		
18.039 -	<u>Investigative Reports (Open) - Felony</u>	CR+20	03/06/2007
	<p>These records document any open investigations regarding fires that have been unsolved and classified as a Felony.</p>		
18.040 -	<u>Investigative Reports (Open) - Homicide</u>	PERM	03/06/2007
	<p>These records document any open investigations regarding fires that have been unsolved involving a homicide.</p>		

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
 SUP = Superseded      EVT = Event      DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.041 -	<u>Invoices - Original</u>	CR+6	03/06/2007
	These records document invoices that are generated by the department for contract services, overtime, licenses, etc..		
18.042 -	<u>Job Applications-Not Interviewed/Not Hired</u>	CR+1	03/06/2007
	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.		
18.043 -	<u>Job Applications-Interviewed/Not Hired</u>	CR+2	03/06/2007
	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.		
18.044 -	<u>Job Descriptions</u>	SUP	03/06/2007
	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications.		
18.045 -	<u>Key/Knox Box Records</u>	SUP	03/06/2007
	These records document the locations of keys or security systems within buildings and structures.		

ACT = Active                      CR = Creation                      EXP = Expiration                      FY = Fiscal Year  
 SUP = Superseded                      EVT = Event                      DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.046 -      Litigation Files      ACT+10      03/06/2007

These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.

18.047 -      Material Safety Data Sheets (M.S.D.S.)      ACT      03/06/2007

The records document information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication. ACT = While material is in use or stored on property.

18.048 -      Medical/Exposure Records      ACT+30      03/06/2007

These records are required by M.C.L. 408.1061 of P.A. 154 of 1974 and document work related incidents of exposure to toxic substances, blood borne pathogens or harmful physical agents. R325.3457 and R325.3456 of the Occupational Health Standard, Part 470, Employee Medical Records and Trade Secrets, require that these records be retained for 30 years as does 29 CFR 1910.1020(d). ACT = Duration of employment

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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**18.049 - Medical Consent Forms**      **CR+2**      **03/06/2007**

These forms are used to document what medical services were provided and/or refused by individuals. They typically include the persons name, dispatch #, address, etc. and are used to document the individuals choice to refuse/accept transport and/or medical services.

**18.050 - Meeting Minutes**      **CR+10**      **03/06/2007**

These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, tasks force, or other legislatively mandated decision making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for minimum of 10 years.

**18.051 - MIOSHA Logs**      **CR+5**      **03/06/2007**

These records document occupational injuries and illnesses. They may or may not include MIOSHA 300, 300-A or MIOSHA 301 forms. R408.22133 of the MIOSHA Safety & Health Standard, Part 11, Recording and Reporting of occupational Injuries and Illnesses, requires that these be retained for a period of 5 years following the end of the calendar year that these records cover.

**18.052 - Monthly Reports**      **CR+7**      **03/06/2007**

These records document activities that occurred. These may or may not include summaries, statistics, # of runs, injuries, etc.

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
 SUP = Superseded      EVT = Event      DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.053 -      Mutual Aid Agreements      ACT+10      03/06/2007

These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.

18.054 -      Outside Employment Form      ACT      03/06/2007

This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the 2nd party.

18.055 -      Overtime Equalization Records      CR+2      03/06/2007

These records document overtime used/submitted by employees. It is used to resolve any immediate issues with pay.

18.056 -      Pass Tag      SUP      03/06/2007

These records document the firefighter name, address, doctors, phone numbers, and other basic contact information. These are typically worn by the firefighter and used in case the firefighter goes down and needs to be identified.

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.057 -	<u>Payroll Timesheets</u>	CR+5	03/06/2007
	These are typically copies of timesheets that are completed and forwarded to the payroll office.		
18.058 -	<u>Personal Equipment Records</u>	ACT	03/06/2007
	These records document inspections performed on the employee's protective clothing/equipment and document the condition and/or any repairs completed. ACT = While in use		
18.059 -	<u>Personnel Information Records</u>	SUP	03/06/2007
	These records are used as a reference tool for identifying employee badge number, FOIA number, phone number, address, seniority, hire date, termination date, birthdays, etc. and are used primarily as a reference type record.		
18.060 -	<u>Personnel Files</u>	ACT+7	03/06/2007
	These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and maintain current contact information. They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, skills check list, professional qualifications, etc. ACT = While employed by the department.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.061 -      Photographs      ACT      03/06/2007

These are photographs of incidents, including crime scenes, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period has been met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training or documenting historical incidents for future reference. ACT = While relevant to the department

18.062 -      Policy/Procedure Manuals      SUP      03/06/2007

These records document internal policies and orders issued by the Chief or department. They may also contain official bulletins that are used to convey information to the administrative staff, officers and volunteers.

18.063 -      Position Interview Questions      SUP      03/06/2007

These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.

18.064 -      Pre-Fire Surveys      SUP      03/06/2007

These records document emergency plans for responding to locations within the call area. They may contain information regarding routes, locations of hydrants, etc. These may be included in the SARA III records if hazardous material exists.

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.065 -	<u>Promotional Results</u>	ACT	03/06/2007
	These records contain information associated with test scores, test sheets order of ranking, results of offsite testing, etc. ACT = While test are active		
18.066 -	<u>Public/Community Activity Schedules</u>	CR+1	03/06/2007
	These records document social events held within the community that th department may be involved with such as dances, festivals, etc.		
18.067 -	<u>Purchasing Records</u>	CR+6	03/06/2007
	These records are documents that support purchases made by the department.		
18.068 -	<u>Records Management Database System - NFIRS/MFIRS</u>	CR+25	03/06/2007
	These systems are often used to track information associated with incidents and document the information required to be submitted to the National Fire Incident Reporting System (NFRIS). These databases are typically designed with various modules that track the details associated with each call that the department is dispatched on. The retention period reflects the need to migrate the data from one system to the next.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.069 -      Reference Files      ACT      03/06/2007

These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant.

18.070 -      Ride Along Waiver      CR+1      03/06/2007

This is a waiver of liability signed by a citizen who rides with the department. It is used to document the date and the name of the person who participated.

18.071 -      SARA III/Fire Fighter Right-to-Know Records      ACT      03/06/2007

These records document hazardous materials used in businesses as required by the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M.C.L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDS sheets, action plans, inventories, building layouts or diagrams, etc. ACT = While in use.

18.072 -      Siren Test      CR+3      03/06/2007

These document the test performed on the public warning sirens that are used to alert the community of danger.

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.073 -	<u>Subpoenas</u>	CR+1	03/06/2007
	These are copies of subpoenas received to appear in court or requesting for information.		
18.074 -	<u>Tickets/Citations</u>	CR+2	03/06/2007
	These are copies of the tickets issued for fire lane violations, minor fire code violations, etc..		
18.075 -	<u>Time/Attendance Records</u>	CR+5	03/06/2007
	These document the time attendance of firefighters and may or may not include roll call logs, time sheets, etc..		
18.076 -	<u>Tornado Watch/Warning Records</u>	CR+3	03/06/2007
	These records document the dates and times that tornado watch/warning are issued by the National Weather Service and show who responded and/or participated in the watch/warning.		
18.077 -	<u>Training Bulletins/Schedules</u>	CR+3	03/06/2007
	These are internal bulletins required by the General Industry Safety Standard, Part 74, Fire Fighting, that are used to notify a department or staff that they are scheduled for upcoming training.		

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 SUP = Superseded      EVT = Event      DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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**18.078 -      Training Courses - Administrative      CR+3      03/06/2007**

These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030(h)(2)(j). The CFR requires that the dates, content, names and qualifications of instructors, names and titles of those attending be collected.

**18.079 -      Training Files - Firefighter      ACT+7      03/06/2007**

These records are used to document what training staff has received. They may contain medical/biological hazard training, training schedules certificates, course descriptions and receipts. ACT = While employed by the department.

**18.080 -      Training Fund      CR+6      03/06/2007**

These records document money available and spent from the training fund.

**18.081 -      Vehicle Accident Report      ACT      03/06/2007**

These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc. ACT = While vehicle is active.

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.082 -	<u>Video Tapes</u>	CR+0/1	03/06/2007

These video tapes are used in vehicles or during incidents. The tapes are typically cleared and reused on a regular basis. Recordings of major events may be pulled from the rotation and used for litigation, training, etc. Tapes that involve incidents that may go to court are not erased until the action or investigation is resolved.

**Michigan Department of History, Arts and Libraries  
Records Management Services**

**Frequently Asked Questions  
About General Schedules**

**Q: What is a public record?**

**A:** The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

**Q: Are all records considered to be “official” records?**

**A:** No. General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

**Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?**

**A:** Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

**Q: Does my government agency have to follow a general schedule?**

**A:** Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

**Q: What is an agency-specific schedule?**

**A:** Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What should my government agency do if we create a record that is not listed on the general schedule?**

**A:** The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

**Q: What should my government agency do if we do not create a record that is listed on the general schedule?**

**A:** Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

**Q: What do the codes in the Total Retention column mean?**

**A:** The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention

codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What do the numbers in the Total Retention column represent?**

**A:** In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

**Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?**

**A:** Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

**Q: Do the general schedules cover e-mail?**

**A:** Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

**Q: Can records be microfilmed or digitally imaged?**

**A:** Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical

standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?**

**A:** Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

**Q: Is there an appropriate way to destroy records that contain confidential information?**

**A:** Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

**Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?**

**A:** The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

**Q: What should I do if I have suggestions for revising a general schedule?**

**A: Contact the Records Management Services at (517) 335-9132.**



State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Personnel Records</b>				
100A	Personnel Files	These records document all human resources related transactions that occur during an employees' period of active employment, including hiring, promotion, demotion, transfer, layoff, performance, discipline, termination, etc. They may include, but may not be limited to, employment applications and resumes, job descriptions and classification history, clippings, correspondence, service record change forms, attendance, evaluations, investigations, COBRA, training records, blood borne pathogen training, contracts, disciplinary records, layoff notices, recall notices, apprenticeships, transcripts, tuition reimbursement, policy acknowledgements, property sign-out forms, certifications, current driver's licenses, driving records, police accident reports, exit interviews, and severance agreements.	RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy	8/16/2022
100B	Personnel Files—Temporary Employees	These records document employees who are hired for temporary, seasonal and student positions. They may include, but may not be limited to, documents listed in item #100A, as well as work permits and certificates of age for minors.	RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy	8/16/2022
100C	Personnel Files—Contractual Employees	These records document employees who are hired for contractual positions. They may include, but may not be limited to, 1099 forms, W-9 forms, verification of insurance, and copies of contracts.	RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy	8/16/2022
101	Employee Data	These records document all human resources related transactions that occur during an employees' period of active employment. They may include, but may not be limited to, data that is used to administer personnel and payroll functions, such as timekeeping, tenure, payroll, retirement, etc.	RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy	8/16/2022
102	Employment Verification Records	These records document requests received from outside parties to verify that a person is employed by the local government.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy	8/16/2022
103	Background Files	These records document that the local government conducted appropriate background checks on employees. They may include, but may not be limited to, release forms to conduct criminal history checks, fingerprint checks, and professional conduct checks, results of the checks, driving records, drug and alcohol tests, physical exam results, polygraph test results, and credit history reports.	RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy	8/16/2022

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
104	Medical Files	<p>These records document private medical information for a specific employee, including disability accommodations. They may include, but may not be limited to, insurance forms, physician correspondence, tuberculosis tests, polygraph test results, off-work notices, Family Medical Leave Act forms and requests, long and short-term disability paperwork, drug and alcohol tests, physical exams, accident reports, and personal requests. Per 29 CFR 1910.1020(d), these records must be retained separately from personnel files (see item #100A).</p> <p><i>NOTES: The medical records of employees who have worked for less than 1 year for the employer need not be retained beyond the term of employment, if they are provided to the employee upon the termination of employment. This series does not include the official copy of insurance claims, which are usually retained by the business or finance office.</i></p>	RETAIN UNTIL: Individual is no longer employed PLUS: 30 years THEN: Destroy	8/16/2022
105	Employee Test Result Records	<p>These records document the results of tests taken by employees when they complete professional development, continuing education, licensing and/or certification training that is required for employment. Other training records are kept in the employee file (see item #100).</p>	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	8/16/2022
106	Commercial Drivers License Test Result Records	<p>These records document which employees hold valid commercial drivers licenses (CDL). They may include, but may not be limited to, CDL test results, test results for alcohol or controlled substances, test refusals, driver evaluations and referrals, calibration documentation, test administration documents, calendar year summaries, alcohol misuse documents, and information about employee participation in controlled substances use prevention programs. [49CFR382.401.]</p>	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	8/16/2022
107	I-9 Files	<p>These records document verification by employers of identity and immigration status of all new employees. They may include, but may not be limited to, employment eligibility verification forms, and supporting documentation. 8 CFR 274a.2 (1998) requires that employers maintain signed copies of I-9 forms.</p>	RETAIN UNTIL: Date of hire PLUS: 3 years OR RETAIN UNTIL: Termination PLUS: 1 year (whichever is later) THEN: Destroy	8/16/2022
108	Policy and Procedure Records	<p>These records document employee policies and procedures that are adopted by the local government. Drafts and other development documents should be retained until the final document is adopted.</p>	RETAIN UNTIL: Superseded by new versions PLUS: 6 years THEN: Destroy	8/16/2022
109	Grievance and Unfair Labor Practices Records	<p>These records document grievances and charges filed against local governments and the resolution of the grievance. They may include, but may not be limited to, written grievances, pre-hearing reports, grievance forms, correspondence, summary sheets, employee history information, legal documents, and decisions.</p>	RETAIN UNTIL: Contract that the grievance is related to expires THEN: Destroy	8/16/2022

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
110	Complaint Records	These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, discrimination, or other issues. They may include, but may not be limited to, completed questionnaires from management, staff, and/or witnesses to the alleged violation, correspondence, documents detailing the complaint, investigatory records, Civil Rights or Equal Employment Opportunity Commission documentation, and litigation documentation from court systems.	RETAIN UNTIL: Complaint is dismissed or resolved PLUS: 7 years THEN: Destroy	8/16/2022
111	Investigation Records	These records document investigations into incidents or issues that do not lead to disciplinary action of an employee. Disciplinary records are maintained in the employee's personnel file. They may include, but may not be limited to, correspondence, incident reports, and supporting documentation.	RETAIN UNTIL: Completion of the investigation THEN: Destroy, if disciplinary action is <u>not</u> taken (MCL 423.509) OR PLUS: 4 years, only if disciplinary action is taken - a disciplinary report will be retained in the employee's personnel file (see item #100A) THEN: Destroy	8/16/2022
112	Benefit Plan Records	These records document the terms of benefit plans that are available to employees. They may include, but may not be limited to, plan documents, plan descriptions, and reports.	RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy	8/16/2022
113	Employee Injury Records - Exposure	These records document accidents or injuries involving exposure to toxic substances or blood-borne pathogens. They may include, but may not be limited to, incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and supporting medical documentation. [29 CFR 1910.1020] These files are maintained separately from the personnel file.	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	8/16/2022
114	Employee Injury Records - Non-exposure	These records document accidents or injuries involving an employee. They may include, but may not be limited to, incident reports, responses by supervisors and management, requests for medical leave, insurance forms, and applications for continuation of insurance. These records are maintained separately from the personnel file. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	8/16/2022

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
115	Employee Injury Records - OSHA 300 Log	These records document all employee injuries within a calendar year. They may include, but may not be limited to, logs and supporting documentation. In accordance with 9 CFR 1904.33, these records shall be retained for 5 years following the calendar year that they cover.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	8/16/2022
116	Job Classification and Description Records	These records document job classification systems and all existing positions. They may include, but may not be limited to, summaries of job responsibilities, functions, applicant requirements, and salary and benefit classifications.	RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy	8/16/2022
117	Salary Study Records	These records document the analysis of employee salaries to ensure fair compensation. They may include, but may not be limited to, research, surveys, and reports.	RETAIN UNTIL: No longer of reference value THEN: Destroy	8/16/2022
118	Position Re-classification Records	These records document requests to have a position re-classified. They may include, but may not be limited to, requests, copies of existing and proposed job descriptions, decisions affecting the request, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	8/16/2022
119	Job Advertisement and Posting Records	These records document the advertising of available positions that the local government intends to fill, both internally and externally. They may include, but may not be limited to, notices, and published advertisements.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	8/16/2022
120	Job Application Records	These records document applicants for positions who were not hired, regardless of whether they were interviewed (this includes unsolicited applications, unless the local government has a written policy prohibiting the acceptance of unsolicited applications). They may include, but may not be limited to, resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documentation.	RETAIN UNTIL: Decision is made not to hire the individual PLUS: 1 year THEN: Destroy, if the application is unsolicited (no position is currently available), or if the person is determined to be ineligible for the position to which they applied OR RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy, if the person was considered for a posted position	8/16/2022
121	Selection Files	These records document the appointment and selection of employees. They may include, but may not be limited to, employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations or notifications.	RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy	8/16/2022

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
122	Job Qualification Exam Records	These records document testing of potential employees' qualifications for employment. They may include, but may not be limited to, master exams and master answer sheets, and test development documentation (if applicable).	RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy	8/16/2022
123	Emergency Contact Records	These records document which the people the employee wants to be contacted if they are involved in an emergency situation.	RETAIN UNTIL: Superseded by new information THEN: Destroy	8/16/2022
124	Workers Disability Compensation Files	These records document any claims made for workers disability compensation benefits. They may include, but may not be limited to, incident or injury reports submitted by the employee (original is sent to the insurer), and reports from the occupational health center. Litigation records is kept separately.	RETAIN UNTIL: Claim is settled PLUS: 7 years THEN: Destroy	8/16/2022
125	Worker Disability Compensation Reports	These records document reports that are received from disability insurance providers about the amount of benefits that were paid from the policy.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	8/16/2022
126	Labor Agreement and Negotiation Records	These records document labor negotiations and resulting contracts with individual employees and employee groups. They may include, but may not be limited to, salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, agreements, and final contracts. Separate files are maintained for each employee negotiating group. <i>Note: select records may need to be kept longer, if they are needed to document retirement benefits that an employee is entitled to.</i>	RETAIN UNTIL: Expiration date PLUS: 10 years THEN: Destroy	8/16/2022
127	Union Files	These records document each union that represents employees. They may include, but may not be limited to, correspondence, and dues information.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	8/16/2022
128	Seniority Records	These records document the seniority status of union employees. They may include, but may not be limited to, lists and documents that are sent to union presidents.	RETAIN UNTIL: Superseded by a new version PLUS: 1 year THEN: Destroy	8/16/2022
129	Affirmative Action Plan Records	These records document the local government's plans to comply with affirmative action requirements. They may include, but may not be limited to, plans, supporting documentation, analyses, raw data, tests given to employees, and validation studies.	RETAIN UNTIL: Plan expires PLUS: 2 years THEN: Destroy	8/16/2022
130	Adverse Impact Determination Records	These records document audits or investigations of potential civil rights violations that are conducted by state or federal agencies when an adverse impact upon employees is determined. They include, but may not be limited to, determinations, and documentation that the cause of the adverse impact was eliminated.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	8/16/2022

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
131	Organization Chart Records	These records document the organizational structure of the local government. They may include, but may not be limited to, organization charts, mission statements, and supporting documentation. <i>Note: these records may continue to have reference value after they are superseded.</i>	RETAIN UNTIL: Superseded by a new version THEN: Destroy	8/16/2022
132	Employee Directory Records	These records document the personal or office contact information for employees. <i>Note: these records may continue to have reference value after they are superseded.</i>	RETAIN UNTIL: Superseded by new information THEN: Destroy	8/16/2022
133	Government Reports	These records document reports that are prepared by the local government to document its activities and actions. They may include, but may not be limited to, equal employment opportunity reports, veteran employment reports, and census of government employment reports.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	8/16/2022
134	COVID-19 Health Surveillance Records	These records document attestations that a person is healthy enough to safely enter a building where a government office is located, or that a government employee is healthy enough to work, in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, data collected during network login, data collected as someone enters a building, and logs.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	8/16/2022
135	COVID-19 Notification Records	These records document notifications about potential exposure to COVID-19 in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, notification documents, notification distribution lists, and supplemental documentation.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	8/16/2022
136	COVID-19 Training Records	These records document training provided to employees about COVID-19 and infection control practices in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, training materials, attendance documentation, and supplemental documents.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	8/16/2022
Note:	<i>Contract Records</i>	<i>The official copies of contracts are generally retained by the Clerk and are listed on the Clerk's Retention and Disposal Schedule (see General Schedules #6, 24, 25). Their minimum retention period is until the contract expires, plus 6 years, then destroy.</i>		8/16/2022
<b>Payroll Records</b>				

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
200A	Employee Files—Employees Enrolled in a Pension Plan	These records document activities that affect payroll for each employee who is enrolled in a pension plan (such as the Municipal Employees Retirement System or a locally operated plan). They may include, but may not be limited to, W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, and electronic funds transfer applications.	RETAIN UNTIL: Individual is no longer employed PLUS: 50 years OR RETAIN UNTIL: Individual retires PLUS: 6 years ( <i>whichever is sooner</i> ) THEN: Destroy	8/16/2022
200B	Employee Files—Employees Enrolled in Defined Contribution Plans Only	These records document activities that affect payroll for each employee who is enrolled in a defined contribution plan only and does not receive a pension. They may include, but may not be limited to, W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, current enrollment for health benefits, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, and electronic funds transfer applications. <i>Note: if an employee's abandoned wages are reported and remitted to the Michigan Department of Treasury, the employee's name and last known address need to be retained by the employer for 10 years.</i>	RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy	8/16/2022
201	Salary and Benefit Schedule Records	These records document the rate of pay for employees and define the benefits that are offered.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	8/16/2022
202	Payroll Register Records	These records document reports that are produced to document payroll activities. They may include, but may not be limited to, employee names, social security numbers, employee identification numbers, gross wages, deductions, net pay, current pay period, year to date earnings, etc. <i>Note: if none of the local government's employees that are listed on the register are enrolled in a pension plan, these records can be retained for FY+7, in accordance with item #203.</i>	RETAIN UNTIL: Fiscal year ends PLUS: 50 years THEN: Destroy	8/16/2022

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
203	Payroll Reports	These records document reports that are generated for each pay cycle to verify the accuracy of the payroll. They may include, but may not be limited to, payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, and deduction registers.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	8/16/2022
204	State Retirement Reports	These records document employee and employer contributions into state retirement plans. They may include, but may not be limited to, reports containing the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, and number of payments per year.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	8/16/2022
205	Time and Attendance Records	These records document the hours worked and leave time used by each employee during each pay cycle, and they are used to support payroll activity. They may include, but may not be limited to, time sheets or cards, time keeping data, time and attendance reports, and pay statements containing the hours worked by the employee, the gross wages paid, the pay period for which payment is being made, itemized deductions, itemized fringe benefits, wage assignments, and garnishments and levies. Note: if the local government's final average compensation calculation is longer than 3 years, it will need to retain these records for at least that calculation timeframe.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	8/16/2022
206	Federal/State Tax Deduction Records	These records document payment of financial liabilities for monies withheld from employee wages. They may include, but may not be limited to, quarterly form 941 reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, and quarterly reports.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	8/16/2022
207	W-2 and W-3 Forms	These records document the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	8/16/2022
208	Unemployment Insurance Reporting Records	These records document unemployment insurance payments made by contributing and reimbursing employers. They may include, but may not be limited to, reports identifying the taxes paid and benefits charged to the employer's "account."	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	8/16/2022
209	Unemployment Claim Records	These records document people who are claiming unemployment benefits from the local government via the Unemployment Insurance Agency. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may include, but may not be limited to, correspondence, and appeals.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	8/16/2022

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
210	Wage Differential Reports	These records document analysis of the wage differential between sexes. They may including, but may not be limited to, reports, and substantiating documents.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	8/16/2022
<b>Human Resources Department - General Administrative Records</b>				
300	Subject Files	These records document various topics, issues, projects, or activities that an agency or employee is involved in. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, budget documents, audit documents, and development files for policies, press releases, publications, and forms. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials.	RETAIN UNTIL: Topic no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy	8/16/2022
301	General Correspondence Files	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the agency. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	8/16/2022
302	Transitory Records	These records document agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled. They may include, but may not be limited to, routine requests for information that require no: administrative action, policy decision, special compilation of research; requests or matters that are addressed by creating other records; and reminders.	RETAIN UNTIL: Activity is completed THEN: Destroy	8/16/2022
303	Freedom of Information Act (FOIA) Request Records	These records document requests for information and public records maintained by state agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation.	RETAIN UNTIL: Response is sent or request is denied PLUS: 1 year THEN: Destroy (MCL 15.233 (2))	8/16/2022
304	Contact List and Directory Records	These records document contact information for individuals or organizations with whom the agency communicates. They may be used to generate labels or other documents. They may contain name, email address, mailing address, phone numbers and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy	8/16/2022
305	Planner and Calendar Records	These records document an individual employee's work-related meetings, assignments, and tasks. They may include, but may not be limited to, appointments, meetings, calendars, and planners.	RETAIN UNTIL: Event date PLUS: 2 years THEN: Destroy	8/16/2022
306	Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. They may include, but may not be limited to, meeting minutes, agendas, and distribution materials. Meeting records may also be retained in subject files (see item #300), if they relate to a specific topic.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	8/16/2022

State of Michigan  
General Schedule #26 - Local Government Human Resources

Item #	Series Title	Series Description	Retention Period	Approval Date
307	Annual Reports	These records document the department's activities through a year. They may include, but may not be limited to, narrative and statistical information.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	8/16/2022
308	Grant Records - Awarded	These records document grants received from federal, state, and private agencies that are administered by the business or finance office. They may include, but may not be limited to, applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation and monitoring reports, audits, and periodic progress reports.	RETAIN UNTIL: Grant is closed out, unless otherwise specified by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes PLUS: 7 years THEN: Destroy	8/16/2022
309	Grant Application Records - Denied	These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may include, but may not be limited to, application forms, budget proposals, letters of support, narrative plans, and supporting documentation.	RETAIN UNTIL: Grant is denied PLUS: 1 year THEN: Destroy	8/16/2022
310	Departmental Budget Planning Records	These records document budget planning and tracking activities for the human resources department. They may include, but may not be limited to, budget requests, statistics, budget amendments, budget summaries, and balance sheets.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	8/16/2022
311	Publication Records	These records document information that is published by the human resources department. They may include, but may not be limited to, press releases, brochures, newsletters, and other items.	RETAIN UNTIL: No longer of reference value THEN: Destroy	8/16/2022
312	Memorabilia	These records document events and activities of the human resources department. They may include, but may not be limited to, photographs, news clippings, certificates, and awards.	RETAIN UNTIL: No longer of reference value THEN: Destroy	8/16/2022
313	Audio-Visual Materials	These records document general program activities, facilities, people, etc. They may include, but may not be limited to, photographs, video recordings, audio recordings, and slides, etc. in analog and digital formats.	RETAIN UNTIL: No longer of reference value THEN: Destroy	8/16/2022
314	Visitor Logs and Register Records	These records document who visited the office. They identify the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	8/16/2022
315	Employee In and Out Log Records	These records document the time and date when staff arrive and depart throughout each day.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	8/16/2022

**GENERAL SCHEDULE #30 – Local Government Information Technology**

This Retention and Disposal Schedule covers records that are commonly found in the **Information Technology** offices of counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

  
\_\_\_\_\_  
Judy Rumps, President  
Michigan Chapter of Government Management Information Sciences (Mi-GMIS) 10/1/09  
(Date)

  
\_\_\_\_\_  
Debra Gearhart, Director  
Department of History, Arts and Libraries, Records Management Services 11/04/09  
(Date)

  
\_\_\_\_\_  
Mark Harvey, State Archivist  
Department of History, Arts and Libraries, Archives of Michigan 11/18/09  
(Date)

**APPROVED**  
\_\_\_\_\_  
State Administrative Board 12/1/09  
(Date)

# GENERAL RETENTION SCHEDULE #30 INFORMATION TECHNOLOGY—LOCAL GOVERNMENT

## INTRODUCTION

### Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

### Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as an information technology department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Please note: The clerk is usually the official record keeper for land and contract records. These records are covered by General Schedules #6, #24 and #25. The local government’s human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government’s business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule #31. As a result, the information technology department is not required to retain most of these types of records, because their copies are duplicates that are used for reference purposes only

(see General Schedule #1). If the information technology department is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

### **Unofficial Documents**

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at [https://www.michigan.gov/documents/dtmb/RMS\\_GS1\\_640192\\_7.pdf](https://www.michigan.gov/documents/dtmb/RMS_GS1_640192_7.pdf)).

### **Record Maintenance**

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

### **Suspending Destruction**

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. Relevant records may exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.). Failure to cease the destruction of relevant records could result in penalties.

## **Additional Assistance is Available**

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**State of Michigan  
General Schedule #30  
Local Government Information Technology**

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Information Technology Records</b>				
100	Technology Inventory	This record may be used to inventory equipment, software, telephones, etc. It may contain the tag number, location, serial number, price, account source, etc.	RETAIN UNTIL: Item is disposed of PLUS: 2 years THEN: Destroy	12/1/2009
101	Communications Assignments	Some staff are issued 2-way radios, cell phones, pagers, etc. to facilitate communication. These files contain service contracts, employee contracts, FCC licenses, distribution lists, etc.	RETAIN UNTIL: Equipment is returned by the staff or disposed of or until the phone number assignment changes PLUS: 2 years THEN: Destroy	12/1/2009
102	Contracts, Licenses and Agreements	These records cover hardware, software, services, maintenance, hosting, leases, etc. The information technology office is generally not the office of record for the official legal document, but still needs to maintain these records to administer the terms.	RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy	12/1/2009
103	Pre-Approved Vendors	Technology vendors may be pre-approved for a designated timeframe to provide hardware and software to the local government, so newly purchased equipment is standardized. These records document which vendors and equipment are pre-approved. They may include a request for quote (RFQ), request for proposal (RFP), invitation to bid (ITB), bid responses, sole source justifications, copies of contracts (not the official version), etc.	RETAIN UNTIL: While the vendor/equipment is approved THEN: Destroy	12/1/2009
104	User Access Policies/Agreement	The records are used to generate user accounts for employees and to assign permissions. They may define the terms of use and access of specific computer systems, general information technology resources, network access, etc. They may document who is authorized to make requests. They may be submitted by authorized supervisors, and they may be signed by employees. Records may also be generated to document that permissions/access have been removed for employees. The Human Resources Department may maintain a copy of these records in the employee's personnel file.	RETAIN UNTIL: Superseded by a new document, or individual is no longer a user PLUS: 2 years THEN: Destroy	12/1/2009
105	Project Files	These files document the development of new computer systems for departments, upgrades and maintenance activities. These files may include correspondence, notes, systems documentation, source codes, objects codes, code definitions, system layout, testing, maintenance work, project plans and timelines, operational procedures, data conversion, system migration, etc. Reference copies of requests for proposals, vendor bids and contracts may also be retained, but are not subject to this retention period. <i>Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after implementation is completed.</i>	RETAIN UNTIL: System is no longer in use PLUS: 5 years THEN: Destroy	12/1/2009

**State of Michigan  
General Schedule #30  
Local Government Information Technology**

Item #	Series Title	Series Description	Retention Period	Approval Date
106	Change Control	These records document changes to production systems for routine maintenance, upgrades, enhancements, emergencies, etc. They may include authorizations, activity assignments, activity descriptions, backout/recovery plans, test runs, etc. <i>Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after the above-mentioned activity is completed.</i>	RETAIN UNTIL: System is no longer in use PLUS: 5 years THEN: Destroy	12/1/2009
107	Technology Service Requests	This record documents problems with accounts and equipment and requests for new services. It is used to initiate new projects and to generate repair tickets. It may contain the user name, a description of the problem or project, the location of the equipment, the date/time the request was received and resolved, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	12/1/2009
108	Work Orders	These records document each employee's daily activities. They identify the type of activity, time spent, customer, account code, description of work done, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	12/1/2009
109	Technology Network Maps and Documents	These records are used to map and define the technology infrastructure and the wiring of voice and data lines. They may include security information, identification numbers, passwords, configurations, IP schemas, etc.	RETAIN UNTIL: Superseded by newer documents THEN: Destroy	12/1/2009
110	Server and Operations Logs	These logs are generated on an on-going basis by file and network servers, backup systems, security systems, user logins, etc. They document transactions or activity within the system. <i>Note: different types of logs collect data at different intervals, and are used for different purposes. As a result, the volume of data generated will vary, as will the capacity of the system to store the data. Each IT department must adopt a written data retention policy to define how long it will retain data for each log they generate. If they do not, it will be difficult for the IT department to defend their practices in court, if the records are needed as evidence.</i>	RETAIN UNTIL: No longer required according to IT department's data retention policy (see note) THEN: Destroy	12/1/2009
111	Call Detail	These records are received from the service carrier. They identify when calls or messages were made or received on devices issued to employees. They may be received with the bill from the service carrier, which is forwarded to the Finance Department for payment and official retention after the accuracy of the charges are verified. Information found in these records may include the device tag number, phone number, date and time of the communication, length of communication, phone number of the other party, etc. These records do not contain the content of voice or text messages. Carriers may or may not retain the content of these communications. Employees are responsible for retaining the content of recorded communications per their agency's Retention and Disposal Schedule, if the communication complies with the definition of a public record.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	12/1/2009

**State of Michigan  
General Schedule #30  
Local Government Information Technology**

Item #	Series Title	Series Description	Retention Period	Approval Date
112	Disaster Plans	These plans define potential emergencies, and how the staff should respond to each type of incident.	RETAIN UNTIL: Superseded by a new plan THEN: Destroy	12/1/2009
113	Internet Site Content	The local government's website is an interface to presenting information to the public about programs, events and activities. This record includes the content and layout of the website. Internet technology may be capable of storing inactive web content, but it is not designed to support the preservation of information as technology evolves. Official records that are posted on the website, and are not retained elsewhere, still need to be retained in accordance with an approved Retention and Disposal Schedule.	RETAIN UNTIL: No longer published online THEN: Destroy	12/1/2009
114	Technology Training	The information technology staff may conduct training about the use of computer software or equipment for employees. These files contain the curricula materials.	RETAIN UNTIL: Course materials are superseded by a new version, or the course is dropped entirely from the training curriculum THEN: Destroy	12/1/2009
115	Training Registration	These records document which employees have attended training conducted or coordinated by the Information Technology Department. They may contain the employee's name, department, training date, course title, accounting information, etc.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009
116	Universal Service Fund (USF)	The USF, also known as "e-rate," is a federal fund that provides discounts on telecommunications and internet access to public libraries and school districts. These files document the amount of the discount that is awarded and how the allocation was computed. All applicants and service providers are required to retain receipt and delivery records relating to the technology plans, pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to the administration of the Universal Service Fund. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order (FCC 04-190).	RETAIN UNTIL: Last service date PLUS: 5 years THEN: Destroy	12/1/2009
<b>General Administrative Records</b>				
200	Subject Files	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files.	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy	12/1/2009

**State of Michigan  
General Schedule #30  
Local Government Information Technology**

Item #	Series Title	Series Description	Retention Period	Approval Date
201	General Correspondence	General correspondence does not pertain to a specific issue and it is <i>often organized chronologically or by correspondent's name</i> . General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009
202	Transitory Correspondence	Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.	RETAIN UNTIL: Date received PLUS: up to 30 days THEN: Destroy	12/1/2009
203	Freedom of Information Act (FOIA) Requests	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009
204	Contact Lists/Directories	These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete.	RETAIN UNTIL: Contact information is superseded or list is obsolete THEN: Destroy	12/1/2009
205	Planners/Calendars	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009
206	Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200) or project files (see item #104), if they relate to a specific project.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009

**State of Michigan  
General Schedule #30  
Local Government Information Technology**

Item #	Series Title	Series Description	Retention Period	Approval Date
207	Policies, Procedures and Directives	These records document the policies and standard operating procedures of the department. It may also include an administrative manual.	RETAIN UNTIL: Superseded by a new document PLUS: 5 years THEN: Destroy	12/1/2009
208	Annual Reports	These reports document the department's activities, and they may contain both narrative and statistical information.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	12/1/2009
209	Grants	These files are used to administer grants that are applied for by the information technology department from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. <i>Note: final reports and products of the grant may be kept longer for use and reference purposes.</i>	RETAIN UNTIL: closed out, plus any additional time that is required by the granting agency for auditing purposes THEN: Destroy	12/1/2009
210	Denied Grant Applications	These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009
211	Departmental Budget Planning	These records document budget planning and tracking activities for the information technology department. They may include budget requests, capital improvement plans, statistics, budget amendments, budget summaries and balance sheets, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	12/1/2009
212	Publications	These records may include press releases, brochures, newsletters and other items that are published by the department.	RETAIN UNTIL: No longer of reference value THEN: Destroy	12/1/2009
213	Memorabilia	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department.	RETAIN UNTIL: No longer of reference value THEN: Destroy	12/1/2009
214	Audio-Visual Materials	These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. These materials do not include photographs taken for specific projects, because those records should be in the project files (see item #104).	RETAIN UNTIL: No longer of reference value THEN: Destroy	12/1/2009
215	Visitor Logs/Registers	These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009
216	Employee In/Out Logs	These logs document the time/date when staff arrive and depart throughout each day.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009

**State of Michigan  
General Schedule #30  
Local Government Information Technology**

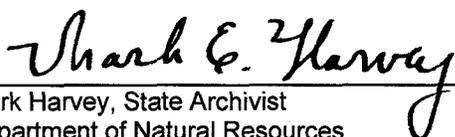
Item #	Series Title	Series Description	Retention Period	Approval Date
217	Leave Approvals	These records document a supervisor's approval of an employee's use of sick leave, annual leave, overtime, etc. They are supporting documentation to the official timekeeping records maintained by Payroll. If Payroll maintains this information, then the supervisor/employee do not need to maintain these records.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009
218	Timekeeping	These records include sheets or cards that document the exact hours worked by an employee. They are supporting documentation to the official timekeeping records maintained by Payroll. If Payroll maintains this information, then the supervisor/employee do not need to maintain these records.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009
219	Overtime Equalization Reports	These reports are produced weekly in accordance with the terms of union contracts. They are used by supervisors to adjust overtime assignments of staff to balance the number of hours worked.	RETAIN UNTIL: Relevant union contract is no longer in effect THEN: Destroy	12/1/2009

**GENERAL SCHEDULE #1 – Non-records**

This Retention and Disposal Schedule revises General Schedule #1 that was approved on November 16, 2004.

This Retention and Disposal Schedule covers materials that are classified as "non-records." These materials are common to most local government agencies. We, the undersigned, believe that the materials described in this schedule have no administrative, legal, fiscal and archival value to the State of Michigan.

 4/17/15  
\_\_\_\_\_  
Brice Sample, Records Manager Date  
Department of Technology, Management and Budget  
Records Management Services

 4/30/15  
\_\_\_\_\_  
Mark Harvey, State Archivist Date  
Department of Natural Resources  
Archives of Michigan

**APPROVED**

2 2015 6-2-15  
\_\_\_\_\_  
State Administrative Board Date

**State of Michigan**  
**Department of Technology, Management & Budget - Records Management Services**  
**Records Retention and Disposal Schedule**

*General Schedule #1: Non-record Materials*

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
GS1	- <u>Non-record Materials</u>	ACT	ACT	

Non-record materials are recorded information that are in the possession of an agency, but are not needed to document the performance of an official function. An agency's disposition practices needs to include managing non-record materials, because their volume may exceed that of records that do document official functions.

Examples of non-records may include:

- Draft documents that are replaced by new or final versions. Drafts that are not needed to document the development of the final record. Drafts that are not required to be retained by an agency-specific schedule.
- Duplicate copies of a document that are retained for convenience of reference.
- Information that does not document official activities.
- Letters of transmittal (including routing slips) that do not add any information to the transmitted material.
- Notes and recordings that have been transcribed into another format for record retention.
- Publications that are received from outside sources that are retained for reference purposes, such as newsletters, brochures, catalogs, books, professional development materials, etc.
- Mass mailings, notices, flyers, etc. that are received for informational purposes.
- Advertisements, spam and junk mail.
- Tracking documents or tools that are used to ensure that all steps in a business process take place, but are not the official documentation of the action or activity.
- Research and reference materials that are collected from outside sources, but are not needed to document how the final decision is made.

ACT = Non-record materials can be disposed of when they are no longer needed for reference purposes.

**GENERAL SCHEDULE #32 – Local Government Parks and Recreation  
Departments**

This Retention and Disposal Schedule covers records that are commonly found in the **parks and recreation departments** within counties, cities, townships, villages, and local authorities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Darrin Duisternars, President  
Michigan Recreation and Park Association

11-17-09

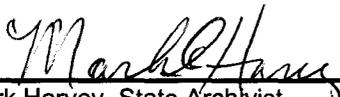
(Date)



Debra Gearhart, Director  
Department of Management and Budget, Records Management Services

11/30/09

(Date)



Mark Harvey, State Archivist  
Department of Natural Resources, Archives of Michigan

1/28/10

(Date)

**APPROVED**

State Administrative Board

4/20/2010

(Date)

**GENERAL RETENTION SCHEDULE #32  
LOCAL PARKS AND RECREATION DEPARTMENTS  
INTRODUCTION**

**Public Records**

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

**Retention and Disposal Schedules**

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a parks and recreation department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes General Schedule #8--Section 13 “Parks and Recreation Department” and General Schedule #10--Parks and Recreation.

Please note: The clerk is usually the official record keeper for land and contract records. These records are covered by General Schedules #6, #24 and #25. The local government’s human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government’s business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule

#31. As a result, the parks and recreation department is not required to retain most of these types of records, because their copies are duplicates that are used for reference purposes only (see General Schedule #1). If the parks and recreation department is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

### **Unofficial Documents**

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. *For example, Treasurer’s are generally the official recordkeeper for investment records, but the Finance Office may have a copy.* A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at [https://www.michigan.gov/documents/dtmb/RMS\\_GS1\\_640192\\_7.pdf](https://www.michigan.gov/documents/dtmb/RMS_GS1_640192_7.pdf)).

### **Record Maintenance**

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

### **Suspending Destruction**

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases,

backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

### **Need more help?**

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website

<http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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Planning	700 – 701
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**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Parks</b>				
100	Park Inventory	These records describe park assets such as land, structure and equipment, and any other large purchases. They may contain a description of the asset, purchasing information, asset location, etc. This record may be a paper file, a database, a spreadsheet, etc.	RETAIN UNTIL: Asset is disposed of THEN: Destroy	4/20/2010
101	Park Files	Separate files may be maintained on each park or facility to document its history, assets and maintenance. The files may contain information about the land, equipment, improvements, maintenance standards, landscaping, playground inspections, land use permits, news clippings, photographs, brochures, flyers, etc. <i>Note: Historical information should be retained permanently.</i>	RETAIN UNTIL: Park is owned by the parks and recreation department THEN: Destroy	4/20/2010
102	Park GIS Data	This data is maintained in a GIS system. It may document park features such as overall park design, trail design, tree locations, and location of neighboring private homes or commercial buildings.	RETAIN UNTIL: Superseded (overwritten) by newer data THEN: Destroy	4/20/2010
103	Photographs	These photographs document activities, programs, facilities, the history of the department, people, etc. They may be kept in analog or digital formats.	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/20/2010
104	Maintenance Files	These files document the maintenance of parks, recreation facilities, cemeteries, and other department owned properties, including equipment and services being used. These files may include work orders, inspection checklists, cost, hours, repair history, product information, etc.	RETAIN UNTIL: Equipment and/or service is no longer in use PLUS: 5 years THEN: Destroy	4/20/2010
105	Pesticide/Herbicide Application	These records document the application of pesticide/herbicide chemicals in parks and on government owned golf courses. The file may include a work order and a schedule of spraying.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/20/2010
106	Hazardous Materials Safety Data Sheets	Material Safety Data Sheets (MSDS) are written or printed material concerning a hazardous chemical that contain safety and health information about the chemicals to which employees may be exposed. MSDS or some record of the identity of the substance or agent, such as the chemical name, if known, where it was used and when it was used must be maintained. Refer to Michigan Occupational Safety and Health Administration (MIOSHA) Part 470 "Employee Medical Records and Trade Secrets" for additional information.	RETAIN UNTIL: Hazardous material is in use or stored on the property PLUS: 30 years THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
107	Activity Reports	These periodic reports generated by the parks and recreation department and may contain narrative and statistical data about the department's programs, activities, services, customers, etc. They may be generated for the entire parks and recreation department or for a specific function program or facility, such as the golf course, nature center, historical property, park police, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/20/2010
108	Improvement Project Files	These records document improvements made to the parks system. They may include meeting notes, plans, bids, correspondence, grant documentation, blueprints, drawings, maps, specifications, testing of materials, slides, photos, shop drawings, product manuals, warranties, as-built drawings, etc.	RETAIN UNTIL: Improvement is removed THEN: Destroy	4/20/2010
109	Cell Tower Files	These records document cell towers that are installed on park land. They may include lease agreements, licenses, contracts, easements, correspondence, etc.	Permanent	4/20/2010
110	Tree Files	These files contain information about trees planted and/or maintained by the department. They identify the type of tree, location, activity dates, damage, maintenance, etc.	RETAIN UNTIL: Tree is removed PLUS: 1 year THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Recreation</b>				
200	Recreation Data	This database tracks recreation programs including the usage of facilities, building activities, registration for recreation programs, fees, team rosters, etc.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/20/2010
201	Recreation Registrations	These files document registrations for recreation programs including teams, leagues, camp programs, special events, campgrounds, golf, etc. They may include registration forms, medical forms, invoices/receipts, "hold harmless" agreements, etc.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/20/2010
202	Program Files	These files document regular programs, special events, tours and camps held by the parks and recreation department. These files may cover programs held at various facilities including recreation centers, nature centers, historical properties, parks, golf courses, campgrounds, aquatic facilities, etc. They may include programs/itineraries, logistical planning documents, surveys, brochures, correspondence, evaluations, program content (including curriculum), etc.	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/20/2010
203	Special Event Files	These records document legal responsibilities for events held on government property, including parades, fireworks, picnics, festivals, races, weddings, parties, etc. They may include permits, contracts, licensing, legal agreements (including, but not limited to, hold harmless agreements, releases and waivers), meeting minutes, correspondence, insurance, event-specific marketing, etc.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/20/2010
204	Facility Schedules	These records track usage for each facility. They may identify the reservation date, user, fees charged, special instructions, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010
205	Rental/Use Agreements	These records document facility and equipment rentals to groups and the general public.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010
206A	Accident Reports/Claims-- Adults	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

Item #	Series Title	Series Description	Retention Period	Approval Date
206B	Accident Reports/Claims-- Minors	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. <i>Note: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.</i>	RETAIN UNTIL: Minor turns 18 years old PLUS: 3 years THEN: Destroy	4/20/2010
207	Waivers	These records are used for summer camps and other sponsored programs to release the government's liability. <i>NOTE: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.</i>	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010
208	Training Records for Certifications	These classes prepare students for certification in water safety instruction, CPR, lifeguard, etc. These files document who attended the course, and whether they successfully completed the requirements for certification. The files may include exams, answer sheets, pass/fail grades, personal contact information, sign-in sheets, etc.	RETAIN UNTIL: Certification expires THEN: Destroy	4/20/2010
209	Team Records	These records document athletic teams participating in recreation programs run by the city each season. They may contain the team roster, game schedules and results of games.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010
210	Suspensions	These records document individuals or teams who are suspended from participating in recreation programs or entering facilities run by the parks department. They may contain departmental investigation files and suspension hearing documents.	RETAIN UNTIL: Suspension is no longer in effect or permanent, depending on length of suspension PLUS: 5 years THEN: Destroy	4/20/2010

State of Michigan  
 General Schedule #32  
 Local Parks and Recreation Departments

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Cemetery</b>				
300	Cemetery Records	These records document purchasers and occupiers of lots and burials. They may include maps, indexes (database), burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc. <i>Note: local governments are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i>	Permanent	4/20/2010
301	Cemetery Maintenance	These records document routine maintenance of the cemetery including deed authorizations, work orders, service requests, receipts, invoices, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
<b>Golf</b>				
400	Golf Leagues	These records document who has participated in golf leagues. They may include rosters/lists, registrations, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/20/2010
401	Golf Activity	These records document use of the golf course, including season passes, sign-in sheets, statistics, expenses and revenue, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
<b>Aquatic Facilities</b>				
500	Water Quality Records	These records may document monthly and bi-monthly testing of recreation pools, beaches, drinking water, etc. The testing may be performed internally or by outside companies. These files may also document the application of aquacides.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
<b>Campgrounds</b>				
600	Campground Files	These files document the operation of campground facilities. They may include operating licenses, inspection records (both state and local), etc.	RETAIN UNTIL: Superseded by newer documents THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
<b>Planning</b>				
700	Capital Improvement Plans	These plans are created periodically (such as annually) to identify proposed improvements to the parks system. The files may contain architectural drawings, bid specifications, master instructions for equipment, correspondence, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/20/2010
701	Master/Long Range Plans	These plans are updated on a scheduled basis to identify proposed improvements to the infrastructure of the parks system.	Permanent	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Public Meetings</b>				
800	Meeting Records--Open Sessions	These records document the proceedings of the public body that oversees or advises the department. They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #803), bulletins, clippings, or documentation of meeting-related expenditures. These records are preserved permanently to document the institutional memory of the community. The clerk may retain the official copy of the agenda packets and the minutes. If so, the department's copy would be a duplicate non-record (see General Schedule #1). <i>Note: local governments are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i>	Permanent	4/20/2010
801	Meeting Notes and Audio or Video Recordings	Notes and audio or visual recordings of meetings of a public body made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body.	RETAIN UNTIL: Meeting minutes are approved PLUS: 1 day THEN: Destroy	4/20/2010
802	Meeting Records--Closed Session	These records consist of minutes taken during a closed session of the public body, including any audio or visual recordings. Approved closed session minutes must be sealed and retained by the clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act.	RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session was approved PLUS: 1 year, plus 1 day THEN: Destroy	4/20/2010
803	Notices of a Public Meeting	The Open Meetings Act requires public bodies to publish a notice to the public prior to holding a meeting or a hearing.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>Financial Records</b>				
900	Department Budget	These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years for the department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/20/2010
901	Income Reports	These records document park usage and fees collected. They may identify the fees that are paid and what accounts they are applied to, as well as breakdowns of all accounts. These records may support official documentation maintained by the local government's business/finance office.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	4/20/2010
902	Usage Fees and Receipts	These records document financial transactions including registration fees, usage/rental fees, concessions, tickets and merchandise sales, etc. They may include receipts, logs, cash register daily report, bank deposits, external credit card issues, payment reversals, etc. These records may support official documentation maintained by the local government's business/finance office.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	4/20/2010
903	Concessions and Merchandise Inventories	These records document supplies and sales of food and merchandise. They may identify items in stock, quantity, purchasing information, value, amount sold, etc. These records may support official documentation maintained by the local government's business/finance office.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	4/20/2010
904	Grants	These files contain information related to grants received from state, federal and/or private sources to support the acquisition or maintenance of property or equipment and for the running of programs or special events. They may document that the community used the funds in accordance with the terms of the grant. The files may contain a copy of the grant, correspondence, purchases, expenses, and any other supporting documents. <i>Note: Final reports and products of the grant may be kept longer for use and reference purposes. If the grant was used to purchase a fixed asset, select documents may need to be retained until that asset is disposed of. If the grant was used to fund a park improvement project, select documents may need to be retained for the life of the improvement.</i>	RETAIN UNTIL: Audit or 5 years, whichever is later THEN: Destroy	4/20/2010
905	Donor Files	These files document groups or individuals who made donations (cash or property) to the department, including friends groups. They may include correspondence, certificates of gift, thank you letters, gift ledgers or logs, etc.	Permanent	4/20/2010
906	Endowment Fund Files	These records document activity on endowed funds. They may include statements, deposits, correspondence, planning, etc.	Permanent	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
907	Sponsorships	These records document funds received from sponsors for specific programs, activities or events. They may include correspondence, copies of contracts, financial/budgetary documents, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/20/2010
908	Vehicle Files	These files document specialty vehicles owned by the parks and recreation department. They may contain ownership documents, maintenance records, driver log sheets, etc.	RETAIN UNTIL: Vehicle is sold or disposed of THEN: Destroy	4/20/2010
909	Fuel Usage	These records document the purchase of fuel. They may identify the equipment, dates, operator, account billed, etc. These records may support official documentation maintained by the local government's business/finance office.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>General Administrative Records</b>				
1000	Subject Files	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. <i>Note: some topical files may have historical value and should be preserved permanently.</i>	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy	4/20/2010
1001	General Correspondence	General correspondence does not pertain to a specific issue and it <i>is often organized chronologically or by correspondent's name</i> . General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010
1002	Transitory Correspondence	Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.	RETAIN UNTIL: Date received PLUS: up to 30 days THEN: Destroy	4/20/2010
1003	Freedom of Information Act (FOIA) Requests	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each public body is required by the FOIA to designate a FOIA Coordinator. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010

**State of Michigan  
General Schedule #32  
Local Parks and Recreation Departments**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
1004	Planners/Calendars	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010
1005	Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010
1006	Policies, Procedures and Directives	These records document the policies and procedures of the department.	RETAIN UNTIL: Superseded by a new version PLUS: 5 years THEN: Destroy	4/20/2010
1007	Publications	These records document efforts at advertising programs and services to the general public and marketing directly to regular parks and recreation program users. These records may include press releases, brochures, newsletters, mailing lists, annual reports and other items that are published by the office. E-newsletters may also be created and stored electronically. <i>Note: offices are strongly encouraged to keep one copy permanently for historical purposes.</i>	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/20/2010
1008	Memorabilia	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. <i>Note: departments are strongly encouraged to retain select items permanently for historical purposes.</i>	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/20/2010

# *General Schedule # 10*

## *Michigan Township*

### *Record Retention*



RECEIVED

JUN 25 1997

STATE ARCHIVES

MCL 399.5

APPROVED

JUL 01 1997

MICHIGAN STATE  
ADMINISTRATIVE BOARD

*Adopted: July 1997*

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Michigan Compiled Law 399.5 provides that "a record that is required to be kept by a public officer in the discharge of duties imposed by law, that is required to be filed in a public office, or that is a memorial of a transaction of a public officer made in the discharge of a duty, is the property of this state and shall not be disposed of, mutilated or destroyed except as provided by law." To the extent the Historical Commission and State Administrative Board approve the attached schedule, further consent to disposal after the expiration of the retention period will not be necessary from the state.

The schedule for disposal contains minimum periods for the retention of the listed documents. Local situations may exist which require retention beyond the periods listed, and certainly nothing prevents a township from retaining an item for a much longer period than the time limits contained in the general schedule. Potential litigation may necessitate longer retention periods in some circumstances. Document interpretation can be enhanced by notes and correspondence involving the document. With the foregoing in mind, a township should be circumspect and cautious about destroying any of its public records even though permitted under the attached schedule.

The schedule may not include every single document that a township may have in its possession. Permission to destroy documents not listed must be obtained from the State Archives and the State Administrative Board before disposal.

If you wish to dispose of any records **sooner** than is provided for in the schedule, you will need to submit your township-specific schedule to local legal counsel for recommendation, and to the State Archives and State Administrative Board for final approval.

Michigan Townships Association  
Approved: July 1997

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# CERTIFIED RETENTION AND DISPOSAL SCHEDULE

State Archives  
Michigan Historical Center  
Michigan Department of State  
Lansing, MI 48918-1837

TO: State Archives/Michigan Historical Center  
State Administrative Board

FROM: Michigan Townships Association

DATE PREPARED: June 11, 1997

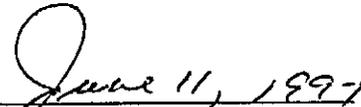
The records scheduled for destruction as they reach the age specified herein are certified to be no longer required for the effective operation of the agency; to have no further legal, administrative, or fiscal value to the agency; and are no longer required to protect the rights of the individual or the public. Legal counsel has advised the agency as to legal value.

Directing Authority

My signature attests that I have read and understand the above statement.



John M. La Rose  
Executive Director



Date

# GENERAL SCHEDULE NO. 10 (LOCAL OFFICES)

## TOWNSHIPS

This schedule provides for the disposition of most records created and/or maintained in township offices. The public official concerned may destroy or transfer these records upon the expiration of the retention periods assigned without submitting a list as required by Michigan Compiled Law (MCL) 399.5. However, any record not contained on this list or not having a statutory retention period may not be disposed of without submitting a list as required by MCL 399.5, or securing an amendment to this schedule.

Approved:

**APPROVED**

\_\_\_\_\_  
State Administrative Board

7-1-97  
Date

*Sandra S. Clark*  
Michigan Historical Center  
Michigan Department of State

7/9/97  
Date

**General Schedule #10 – Michigan Townships**

RECORD TITLE	DESCRIPTION	RETENTION PERIOD	MCL (if applicable)
<p><i>The records scheduled for destruction as they reach the age specified herein are certified to be no longer required for the effective operation of the agency; to have no further legal, administrative, or fiscal value to the agency, and are no longer required to protect the rights of the individual or the public. Legal counsel has advised the agency as to legal value.</i></p>			
<p align="center"><b><i>Accounting Department has been replaced by <a href="#">General Schedule #31--Local Government Financial Records</a></i></b></p>			
<p align="center"><b><i>Building Department</i></b></p>			
Aerial Photos		Permanent	
Application for Construction		Life of structure plus 7 years	600.5807(8)
Architectural Plans		Permanent	
Building Plans, commercial		Permanent	
Building Plans, non-commercial		Life of structure plus 7 years	
Certificate of Occupancy		Life of structure plus 7 years	
Licensing Certificates of Inspectors or Contractors		Permanent	
Master Plan		Permanent	
Permits and Construction Applications		Life of structure plus 7 years	
Reports (inspector)		Life of structure plus 7 years	

**General Schedule #10 – Michigan Townships**

Site Plans		Permanent	
<i>Cemetery Department has been replaced by <a href="#">General Schedule #32--Local Government Parks and Recreation Departments</a></i>			
<i>Clerk's Office has been replaced by <a href="#">General Schedule #25--Township Clerks</a></i>			
<i>Elections Department has been replaced by <a href="#">General Schedule #23--Elections Records</a></i>			
<i>Fire Department has been replaced by <a href="#">General Schedule #18--Local Fire and Ambulance Departments</a></i>			
<i>Human Resources/Personnel has been replaced by <a href="#">General Schedule #26--Local Government Human Resources</a></i>			
<b>Ordinance Enforcement</b>			
Complaints (general)	Written	7 years	600.5807(8)
Court Cases (closed)	Includes repeat offenders record.	7 years	600.5807(8)
Court Cases (open)	Cases pending in court.	7 years after resolution	600.5807(8)
Ordinances		Permanent	41.185

**General Schedule #10 – Michigan Townships**

<b><i>Parks &amp; Recreation has been replaced by <a href="#">General Schedule #32--Local Government Parks and Recreation Departments</a></i></b>			
<b><i>Planning/Zoning</i></b>			
Permits	Applications for variances, supporting documents	Permanent	
Rezoning Applications		10 years	
Site Plans		Permanent	
Subdivision Plans		Permanent	
Zoning Amendment Files		Permanent	125.279
Zoning Board and ZBA minutes		Permanent	41.185; 125.281
Zoning Maps		Permanent	
Zoning Ordinances		Permanent	41.185
<b><i>Police Department has been replaced by <a href="#">General Schedule #11--Local Law Enforcement Agencies</a></i></b>			
<b><i>Public Works Department</i></b>			
Agreements - construction		Completion plus 7 years	600.5807(8)
Agreements - water and sewer franchise		Permanent	

*(Approved 7/1/1997, updated 2009, 2014)*

**General Schedule #10 – Michigan Townships**

Agreements - water and sewer hookup		Permanent	
Arrears Report		5 years	123.162
Claims Record		Permanent	
Complaint Forms		4 years after complaint	600.5805(8)
Compliance Orders		Permanent	
Cross Connection Reports	Safe Drinking Water Act Compliance	10 years	Safe Drinking Water Act
Debt Service Report		5 years	
Easement Forms		Permanent	
Hydrant Permits		4 years	600.5805(9)
Maintenance Log	Equipment repairs	Life of equipment plus 7 years	600.5807(8)
Material Safety Data Sheets		4 years from report or from subsequent changes	
Meter Replacement File		Until replaced plus 4 years	600.5805(9)
MISS DIG Reports		Permanent	
Policies - Administrative		Permanent	
Pumpage Reports	MDCH reports required	10 years	
Safety Training Reports		Permanent	14.32

*(Approved 7/1/1997, updated 2009, 2014)*

**General Schedule #10 – Michigan Townships**

Sewer Inspection Files		Permanent	
Sewer Violations		7 years	600.5813
Specifications for Sewer Projects		Permanent	
Tap & Meter Cards		Permanent	
Tap Reports		7 years	
Vehicle Repair Log		Ownership plus 7 years	600.5807(8)
Water Service Control File		Permanent	
<b><i>Supervisor/Assessing Department</i></b>			
Assessment Increase Notices		3 years	211.24c
Assessment Roll	Real and personal. If 19th century assessment rolls, contact Michigan Historical Center.	7 years after certified	
Assessment Roll	Special assessment	3 years after payment in full	211.67a; 554.709
Field Sheets/ "Property Cards"	Record cards	Permanent	
Forms (various assessment)	Assessed values, tax levy and tax spreads ("L" forms for State Tax Commission)	7 years	
Hardship Exemption Policies		Permanent	
Homestead Affidavits		3 years after termination	
I F E Certificates (IFT's)		3 years after expiration and payment	

*(Approved 7/1/1997, updated 2009, 2014)*

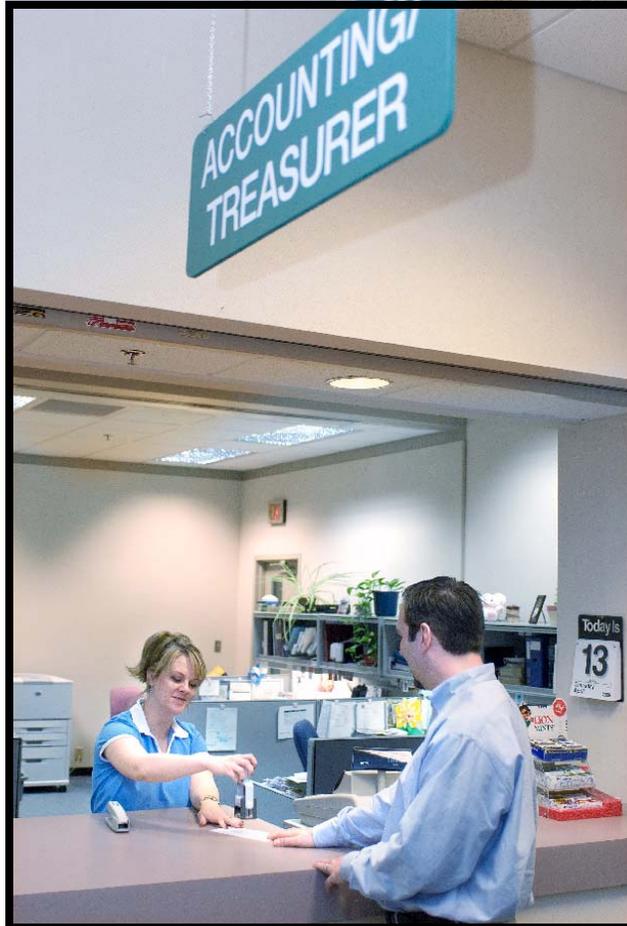
**General Schedule #10 – Michigan Townships**

Land Division Applications		Permanent	
Mylar Subdivision Maps		Permanent	
Personal Property Statements		3 years after payment	211.23
Plat Maps		Permanent	
Real Property Transfer Statements		3 years after new transfer	
Tax Tribunal Appeals Records		7 years after decision of Tribunal or court	
<b><i>Treasurer's Department has been replaced by <a href="#">General Schedule #29--Township Treasurers</a></i></b>			

*(Approved 7/1/1997, updated 2009, 2014)*

DEPARTMENT OF HISTORY, ARTS AND LIBRARIES  
MICHIGAN HISTORICAL CENTER  
RECORDS MANAGEMENT SERVICES

# Records Retention and Disposal Schedule for Michigan Township Treasurers



General Schedule #29  

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Approved September 1, 2009

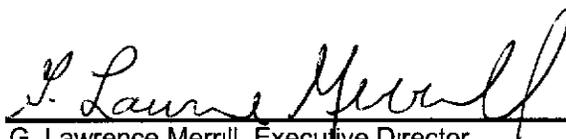
Records Management Services  
3400 N. Grand River Ave.  
Lansing, Michigan 48909  
(517) 335-9132

<http://www.michigan.gov/recordsmanagement/>

**General Schedule #29 - Township Treasurer**

General Schedule #29 replaces the Treasurer's Department portion of the Michigan Township Record Retention General Schedule #10 revised July 2008.

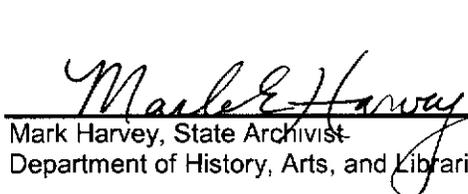
This Retention and Disposal Schedule covers records that are commonly found in the **Office of the Township Treasurer**. The retention of records that are described on the attached pages is deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people.

  
G. Lawrence Merrill, Executive Director  
Michigan Townships Association

June 22, 2009  
(Date)

  
Debra Gearhart, Director  
Department of History, Arts, and Libraries, Records Management Services

7/13/2009  
(Date)

  
Mark Harvey, State Archivist  
Department of History, Arts, and Libraries, Archives of Michigan

8/14/09  
(Date)

**APPROVED**

State Administrative Board

9-1-09  
(Date)

## INTRODUCTION

**Article VII, Section 18, of the Michigan Constitution, established the office of the Township Treasurer.**

Sec. 18. In each organized township there shall be elected for terms of not less than two nor more than four years as prescribed by law a supervisor, a clerk, a treasurer, and not to exceed four trustees, whose legislative and administrative powers and duties shall be provided by law.

**Revised Statutes of 1846 Chapter 41, Section 76, 41.76 township treasurer; general duties.**

Sec. 76. The Township Treasurer shall receive and take charge of money belonging to the township, or that is by law required to be paid into the township treasury, and shall pay over and account for the money, according to the order of the township board, or the authorized officers of the township.

### **Public Records**

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231, et seq.](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

### **Retention and Disposal Schedules**

Michigan law requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs (MCLs [399.5](#) and [750.491](#)). Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as township treasurer records. General schedules may not address every single record that a particular office may have in its possession.

*General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

### **Unofficial Documents**

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_11075\\_8\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_11075_8_7.pdf)).

### **E-mail**

E-mail messages are subject to the same record retention laws as other government records. E-mail messages are public records if they are created or received as part of a public official or employee’s duties. There is no one single retention period for e-mail. Each message must be evaluated based on its content to determine whether it is a record subject to a specific record series and retention period (or whether it is transitory correspondence or a non-record). E-mail that needs to be retained may be stored electronically or as a paper printout. Additional guidance and free online training is available from online at <https://dmbinternet.state.mi.us/DMB/EmailRM/story.html>.

### **Record Maintenance**

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. *The retention periods listed on this general schedule do not specify the format in which the record may exist, because each government agency that adopts this schedule may choose to retain its records using different recording media.*

Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention

period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401, et seq.](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

### **Suspending Destruction**

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

**HAL Can Help!**

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

## General Retention Schedule #29 Township Treasurers

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## General Retention Schedule #29 Township Treasurer

### Definition of Retention Codes

**Retention Codes** are used to establish how long records are retained by the creating agency before they are destroyed (or transferred to the Archives of Michigan for permanent retention). In addition to the retention code, a period of time, years or months may be used in the calculation. The retention code plus (+) the period of time results in the earliest potential destruction date.

#### **ACT = Active**

An active code is usually assigned to records that are activity or project-related, especially if there is no specific end-date for the activity or project. The records are retained while the activity or project is “active” (ACT)—until the activity or project is finished or ended. If there is also a specific retention period that should apply, then the specific retention period is added on as an additional stated number of years (+5). The number usually stands for years, but it may mean months, if specified). For example, if the retention code for a project record is **ACT+5**, then the record should be retained for **five years after the project ends, when that occurs.**

#### **CR = Creation**

A creation code is assigned to records when a definitive retention period can be assigned and there are no conditions that must be met. The retention period is usually based on a calendar year. For example, correspondence has a retention code of **CR+2**. This means the correspondence must be kept for **two years after it is created or received.**

#### **FY = Fiscal Year**

A fiscal year code is similar to a CR code. The code is assigned to records when a definitive retention period can be assigned, but the retention period is based on a fiscal year instead of a calendar year. This retention code is usually assigned to accounting records and their supporting documentation. For example, The Annual Local Unit Fiscal Report (F-65) has a retention code of **FY+7**. This means it must be retained for **seven years after the fiscal year for which it is filed.**

#### **EVT = Event**

Event codes are assigned to records when a retention period is based on a future action or condition occurring—an event. For example, this schedule gives a township facility rental agreement a retention code of **EVT+7**, and the **EVT = approval of the minutes of the meeting to which the agenda refers.** This means the agenda should be retained until the meeting minutes are approved.

**EXP = Expiration**

An expiration code is typically assigned to contracts, grants or other types of agreements that must be retained until an expiration date or other legal condition has been met. For instance, contracts may be held **EXP+7**. This means contracts are kept for **seven years after they expire**.

**SUP = Superseded**

A superseded code is typically assigned to records that are updated or revised at various times during the record's lifetime, and the previous versions are not necessary once they have been "superseded" (replaced) by the new versions. For example, this schedule gives administrative policies a retention code of **SUP**. This means that **when a new version of a policy is adopted or approved, the previous version may be destroyed**.

**PERM = Permanent**

These records are not authorized for destruction at any point in time and must be permanently retained in the custody of the township. *(Note that all record types not assigned a destruction date (end of retention period) by a retention schedule have a "permanent" retention period unless or until a retention schedule assigns a destruction date (end of retention period) to them. However, some record types, such as minutes and ordinances, are specifically assigned a "permanent" retention period in this schedule because it is important to emphasize that they must be retained permanently.)*

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
----------------	------------------------------	--------------------

**General Administrative Records Series**

**100      Subject Files      **ACT+5****

Subject files contain records that support administrative analysis, program and project planning, procedure development, and programmatic activities. These records include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes or organizational charts. **Subject files are generally organized alphabetically by topic and may be further organized into annual files.** *Subject files do NOT include files related to specific individual program activities of the treasurer's office, such as tax collection records, which are listed elsewhere in this schedule and other schedules.* **ACT = while subject file is of interest for ongoing administration. Some subject files may have historical value and should be preserved permanently.**

**101      General Correspondence      **CR+2****

General correspondence records do not relate to a specific issue, official or employee. **These records are often organized chronologically or by correspondent's name.** General correspondence may include referral correspondence used to forward information or requests to another person or department. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. These records also include automated or manual tools (such as a mail log) that index or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. *If correspondence does relate to a specific issue, official or employee it should be filed with other relevant records.*

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>102</b>	<b><u>Information/Freedom of Information Act Requests</u></b>	<b>CR+1</b>
	<p>These records document requests for information or public records, and may include requests for information or public records, correspondence related to requests, copies of released documents and billing records. <b>Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one.</b> Each township board is required by the FOIA to designate a FOIA Coordinator. This is not automatically the township clerk, but it may be the clerk, another board member, or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.</p>	
<b>103</b>	<b><u>Transitory Correspondence</u></b>	<b>EVT</b>
	<p>Records are considered transitory (temporary) correspondence if they document official responsibilities or activities, but have no documentary or evidential value after the activity is completed (such as a question answered or a meeting attended). <b>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.</b> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events or notifications of upcoming meetings. <i>Compare to Non-Record Materials, in General Schedule No. 1, which do NOT document a person or office's responsibilities or activities and have no documentary or evidential value from the time they are created.</i> <b>EVT = need not be retained more than 30 days after receipt.</b></p>	

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>104</b>	<b><u>Planners/Calendars</u></b>  These records include electronic or manual planners and calendars that schedule or track an individual official or staff member's work-related meetings, assignments and tasks. Individual officials and employees are usually responsible for retaining their planners/calendars for the retention period.	<b>CR+2</b>
<b>105</b>	<b><u>Staff and Project Meeting Records</u></b>  These records document staff meetings and meetings with other project participants. They may include meeting minutes, agendas and distribution materials. Meeting records may also be retained in subject files, if they relate to a specific project. <i>These records do NOT include records of meetings of the township board or other official boards, commissions or committees.</i>	<b>CR+2</b>
<b>106</b>	<b><u>Grant Records</u></b>  These are records used to administer state, federal or private grants that the township applies for and receives. These records include applications, budgets, worksheets, adjustments, plans, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, or rules and regulations. <b>ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</b>	<b>ACT</b>

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>107</b>	<b><u>Publications</u></b>  These publications include non-meeting notices (e.g., availability of summer deferment and dog licenses, etc.), brochures, and township newsletters. <b>ACT = while of reference value. Townships are strongly encouraged to keep one copy permanently for historical purposes.</b>	<b>ACT</b>
<b>108</b>	<b><u>Policies, Procedures and Directives</u></b>  These records document the administrative policies and procedures of the treasurer's office. <b>SUP = Only the current document must be retained. Superseded versions may be destroyed.</b>	<b>SUP</b>
<b>109</b>	<b><u>Treasurer's Office Budget Planning Records</u></b>  These records are used to help develop, monitor and document the treasurer's portion of the overall township budget. They include itemized estimates of the anticipated expenditures of the treasurer's office for the next and current fiscal years, and records documenting the amounts appropriated for each account/line item for the treasurer's office in the current and previous fiscal years. They may include budget requests, statistics, proposed budget amendments, and budget summaries. Preparation of the township budget is the responsibility of the township supervisor. The five-year retention period was chosen to provide some overlap into the next term. (MCL 42.24) <i>This series does NOT include the official township budget or accounting records.</i>	<b>CR+5</b>

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>Financial Record Series</b>		
<b>200</b>	<b><u>Periodic Financial Reports</u></b>	<b>ACT</b>
	These reports include annual, quarterly investment, monthly statement of cash balances by fund, and other items that are reported by the treasurer's office. (MCL 129.96) <b>ACT = while of reference value.</b>	
<b>201</b>	<b><u>Bank Statements and Reconciliations</u></b>	<b>CR+7</b>
	These records list all transactions through a given bank account. For each bank account a statement is provided listing all deposits and withdrawals made during the previous calendar month. All bank statements should be reconciled monthly to their respective fund accounts. These records may include worksheets, bank statements, and other supporting documentation.	
<b>202</b>	<b><u>Bank Deposit Slips</u></b>	<b>CR+7</b>
	These are records that show the date, amount and batch number for each deposit. For each fund these may include any supporting documentation produced by the treasurer's office. These records may include the deposit tickets (or attached listing) of the checks by name or number, amount and the bank deposit receipt.	
<b>203</b>	<b><u>Cancelled Checks</u></b>	<b>CR+7</b>
	These records include any checks disbursed from the township treasurer's checking accounts that have cleared the bank. Cancelled checks must be made available to the local unit. They may be electronic optical images.	

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>204</b>	<b><u>Nonsufficient Funds (NSF) Checks</u></b>  These records include any checks that cannot be honored because sufficient funds are not available in the account on which the check was drawn.	<b>CR+7</b>
<b>205</b>	<b><u>Voided Warrants</u></b>  These records include voided warrants that may be misprinted or mutilated during the issuing process and have not been or will not be replaced by a controlled warrant bearing the same number.	<b>CR+7</b>
<b>206</b>	<b><u>Escheats Records</u></b>  These records document unclaimed property checks. The period of abandonment for these items varies from one to seven years and begins on the date of the last contact with the payee, which in most cases is the date the check was issued. These records may include the individual's name, date of check, amount of check, and any reports required by the State for reporting and remitting unclaimed property. (MCL 567.226)	<b>CR+7</b>
<b>207</b>	<b><u>Cash Receipts</u></b>  The township treasurer is responsible for entering cash receipts in the cash receipts program if a computerized system is used. The township clerk posts the receipt journal entries to the general ledger. If a manual system is used, the treasurer writes a receipt in triplicate (receipt book), records the receipt in a receipt journal and gives a copy of the receipt to the clerk to be recorded in the general ledger. These records may include the check number, date, receipt number, description, account number, and any receipt journals used to account for all cash receipts.	<b>CR+7</b>

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
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<b>208</b>	<b><u>Investment Records</u></b>	<b>FY+7</b>
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All investments are under the control of the township treasurer, subject to the township board's investment policy. Some of these records are also used by the clerk's office. Regardless of where the records are filed, the same retention period applies. These records may include the depository and investment policy, bank acknowledgement of the investment policy, statements from the investment accounts that identify the investment institution's name, date and amount of each transaction, length of investment, rate of return, maturity, account balance, and schedule of accrued interest receivable for all funds. They include cash flow and reconciliation statements that summarize the beginning and ending balance of the account and all transactions dates and amounts. (MCL 129.91)

<b>209</b>	<b><u>Bond Files</u></b>	<b>ACT+11</b>
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These files will document bonds which are sold and used to finance special township projects. These records may contain board resolutions, legal descriptions of the properties effected, amount of taxes assessed to each citizen, amount of the bond, series number, purpose of the bond, dates of all bond payments, certificate receipts, bank statements, disclosure statements, non-litigation certificates, bond specimens, final official statements, closing and settlement documents, and any other supporting project documentation. (MCL 600.5807(7))

**ACT = until final maturation of the bond.**

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
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**Tax Record Series**

<b>300</b>	<b><u>Ad Valorem, Industrial Facilities and Delinquent Tax Rolls</u></b>	<b>ACT+7</b>
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A tax roll is a listing of all properties in a jurisdiction that are subject to taxation. These records are created to collect and track taxes and to accumulate accurate tax information that is used in the dispersal of monies to agencies/entities funded by tax revenue. These records include the taxpayer name and address, parcel number, millage rate, state equalized value, taxable value, amount due without adjustment and a warrant commanding the treasurer to collect. **ACT = until settlement with county. (MCL 211.42)**

*These records can be microfilmed or imaged. If the original hard copy records are converted to microfilm or digital image, the original hard copy records may be destroyed. The microfilm or digital image will become the official record and will be retained for the total retention period.*

*Before destroying any original tax rolls, you may wish to contact your local historical society, library, college, or university to inquire if they would like to maintain these records for historical reference.*

*Keep in mind that the township cannot relinquish legal custody of its records, but may deposit them physically with an alternative institution.*

*Please refer to the Records Management Manual on the Records Management Services website <http://www.michigan.gov/recordsmanagement/> for a model depository agreement.*

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>301</b>	<b><u>Tax Roll and Bill Changes</u></b>	<b>ACT+7</b>
	<p>These records will document tax adjustments which give authorization to change and re-issue tax bills. <i>The adjusted tax roll supersedes the original tax roll.</i> This record will include the July/December Board of Review Affidavit Form 4031. (MCL 211.53b(1)) <b>ACT = until settlement with county.</b></p>	
<b>302</b>	<b><u>Delinquent Personal Property Tax Collection Warrant</u></b>	<b>ACT+7</b>
	<p>After receiving the delinquent personal property tax warrant, the township treasurer must attempt to collect all delinquent personal property taxes. These records serve as proof of the authority granted to the township treasurer from the county treasurer to collect delinquent personal property taxes. The warrant lists all delinquent personal property taxes on a single record with totals for the individual taxpayers and total amounts due from all taxpayers with delinquent personal property tax. These records may include parcel number, name of property owner, amount of taxes owed, and the year. (MCL 211.56) <b>ACT = until payment or until removed from roll by circuit court.</b></p>	
<b>303</b>	<b><u>Delinquent Personal Property Tax Records</u></b>	<b>ACT+7</b>
	<p>After receiving the delinquent personal property tax warrant, the township treasurer must attempt to collect all delinquent personal property taxes. These records may include a personal demand letter, small claims court documents, notices of seizure, auction public notices, auction statements, and bills of sale for any property sold at action. If a jeopardy assessment process is used, these records may include an affidavit form, proof of mailings, letter of affidavit discharge and any documents to accelerate the lien day. The treasurer may also petition the court to remove the property from the roll. These records may include the name, the uncollected amount of tax, fees, penalties and interest, court petition,</p>	

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PERM = Permanent                      ACT = Active                      SUP = Superseded  
 CR = Creation Date                      FY = Fiscal Year                      EVT = Event                      EXP = Expiration

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
	documentation of hearing dates, notice of removal of property from township, and any taxing jurisdiction(s) notices. (MCL 211.48, 211.47, 211.47a, 211.691-695, 211.40a) <b>ACT = until payment or until removed from roll by circuit court.</b>	
<b>304</b>	<b><u>Summer Deferment Records</u></b>	<b>CR+7</b>
	These records are created to allow certain eligible taxpayers to defer their summer property tax. These records include the Application for Deferment of Summer Taxes. (MCL 211.51)	
<b>305</b>	<b><u>Tax Bill Receipts</u></b>	<b>CR+7</b>
	These records are created to verify that taxes have been paid. These records contain the taxpayer name and address, parcel number, tax amount, receipt number and method of payment. Tax bill receipts are retained to satisfy audit and reconciliation requirements. (MCL 211.40)	
<b>306</b>	<b><u>Tax Disbursement Records</u></b>	<b>CR+7</b>
	The township treasurer shall disburse all tax monies to the appropriate taxing jurisdictions within 10 business days from the first and fifteenth of each month unless the township is under \$15 million in state equalized value. Townships with a state equalized value of \$15 million or less, shall disburse within 10 business days after January 10. These records may include receipt of disbursement or other payments (e.g., drain at-large assessment), worksheets, reconciliation records or other records documenting disbursement. Industrial Facilities Tax disbursement records will include Department of Treasury Form 3865 and the annual report Form 170.	

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>307</b>	<b><u>Mobile Home Monthly Specific Tax Records</u></b>	<b>CR+7</b>
	<p>Mobile home park owners are required to collect and remit a monthly tax of \$3 per occupied mobile home. The tax is in lieu of the property tax on a mobile home, and must be remitted to the treasurer of the municipality where the park is located. The tax is distributed by the township to the county each month. These records will include tax receipts, reconciliations, and mobile home tax distribution worksheets. (MCL 125.1041)</p>	
<b>308</b>	<b><u>Resolutions</u></b>	<b>SUP</b>
	<p>Resolutions are formal actions adopted by the board. Financial resolutions are the responsibility of the treasurer to implement. These records may be filed with the treasurer or with the clerk. These resolutions include resolutions regarding the property tax administration fee, 3% penalty, waiver of 3% penalty for some summer deferments, acceptance of credit card for payment, facsimile signature authorization, and other resolutions as required by statute. (MCL, 211.44, MCL 219.223, MCL 129.101)</p> <p>Permanent retention of township resolutions is the responsibility of the township clerk. The superseded retention period was chosen to provide a record for use by the township treasurer. This series does NOT include the official township resolution or minutes record. <b>SUP = Only the current document must be retained. Superseded versions may be destroyed.</b></p>	

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>309</b>	<b><u>Designated Agents</u></b>  A taxpayer may designate an agent for the purposes of paying property taxes on behalf of the taxpayer. The treasurer will create a form for the taxpayer to designate their agent. These records may include the form and any additional documentation from the designated agent (e.g., an escrow request), or any agent revocations, or any taxpayer requests for a copy of the tax bill. (MCL 211.44) <b>SUP = Only the current document must be retained. Superseded versions may be destroyed.</b>	<b>SUP</b>
<b>310</b>	<b><u>Property Tax Settlement Records</u></b>  The township treasurer is responsible for settling all collected property taxes with the county treasurer no later than March 20 of each year. Any records provided as documentation of settlement are to be retained. These records may include receipts, worksheets, or other documents. (MCL 211.54)	<b>CR+7</b>
<b>311</b>	<b><u>Bond for Collecting Taxes</u></b>  The township treasurer shall file a bond with the county treasurer for each tax collecting year. These records include the actual dollar amount of state, county and school taxes (if applicable) to be collected and payable to the county. (MCL 211.43) <b>ACT = until payment or until removed from roll by circuit court.</b>	<b>ACT+7</b>
<b>312</b>	<b><u>Agreement to Collect Summer Taxes</u></b>  A school district or intermediate school district that wishes to impose a summer property tax must negotiate with the township for an agreement to collect the total or one-half of the school property taxes. These records may include the school's initial request, a letter of agreement and any other supporting documents. (MCL 380.1613)	<b>CR+6</b>

General Retention Schedule #29  
Township Treasurer

Item Number	Series Title and Description	Total Retention
<b>313</b>	<b><u>Special Assessment Roll</u></b>	<b>ACT+3</b>
<p>A special assessment is a charge against property for a public improvement that confers a special benefit to that property. Special assessments may include improvements to sidewalks, roads, garbage, fire and emergency services, etc. The township clerk will deliver to the township treasurer the special assessment roll to file with the tax roll. It may include parcel number, taxpayer name, special assessment name, and amount of special assessment taxes to be paid. (MCL41.729) <b>ACT = date of last installment payment.</b></p>		

#### Licensing and Permit Record Series

<b>400</b>	<b><u>Dog License Records</u></b>	<b>CR+3</b>
<p>The township may have an agreement with the county treasurer to process dog licenses. These records will document the licensing of dogs within the township. Records may include the name of the owner of the dog, description of the dog, vaccination information on rabies, expiration date of rabies shot, spayed or neutered information, and the name of the veterinarian. Upon settlement with the county, any records provided as documentation of settlement are to be retained. These may include receipts, worksheets, or other documents. (MCL 287.274)</p>		



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: November 3<sup>rd</sup>, 2025

Re: Recommendation for Appointment for Board of Review Member

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I recommend that we appoint Jacob Probe to the Board of Review from an Alternate Position to Board of Review: Member Position with a term, expiring on December 31, 2026.

Board of Review Member position: Jacob Probe

Thank you for considering this recommendation.





# Memorandum

To: Highland Township Board of Trustees  
From: Tami Flowers  
Date: October 29, 2025  
Re: Retiree Health Benefits Request

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Last fall, the Board was asked to consider adding Jennifer Frederick to the list of employees who are eligible for the Retiree Health Benefit plan that had been closed by a previous administration. Jennifer's eligibility had been taken away as a result of having her position reduced from full time to part time as a way to reduce Township expenses which was made necessary by the 2008/2009 recession.

The supporting documents for this topic include a copy of Jennifer's request, the most recent actuarial report, and a resolution for consideration to be approved if the Board is inclined to do that. Board members should also review the Confidential Legal Opinion provided by the Township Attorney, which has been emailed separately.

Proposed Motion: To approve Resolution 25-35 to Revise the Public Employee Health Care Fund and Personnel Manual.





## Memorandum

To: Board of Trustees  
From: Jennifer Frederick, Treasurer  
Date: November 18, 2024  
Re: Adjust my original hire date on record

---

I was hired as a full-time employee in February 2003 and worked in that capacity until 2008, when changes made by the previous administration resulted in my transition to part-time status. I continued my service with Highland Township and returned to full-time employment in November 2012.

During my part-time tenure, the administration implemented two significant changes to the personnel policy:

- 1) Employees transitioning from part-time to full-time status would be considered new hires, and
- 2) New hires after January 1, 2008, would no longer be eligible for retiree healthcare.

Given these circumstances, I respectfully request that the Board recognize my original hire date as 2003 rather than 2008. This adjustment would reflect a total of seventeen years of full-time service, alongside four years of part-time employment. I also request to be eligible for retiree health coverage at the time of my retirement. I believe this consideration is warranted, as I began my career with Highland Township under the understanding that I would be eligible for retiree health coverage.

Thank you for your attention to this matter. I look forward to your favorable response.

*Warm inside. Great outdoors.*





**RESOLUTION #25-35: Revision to the Public Employee Health Care Fund and Personnel Manual**

At a regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan, held at the Township Hall on November 3, 2025 at 6:30 p.m.

Present:

Absent:

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**WHEREAS**, the Charter Township of Highland (the Township) desires to reopen the public employee health care fund to be used for the purpose of funding health care for retirees of Highland Township, and

**WHEREAS**, the Township desires to revise a portion of Section 3 of the Personnel Manual, the Retiree Health Benefits section, to include Employees hired before January 1, 2008 with a minimum of 20 years of continuous full-time or part-time service and 60 years of age.

**THEREFORE, BE IT RESOLVED**, that the Highland Township Board of Trustees hereby reopens the plan to new enrollment for Employees hired before January 1, 2008 with a minimum of 22 years of continuous full-time or part-time service and 60 years of age;

**BE IT FURTHER RESOLVED**, to revise the first paragraph of Retiree Health Benefits section contained in Section 3 of the Personnel Manual as follows:

**Current language:**

**Retiree Health Benefits**

Employees hired before January 1, 2008, are eligible for retiree health care, dental and vision coverage for themselves only after a minimum of 10 years of continuous full-time service and 60 years of age. Any employees hired on or after January 1, 2008 will not be eligible for retiree health care. This plan is closed to new enrollment, and only employees who were hired before January 2008 and who have also served continuously as full-time Highland Township employees subsequent to their pre-January 2008 hire date are eligible. The length of service shall be determined by the continuous time in which the employee was actually on the township payroll as a full-time employee, or as an in-house elected official.

**Revised language:**

**Retiree Health Benefits**

Current employees hired before January 1, 2008, are eligible for new enrollment in retiree health care,

dental and vision coverage for themselves only after a minimum of 22 years of continuous full-time or part-time service and 60 years of age. Any employees hired on or after January 1, 2008 will not be eligible for retiree health care. Only employees who were hired as full-time employees before January 1, 2008 and who served continuously as full-time and/or part-time Highland Township employees subsequent to their pre-January 1, 2008 hire date are eligible if they are full-time employees at the time of eligibility. The length of service shall be determined by the continuous time in which the employee was actually on the Township payroll as a full-time and/or part-time employee, or as an in-house elected official. This section is for new enrollees and does not affect any retirees enrolled in the retiree health benefits plan prior to the effective date of this Personnel Manual.

Ayes:

Nays:

Abstentions:

Absent:

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Rick A. Hamill, Supervisor

\_\_\_\_\_  
Tami Flowers, MiPMC Clerk

STATE OF MICHIGAN )  
COUNTY OF OAKLAND )

I, the undersigned, the duly qualified and elected Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the foregoing resolution was adopted by the Township Board of Trustees at a regular meeting held on the 3rd day of November 2025.

\_\_\_\_\_  
Tami Flowers, MiPMC Clerk



nyhart  
part of FuturePlan by Ascensus®

# GASB 74/75 ACTUARIAL VALUATION

## Fiscal Year Ending December 31, 2024

# CHARTER TOWNSHIP OF HIGHLAND

### **CONTACT**

John Mallows, FSA, MAAA  
john.mallows@nyhart.com

### **PHONE**

General (317) 845-3500

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**March 20, 2025**

**Tami Flowers**  
**Charter Township of Highland**  
**205 N John Street**  
**Highland, MI 48357**

This report summarizes the GASB actuarial valuation for the Charter Township of Highland 2024 fiscal year. To the best of our knowledge, the report presents a fair position of the funded status of the plan in accordance with GASB Statement No. 74 (Financial Reporting for Post-Employment Benefit Plans Other Than Pension Plans) and GASB Statement No. 75 (Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions). This report may not be appropriate for other purposes. Please contact Nyhart prior to disclosing this report to any other party or relying on its content for any purpose other than that explained above. Failure to do so may result in misrepresentation or misinterpretation of this report.

The information presented herein is based on the actuarial assumptions and substantive plan provisions summarized in this report and participant information furnished to us by the Plan Sponsor. Asset information has been provided to us by the Plan Sponsor. We have reviewed the employee census provided by the Plan Sponsor for reasonableness when compared to the prior information provided but have not audited the information at the source, and therefore do not accept responsibility for the accuracy or the completeness of the data on which the information is based. When relevant data may be missing, we may have made assumptions we feel are neutral or conservative to the purpose of the measurement. We are not aware of any significant issues with and have relied on the data provided.

The discount rate, expected return on assets, other economic assumptions, and demographic assumptions have been selected by the Plan Sponsor with the concurrence of Nyhart. In our opinion, the actuarial assumptions are individually reasonable and in combination represent our estimate of anticipated experience of the Plan. All calculations have been made in accordance with generally accepted actuarial principles and practice. Note that the evaluation of the reasonability of the expected asset return assumption was considered outside the scope of our assignment.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following:

- plan experience differing from that anticipated by the economic or demographic assumptions;
- changes in economic or demographic assumptions;
- increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and
- changes in plan provisions or applicable law.

We did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement.

To our knowledge, there have been no significant events prior to the current year's measurement date or as of the date of this report that could materially affect the results contained herein.



Neither Nyhart nor any of its employees has any relationship with the plan or its sponsor that could impair or appear to impair the objectivity of this report. Our professional work is in full compliance with the American Academy of Actuaries "Code of Professional Conduct" Precept 7 regarding conflict of interest. The undersigned are compliant with the continuing education requirements of the Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States.

Should you have any questions please do not hesitate to contact us.

A handwritten signature in black ink that reads "John Mallows". The signature is written in a cursive style.

John Mallows, FSA, MAAA  
Actuary

A handwritten signature in black ink that reads "Cody Kocher". The signature is written in a cursive style.

Cody Kocher, FSA, MAAA  
Actuary

# Executive Summary

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Summary of Results

Presented below is the summary of GASB 75 results for the fiscal year ending December 31, 2024 compared to the prior fiscal year as shown in the Township's Notes to Financial Statement.

	As of December 31, 2021	As of December 31, 2024
<b>Total OPEB Liability</b>	\$ 498,677	\$ 415,620
<b>Actuarial Value of Assets</b>	\$ (937,259)	\$ (815,207)
<b>Net OPEB Liability</b>	\$ (438,582)	\$ (399,587)
<b>Funded Ratio</b>	187.9%	196.1%

	FY 2021	FY 2024
<b>OPEB Expense</b>	\$ 12,907	\$ (40,918)
<b>Annual Employer Contributions</b>	\$ 0	\$ 0
<b>Actuarially Determined Contribution</b>	\$ 48,096	\$ 0

	As of December 31, 2021	As of December 31, 2024
<b>Discount Rate</b>	5.50%	5.50%
<b>Expected Return on Assets</b>	5.50%	5.50%

	As of December 31, 2024
<b>Total Active Participants</b>	3
<b>Total Retiree Participants</b>	13

The active participants' number above may include active employees who currently have no health care coverage. Refer to Summary of Participants section for an accurate breakdown of active employees with and without coverage.

\* The Township did not report GASB 74/75 liabilities in their financial statements for FYE 12/31/2019, 12/31/2020, 12/31/2022, and 12/31/2023.

# Executive Summary

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Summary of Results

Below is a breakdown of total GASB 75 liabilities allocated to past and current service compared to the prior year. The table below also provides a breakdown of the Total OPEB Liability allocated to pre- and post- Medicare eligibility. The liability shown below includes explicit (if any) and implicit subsidies. Refer to the Substantive Plan Provisions section for complete information on the Plan Sponsor's GASB subsidies.

Present Value of Future Benefits	As of December 31, 2021	As of December 31, 2024
Active Employees	\$ 142,719	\$ 85,293
Retired Employees	370,207	340,064
<b>Total Present Value of Future Benefits</b>	<b>\$ 512,926</b>	<b>\$ 425,357</b>

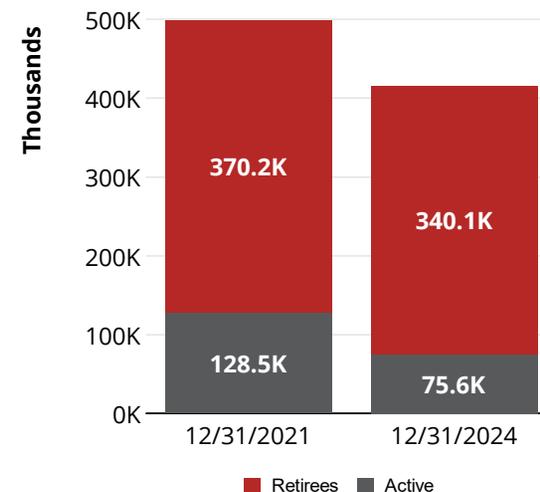
Total OPEB Liability	As of December 31, 2021	As of December 31, 2024
Active Pre-Medicare	\$ 22,096	\$ 12,078
Active Post-Medicare	106,374	63,478
Active Liability	\$ 128,470	\$ 75,556

Retiree Pre-Medicare	\$ 0	\$ 0
Retiree Post-Medicare	370,207	340,064
Retiree Liability	\$ 370,207	\$ 340,064

<b>Total OPEB Liability</b>	<b>\$ 498,677</b>	<b>\$ 415,620</b>
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	As of December 31, 2021	As of December 31, 2024
Discount Rate	5.50%	5.50%

### Changes In Total OPEB Liability



**Present Value of Future Benefits (PVFB)** is the amount needed as of December 31, 2024 and December 31, 2021, to fully fund the Township's retiree health care subsidies for existing and future retirees and their dependents assuming all actuarial assumptions are met.

**Total OPEB Liability** is the portion of PVFB considered to be accrued or earned as of December 31, 2024 and December 31, 2021. This amount is a required disclosure in the Required Supplementary Information

\* The Township did not report GASB 74/75 liabilities in their financial statements for FYE 12/31/2019, 12/31/2020, 12/31/2022, and 12/31/2023.

# GASB Disclosures

Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

## Schedule of Changes in Net OPEB Liability and Related Ratios

OPEB Liability	FY 2024	FY 2021	FY 2018	FY 2017
<b>Total OPEB Liability</b>				
Total OPEB Liability - beginning of year	\$ 462,602	\$ 502,001	\$ 564,088	\$ 832,564
Service cost	3,185	2,733	2,854	4,449
Interest	24,477	26,455	29,882	43,805
Change of benefit terms	0	0	0	0
Changes in assumptions	(4,216)	12,999	(7,395)	(106,407)
Differences between expected and actual experience	(28,365)	2,585	(3,532)	(128,114)
Benefit payments	(42,063)	(48,096)	(47,922)	(82,209)
Net change in total OPEB liability	\$ (46,982)	\$ (3,324)	\$ (26,113)	\$ (268,476)
Total OPEB Liability - end of year	\$ 415,620	\$ 498,677	\$ 537,975	\$ 564,088
<b>Plan Fiduciary Net Position</b>				
Plan fiduciary net position - beginning of year	\$ 793,008	\$ 969,719	\$ 1,043,064	\$ 964,040
Contributions - employer	0	0	0	82,209
Contributions - active employees	0	0	0	0
Net investment income	74,115	37,399	(16,406)	87,691
Benefit payments	(42,063)	(48,096)	(47,922)	(82,209)
Trust administrative expenses	(9,853)	(9,017)	(9,017)	(8,667)
Net change in plan fiduciary net position	\$ 22,199	\$ (19,714)	\$ (73,345)	\$ 79,024
Plan fiduciary net position - end of year	\$ 815,207	\$ 937,259	\$ 969,719	\$ 1,043,064
<b>Net OPEB Liability - end of year</b>	<b>\$ (399,587)</b>	<b>\$ (438,582)</b>	<b>\$ (431,744)</b>	<b>\$ (478,976)</b>
Plan fiduciary net position as % of total OPEB liability	196.1%	187.9%	180.3%	184.9%
Covered employee payroll	\$ 238,371	\$ 272,387	\$ 195,006	\$ 187,958
Net OPEB liability as % of covered payroll	-167.6%	-161.0%	-221.4%	-254.8%

\* The Township did not report GASB 74/75 liabilities in their financial statements for FYE 12/31/2019, 12/31/2020, 12/31/2022, and 12/31/2023.

# GASB Disclosures

Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

## Schedule of Employer Contributions

The Actuarially Determined Contributions (ADC) shown below are based on the Annual Required Contribution (ARC) calculated in prior GASB 45 actuarial valuations as shown in the Township's financial statements.

	FY 2024		FY 2021		FY 2018		FY 2017		FY 2016	
Actuarially Determined Contribution (ADC)	\$	0	\$	48,096	\$	0	\$	0	\$	18,522
Contributions in relation to the ADC		0		0		0		82,209		44,365
Contribution deficiency/(excess)	\$	0	\$	48,096	\$	0	\$	(82,209)	\$	(25,843)
Covered employee payroll	\$	238,371	\$	272,387	\$	195,006	\$	187,958	\$	333,881
Contribution as a % of covered payroll		0.0%		0.0%		0.0%		43.7%		13.3%
	FY 2015		FY 2014		FY 2013		FY 2012		FY 2011	
Actuarially Determined Contribution (ADC)	\$	22,795	\$	46,596	\$	160,339	\$	160,339	\$	160,339
Contributions in relation to the ADC		69,923		401,723		149,688		77,760		77,760
Contribution deficiency/(excess)	\$	(47,128)	\$	(355,127)	\$	10,651	\$	82,579	\$	82,579
Covered employee payroll	\$	333,881	\$	415,651	\$	415,651	\$	883,822	\$	883,822
Contribution as a % of covered payroll		20.9%		96.6%		36.0%		8.8%		8.8%

\*The Township did not report GASB 74/75 liabilities in their financial statements for FYE 12/31/2019, 12/31/2020, 12/31/2022, and 12/31/2023.

# GASB Disclosures

Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

## OPEB Expense

OPEB Expense		FY 2024		FY 2021
Discount Rate				
Beginning of year		5.50%		5.50%
End of year		5.50%		5.50%
Service cost	\$	3,185	\$	2,733
Interest		24,477		26,455
Change of benefit terms		0		0
Projected earnings on OPEB plan investments		(42,207)		(51,084)
Reduction for contributions from active employees		0		0
OPEB plan administrative expenses		9,853		9,017
Current period recognition of deferred outflows / (inflows) of resources				
Differences between expected and actual experience	\$	(28,365)	\$	2,585
Changes in assumptions		(4,216)		12,999
Net difference between projected and actual earnings on OPEB plan investments		(3,645)		10,202
Total current period recognition	\$	(36,226)	\$	25,786
Total OPEB expense	\$	(40,918)	\$	12,907

\* The Township did not report GASB 74/75 liabilities in their financial statements for FYE 12/31/2019, 12/31/2020, 12/31/2022, and 12/31/2023.

# GASB Disclosures

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Deferred Outflows / (Inflows) of Resources

Deferred Outflows / (Inflows) of Resources represents the following items that have not been recognized in the OPEB Expense:

1. Differences between expected and actual experience of the OPEB plan
2. Changes of assumptions
3. Differences between projected and actual earnings in OPEB plan investments (for funded plans only)

The initial amortization period for the first two items noted above is based on expected future service lives while the difference between the projected and actual earnings in OPEB plan investment is amortized over five years. All balances are amortized linearly on a principal only basis and new bases will be created annually for each of the items above.

Differences between expected and actual experience for FYE	Initial Balance	Initial Amortization Period	Annual Recognition	Unamortized Balance as of December 31, 2024
December 31, 2017	\$ (128,114)	1	\$ 0	\$ 0
December 31, 2018	\$ (3,532)	1	\$ 0	\$ 0
December 31, 2021	\$ 2,585	1	\$ 0	\$ 0
December 31, 2024	\$ (28,365)	1	\$ (28,365)	\$ 0

Changes in assumptions for FYE	Initial Balance	Initial Amortization Period	Annual Recognition	Unamortized Balance as of December 31, 2024
December 31, 2017	\$ (106,407)	1	\$ 0	\$ 0
December 31, 2018	\$ (7,395)	1	\$ 0	\$ 0
December 31, 2021	\$ 12,999	1	\$ 0	\$ 0
December 31, 2024	\$ (4,216)	1	\$ (4,216)	\$ 0

\* The Township did not report GASB 74/75 liabilities in their financial statements for FYE 12/31/2019, 12/31/2020, 12/31/2022, and 12/31/2023.

# GASB Disclosures

Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

## Deferred Outflows / (Inflows) of Resources (Continued)

Net Difference between projected and actual earnings in OPEB plan investments for FYE	Initial Balance	Initial Amortization Period	Annual Recognition	Unamortized Balance as of December 31, 2024
December 31, 2017	\$ (34,904)	5	\$ 0	\$ 0
December 31, 2018	\$ 72,230	5	\$ 0	\$ 0
December 31, 2021	\$ 13,685	5	\$ 2,737	\$ 2,737
December 31, 2024	\$ (31,908)	5	\$ (6,382)	\$ (25,526)

As of fiscal year ending December 31, 2024	Deferred Outflows	Deferred Inflows
Differences between expected and actual experience	\$ 0	\$ 0
Changes in assumptions	0	0
Net difference between projected and actual earnings in OPEB plan investments	0	(22,789)
<b>Total</b>	<b>\$ 0</b>	<b>\$ (22,789)</b>

## Annual Amortization of Deferred Outflows / (Inflows)

The balances as of December 31, 2024 of the deferred outflows / (inflows) of resources will be recognized in OPEB expense in the future fiscal years as noted below.

FYE	Balance
2025	\$ (3,645)
2026	\$ (6,382)
2027	\$ (6,382)
2028	\$ (6,380)
2029	\$ 0
Thereafter	\$ 0

\* The Township did not report GASB 74/75 liabilities in their financial statements for FYE 12/31/2019, 12/31/2020, 12/31/2022, and 12/31/2023.

# GASB Disclosures

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Sensitivity Results

The following presents the Net OPEB Liability as of December 31, 2024, calculated using the discount rate assumed and what it would be using a 1% higher and 1% lower discount rate.

- The current discount rate is 5.50%.
- The 1% decrease in discount rate would be 4.50%.
- The 1% increase in discount rate would be 6.50%.

As of December 31, 2024	Net OPEB Liability
1% Decrease	\$ (366,434)
Current Discount Rate	\$ (399,587)
1% Increase	\$ (428,819)

The following presents the Net OPEB Liability as of December 31, 2024, using the health care trend rates assumed and what it would be using 1% higher and 1% lower health care trend rates.

- The current health care trend rate starts at an initial rate of 7.50%, decreasing to an ultimate rate of 4.50%.
- The 1% decrease in health care trend rates would assume an initial rate of 6.50%, decreasing to an ultimate rate of 3.50%.
- The 1% increase in health care trend rates would assume an initial rate of 8.50%, decreasing to an ultimate rate of 5.50%.

As of December 31, 2024	Net OPEB Liability
1% Decrease	\$ (416,376)
Current Trend Rates	\$ (399,587)
1% Increase	\$ (380,450)

# GASB Disclosures

Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

## Asset Information

Asset Breakdown		FY 2021		FY 2024
<b>Assets</b>				
Cash and deposits	\$	15,986	\$	14,384
Securities lending cash collateral		0		0
Total cash	\$	15,986	\$	14,384
<b>Receivables</b>				
Contributions	\$	0	\$	0
Accrued interest		0		0
Total receivables	\$	0	\$	0
<b>Investments</b>				
Fixed income	\$	0	\$	0
Equities		0		0
Mutual Funds		921,273		800,823
Total investments	\$	921,273	\$	800,823
Total Assets	\$	937,259	\$	815,207
<b>Liabilities</b>				
<b>Payables</b>				
Investment management fees	\$	0	\$	0
Securities lending expense		0		0
Total liabilities	\$	0	\$	0
<b>Net Position Restricted to OPEB</b>	\$	<b>937,259</b>	\$	<b>815,207</b>

# GASB Disclosures

Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

## Asset Information (Continued)

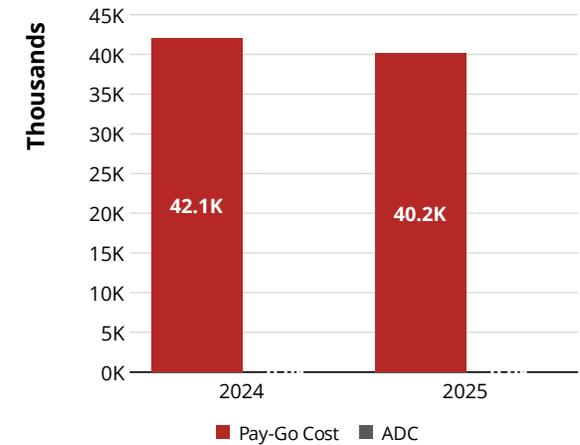
Asset Reconciliation	FY 2021	FY 2024
<b>Additions</b>		
Contributions Received		
Employer	\$ 0	\$ 0
Active employees	0	0
Total contributions	\$ 0	\$ 0
Investment Income		
Net increase in fair value of investments	\$ (13,685)	\$ 31,908
Interest and dividends	154,309	42,207
Investment expense, other than from securities lending	0	0
Securities lending income	0	0
Securities lending expense	0	0
Net investment income	\$ 140,624	\$ 74,115
Total additions	\$ 140,624	\$ 74,115
<b>Deductions</b>		
Benefit payments	\$ 146,033	\$ 42,063
Administrative expenses	9,017	9,853
Other	0	0
Total deductions	\$ 173,084	\$ 51,916
Net increase in net position	\$ (32,460)	\$ 22,199
Net position restricted to OPEB		
Beginning of year	\$ 969,719	\$ 793,008
End of year	\$ 937,259	\$ 815,207

# Actuarially Determined Contributions

Charter Township of Highland GASB 74/75 Valuation For Fiscal Year Ending December 31, 2024

	FY 2024		FY 2025	
Discount rate (Funding)	5.50%		5.50%	
Payroll growth factor used for amortization	N/A		N/A	
Actuarial cost method	Entry Age Normal Level % of Salary		Entry Age Normal Level % of Salary	
Amortization type	Level Dollar		Level Dollar	
Amortization period (years)	13		12	
Actuarial Accrued Liability (AAL) - beginning of year	\$	462,602	\$	415,620
Actuarial Value of Assets (AVA) - beginning of year		(793,008)		(815,207)
Unfunded AAL - beginning of year	\$	(330,406)	\$	(399,587)
Normal Cost	\$	3,185	\$	3,281
Amortization of Unfunded AAL		(34,351)		(43,947)
Total normal cost plus amortization	\$	(31,166)	\$	(40,666)
Interest to end of year		(1,714)		(2,237)
Actuarially Determined Contribution - Preliminary	\$	(32,880)	\$	(42,903)
Expected Benefit Payments		42,063		40,178
<b>Actuarially Determined Contribution - Final</b>	\$	<b>0</b>	\$	<b>0</b>

## Cash Vs Accrual Accounting



**Actuarially Determined Contribution (ADC)** is the target or recommended contribution to a defined benefit OPEB plan, which if paid on an ongoing basis, will provide sufficient resources to fund future costs for services to be earned and liabilities attributed to past services. This is typically higher than the pay-as-you-go cost because it includes recognition of employer costs expected to be paid in future accounting periods.

\* The Actuarially Determined Contribution is set to be no less than \$0. Due to the funded status of the plan, no contribution to the Trust is required.

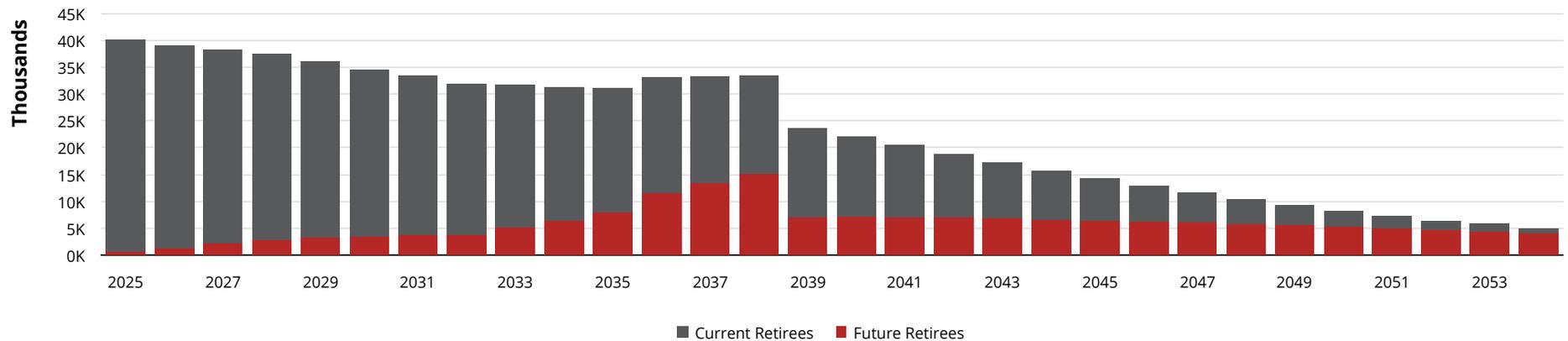
# Cash Flow Projections

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

The below projections show the actuarially estimated employer-paid contributions for retiree health benefits for the next thirty years. Results are shown separately for a closed group of current/future retirees. These projections include explicit and implicit subsidies.

FYE	Current Retirees	Future Retirees*	Total	FYE	Current Retirees	Future Retirees*	Total	FYE	Current Retirees	Future Retirees*	Total
2025	\$ 39,540	\$ 638	\$ 40,178	2035	\$ 23,170	\$ 7,816	\$ 30,986	2045	\$ 7,741	\$ 6,472	\$ 14,213
2026	\$ 37,757	\$ 1,192	\$ 38,949	2036	\$ 21,537	\$ 11,542	\$ 33,079	2046	\$ 6,543	\$ 6,263	\$ 12,806
2027	\$ 36,043	\$ 2,312	\$ 38,355	2037	\$ 19,896	\$ 13,507	\$ 33,403	2047	\$ 5,455	\$ 6,033	\$ 11,488
2028	\$ 34,384	\$ 2,970	\$ 37,354	2038	\$ 18,255	\$ 15,084	\$ 33,339	2048	\$ 4,482	\$ 5,783	\$ 10,265
2029	\$ 32,764	\$ 3,232	\$ 35,996	2039	\$ 16,623	\$ 7,069	\$ 23,692	2049	\$ 3,625	\$ 5,662	\$ 9,287
2030	\$ 31,170	\$ 3,460	\$ 34,630	2040	\$ 15,010	\$ 7,198	\$ 22,208	2050	\$ 2,885	\$ 5,360	\$ 8,245
2031	\$ 29,585	\$ 3,657	\$ 33,242	2041	\$ 13,430	\$ 7,092	\$ 20,522	2051	\$ 2,256	\$ 5,049	\$ 7,305
2032	\$ 27,999	\$ 3,825	\$ 31,824	2042	\$ 11,899	\$ 6,967	\$ 18,866	2052	\$ 1,732	\$ 4,731	\$ 6,463
2033	\$ 26,403	\$ 5,239	\$ 31,642	2043	\$ 10,430	\$ 6,823	\$ 17,253	2053	\$ 1,304	\$ 4,413	\$ 5,717
2034	\$ 24,793	\$ 6,502	\$ 31,295	2044	\$ 9,040	\$ 6,658	\$ 15,698	2054	\$ 962	\$ 4,099	\$ 5,061

### Projected Employer Pay-go Cost



\* Projections for future retirees do not take into account future new hires.

# Discussion of Discount Rates

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

Under GASB 74, the discount rate used in valuing OPEB liabilities for funded plans as of the Measurement Date must be based on the long-term expected rate of return on OPEB plan investments that are expected to be used to finance future benefit payments to the extent that (a) they are sufficient to pay for the projected benefit payments and (b) the OPEB plan assets are invested using a strategy that will achieve that return. When the OPEB plan investments are insufficient to cover future benefit payments, a yield for 20-year tax-exempt general obligation municipal bonds with an average rating of AA /Aa or higher (or equivalent quality on another rating scale) must be used.

For the current valuation:

1. The long-term expected rate of return on OPEB plan investment is assumed to be 5.50%. The prior valuation assumed 5.50%. This was determined using a building block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These expected future real rates of return are then combined to produce the long-term expected rate of return by weighting them based on the target asset allocation percentage and adding in expected inflation (2.50%). The best estimates of arithmetic real rates of return for each major asset class included in the OPEB Plan's target asset allocation as of December 31, 2024 are summarized in the following table.

Asset Class	Target Allocation	L/T Expected Real ROR
Cash / Money Market	5.00%	1.50%
CD-Structured Products	15.00%	4.50%
Alternative Investments	10.00%	5.50%
Mutual Fund ETF	70.00%	6.00%
<b>Total</b>	<b>100.00%</b>	<b>5.50%</b>

2. The discount rate used when the OPEB plan investments are insufficient to pay for future benefit payments are selected from the range of indices as shown in the table below, where the range is given as the spread between the lowest and highest rate shown.

Yield as of	December 31, 2023	December 31, 2024
Bond Buyer Go 20-Bond Municipal Bond Index	3.26%	4.08%
S&P Municipal Bond 20-Year High Grade Rate Index	4.00%	4.28%
Fidelity 20-Year Go Municipal Bond Index	3.77%	4.20%
<b>Bond Index Range</b>	<b>3.26% - 4.00%</b>	<b>4.08% - 4.28%</b>

3. The final equivalent single discount rate used for this year's valuation is 5.50%. The Charter Township of Highland's funding policy is to contribute the Actuarial Determined Contribution annually and the OPEB Trust is expected to be sufficient to pay for all future benefit payments.

# Summary of Plan Participants

Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

## Active Employees

Actives with coverage	Single <sup>1</sup>	Non-Single	Total	Avg. Age	Avg. Svc	Salary
<b>Total actives with coverage<sup>2</sup></b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>60.3</b>	<b>30.6</b>	<b>\$ 238,371</b>

Spouses are not allowed to enroll in the plan upon retirement.

In addition to the employees above, there are 30 employees who were hired or rehired as full time on/after January 1, 2008 and are not eligible for retiree health benefits. They have been excluded from the valuation.

## Active Age-Service Distribution

Including those eligible for retiree health benefits only.

Age	Years of Service										Total
	< 1	1 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 & up	
Under 25											0
25 to 29											0
30 to 34											0
35 to 39											0
40 to 44											0
45 to 49											0
50 to 54						1					1
55 to 59											0
60 to 64						1					1
65 to 69										1	1
70 & up											0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>

<sup>1</sup> Includes participants electing employee only and employee/child(ren) coverage levels.

<sup>2</sup> Includes active employees who have requested OPEB eligibility and appear to meet eligibility criteria.

# Summary of Plan Participants

Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

## Retirees

Retirees with coverage	Single <sup>3</sup>	Non-Single	Total	Avg. Age
<b>Total retirees with coverage</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>80.7</b>

In addition to the retirees above, there are 5 retirees who are currently receiving the buyout benefit. They have been included in the valuation.

## Retiree Age Distribution<sup>4</sup>

Age	Retirees
< 45	
45 to 49	
50 to 54	
55 to 59	
60 to 64	
65 to 69	1
70 to 74	5
75 to 79	3
80 to 84	3
85 to 89	
90 & up	1
<b>Total</b>	<b>13</b>

<sup>3</sup> Includes participants electing employee only and employee/child(ren) coverage levels.

<sup>4</sup> Includes retirees who are currently receiving buyout benefit.

# Substantive Plan Provisions

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Eligibility

Employees hired before January 1, 2008 are eligible for retiree health benefits once when they attain age 60 and have at least 10 years of service. Employees who did not maintain full time status since this date lost the eligibility for retiree health coverage.

Employees hired on/after January 1, 2008 are not eligible for retiree health benefits.

### Spouse Benefit

Spouses of retirees are not eligible to enroll in the health plans.

### Medical and Vision Benefits

Same pre-Medicare benefits are available to retirees as active employees. The plan is fully-insured and premiums vary by age. Premiums effective January 1, 2025 from age 60 to age 64 are as follows. Refer to the appendix for a summary of the pre-Medicare medical/rx plan. Medical/Rx and vision coverage is bundled; there is no option to enroll in one and not the other.

Age	Single Coverage		
	Medical/Rx	Vision	Total
60	\$ 842.08	\$ 6.14	\$ 848.22
61	\$ 871.61	\$ 6.10	\$ 877.71
62	\$ 890.97	\$ 6.06	\$ 897.03
63	\$ 915.25	\$ 6.00	\$ 921.25
64	\$ 929.95	\$ 5.92	\$ 935.87

For retirees age 65 and older, there is no health care coverage provided by the Township, instead the Township will provide a reimbursement of up to \$450 per month for the cost of any Medicare supplement coverage obtained elsewhere. For vision expenses, the Township will reimburse up to \$300 per year after documentation is provided. These amounts will be pro-rated based on the month the retiree reaches 65.

### Dental

No subsidized dental benefit is provided to retirees under the age of 65. Retirees age 65 and older (including those who are receiving buyout benefits) will be reimbursed up to \$1,000 for dental expenses per year after documentation is provided. These amounts will be pro-rated based on the month they reach age 65.

# Substantive Plan Provisions

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

**Buy-out** In lieu of health benefits, other than dental, any qualified retiree electing not to take the Township's health care coverage or reimbursement for a period of one year starting in January is eligible to receive a buy-out of \$2,000 for single coverage. The buy-out payment will be made in December. Re-enrollment in Township's health plans is allowed, which would result in the buyout being prorated.

**Explicit Subsidy** For retirees between the ages of 60 and 65, the Township agrees to pay a percentage of the cost of single coverage towards available retiree health benefits for each retiree that qualifies based on the following scale, to be reviewed annually.

<b>YOS at Retirement</b>	<b>% Paid by Township</b>
10	70%
11	73%
12	76%
13	79%
14	82%
15	85%
16	88%
17	91%
18	94%
19	97%
20	100%

For all other benefits, the Township may reimburse costs up to the specified limit as specified in the sections above.

**Retiree Cost Sharing** Retirees contribute the portion not covered by the explicit subsidy above for health care coverage prior to age 65. No contribution is required once retirees turn 65.

# Actuarial Methods and Assumptions

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

The actuarial assumptions used in this report represent a reasonable long-term expectation of future OPEB outcomes. As national economic and Township experience change over time, the assumptions will be tested for ongoing reasonableness and, if necessary, updated.

The discount rate, other economic assumptions, and demographic assumptions have been selected by the Township with the concurrence of Nyhart. In our opinion, the actuarial assumptions are individually reasonable and in combination represent our estimate of anticipated experience of the Township. All calculations have been made in accordance with generally accepted actuarial principles and practice.

There are changes to the actuarial methods and assumptions since the last full GASB valuation, which was for the fiscal year ending December 31, 2021. Refer to the Actuary's Notes section for complete information on these changes. For the current year full GASB valuation, we have also updated the per capita costs. We expect to update the discount rate, health care trend rates, mortality tables, and per capita costs again in the next full GASB valuation, which will be for the fiscal year ending December 31, 2026.

### Measurement Date

For the fiscal year ending December 31, 2024, a December 31, 2024 measurement date was used.

### Actuarial Valuation Date

January 1, 2025

Liabilities as of December 31, 2024 are based on an actuarial valuation date of January 1, 2025 with no adjustments to get to the December 31, 2024 measurement date.

Liabilities as of December 31, 2023 are based on an actuarial valuation date of January 1, 2022 projected to December 31, 2023, on a rolled forward basis with adjustments for actual premium and discount rate changes.

### Discount Rate

5.50% as of December 31, 2023 and 5.50% as of December 31, 2024 for accounting disclosure purposes.  
5.50% as of December 31, 2023 and 5.50% as of December 31, 2024 for funding disclosure purposes (in calculating the Actuarially Determined Contribution).

Refer to the Discussion of Discount Rates section for more information on selection of the discount rate, which is determined by the Plan Sponsor in concurrence with Nyhart.

### Cost Method

Allocation of Actuarial Present Value of Future Benefits for services prior and after the Measurement Date was determined using the Entry Age Normal Level % of Salary method where:

- Service Cost for each individual participant, payable from date of employment to date of retirement, is sufficient to pay for the participant's benefit at retirement; and
- Annual Service Cost is a constant percentage of the participant's salary that is assumed to increase according to the Payroll Growth.

### Employer Funding Policy

The funding policy is to contribute the Actuarial Determined Contribution annually.

# Actuarial Methods and Assumptions

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Payroll Growth

3.00% general payroll growth assumption, plus merit increase rates as shown below. Payroll growth is based on the Michigan Employees Retirement System (MERS) actuarial valuation as of December 31, 2023. The assumptions from these state-wide valuations provide reasonable estimates of experience for municipal employers such as the Charter Township of Highland. Sample rates are shown below:

YOS	Merit
0	6.70%
5	1.90%
10	1.10%
15	0.70%
20	0.60%
25	0.40%
30	0.20%
35	0.10%
40+	0.00%

### Census Data

Census information as of December 31, 2024 was provided by the Township in January 2025. We have reviewed it for reasonableness, and no material modifications were made to the census data.

### Experience Study

Best actuarial practices call for a periodic assumption review, and Nyhart recommends the Township to complete an actuarial assumption review (also referred to as an experience study) in the future.

### Health Care Coverage Election Rate

Active employees with current coverage: 100% of eligible will use a portion of benefits, as specified in the Per Capita Costs section.

Active employees with no coverage: 0%

Inactive employees with current coverage: 100% of eligible will use a portion of benefits, as specified in the Per Capita Costs section.

Inactive employees with no coverage: 0%

### Spousal Coverage

Not applicable

### Disability

None

# Actuarial Methods and Assumptions

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Mortality

General Employees and Retirees: SOA Pub-2010 General Headcount Weighted Mortality Table fully generational using Scale MP-2021

Surviving Spouses: SOA Pub-2010 Contingent Survivor Headcount Weighted Mortality Table fully generational using Scale MP-2021

The plan does not have sufficient data to have credible experience. Therefore, mortality assumptions are set to reflect general population trends based upon Pub-2010 Mortality tables and the most recent generational projection scale MP-2021 released by the Society of Actuaries (SOA) for future mortality improvements.

### Turnover Rate

Assumption used to project terminations (voluntary and involuntary) prior to meeting minimum retirement eligibility for retiree health coverage. The rates represent the probability of termination in the next 12 months. The termination rates are based on the MERS actuarial valuation as of December 31, 2023. The assumptions from these state-wide valuations provide reasonable estimates of experience for municipal employers such as the Charter Township of Highland. Sample annual turnover rates are as shown below:

<b>YOS</b>	<b>Rate</b>
0	23.4%
5	8.3%
10	5.4%
15	4.0%
20	3.1%
25+	2.6%

### Retirement Rate

Annual rates of retirement are as shown below, which is based on the historical retirement experience through December 31, 2014.

<b>Age</b>	<b>Rate</b>
60 - 61	10%
62	30%
63 - 64	15%
65 - 66	40%
67 - 74	10%
75+	100%

# Actuarial Methods and Assumptions

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Health Care Trend Rates

FYE	Medical/Rx	Vision
2025	7.50%	3.00%
2026	7.00%	3.00%
2027	6.50%	3.00%
2028	6.00%	3.00%
2029	5.50%	3.00%
2030	5.00%	3.00%
2031+	4.50%	3.00%

The initial trend rate was based on a combination of employer history, national trend surveys, and professional judgment.

The ultimate trend rate was selected based on historical medical CPI information.

Health Care Trend Rates apply to pre-65 benefits only. Post-65 reimbursement amounts are assumed to remain constant, so is the buyout benefit.

### Retiree Contributions

Retiree contributions are assumed to increase according to health care trend rates.

### Per Capita Costs

Annual per capita costs are based on the 2025 premium rates by age. The costs are assumed to increase with health care trend rates. Annual per capita costs are as shown below:

Age	Medical/Rx	Vision
60	\$ 10,105	\$ 74
61	\$ 10,459	\$ 73
62	\$ 10,692	\$ 73
63	\$ 10,983	\$ 72
64	\$ 11,159	\$ 71

The per capita costs represent the cost of coverage for a retiree-only population.

Actuarial standards require the recognition of higher inherent costs for a retired population versus an active population.

For retirees over the age of 65, the assumed utilization of reimbursement benefit provided by the Township is as follows:

- 50% for medical/rx – equivalent to \$2,700 reimbursement annually
- 50% for dental – equivalent to \$500 reimbursement annually
- 60% for vision – equivalent to \$180 reimbursement annually

Neither the maximum reimbursement amounts, nor the portion that retirees use, is assumed to increase in the future

# Actuarial Methods and Assumptions

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Explicit Subsidy

The difference between (a) the premium rate and (b) the retiree contribution. Below is an example of the monthly explicit subsidies for a future retiree age 64 retiring with TEN years of service and is enrolled in the medical/rx/vision plan. Numbers below do not include dental benefits.

	<b>Premium Rate</b>	<b>Retiree Contribution</b>	<b>Explicit Subsidy</b>
	<b>A</b>	<b>B</b>	<b>C = A - B</b>
Retiree	\$ 935.87	\$ 655.11	\$ 280.76

### Implicit Subsidy

The Township's premium rates vary by age and are assumed to be representative of retiree costs. Therefore, there is no implicit subsidy.

### Models

### ProVal

Valuation software developed by Winklevoss Technologies, LLC. This software is widely used for the purpose of performing postretirement medical valuations. We coded the plan provisions, assumptions, methods and participant data summarized in this report, and reviewed the liability and cost outputs for reasonableness. We are not aware of any weakness or limitations in the software and have determined it is appropriate for performing this valuation.

# APPENDIX

The background features a complex geometric design. The top half is a solid dark gray. Below this, there are several overlapping, semi-transparent shapes. On the left, there are white and light gray shapes. On the right, there are large, solid red shapes that overlap with the lighter gray ones. The overall effect is a modern, minimalist aesthetic.

# Appendix

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Comparison of Participant Demographic Information

The active participants' number below may include active employees who currently have no health care coverage. Refer to the Summary of Participants section for an accurate breakdown of active employees with and without coverage.

	As of December 31, 2021	As of December 31, 2024
Active Participants	4	3
Retired Participants	13	13
Averages for Active		
Age	60.0	60.3
Service	26.0	30.3
Averages for Inactive		
Age	76.0	78.2

# Appendix

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Detailed Actuary's Notes

There were no substantive plan provision changes since the last full valuation, which was for the fiscal year ending December 31, 2021. The Township did not report GASB 74/75 liabilities in their financial statements for FYE 12/31/2019, 12/31/2020, 12/31/2022, and 12/31/2023.

The following assumptions have been updated since the prior valuation:

1. Health care trend rates for medical/rx costs have been set to an initial rate of 7.50% decreasing by 0.50% annually to an ultimate rate of 4.50%. Health care trend rates for vision costs they have been set to a constant rate of 3.00% per year. This change caused an increase of in the Township's liabilities.
2. The retirement rates were updated to be based on the Michigan Employees Retirement System (MERS) actuarial valuation as of December 31, 2023. This change caused a decrease of in the Township's liabilities.

Additionally, actual premium changes for 2025 and per capita claims costs were reflected, resulting in a slight increase in liabilities. The updated census data resulted in a decrease in liabilities due to a decrease in the number of eligible active and retired employees.

# Appendix

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### Summary of Medical Benefits

A brief summary of the health plan offered by the Township effective on January 1, 2025 is as shown below. The out-of-pocket maximum includes the deductible, coinsurance, and copayments.

	BCN HRA HMO Platinum \$5000 VA
Deductible (EE / EE + Sp)	\$5,000 / \$10,000
Coinsurance (Township portion)	80%
Out-of-Pocket Maximum (EE / EE + Sp)	\$6,350 / \$12,700
Co-pay / co-insurances for:	
Primary Care Office Visit	\$20
Urgent Care	\$50
Emergency Room	\$150
Prescription drugs	
Retail (Generic / Pref / Non-Pref)	TBD
Mail Order (Generic/ Pref / Non-Pref)	TBD

# Appendix

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

### PA 202 Uniform Assumption Disclosures

The information presented below is for the purposes of filing Form No. 5572 under PA 202 uniform assumption requirements. Per regulation, Form No. 5572 must be filed no later than six months after the end of the fiscal year. Governmental fund revenues are not shown below and should not be determined by the Township. Refer to the Michigan Department of Treasury website for additional information.

Form 5572 Line	Description	Charter Township of Highland
Line 28	Actuarial Value of Assets	\$ 815,207
Line 29	Actuarial Accrued Liability	\$ 415,497
Line 31	Actuarially Determined Contribution for FY 2024	\$ 0

Line 31 (Actuarially Determined Contribution) was calculated using level dollar amortization with a 5.50% discount rate. The amortization period is a closed, 20-year period with 13 years remaining for FY 2024.

Under PA 202 requirements, uniform assumption setting is mandated in reporting of liabilities, assets, and ADCs. The following is a description of the PA 202 uniform assumption guidance and final assumptions used for the Township for purposes of calculating the figures above.

Assumption	Uniform Assumption Guidance	Township Assumption
Investment Rate of Return	Maximum of 6.90%	5.50% for funding/ADC purposes)
Discount Rate	Blended discount rate calculated per GASB 74/75: <ul style="list-style-type: none"> <li>Maximum of 6.90% where plan assets are sufficient to make projected benefit payments</li> <li>3.65% for periods where assets are insufficient to make projected benefit payments</li> </ul>	5.50% (for calculation of the OPEB liability as of December 31, 2024)
Salary Increase	Minimum of 3.25% or based on actuarial experience study within the past 5 years	Same as PA 202 uniform assumption
Mortality Table	A version of Pub-2010 with Scale MP-2021 generational mortality improvement or based on actuarial experience study within the past 5 years	Same Pub-2010 mortality tables as GASB 75 valuation with Scale MP-2021 generational mortality improvement
Amortization Period	Maximum closed period of 25 years for Retiree Health Systems	For FY 2024, 13 years on a closed period basis
Asset Valuation	Market Value as reported on Financial Statements	Same as the GASB 74/75 valuation
Healthcare Inflation	Non-Medicare: 7.25% decreasing 0.25% per year to a 4.50% long-term rate Medicare: 5.50% decreasing 0.25% per year to 4.50% long-term rate	Non-Medicare: Same as PA 202 uniform assumption Medicare: 0%

# GLOSSARY

The background features a complex geometric design. The top half is a solid dark gray. Below this, there are several overlapping triangles in various shades of gray and white, creating a layered, architectural effect. A large, vibrant red triangle is positioned in the bottom right corner, overlapping the other shapes.

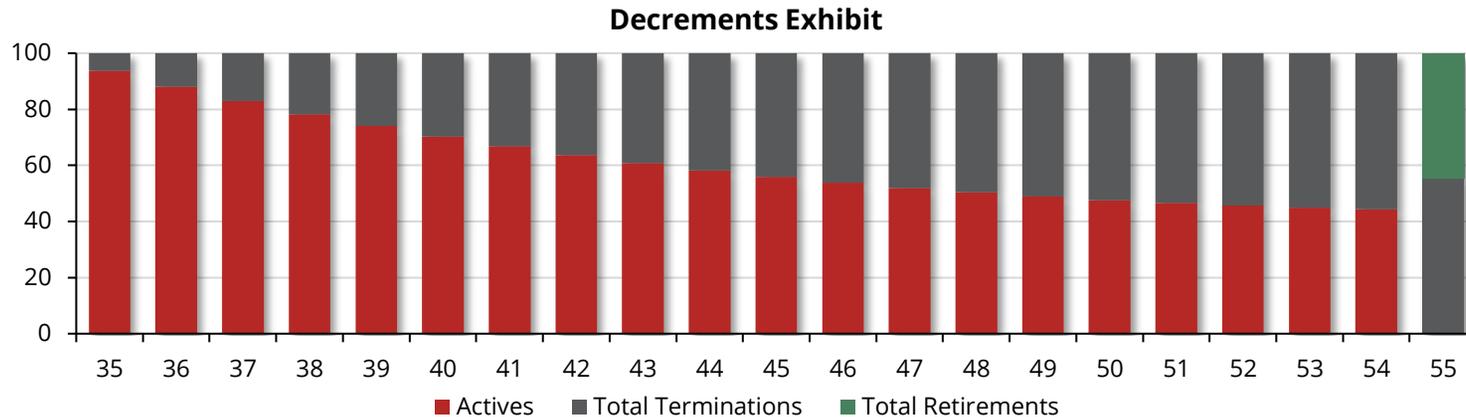
# Glossary – Decrements Exhibit

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

The table below illustrates how actuarial assumptions can affect a long-term projection of future liabilities. Starting with 100 employees at age 35, the illustrated actuarial assumptions show that 44.43 employees out of the original 100 are expected to retire and could elect retiree health benefits at age 55.

Age	# Remaining Employees	# of Terminations per Year <sup>5</sup>	# of Retirements per Year	Total Decrements
35	100.000	6.276	0.000	6.276
36	93.724	5.677	0.000	5.677
37	88.047	5.136	0.000	5.136
38	82.911	4.648	0.000	4.648
39	78.262	4.209	0.000	4.209
40	74.053	3.814	0.000	3.814
41	70.239	3.456	0.000	3.456
42	66.783	3.131	0.000	3.131
43	63.652	2.835	0.000	2.835
44	60.817	2.564	0.000	2.564
45	58.253	2.316	0.000	2.316

Age	# Remaining Employees	# of Terminations per Year	# of Retirements per Year	Total Decrements
46	55.938	2.085	0.000	2.085
47	53.853	1.866	0.000	1.866
48	51.987	1.656	0.000	1.656
49	50.331	1.452	0.000	1.452
50	48.880	1.253	0.000	1.253
51	47.627	1.060	0.000	1.060
52	46.567	0.877	0.000	0.877
53	45.690	0.707	0.000	0.707
54	44.983	0.553	0.000	0.553
55	44.430	0.000	44.430	44.430



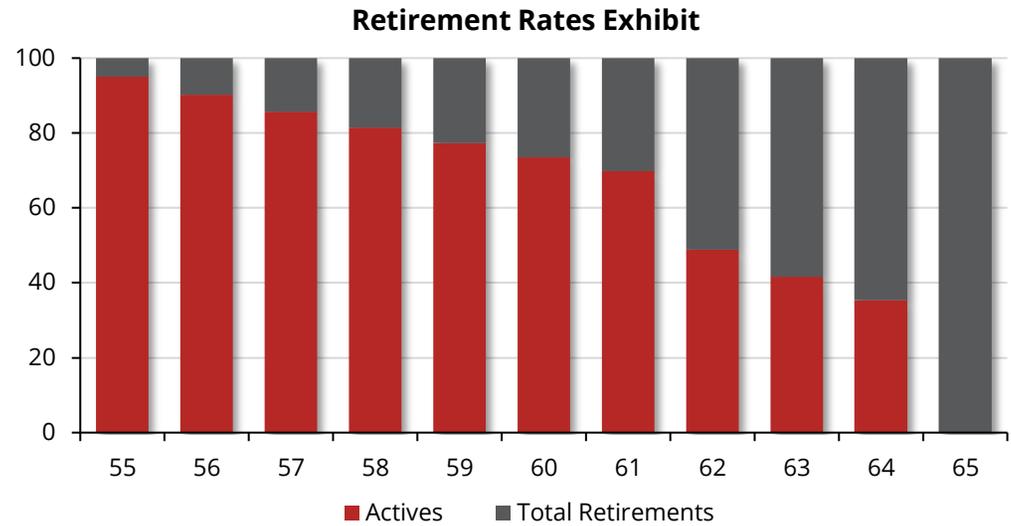
<sup>5</sup> The above rates are illustrative rates and are not used in our GASB calculations.

# Glossary – Retirement Rates Exhibit

## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

The table below illustrates how actuarial assumptions can affect a long-term projection of future liabilities. The illustrated retirement rates show the number of employees who are assumed to retire annually based on 100 employees age 55 who are eligible for retiree health care coverage. The average age at retirement is 62.0.

Age	Active Employees BOY	Annual Retirement Rates*	# Retirements per Year	Active Employees EOY
55	100.000	5.0%	5.000	95.000
56	95.000	5.0%	4.750	90.250
57	90.250	5.0%	4.513	85.738
58	85.738	5.0%	4.287	81.451
59	81.451	5.0%	4.073	77.378
60	77.378	5.0%	3.869	73.509
61	73.509	5.0%	3.675	69.834
62	69.834	30.0%	20.950	48.884
63	48.884	15.0%	7.333	41.551
64	41.551	15.0%	6.233	35.318
65	35.318	100.0%	35.318	0.000



\* The above rates are illustrative rates and are not used in our GASB calculations.

# Glossary – Definitions

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

GASB 75 defines several unique terms not commonly employed in the funding of pension and retiree health plans. The definitions of the terms used in the GASB actuarial valuations are noted below.

1. **Actuarial Assumptions** – Assumptions as to the occurrence of future events affecting health care costs, such as: mortality, withdrawal, disablement and retirement; changes in compensation and Government provided health care benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants for Open Group Actuarial Cost Methods; and other relevant items.
2. **Actuarial Cost Method** – A procedure for determining the Actuarial Present Value of Future Benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Service Cost and a Total OPEB Liability.
3. **Actuarially Determined Contribution** - A target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice.
4. **Actuarial Present Value** – The value of an amount or series of amounts payable or receivable at various times, determined as of a given date by the application of a particular set of Actuarial Assumptions. For purposes of this standard, each such amount or series of amounts is:
  - a. adjusted for the probable financial effect of certain intervening events (such as changes in compensation levels, Social Security, marital status, etc.);
  - b. multiplied by the probability of the occurrence of an event (such as survival, death, disability, termination of employment, etc.) on which the payment is conditioned; and
  - c. discounted according to an assumed rate (or rates) of return to reflect the time value of money.
5. **Deferred Outflow / (Inflow) of Resources** – represents the following items that have not been recognized in the OPEB Expense:
  - a. Differences between expected and actual experience of the OPEB plan
  - b. Changes in assumptions
  - c. Differences between projected and actual earnings in OPEB plan investments (for funded plans only)
6. **Explicit Subsidy** – The difference between (a) the amounts required to be contributed by the retirees based on the premium rates and (b) actual cash contribution made by the employer.
7. **Funded Ratio** – The actuarial value of assets expressed as a percentage of the Total OPEB Liability.

# Glossary – Definitions

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

8. **Healthcare Cost Trend Rate** – The rate of change in the per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.
9. **Implicit Subsidy** – In an experience-rated healthcare plan that includes both active employees and retirees with blended premium rates for all plan members, the difference between (a) the age-adjusted premiums approximating claim costs for retirees in the group (which, because of the effect of age on claim costs, generally will be higher than the blended premium rates for all group members) and (b) the amounts required to be contributed by the retirees.
10. **OPEB** – Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.
11. **OPEB Expense** – Changes in the Net OPEB Liability in the current reporting period, which includes Service Cost, interest cost, changes of benefit terms, expected earnings on OPEB Plan investments, reduction of active employees' contributions, OPEB plan administrative expenses, and current period recognition of Deferred Outflows / (Inflows) of Resources.
12. **Pay-as-you-go** – A method of financing a benefit plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.
13. **Per Capita Costs** – The current cost of providing postretirement health care benefits for one year at each age from the youngest age to the oldest age at which plan participants are expected to receive benefits under the plan.
14. **Present Value of Future Benefits** – Total projected benefits include all benefits estimated to be payable to plan members (retirees and beneficiaries, terminated employees entitled to benefits but not yet receiving them, and current active members) as a result of their service through the valuation date and their expected future service. The actuarial present value of total projected benefits as of the valuation date is the present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment. Expressed another way, it is the amount that would have to be invested on the valuation date so that the amount invested plus investment earnings will provide sufficient assets to pay total projected benefits when due.
15. **Real Rate of Return** – the rate of return on an investment after adjustment to eliminate inflation.

# Glossary – Definitions

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## Charter Township of Highland GASB 74/75 Valuation for Fiscal Year Ending December 31, 2024

16. **Select and Ultimate Rates** – Actuarial assumptions that contemplate different rates for successive years. Instead of a single assumed rate with respect to, for example, the investment return assumption, the actuary may apply different rates for the early years of a projection and a single rate for all subsequent years. For example, if an actuary applies an assumed investment return of 8% for year 20W0, then 7.5% for 20W1, and 7% for 20W2 and thereafter, then 8% and 7.5% select rates, and 7% is the ultimate rate.
17. **Service Cost** – The portion of the Actuarial Present Value of projected benefit payments that are attributed to a valuation year by the Actuarial Cost Method.
18. **Substantive Plan** – The terms of an OPEB plan as understood by the employer(s) and plan members.
19. **Total OPEB Liability** – That portion, as determined by a particular Actuarial Cost Method, of the Actuarial Present Value of Future Benefits which is attributed to past periods of employee service (or not provided for by the future Service Costs).

**11. Adjourn**

**Time:** \_\_\_\_\_