



May 6, 2025

Karin Winchester
Holly Township Clerk
102 Civic Drive
Holly Michigan 48442

Subject: Planning & Zoning Administrator Services and Development Review Fee Increase

Dear Ms. Winchester,

Based on our discussions and current understanding of the Township's needs we have prepared this Planning and Zoning Administrator scope of services. This document describes the functions and tasks McKenna's Zoning Administrator will perform on an ongoing basis.

Additionally, we have provided an updated development review fee schedule to account for inflation and to ensure the continued delivery of high-quality, thorough reviews. While the Township approved an increase to McKenna's hourly rate in 2023, the development review fees themselves have not been amended since 2014. This update brings the fee schedule in line with current costs and service expectations. Further, the Township should adjust their fee schedule to align with our updated development review schedule to ensure there are no costs incurred by the Township, but rather by the applicant or developer. This also reduces the administrative burden on the Township by lessening the instances where an escrow for additional consultant services is necessary, allowing for most, if not all, of our time to be billed directly to the base review fee.

We understand that the need for Zoning Administrator services comes at a time that Holly is experiencing growth and an increasing frequency of development questions and applications. As such, we can work with you to tailor these offerings to best suit your needs.

ON-SITE OFFICE HOURS

To support the Township's zoning administration and development review processes, McKenna will provide on-site office hours each month. Regular in-person availability will improve access for staff, applicants, and residents, facilitating real-time guidance, faster coordination, and more efficient decision-making. Our presence at the Township offices enables hands-on support for intake and application processing, strengthens accountability through consistent scheduling, and fosters productive working relationships. These office hours also create opportunities for McKenna to proactively identify procedural improvements and support the Township in streamlining internal processes, such as updating applications and formalizing step-by-step review procedures.

Proposed On-Site Office Hours

McKenna will provide **sixteen (16) on-site office hours per month** at the Holly Township offices. The schedule may be configured to be productive and acceptable to the Township with a minimum of four (4) hours on any given day. During these office hours, McKenna will provide zoning administrator services including:

1. **Resident and Business Services.** Assist residents, businesses, representatives from professional organizations, Township Board members, and other interested parties regarding planning and zoning related matters. Provide a positive first impression to visitors to the Township offices.



- a. Maintain materials for use with public zoning inquiries, such as zoning maps, future land use maps and tax maps; aerial photos; business cards; applications and guideline sheets; and Zoning Ordinances and Master Plans.
 - b. Maintain master copies of applications and guideline sheets to hand out to prospective applicants and residents.
 - c. Ensure applications submitted are complete and necessary information and fees are collected from the applicant at submission.
2. Enforcement. Collaborate with the Township's code enforcement officer and building official to identify and confirm zoning ordinance violations. McKenna will assist in determining appropriate remedies, provide zoning interpretation support, and, when needed, prepare documentation or correspondence to aid in enforcement actions. This may also include participation in site visits, coordination with legal counsel, and recommendations for ordinance updates to address recurring issues.
3. Casework and Files.
 - a. Ensure applicants submit the required number of plan copies for Township review and distribution.
 - b. Create and maintain a structured and accessible filing system for the Township Planning Commission.
 - c. Organize and manage zoning records to support a more efficient and transparent review process. This includes entering historical permit data into available software and establishing a digital system for tracking current and future permits to build a reliable archive for long-term reference.
 - d. Conduct final zoning inspections to verify that development projects are constructed in accordance with Planning Commission and administrative approvals prior to the issuance of a Certificate of Occupancy.
4. Notices. Assist with preparation and organization of public notices to ensure timely publication in an appropriate newspaper and statutory posting of the notices.
5. Communication. Dispense general information regarding planning and zoning matters. Direct telephone inquiries to appropriate departments and agencies for information. Otherwise, take Zoning Administrator messages and respond promptly.
6. Courtesy and Helpfulness. Provide any planning and zoning services that may be helpful to the Township, including support beyond routine responsibilities as needed. All interactions with the public, applicants, and Township staff will be conducted in a courteous, professional, and solution-oriented manner that reflects positively on the Township government and fosters trust in its processes.



On-Site Office Hours Compensation

The proposed on-site office hours, including travel time, will be billed at the hourly rate outlined below and are subject to adjustment if the Township approves a change in the fee schedule. The hourly rate is consistent with the approved 2024 hourly fee increase.

Professional Classification	Rate Per Hour*	
President	\$200	<p>* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.</p> <p>These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.</p> <p>Hourly rates are valid through December 31, 2025. Annually thereafter, they will be adjusted by a percentage equal to any increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.</p>
Executive or Senior Vice President	\$180	
Vice President	\$170	
Director	\$165	
Senior Principal or Manager	\$160	
Principal	\$130	
Senior	\$120	
Associate	\$100	
Assistant	\$90	
Administrative Assistant	\$75	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	

DEVELOPMENT REVIEW FEE INCREASE

McKenna has not increased the development review fees during the duration of our partnership. The current development review fees reflect 2014 rates. This update brings the fee schedule in line with current costs and service expectations. In addition, the Township should revise its fee schedule to match our updated development review rates, ensuring that the costs of review services are appropriately borne by applicants or developers, rather than by the Township.

Please find the updated development review fees on the following page. We will not increase the development review fees without authorization from the Township.



REVIEW TYPE	FEE TYPE		
	Lump Sum	Fixed Base Fee + Additional Fee	Hourly Rate
Subdivision (Plat) Review			
For conventional, manufactured home, commercial, or industrial subdivision			
• Pre-application review	\$500		
• Preliminary plat review tentative approval		\$850 + \$10 per lot	
• Preliminary plat review final approval		\$500 + \$10 per lot	
• Final plat review		\$500 + \$10 per lot	
Site Plan Reviews			
• Detached single family condominium (site condos), multiple family or mobile home park developments		\$800 + \$10 per dwelling unit / lot	
• Cluster housing development		\$800 + \$10 per dwelling unit / lot	
• Commercial or office development		\$800 + \$75 per acre	
• Industrial development		\$800 + \$75 per acre	
• Public or semipublic uses		\$800 + \$75 per acre	
• Planned unit development, residential neighborhood or mixed-use projects			*
Special Approval / Conditional Use		\$700 + \$50 per acre	
Rezone Application Review		\$700 + \$50 per acre	
Conditional Rezone Application Review			*
Land Division / Consolidation		\$300 + \$75 per new parcel	
Historic District / Architectural Comm Review	\$500		
Dimensional (Nonuse) Variance Review			
• Commercial	\$500		
• Residential	\$200		
Use Variance Review	\$1,000		
Street and Alley Vacation	\$400		
Review of Woodlands / Wetland Plans (includes Field Inspection)			*
Site Traffic Impact Study			*
Master Deed or Similar Document Review	\$500		
Pre-Application or Other Applicant Meetings			*
Revisions			
For each written technical review and recommendation provided by the Consultant because of resubmission of a revised plan	50% of original fee		
Resubmission after 90 days or major revisions	100% of original fee		

* Per Professional Hourly Fee Schedule



If you consider the terms to be acceptable, please sign and return. Please keep one copy for your records. Thank you for the opportunity to continue to work with you in providing top-notch planning and zoning services!

Respectfully submitted,

MCKENNA

John Jackson, AICP, NCI
President

**AUTHORIZATION TO PROCEED – HOLLY TOWNSHIP, ON-SITE OFFICE HOURS &
DEVELOPMENT REVIEW FEE INCREASE**

Holly Township, Oakland County, Michigan

Signature

Date

Name Printed

Title



June 12, 2025

Ms. Karin Winchester
Township Clerk
Holly Township
102 Civic Dr.
Holly, MI 48442

Subject: Code Enforcement Services

Dear Ms. Winchester:

Since 1978, McKenna has helped over 200 Michigan and Ohio communities (including Holly Township), providing professional municipal services. We're delighted at the prospect of enhancing our partnership your Township once again, and look forward to working cooperatively with your officials, builders, and the public to provide high quality professional department administration services.

PROJECT UNDERSTANDING

Based on the information available to us we understand that the Township is looking for assistance in administering an effective Code Enforcement program, focused on a high level of customer service as well as public safety. We can bring enforcement actions into line with the Township's expectations and provide the Township's customers with service in a quick, efficient, and professional manner.

1. **Code Enforcement.** In order to meet the level of service required by the Township, we understand that a building professional is required approximately 10-15 hours a week. While on-site, our professional staff will perform the following tasks:
 - a. **Pro-active Code Enforcement.** McKenna's building professional will systematically assess the Township for code violations and take appropriate measures as they are encountered:
 - Explaining the Township's ordinances to property owners in a polite and friendly manner.
 - Writing letters and warnings to property owners to inform them of the violation and give time to come into compliance.
 - If after notice and time to remedy are unsuccessful, follow up by issuing a citation.
 - Attend court as-needed for citations and any other legal actions.
 - b. **Counterwork.** Assist citizens, developers, Township Board, Planning Commission, Board of Appeals members, and other interested parties regarding code enforcement related matters. Provide a positive impression to customers at the Township Offices. Maintain materials for use with counterwork discussions, such as codes, zoning maps, future land use maps and tax maps; aerial photos; business cards; applications and guideline sheets; and Zoning Ordinance text, maps, and Development Plans.



- c. **Casework and Files.** Maintain the existing orderly filing system relating to code enforcement, using the Township's BS&A system.
- d. **Communication.** Dispense quality, accurate information regarding planning and zoning matters. Redirect telephone inquiries to appropriate departments and agencies for information.
- e. **Courtesy and Helpfulness.** Conduct all business with the public in a friendly, helpful, polite and considerate manner to reflect well on the Township's government.
- f. **Training.** Provide procedure guidelines or checklists to assist applicants to understand and facilitate effective development, application, and permitting procedures.

Term

This agreement shall continue in effect from the date of execution until such time as there is a thirty (30) day written notice of termination by either the Township or the Consultant.

PROFESSIONAL FEES

Code Enforcement

1. Code enforcement services will be provided as requested by Holly Township, for approximately 10-15 hours per week. These services will be provided hourly, at a rate of \$76.50 per hour.

AUTHORIZATION

If you find the above services and terms acceptable, please sign this agreement letter, and return one copy for our files.

ACCEPTED BY AUTHORIZED PERSON:

s/ _____

Date _____

Name _____

Title _____

Organization or Person Responsible for Payment

HT
Holly Township
102 Civic Drive
Holly, MI 48442
(248) 634-9331

George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

RESOLUTION 2025-09
2025-2026 – NORTH OAKLAND COUNTY FIRE AUTHORITY SEMI
ANNUAL BUDGET

WHEREAS, the North Oakland County Fire Authority Board unanimously approved its July 1, 2025 to December 31, 2025 Semi Annual proposed budget to be sent to the participating communities for their approval at is April 22, 2025 Regular Meeting.

BE IT RESOLVED that the Holly Township Board of Trustees approves the North Oakland County Fire Authorities July 1, 2025 to December 31, 2025 Semi Annual Budget and Appropriations by Cost Center as follows:

REVENUES

Total by Cost Center \$1,493,310.00 (\$591,505.00 – Holly Townships Contribution)

EXPENSES

Total by Cost Center	\$1,493,310.00
----------------------	----------------

ADOPTED by the Holly Township Board of Trustees this 18th day of June, 2025.

Motion by:

Supported by:

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 18th day of June, 2025, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

NORTH OAKLAND COUNTY FIRE AUTHORITY

Semi Annual Budget 7/1/2025 though 12/31/2025

Revenues

DRAFT

401 • Holly Township Contribution	\$	591,505.00
402 • Rose Township Contribution	\$	591,505.00
403 • Training / Education Revenues	\$	4,000.00
404 • Fire Cost Recovery	\$	500.00
405 • Grant Receipts	\$	10,000.00
405.5 - SAFER Grant Receipts	\$	50,000.00
406 • Medical Cost Recovery	\$	210,000.00
410 • Sales-Small Items	\$	-
412 • Sales-Capital Items	\$	-
413 • Review and Inspection Services	\$	28,000.00
414 • Interest Earned	\$	7,000.00
416 • Donations	\$	100.00
419 - Insurance Reimbursement		
419.1 - Wages Reimbursement	\$	700.00
Total Revenues	\$	1,493,310.00

Expenditures

Insurance

650 • Liability Insurance	\$	25,000.00
652 • Workers Compensation Insurance	\$	39,000.00
Total - Insurance	\$	64,000.00

Personnel

700 • Wages, Chief Full Time	\$	47,250.00	5% Wages Increase
700.5 • Full Time Employee Wages & Sick leave	\$	388,921.38	5% Wages Increase
700.7 - Full Time Overtime Wages	\$	25,000.00	
700.9 - Full Time Administrative Position	\$	25,000.00	
704 • PT Officer Stipends	\$	7,900.00	
705 • Instructor Wages	\$	1,200.00	
707 - Special Event Pay	\$	14,000.00	
708 - DUTY SHIFT MEDIC	\$	108,624.00	
708.5 - DUTY SHIFT BASIC	\$	75,064.00	
709 - Part Time Overtime Pay	\$	6,000.00	
710 • Work Detail Pay	\$	2,500.00	
711 • Training Wages	\$	15,000.00	
712 • Incident Run Pay / POC Fire Wages	\$	24,000.00	
714 • Social Sec / FICA	\$	57,015.37	
715 • Medical Expenses - Employees	\$	1,000.00	
716 • Healthcare Insurance - Full Time Employees	\$	132,000.00	

716.2 - Health Care (opt out) Stipend	\$	2,000.00	
716.5 - Health Care Savings Plan Contribution FT	\$	10,123.43	
717 • 401a Contribution - Full Time Employees	\$	65,802.28	
717.2 - 401a contribution - POC Employees	\$	5,000.00	
717.4 - 401a Forfeitures	\$	-	
719 • Life/LT Disability Insurance- Full Time Emp.	\$	7,500.00	STD Insurance Added
Fitness Memberships			
Holiday Pay out			
Uniform Payout			
Food Payout			

Total - Personnel	\$	1,020,900.45
--------------------------	----	--------------

Supplies

722 • Operating Supplies	\$	5,000.00
723 • Fire Prevention	\$	3,000.00
724 • Uniforms	\$	7,500.00
726 • Medical Supplies	\$	10,000.00

Total - Supplies	\$	25,500.00
-------------------------	----	-----------

SAFER Grant

751 - Instructor Wages	\$	-
753 - Training Costs	\$	50,000.00
754 - Employee Physicals	\$	-
757 - Fringe Benefits	\$	-
760 - Marketing	\$	-
761 - Equipment Purchases	\$	-
765 - Lost Wages Reimbursement	\$	-

Total - SAFER Grant	\$	50,000.00
----------------------------	----	-----------

Contracted Services

800 • Dispatching	\$	25,000.00
802 • Auditing	\$	11,000.00
804 • Legal	\$	9,000.00
806 • Medical Cost Recovery Billing- AccuMed	\$	10,000.00
807 • Fire Cost Recovery Billing- AccuMed	\$	500.00
810 • NON-Employee Instructor Wages	\$	1,000.00
812 • Education	\$	5,000.00
814 • Dues and Subscriptions	\$	15,000.00
815 • Payroll Services	\$	2,600.00
816 • Administrative Services / Book Keeping	\$	4,500.00
820 • Construction/Labor Services	\$	1,000.00

Total - Contracted Services	\$	84,600.00
------------------------------------	----	-----------

Operating

850 • Communications	\$	2,500.00
851 • Information Technology Expenses	\$	24,000.00

852 • Fuel	\$	11,000.00
854 • Printing and Publishing	\$	300.00
855 • Training supplies / Equipment	\$	1,500.00
858 • Building Utilities	\$	25,000.00
859 • Equipment Lease	\$	2,000.00
860 • Building & Grounds Repair / Maintenance	\$	11,000.00
862 • Equip Maintenance	\$	10,000.00
866 • Vehicle Maintenance	\$	25,000.00
867 - Debt Write Off - Medical Billing	\$	75,000.00
867.5 - QAAP Medicaid Tax	\$	1,000.00
868 - Debt Write Off - Fire Cost Recovery	\$	500.00
869- Debt Write Off / Other - COLLECTIONS	\$	-
Total - Operating Expenses	\$	188,800.00
Debt Service		
950 • Debt Service Principle	\$	-
952 • Debt Service Interest	\$	-
Total - Debt Service	\$	-
Purchases		
970 • Capital Purchases +10,000	\$	12,000.00
972 • Equipment Purchases	\$	5,000.00
973 • Grant Expenses	\$	10,000.00
974 • Grant Match	\$	2,500.00
Total - Purchases	\$	29,500.00
Total All Expenditures	\$	1,463,300.45
**recommend a 60k to 100k fund balance each year to continue building up our reserve account. Fund		
Balance	\$	30,009.55
Grand Total	\$	1,493,310.00
diff.	\$	(0.00)

HOLLY TOWNSHIP PARKS

"UP NORTH IN OAKLAND COUNTY"



5142 EAST HOLLY ROAD
HOLLY, MI 48442
(248) 634-1758
hollytwpparks.org

June 11, 2025

Honorable Holly Township Supervisor George A. Kulles, and
Honorable Officials of the Holly Township Board of Trustees
102 Civic Dr.
Holly, MI 48442

Recommended Budget for FY 2025/2026

Dear Honorable Holly Township Supervisor and Board of Trustees:

On behalf of the Holly Township Parks and Recreation Commission, for your final review and approval, attached is the recommended budget for FY 2025/2026 from the Holly Township Parks and Recreation Commission. Per your May 21, 2025 Board meeting, please note that the recommended budget now reflects a new budget column to show the actual budget allocation for FY 2023/2024.

As we present the recommended budget for FY 2025/2026, we kindly seek your support and approval to ensure that our programs and initiatives can continue to thrive. This budget represents our concerted efforts to meet the changing needs of our community while maintaining and enhancing the recreational opportunities that are valued by our residents.

Sincerely,

A handwritten signature in cursive script that reads 'Mary Blanchard'. The signature is written in dark ink and is positioned above the printed name and title.

Mary Blanchard
Manager, Holly Township Parks and Recreation

Attachment

CC: Holly Township Parks & Recreation Commission:
Jane Bais DiSessa, Chair
James Wright, Vice Chair
Cindy Earl, Secretary
Jeff Caryl
Joe Hutchins

Holly Township Parks Budget 2025/26

Account #	Description	2022-23 Budget	2022-23 Actual	2023-24 Revised	2023-24 Actual	2024-25 Revised	2025-26 Budget
208-000-410	Tax	174,000.00	197,701.01	198,839.00	209,885.62	208,781.00	240,000.00
566	Grants	9,300.00	-	-	-	-	-
567	Yoga/Classes	-	2,486.54	1,000.00	1,573.80	5,000.00	1,000.00
608	Leagues and Tournament	3,500.00	-	4,200.00	-	-	-
643	Concessions Beach	1,500.00	1,970.00	-	-	500.00	500.00
645	Disc Golf	6,000.00	355.62	2,500.00	227.93	1,000.00	1,500.00
651	Beach Tags	3,000.00	-	-	785.75	-	-
653	Special Events	1,000.00	610.00	1,000.00	-	-	-
664	Interest & Dividends	600.00	-	2,400.00	2,553.70	2,000.00	2,000.00
669	Rent/Lease Park 2	300.00	1,353.06	-	1,183.37	-	200.00
670	Rent/Lease Beach	400.00	-	-	-	-	200.00
675	Contributions	2,500.00	-	500.00	-	500.00	500.00
685	Miscellaneous	100.00	573.00	-	2,154.98	-	-
686	Misc. Park II	100.00	690.00	-	-	-	-
	Total Revenue	202,300.00	205,739.23	210,439.00	218,365.15	217,781.00	245,900.00

Expenditures

208-208-702	Park Salaries	34,000.00	34,451.40	34,000.00	22,889.20	34,000.00	40,000.00
703	Director/Manager Salary	58,000.00	17,918.76	-	-	-	30,000.00
704	Program Coordinator	-	-	39,000.00	39,161.70	39,000.00	-
715	Social Security	7,500.00	3,985.73	5,584.50	4,746.97	5,600.00	5,800.00
719	Pension	6,000.00	1,449.99	-	-	-	-
720	Health Insurance	12,500.00	1,116.38	-	-	-	-
725	Accounting Fees	-	-	5,000.00	4,800.00	5,500.00	5,500.00
726	Beach Operating Supplies	2,500.00	600.11	1,000.00	115.28	-	-
727	Operating Supplies	8,000.00	3,007.78	4,000.00	2,488.26	2,500.00	4,000.00
729	Office Expense	-	80.00	-	-	2,500.00	4,500.00
728	Softball Expenses	3,000.00	-	1,000.00	76.75	-	-
730	Classes/Special Events	1,000.00	990.00	6,000.00	3,383.82	4,000.00	4,000.00
731	Disc Golf	12,625.00	-	5,000.00	920.82	-	1,000.00
801	Auditing Fees	5,500.00	2,800.00	12,000.00	5,500.00	15,400.00	10,000.00
804	Beach Legal	50.00	-	-	-	-	-
805	Legal	50.00	819.00	-	-	100.00	7,000.00
806	Beach Disposal	1,400.00	2,574.99	1,400.00	967.72	-	-
807	Park Disposal	1,400.00	1,125.60	1,215.00	1,093.51	1,400.00	3,000.00
809	Sanitary Disposal	600.00	830.43	2,080.00	3,440.00	3,300.00	3,600.00
850	Beach Telephone	600.00	-	-	2,801.01	-	-
851	Park Telephone	1,300.00	3,221.18	3,180.00	548.65	3,180.00	1,500.00
852	Mobile Phone	960.00	918.84	720.00	364.72	550.00	1,400.00
860	Mileage & Gas	1,500.00	187.04	405.00	-	400.00	1,200.00

861	Education	1,200.00	500.00	-	-	-	3,000.00
880	Community Promotion Beach	500.00	150.00	-	-	-	500.00
881	Community Promotion (Website)	500.00	-	500.00	20,131.00	1,000.00	6,000.00
910	Insurance	12,000.00	9,242.00	13,000.00	1,085.94	13,000.00	13,000.00
920	Beach Utilities	1,200.00	1,237.11	1,200.00	3,768.93	-	-
921	Park Utilities	4,500.00	5,560.56	5,000.00	1,009.95	6,200.00	6,200.00
930	Beach Repairs	4,000.00	-	-	18,415.40	-	-
931	Park Repairs	3,000.00	2,206.99	-	-	25,000.00	33,500.00
955	Beach Miscellaneous	50.00	-	-	-	-	-
956	Park Miscellaneous	50.00	25.43	-	-	100.00	-
66000	Payroll Processing	-	1,762.07	2,700.00	2,331.25	1,500.00	2,200.00
970	Beach Equip/Capital	1,200.00	2,167.88	-	-	-	-
971	Park II Equip/Capital	2,615.00	4,724.17	-	15,320.89	15,000.00	29,000.00
984	Improvements Park II	13,000.00	9,985.71	-	-	38,551.00	30,000.00
	Total expenditures	202,300.00	113,639.15	143,984.50	155,726.77	217,781.00	245,900.00

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

**RESOLUTION 2025-11:
HOLLY TOWNSHIP 2025-2026 GENERAL APPROPRIATIONS
ACT AND BUDGET**

SECTION 1: Title

WHEREAS, this resolution shall be known as the Holly Township 2025-2026 General Appropriations Act and Budget, and

SECTION 2: Public Hearing on the Budget

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 June 4, 2025 and a public hearing on the proposed budget was held on June 18, 2025, and

SECTION 3: Millage Levy

WHEREAS, the Holly Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an allocated millage of 1 mill for Township operations and a 1% property tax administration fee, and

SECTION 4: Adoption of budget by Cost Center

WHEREAS, The Holly Township Board adopts the 2025-2026 fiscal year budgets for the various funds by Cost Center. 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 Cost Center, and

SECTION 5: Payment of Bills

WHEREAS, Pursuant to MCLA 41.75, all claims (bills) against the Township shall be approved by the Holly Township Board. The Township Clerk and Treasurer pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities), office supplies and equipment, contracts, consultants, maintenance supplies and equipment, and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval at the next Board meeting, and

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

SECTION 6: Authorized Salary, Hourly and Per Diem Rates

WHEREAS, included in the various Activities/Departments are amounts of salary, hourly and per diem rates for the officials and employees of the Township as follows:

Position	Frequency	Amount
Supervisor	per year	82,033
Clerk	per year	82,033
Treasurer	per year	82,033
Supervisor Administrator I (Projects/Property Mgmt./Grants/Communications)	per year	60,827
Clerk's Department Administrator I	per year	60,827
Deputy Clerk	per year	1,200
Treasurer's Department Administrator I	per year	54,546
Deputy Treasurer	per year	1,200
Code Enforcement Officer / Assistant to the Supervisor	per year	60,827
Zoning Administrator (Clerk)	per year	8,000
Zoning Administrator/Code Enforcement Officer	per year	60,827
Trustees per diem	per month	150.00
Trustees	per meeting	95.00
Planning Commission Member	per meeting	95.00
Planning Commission Chairman	per meeting	125.00
Zoning Board of Appeals Member	per meeting	95.00
Zoning Board of Appeals Chairman	per meeting	125.00
NOCFA Member	per meeting	95.00
Lot Split Member	per meeting	95.00
Construction Board of Appeals Member	per meeting	95.00
Construction Board of Appeals Chairman	per meeting	95.00
Election Inspector	per hour	18.00
Election Inspector Chairman	per hour	20.00
Board of Review Member	per hour	18.00
Board of Review Chairman	per hour	20.00

These salaries are part of the below step table, with a cost-of-living increase of 3.2% over 2023-2024 and a raise of 2% for non-elected employees.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Supervisor	N/A	N/A	N/A	N/A	82,033
Clerk	N/A	N/A	N/A	N/A	82,033
Treasurer	N/A	N/A	N/A	N/A	82,033
Deputy Clerk	48,280	51,419	54,546	57,681	60,827
Deputy Treasurer	48,280	51,419	54,546	57,681	60,827

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Deputy Treasurer	48,280	51,419	54,546	57,681	60,827
Deputy Supervisor	48,280	51,419	54,546	57,681	60,827
Zoning / Code	48,280	51,419	54,546	57,681	60,827

SECTION 7: Estimated Revenues and Expenditures

WHEREAS, estimated total revenues and expenditures for the various funds of Holly Township are:

Fund	Revenue	Expenditures
General Fund	\$5,172,794	\$5,172,794
Special Assessment Fund	\$1,239,846	\$1,239,846
PEG Fund	\$120,632	\$120,632
Metro Act Fund	\$122,031	\$122,031
Building Fund	\$136,266	\$136,266
Capital Improvement Fund	\$5,000,000	\$5,000,000
Capital Grant Fund	\$243,545	\$243,545
Road Improvement Fund	\$168,306	\$168,306

Funding Sources

Fund	Funding Source
General Fund	General Fund Millage Rate 1.0000
Special Assessment Fund	Special Assessment Millage Rate 4.2000
PEG Fund	Public Education Grant Fees
Metro Act Fund	Metro Act Grant Allocations - State of MI
Building Fund	Building Fees
Capital Improvement Fund	General Fund
Capital Grant Fund	Grant Funds
Road Improvement Fund	General Fund

General Fund

Account	Budget
<u>REVENUES</u>	
Cost Center Total	\$5,172,794
TOTAL REVENUES	\$5,172,794
<u>EXPENSES</u>	

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

<u>Trustees</u>	
Cost Center Total	\$15,925
<u>Supervisor</u>	
Cost Center Total	\$96,978
<u>Clerk</u>	
Cost Center Total	\$91,809
<u>Clerk's Administrator</u>	
Cost Center Total	\$70,273
<u>Board of Review</u>	
Cost Center Total	\$2,415
<u>Treasurer</u>	
Cost Center Total	\$91,809
<u>Treasurer Administration</u>	
Cost Center Total	\$63,510
<u>Assessing</u>	
Cost Center Total	\$127,537
<u>Code Enforcement/Assistant Supervisor</u>	
Cost Center Total	\$68,980

<u>Elections</u>	
Cost Center Total	\$55,000
<u>Township Properties</u>	
Cost Center Total	\$67,300

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

<u>General Services</u>	
Cost Center Total	\$4,108,456
<u>Public Works</u>	
Cost Center Total	\$164,300
<u>Community Services</u>	
Cost Center Total	\$3,500
<u>Planning</u>	
Cost Center Total	\$69,227
<u>Zoning Administrator</u>	
Cost Center Total	\$67,280
<u>Community Development</u>	
Cost Center Total	\$6,650
<u>Zoning Board of Appeals</u>	
Cost Center Total	\$1,845
TOTAL REVENUES	\$5,172,794
TOTAL EXPENSES	\$5,172,794

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

Building Department Fund Budget

		Budget
<u>Charges for Services</u>		
Cost Center Total		\$136,266
<u>General Services</u>		
Cost Center Total		\$136,266
TOTAL REVENUES		\$136,266
TOTAL EXPENSES		\$136,266

Capital Improvement Fund Budget

		Budget
<u>Revenues</u>		
Cost Center Total		\$5,000,000
<u>Expenses</u>		
Cost Center Total		\$5,000,000
TOTAL REVENUES		\$5,000,000
TOTAL EXPENSES		\$5,000,000

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

PEG Fund Budget

		Budget
<u>Revenues</u>		
Cost Center Total		\$120,632
<u>General Services</u>		
Cost Center Total		\$120,632
TOTAL REVENUES		\$120,632
TOTAL EXPENSES		\$120,632

METRO Fund

		Budget
<u>Revenues</u>		
Cost Center Total		\$122,031
<u>General Services</u>		
Cost Center Total		\$122,031
TOTAL REVENUES		
TOTAL EXPENSES		\$122,031

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

Special Assessment for Fire and Emergency Services Fund Budget

		Budget
<u>Revenues</u>		
Cost Center Total		\$1,239,846
<u>General Services</u>		
Cost Center Total		\$1,239,846
TOTAL REVENUES		\$1,239,846
TOTAL EXPENSES		\$1,239,846

Capital Grant Fund

		Budget
<u>Revenues</u>		
Cost Center Total		\$243,545
<u>Expenses</u>		
Cost Center Total		\$243,545
TOTAL REVENUES		\$243,545
TOTAL EXPENSES		\$243,545

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney
Richard Kinnamon

Road Improvement Fund

		Budget
Revenues		
Cost Center Total		\$168,306
Expenses		
Cost Center Total		\$168,306
TOTAL REVENUES		\$168,306
TOTAL EXPENSES		\$168,306

SECTION 8: Specific Appropriations

New Township Hall Project
Website Updates

SECTION 9: Budget Monitoring

WHEREAS, whenever it appears to the Township Supervisor or his/her designee 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 funds were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor or his/her designee 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 revenues or both.

SECTION 10: Board Adoption

WHEREAS, there shall be levied against every dollar of all taxable property appearing on the 2025 Assessment Rolls of Holly Township a total of one (1.0000) mill for general operating purposes; and

WHEREAS, that there shall be levied against every dollar of all taxable real property appearing on the 2025 Assessment Rolls of Holly Township **excluding** properties in Holly

HT
Holly Township
102 Civic Drive
Holly, MI 48442
(248) 634-9331

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

RESOLUTION 2025-12: HOLLY TOWNSHIP POLICIES AND PROCEDURES

Contents

OFFICE HOURS	3
MEETING DATES	3
MEETING PROCEDURES	3
MEETING MATERIALS and AGENDAS	4
PUBLIC COMMENT	6
CONDUCT OF THE MEETING	7
RECORD OF THE MEETINGS	7
PETITIONING FOR BALLOT PROPOSALS	8
BUDGET	8
FOIA POLICIES AND PROCEDURES	9
<i>Preamble: Statement of Principles</i>	9
<i>Section 1: General Policies</i>	10
<i>Section 2: Requesting a Public Record</i>	11
<i>Section 3: Processing a Request</i>	12
<i>Section 4: Fee Deposits</i>	14
<i>Section 5: Calculation of Fees</i>	15
<i>Section 6: Waiver of Fees</i>	18
<i>Section 7: Discounted Fees</i>	18
<i>Section 8: Appeal of a Denial of a Public Record</i>	19
<i>Section 9: Appeal of an Excessive FOIA Processing Fee</i>	20
<i>Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date</i>	22
FUND BALANCE	23
PARK BUDGET	26
FISCAL YEAR	26
AUTHORIZED SIGNERS	26
PROFESSIONAL SERVICES FOR HOLLY TOWNSHIP	26
BANKING	27
INVESTMENTS	27
<i>Appendix A Investment Procedures Manual</i>	36
<i>Appendix B Acknowledgement of Receipt of the Investment Policy</i>	39
<i>Appendix C Michigan Public Act 20 of 1943</i>	41

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

<i>Appendix D Glossary</i>	49
<i>HOLLY TOWNSHIP CONTRACTS</i>	58
<i>CONTENT FOR TOWNSHIP OFFICIAL WEBSITE & VARIOUS MEDIA SITES</i>	59
<i>USE OF HOLLY TOWNSHIP FACILITIES, EQUIPMENT AND ASSETS</i>	61
<i>OFFICIAL USE OF TOWNSHIP OWNED OR LEASED MOTOR VEHICLES</i>	62
<i>WORKSHOPS, SEMINARS, AND CONVENTIONS</i>	63
<i>NEW ORDINANCES AND CHANGES TO EXISTING ORDINANCES</i>	64
<i>SALARY POLICIES</i>	64
<i>PAYMENT OF ACCOUNTS PAYABLE</i>	64
<i>CREDIT CARD</i>	65
<i>CAPITAL PURCHASES AND DEPRECIATION SCHEDULE</i>	69
<i>BUILDING DEPARTMENT</i>	71
<i>HEALTH INSURANCE OPT-OUT</i>	71
<i>CONFLICTS OF INTEREST</i>	71
<i>CODE OF STANDARDS OF CONDUCT 24 CFR Part 85.36 (b) (3)</i>	72
<i>FRAUD POLICY</i>	72
<i>MISCELLANEOUS</i>	76
<i>AMENDMENTS</i>	76

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

OFFICE HOURS

Holly Township offices will be open Monday, Tuesday and Thursday from 8:30 am to 4:30 pm. and Wednesday 8:30 to 6:00 pm and closed on Saturdays, Sundays, and observed government holidays.

MEETING DATES

Township Board

Regular meetings will be scheduled annually by resolution of the Board of Trustees. Special meetings will be scheduled when it is deemed necessary.

Planning Commission

Regular meetings will be scheduled annually by resolution of the Board of Trustees.

Board of Appeals

Meeting will be scheduled annually by resolution of the Board of Trustees.

Place

All meeting will be held at the location established in the annual Boards and Commissions Meeting Dates Resolution, unless otherwise posted.

MEETING PROCEDURES

Regular Board meeting dates, times and places shall be published according to the Open Meetings Act and Michigan Compiled Laws (MCL).

Meetings of the Board, its commissions, committees, or advisory committees the rules of procedure set forth in Roberts Rules of Parliamentary Procedure shall govern in all cases in which it is not inconsistent and not contrary to any existing laws of the State of Michigan.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

MEETING MATERIALS and AGENDAS

1. Agendas will be prepared for all regular and special meetings. All agendas shall be printed and available to the public. Agendas will be prepared as follows:

- Call to Order – Pledge of Allegiance.
- Roll Call
- Agenda Approval
- Consent Agenda Approval:
 - Minutes (date)
 - Financial Statements
 - Bills for Payment
 - Communications
 - Set Public Hearings if Applicable
 - Routine Reports
 - Action Items that do not require board discussion

All items listed under "Consent Agenda" are considered to be routine, non-controversial, do not require discussion by the Township Board and will be approved by one motion. There will be no separate discussion. If discussion is desired on an item, that item will be removed from the consent agenda and will automatically be moved to the last item under New Business.

- Public Hearings if Applicable
- Presentations if Applicable
- Public Comment on Agenda Items Only
- Reports
- Old Business
- New Business
- Public Comments
- Adjournment

2. Deadlines for agenda materials will be seven business days prior to the scheduled meeting.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

3. Requests for items to be placed on the agenda must be made in writing (either on paper or electronically) on a Request to Be on the Agenda Form provided by the township and submitted to the clerk ten days prior to the meeting for which the request is made, and shall be restricted to matters concerning Holly Township, Community Presentations, Legislative Proposals or Items of Business requiring action of the Board.

Requests may be made by any of the following: residents of Holly Township, property owners of Holly Township, those owning or operating a business in Holly Township, those owning or operating a business that serves or wishes to serve Holly Township, members of the Holly Township Board of Trustees, other elected officials, Community Organizations or any person the supervisor deems to be appropriate.

If an agenda item is not placed on the proposed agenda as requested, a written explanation (either on paper or electronically) shall be provided by the supervisor to the person originating the request at least 24 hours prior to the meeting for which the item was requested.

4. All materials will be ready for Trustees no later than three business days prior to the scheduled meeting.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

PUBLIC COMMENT

Township residents and other members of the public are encouraged to attend all Township meetings and make pertinent and appropriate comments on items under discussion.

Members of the public shall address all comments to the Township Board and shall conduct themselves in a proper respectful manner.

No member of the public shall speak twice on any subject, or for longer than three minutes on any subject unless authorized by the ~~chairman~~ Board of Trustees. The board encourages any group of people that want to speak on the same subject to appoint a spokesperson to speak for the group.

Public comment may be limited by the Chairperson or upon request of any two (2) board members.

Any person wishing to be heard will raise their hand or stand and be recognized by the chairman, then give their name and address for the record before speaking.

If meeting exceeds 8:30 pm, we will break at 8:30 to hear public comments. The Board reserves the right to limit this time to 15 minutes.

Comments on Agenda Items- First Public Comment

Any member of the public shall be given opportunity to be heard on any item of scheduled business before the Township Board during the first "Public Comment" as provided in the Township Agenda. All comments and statements made during the first "Public Comment" shall be explicitly limited to items on the Agenda unless special circumstances exist.

Comments should be brief, pertinent and structured so as to assist the Board in reaching a decision. Any other comments shall only be made during the second "Public Comment" that follows the conclusion of the scheduled Old and New Business on the Agenda. Failure to follow this policy will cause the right to speak during the second "Public Comment" to be forfeited.



Comments *on* Non-Agenda Items – Second Public Comment

Any member of the public shall be given opportunity to be heard on any item not scheduled on the agenda at the second “Public Comment” which is only after all scheduled business has been heard.

CONDUCT OF THE MEETING

The Township Supervisor shall moderate and Chair all of the meetings of the Township Board. In the absence of the Supervisor, the Chairperson Pro Tem shall chair the meeting. A Chairperson Pro Tem shall be elected by a majority of the Board present at the meeting of the absence.

The Chairperson shall call to order any person who is being disorderly, disrespectful or otherwise disrupting the meeting. Failure to keep comments brief, to the point, taking longer than the allocated time, use of profanity or vulgar language, making inflammatory remarks, or any other conduct which disrupts the meeting will be cause for a call to order.

RECORD OF THE MEETINGS

The Township Clerk shall be responsible for preparing and maintaining the official record and minutes of all Board meetings. The Board may contract a designated secretary (Recording Secretary) to prepare the minutes of meetings. The secretary shall directly report to the Clerk. In absence of the Clerk or designated secretary, the Board shall appoint one of its members to prepare the minutes.

Detail of Record

The minutes shall include the date, time, place, members present (listed alphabetically), members absent (listed alphabetically), the time a late-comer joined the group should be indicated in parentheses immediately after his or her name, if a Board member left the meeting prior to its adjournment that time shall be indicated, the purpose or purposes for which a closed session was held, the official decisions of the board and who spoke at public comment. If the vote is unanimous the record shall so state. If the vote is not unanimous or if a roll call is made, the record shall show the “yes”, “no” or abstention for each member.

It shall be at the Clerk’s discretion to include any reasonable detail of discussion or comments, not verbatim, of the Board members and the public.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

Closed Session Minutes

A separate set of minutes shall be taken at a closed session and shall be retained by the clerk. They shall not be available to the public for inspection and shall be disclosed only if required by a court order. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the motion to hold the closed session was approved.

Recordings of Meetings

A recording of the meetings can be used to help prepare the minutes. The recording is not the official record of the meeting. The formally approved/accepted hard (written) copy of the minutes is the official record. Recordings of regular meetings are considered public records, and under the State of Michigan approved Record Retention Schedule, may be erased after the minutes are transcribed and approved.

The right of a person to attend a public meeting includes the right to tape record, videotape or telecast the proceedings. The person shall do so without any disturbance to the members of the board or the public in attendance.

Correction of Minutes

Correction of the minutes must be made no later than the next meeting following the meeting for which the minutes were made. Corrections must show both the original and the new language.

Access to Minutes

The proposed minutes of the Board meetings shall be prepared and available for public inspection eight (8) business days following the meeting to which they refer. The Board may contract the services of a Recording Secretary to prepare the minutes and the Township Clerk shall be responsible for that position.

PETITIONING FOR BALLOT PROPOSALS

Requirements for petitions for initiative and referendum shall be established in accordance with the applicable Michigan Statutes which creates the right of initiative or the right of referendum.

BUDGET

One work session will be scheduled for the Township Board to work on the budget. A Public Hearing on the budget will be in the month of May for public input. Adoption of the budget will be in June.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

INSERTED FROM APPROVED RESOLUTION 2015-15 DATED 05-20-15

FOIA POLICIES AND PROCEDURES

Preamble: Statement of Principles

It is the policy of Holly Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Holly Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

Include the following if the township directly or indirectly administers or maintains an official internet presence: This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: www.hollytownship.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or otherwise provided to him or her in digital form in lieu of paper copies. The



Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Holly Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

When a request is granted

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.



A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: www.hollytownship.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requestor will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Supervisor or seek judicial review in the Oakland County Circuit Court;

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

Requests for certified copies

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will not be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township's usual FOIA requests, not compared to the township's operating budget. (Bloch v. Davison Community Schools, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.



- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:



- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
 - The Township's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
 - Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefiting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.



Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

Is made directly on behalf of the organization or its clients.

- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Supervisor.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Oakland County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

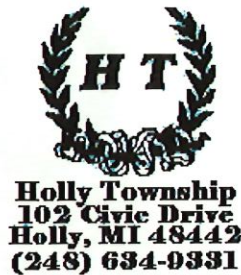
If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Oakland County Circuit Court for a fee reduction.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless one of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change in these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 11: Appendix of Holly Township FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

FUND BALANCE

Purpose

The purpose of this Holly Township Fund Balance Policy is to establish an appropriate level of fund balance in the General Fund, define the components of fund balance, and direct officials in the methods to be used for increasing or decreasing fund balance when trends indicate fund balance will fall outside of the minimum or maximum levels.



A fund balance policy can help ensure that the Township has sufficient cash flows to meet its operating needs. Local government revenues are often cyclical, and having a sufficient fund balance can become necessary to get through times in the budget where revenue is low.

A fund balance policy ensures stable services are delivered, future needs are met, and financial stability is protected. Financial flexibility, provided by adequate fund balance, is needed to cushion the impact of unanticipated emergencies and revenue shortfalls.

Defining Fund Balance

Fund balance is created from excess revenues over expenditures. It is a fund's net assets, mostly made up of cash and investments and, unless otherwise restricted, available for spending. There are five components of fund balance.

1. *Non-spendable Fund Balance: This portion of the fund balance is non-spendable because of its form or because of legal or contractual requirements. The most common examples of non-spendable fund balance are inventory and prepaid expenditure assets.*
2. *Restricted Fund Balance: This portion of fund balance is restricted due to external limitations placed on the use of the funds. The restriction typically comes from outside the local government as a condition of the revenue source, such as PEG funds.*
3. *Committed Fund Balance: This portion of fund balance has a limitation in place by a formal action of the majority of the Board of Trustees prior to the end of the fiscal year. The limitation remains binding until the Board takes formal action to remove it.*
4. *Assigned Fund Balance: This portion of the fund balance is assigned to reflect the intended use of the resource. The assignment of funds may come from the Board or a designee of the Board. Less formality is needed to impose, remove, or modify a constraint reflected in assigned fund balance.*
 - a. *No funds other than the General Fund may have unassigned fund balance; therefore, any amount remaining in excess of non-spendable, restricted, or committed fund balance in funds other than the General Fund will automatically be reported as assigned fund balance.*



- b. If any portion of existing fund balance will be used to eliminate a projected deficit in the subsequent year's budget, this amount will also be categorized as assigned fund balance.
5. Unassigned Fund Balance: The General Fund may have resources that cannot be classified in one of the four categories described above, which is categorized as unassigned fund balance.

The Board should clearly define the intended use of fund balance reserves.

Fund Balance Requirements

Because non-spendable and restricted fund balance are not available for spending due to external enforceable conditions, this fund balance policy is focused on the appropriate levels of General Fund unrestricted fund balances: committed, assigned, and unassigned.

Minimum Unrestricted Fund Balance shall be 50% of General Fund budgeted expenditures.

Maximum Unrestricted Fund Balance shall be 50% of General Fund budgeted expenditures, plus an emergency reserve of \$1,000,000.

The minimum and maximum will be determined each year and reported as part of the fiscal budget.

Remedy for Maintaining Fund Balance

When fund balance approaches its minimum threshold, the annual adopted budget should include an increase to fund balance each year until the fund balance is back above the minimum threshold. If the reduction in fund balance is due to a temporary issue, such as a capital improvement emergency, then the adjustments to future spending should be for one-time items, such as capital improvements. If the reduction in fund balance is due to a long-term issue, such as insufficient revenues for operating expenses, then the adjustments to future spending should be for long-term items, such as changes to services provided.

When fund balance approaches its maximum threshold, the annual adopted budget should include a decrease to fund balance each year until the fund balance is back below the maximum threshold. If the accumulation in fund balance is due to a temporary issue, such as the sale of a capital asset, then the adjustments to future spending should be for one-

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

time items, such as capital improvements. If the accumulation in fund balance is due to a long-term issue, such as revenues in excess of operating expenses, then the adjustments to future spending should be for long-term items, such as changes to services provided.

PARK BUDGET

Parks budget will be submitted one week prior to the Holly Township Board of Trustees April Meeting. The Park Commission and Parks Director will make a formal presentation of its proposed budget to the Holly Township Board of Trustees at its April meeting. The Parks budget will be a part of the townships budget hearing in May and proposed for adoption by the Board of Trustees in June.

FISCAL YEAR

Holly Township Fiscal Year is July 1 to June 30, according to Holly Township Ordinance.

AUTHORIZED SIGNERS

Holly Township Board of Trustees is hereby authorizes the Holly Township Supervisor and in absence of the Supervisor, the Clerk to, execute on behalf of Holly Township, any and all Holly Township Board of Trustees approved written instruments, agreements, documents, deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by the Holly Township Board of Trustees.

PROFESSIONAL SERVICES FOR HOLLY TOWNSHIP

All professional services (Planner, Engineer, Attorney, Auditor, etc.) contracted for Holly Township shall be revised every three years.

Services of ~~\$1000.00~~ **\$2,000.00** or less will be approved by work order approved and signed by the Supervisor and the Clerk *or the Treasurer in absence of the Clerk* prior to commencement of service, provided there is sufficient budget.

All proposed services of ~~\$1001.00~~ **\$2,001.00** and above shall be approved by the Board of Trustees prior to commencement of service.



BANKING

Holly Township will use the following bank for general checking, savings and payroll: ~~State Bank~~, ChoiceOne Holly, MI, 48442 However, the Treasurer may invest additional Township funds in any federally insured financial institution where he/she can secure the greatest amount of interest following Holly Township's Investment Policies in the Holly Township Code of Ordinances.

INVESTMENTS

1.0 Policy

It is the policy of the Township of Holly (Township) to invest public funds in a manner which will ensure the preservation of principal with maximum security and meet the daily cash flow demands of the Township, while providing the highest investment return and conforming to all state statutes and local ordinances governing the investment of public funds.

2.0 Scope

This investment policy applies to all financial assets and investment activities of the Township operating funds. Longer-term funds, including employee pension, deferred compensation, and other post-employment benefit funds, are organized and administered separately. The operating funds are accounted for in the Township's annual financial report and include:

- General Fund (101)
- Special Revenue Funds:
 - PEG Fund (213)
 - Metro Act Fund (214)
 - Special Assessment Fund (206)
 - Building Department Fund (249)
- Capital Project Funds:
 - Capital Improvements Fund (401)
 - Capital Grants Fund (403)
 - Road Improvements Fund (404)
- Trust and Agency Funds:
 - Trust and Agency Fund (701)
 - Current Tax Collection Fund (703)



Any new fund created by the Holly Township Board of Trustees (Board), unless specifically exempted.

An investment may combine money from two or more funds for the purpose of making a combined investment. In the event of a combination of funds, the earnings of said investment shall be prorated between the funds based upon the initial level of principal contributed.

3.0 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported to the Board in a timely fashion and appropriate action is taken to control adverse developments

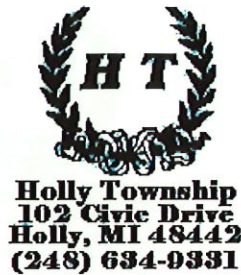
4.0 Objective

The primary objectives, in priority order, of the Township’s investment activities shall be:

4.1 Safety

Safety of principal is the foremost objective of the investment program. Investments of the Township shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective shall be to mitigate various risks, including credit risk, interest rate risk, concentration credit risk, and custodial credit risk, by following the below guidelines:

- Limiting investments to the safest types of securities.
- Pre-qualifying financial institutions, broker/dealers, and intermediaries.
- Diversifying the portfolio to minimize potential losses.
- Purchasing securities with the intent to hold until maturity.



- Structuring the maturities of the portfolio to meet cash requirements of ongoing operations, thereby avoiding the need to liquidate securities prior to maturity.
- Investing operating funds primarily in shorter-term securities or investment pools.
- Holding all securities in the name of the Township.
-

4.2 Liquidity

The Township's investment portfolio will remain sufficiently liquid to enable the Township to meet all operating requirements which might be reasonably anticipated. The objective of liquidity will be accomplished by:

- Structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
- Structuring the portfolio to consist largely of securities with active secondary or resale markets, acknowledging that all possible cash demands cannot be anticipated.
- Placing a portion of the portfolio in qualified money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

4.3 Return on Investments

The Township's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the Township's investment risk constraints and the cash flow characteristics of the portfolio. The investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the level of risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- Liquidity needs of the portfolio require that the security be sold.

5.0 Delegation of Authority

Authority to manage the Township's investment program is derived by state statute. Management responsibility for the investment program is hereby delegated to the Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and their procedures in the absence of the Treasurer. The Treasurer shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Investment Policy.



5.1 Investment Procedures

The Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The written Investment Procedures Manual is included as Appendix A of this Investment Policy.

6.0 Ethics and Conflicts of Interest

Any person with explicit authority to perform investment transactions is required to follow the Standard Rules of Conduct of Holly Township as adopted, and amended, by resolution.

All participants in the Township's investment process shall seek to act responsibly as custodian of the public trust. Officers and employees shall avoid any transactions that might impair public confidence in the Township's ability to govern effectively.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board any material financial interests in financial institutions that conduct business with the Township, and they shall further disclose any large personal financial or investment position that could be related to the performance of the Township's portfolio.

7.0 Authorized Financial Dealers and Institutions

The Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained for approved security broker/dealers selected by creditworthiness that are authorized to provide investment services in the State of Michigan. These may include primary dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws. The Treasurer will conduct an annual review of the financial condition and registrations of each financial institution and broker/dealer on the authorized institutions list.

7.1 Financial Institutions

All financial institutions (commercial banks, savings & loans, and credit unions) utilized by the Township shall maintain an office within the State of Michigan and shall meet the



following requirements and financial criteria. These institutions shall submit annually, or make available on their website, their audited annual financial statements. Additionally, the institutions shall read the Township's Investment Policy and file the acknowledgement form (Appendix B); if the policy is updated, they shall read the updated policy and submit an updated acknowledgement form.

7.2 Brokers & Dealers

All broker/dealers utilized by the Township shall provide proof of all required registrations, certifications, and memberships. These firms shall submit annually, or make available on their website, their audited annual financial statements. Additionally, the firms shall read the Township's Investment Policy and file the acknowledgement form; if the policy is updated, they shall read the updated policy and submit an updated acknowledgement form. New firms shall have been in operation for at least five years.

7.3 Investment Pools and Mutual Funds

A thorough investigation of each pool or fund is required prior to investing, and on a continual basis. There shall be a questionnaire completed by each pool or fund included on the authorized list. The questionnaire shall answer the following questions:

- A description of eligible investment securities
- A written statement of investment policy and objectives, or prospectus.
- A schedule of the types of reports and the frequency of distribution.
- A description of interest calculations and when and how it is distributed, and how gains and losses are treated.
- A description of how the securities is safeguarded (including the settlement processes), and how often the securities are priced.
- A description of how often the pool or fund is audited and by whom.
- A description of who may invest in the program, how often, and what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- A description of the use of reserves or retained earnings if applicable.
- A fee schedule, and when and how it is assessed.
- Disclosure as to whether the pool or fund is eligible to receive and/or will it accept bond proceeds.
- Disclosure as to whether the pool or fund is limited by the Township policy in the types of investments and maturities.



8.0 Authorized & Suitable Investments

The funds of the Township shall be invested in accordance with State of Michigan Public Act 20 of 1943, as amended (PA 20), and the Township's policies and written administrative procedures. The Township is authorized by PA 20 and this investment policy to invest in the following types of securities:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
 - These obligations shall have a liquid market with a readily determinable market value.
- Certificates of deposit (CD), savings accounts, deposit accounts, or depository receipts of a qualified financial institution with offices in the State of Michigan.
 - The CD also includes the Certificate of Deposit Account Registry Service (CDARS), in which funds are initially invested through a financial institution that is eligible to be a depository of surplus Township funds.
- Commercial paper rated at the time of purchase within the highest classification established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- Repurchase agreements consisting of qualified instruments.
 - A Master Repurchase Agreement must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public Security Association's model Master Repurchase Agreement.
- Bankers' acceptances of United States banks.
- Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- Mutual funds registered under the investment company act of 1940 that maintain a \$1.00 per share net asset value and that have authority to purchase only investment vehicles that are legal for direct investment by a public corporation.
- Obligations as above if purchased through an interlocal agreement.
- Investment pools organized under the surplus funds investment pool act
- The investment pools organized under the local government investment pool act.

In selecting authorized investments, consideration should be given to credit ratings on commercial paper, bankers' acceptance, and collateralization of applicable instruments.



In the event the State of Michigan or Federal legislation or regulation should further restrict instruments or institutions authorized by this policy, such restrictions shall be deemed to be immediately incorporated in the Township's Investment Policy. If new legislation or regulation should liberalize the permitted instruments or institutions, such changes shall be available and included in the Investment Policy only after approval by the Board.

Please see Appendix C for additional requirements of PA 20.

9.0 Collateralization

Collateralization may be required on certificates of deposit and repurchase (and reverse) agreements. Collateralization on certificates of deposit is required when the investment exceeds the FDIC insurance threshold. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 102% of the market value of principal and accrued interest.

Collateral will always be held by an independent third party with whom the Township has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Township and retained. The right of collateral substitution is granted.

10.0 Safekeeping and Custody

All securities purchased by the Township shall be properly designated as an asset of the Township and held in safekeeping. No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Treasurer. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

Transactions in negotiable instruments which have a value exceeding SIPC insurance protection, and other insurance protection as may be applicable, with any one dealer will be required to be settled on a delivery-versus-payment (DVP) basis to ensure that securities are deposited in an eligible financial institution prior to the release of funds. A trust receipt from the contra-party and proof of SIPC and other insurance will be required when the transaction is covered by insurance. Non-negotiable, non-collateralized CD shall be evidenced by a safekeeping receipt from the issuing bank.

The Township will execute third party custodial agreements with its banks and depository institutions. Such agreements will include letters of authority from the Township; details as to responsibilities of each party; notification of security purchases, sales, delivery, repurchase



agreements, wire transfers, safekeeping, and transaction costs; and procedures in case of wire failure or other unforeseen mishaps including the liability of each party.

11.0 Diversification

The Township will diversify its investments. A diversified investment portfolio will reduce the risk of loss resulting from an over concentration of investments in a specific maturity, financial institution, or class of security. Diversification strategies shall reduce the overall portfolio risks while attaining market rates of return.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (such as payroll and debt service) as well as considering sizable blocks of anticipated revenue (such as taxes and state revenue sharing).

With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the Township's total investment portfolio will be invested in a single security type or with a single financial institution. Additionally, with the exception of authorized investment pools and individual fund deposits required to meet the Township's cash flow demands, an amount not greater than the prevailing federal deposit insurance limitations at the time of deposit or investment shall be deposited or invested in an individual financial institution. Investments should be diversified by security issuer, with no more than 5% of the investments of commercial paper or CD (excepting CDARS) with each issuer, and no more than 20% of the investments in government obligations with each agency.

12.0 Maximum Maturities

To the extent possible, the Township will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Township will not directly invest in securities maturing more than two years from the date of purchase. Reserve funds with longer-term investment horizons may be invested in securities for up to five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.



13.0 Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Township are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgements by management.

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures. This review may be part of the regular annual audit.

14.0 Performance Standards

The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with the Township's investment risk constraints and the cash flow needs.

14.1 Market Yield (Benchmark)

The entity's investment strategy is passive. Given this strategy, the basis used by the Treasurer to determine whether market rates of return are being achieved shall be the average US Treasury rate most closely approximating the average maturity of the portfolio.

15.0 Reporting

The Township maintains its records on the basis of funds and account groups, with each fund considered a separate accounting entity. All investment transactions shall be recorded in the various funds of the Township in accordance with generally accepted accounting principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB).

The Treasurer shall provide the Board with quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The investment report should include comments on the fixed income markets and economic conditions and possible changes in the portfolio structure going forward and thoughts on investment strategies. Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period.
- Average life and final maturity of all investments listed.



- Coupon, discount, or earnings rate.
- Principal at par value and market value.
- Fiscal year to date interest income.
- Percentage of the portfolio represented by each investment category.
- The list of additional authorized financial institutions.

16.0 Investment Policy Adoption

The Township's investment policy shall be adopted by resolution of the Board. The policy shall be reviewed annually by the Treasurer and any modifications made thereto must be approved by the Board. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

17.0 Glossary

In order to facilitate a thorough understanding of this investment policy, a glossary of related investment terminology has been incorporated in Appendix D.

Appendix A Investment Procedures Manual

1. Purpose

The purpose of these guidelines is to help create a Procedures Manual to assist Treasury staff with day-to-day investment operations, consistent with the Township's Investment Policy. Additional procedures on specific activities, such as bank reconciliations, can be retrieved from the Treasurer's office.

2. Cash Review

The Treasurer must review the Township's cash balances daily and investment portfolio monthly, or as needed. Items to be reviewed should include:

- Balances and activity in accounts at the banks.
- List of investments, particularly maturing investments.
- Cash flow projections, including budget and actual activity.
- Research into current rates of return and economic trends.

3. Investment Selection

The Treasurer shall determine how much of the cash balance is available for investment and select the area of the yield curve that most closely matches the required maturity date. In



determining the maturity date, the Treasurer shall consider liquidity, cash flow, and expected expenditures, as well as safety and yield. A review of the following sources should be made to determine whether the investments should be placed to match projected expenditures or shorter, or to take advantage of current and expected interest rate environments:

- Wall Street Journal or similar daily business publication.
- Input from approved broker/dealers.
- Input from depository banks.
- Publications on general trends of economic statistics.
- Input from data services.

Additionally, the investment selection shall be accomplished by reviewing the current diversification of the portfolio and the authorized investment instruments and security issuers.

4. Purchasing an Investment

An authorized list of institutions should be maintained by the Treasurer. This should be accomplished through a review of current and potential authorized institutions, evaluating the following:

- Financial condition, strength, and capability to fulfill commitments.
- Overall reputation with other dealers and investors.
- Regulatory status of the broker/dealer.
- Background and expertise of the individual representative.
- Review of nationally recognized financial institution rating organization.

The list of authorized institutions must exist within the constraints of the portfolio diversification requirements. Based upon the economic conditions of the time, the Treasurer, as a matter of practice, may employ more restrictive diversification requirements than the policy allows.

The following must be determined prior to contacting the providers:

- Settlement: rollover, cash, same day, or date certain.
- Amount: either par value or total dollars to be invested.
- Type of security to be purchased, or type to be excluded.
- Targeted maturity, or maturity range.

Before concluding the transaction, the Treasurer should validate the following:



- The security selected for purchase meets all criteria, including portfolio diversification, collateralization (if appropriate), and maturity. If the security has any imbedded options such as call provisions or coupon adjustments, these should also be reviewed.
- Yield calculations should be verified.
- Total purchase cost (including accrued interest) does not exceed funds available for investment.
- Advise the successful provider that their offering has been selected for purchase and confirm the particulars of the security purchased.
- After confirmation of the purchase, as a courtesy, notify the other broker/dealers that provided a bid that you have placed the investment. Best price may be disclosed.

After consummation of the transaction, and prior to settlement date, the Treasurer and the provider should exchange and review the following information to ensure prompt, and uninterrupted settlement:

- Name of third-party safekeeping agent.
- American Bankers Association (ABA) routing number of safekeeping agent.
- Safekeeping account numbers.
- Reconfirm amount of transaction.
- Reconfirm settlement date.
- Acquire Committee on Uniform Security Identification Procedures (CUSIP) number of security or CD number of deposit, if applicable.

5. Settlement & Follow-through

It is the Treasurer's responsibility to forward and confirm the receipt of all automated clearing house (ACH) or wire instructions with the Township's banks. Should the transaction fail to take place for any reason, the Township's bank will notify the Treasurer immediately after it has been notified. The written safekeeping receipt, once received, shall be verified with the Township's records.

Once the security transaction has consummated, the Treasurer shall complete the following:

- Create an investment record for the security in the Township's investment workbook.
- Update the Township's cash flow workbook.
- Input the investment transaction record into the Township's General Ledger.
- Save copies of all related documents.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

6.0 Reporting

The Treasurer shall report on the cash and investments of the Township to the Board each quarter. Cash and investment accounts shall be reconciled to the general ledger by the Treasurer's office monthly. All investment records shall be retained in accordance with applicable State and Township record retention schedules.

When applicable, the following should be verified:

- Provision of receipt or disbursement of funds.
- Internal transfer, ACH, or wiring of funds.
- Validation of written safekeeping receipt.
- Notification of discrepancy prior to acceptance or rejection of the transaction.
- Immediate notification if a failure has occurred: by provider if they are responsible, by safekeeping agent if they are responsible.

The Treasurer shall cooperate fully with the Township's auditors regarding all aspects of the Township's investment program. The Treasurer shall incorporate into the investment process and procedures suggestions made by the Township's auditor, when they are required by statute, ordinance, or recommended best practices for investment programs. Changes to the Township's Investment Policy or procedures require a resolution of approval by the Board.

Appendix B Acknowledgement of Receipt of the Investment Policy of the Township of Holly and Agreement to Comply

I hereby certify that I have received the Investment Policy of the Township of Holly, have read the policy, and agree to comply with the terms of the policy regarding the buying and selling of securities. I certify that I have read and understand Act 20 of PA 1943, as amended, and how it applies to Holly Township. I also pledge to exercise due diligence in informing the Township Treasurer of all foreseeable risks associated with financial transactions conducted with the financial institution.

Any investment advice or recommendation on investments given by an authorized representative of the financial institution to the Holly Township shall comply with the requirements of Act 20 PA 1943, as amended, and Holly Township's Investment Policy. Any

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

existing investment not conforming to state statute or the policy shall be disclosed promptly to the Township Treasurer.

Signature: _____

Date: _____

Authorized Representative: _____

Title: _____

Financial Institution: _____

Address: _____



Appendix C Michigan Public Act 20 of 1943
Investment of Surplus Funds of Political Subdivision

Note: This version was rendered on May 2, 2024. Please visit www.legislature.mi.gov for any updates to the act.

AN ACT relative to the investment of funds of public corporations of the state; and to validate certain investments.

The People of the State of Michigan enact:

129.91 Investment of funds of public corporation; eligible depository; secured deposits; funds limitation on acceptable assets; pooling or coordinating funds; written agreements; investment in certificate of deposit; conditions; "financial institution" defined; additional definitions.

Sec. 1. (1) Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in 1 or more of the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).
- (c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a).
- (e) Bankers' acceptances of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.



(g) Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:

(i) The purchase of securities on a when-issued or delayed delivery basis.

(ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.

(iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

(h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.

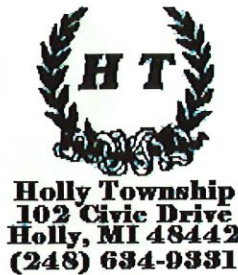
(i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.

(j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

(2) Except as provided in subsection (5), a public corporation that invests its funds under subsection (1) shall not deposit or invest the funds in a financial institution that is not eligible to be a depository of funds belonging to this state under a law or rule of this state or the United States.

(3) Assets acceptable for pledging to secure deposits of public funds are limited to assets authorized for direct investment under subsection (1).

(4) The governing body by resolution may authorize its investment officer to enter into written agreements with other public corporations to pool or coordinate the funds to be invested under this section with the funds of other public corporations. Agreements allowed under this subsection shall include all of the following:



- (a) The types of investments permitted to be purchased with pooled funds.
 - (b) The rights of members of the pool to withdraw funds from the pooled investments without penalty.
 - (c) The duration of the agreement and the requirement that the agreement shall not commence until at least 60 days after the public corporations entering the agreement give written notice to an existing local government investment pool which is organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150, in those counties where such a pool is operating and accepting deposits on or before September 29, 2006.
 - (d) The method by which the pool will be administered.
 - (e) The manner by which the public corporations will respond to liabilities incurred in conjunction with the administration of the pool.
 - (f) The manner in which strict accountability for all funds will be provided for, including an annual statement of all receipts and disbursements.
 - (g) The manner by which the public corporations will adhere to the requirements of section 5.
- (5) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in certificates of deposit in accordance with all of the following conditions:
- (a) The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - (b) The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - (c) The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.



(d) The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.

(e) At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.

(6) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in deposit accounts that meet all of the following conditions:

(a) The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.

(b) The financial institution arranges for the deposit of the funds in deposit accounts in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.

(c) The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.

(d) The financial institution acts as custodian for the public corporation with respect to each deposit account.

(e) On the same date that the funds of the public corporation are deposited under subdivision (b), the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the public corporation in the financial institution.

(7) A public corporation that initially invests its funds through a financial institution that maintains an office located in this state may invest the funds in certificates of deposit as provided under subsection (5).



(8) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.

(9) As used in this act:

(a) "Governing body" means the legislative body, council, commission, board, or other body having legislative powers of a public corporation.

(b) "Funds" means the money of a public corporation, the investment of which is not otherwise subject to a public act of this state or bond authorizing ordinance or resolution of a public corporation that permits investment in fewer than all of the investment options listed in subsection (1) or imposes 1 or more conditions upon an investment in an option listed in subsection (1).

(c) "Investment officer" means the treasurer or other person designated by statute or charter of a public corporation to act as the investment officer. In the absence of a statutory or charter designation, the governing body of a public corporation shall designate the investment officer.

(d) "Public corporation" means a county, city, village, township, port district, drainage district, special assessment district, or metropolitan district of this state, or a board, commission, or another authority or agency created by or under an act of the legislature of this state.

129.92 Repealed. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

Compiler's note: The repealed section pertained to investment of sinking funds and insurance moneys by school districts.

129.93 Existing investments ratified and validated.

Sec. 3. Investments made before the effective date of the amendatory act that repealed section 2 of the surplus funds, sinking funds, or insurance funds of a political subdivision of this state in bonds and other obligations of the United States or its instrumentalities or certificates of deposit or depository receipts of a bank that is a member of the federal deposit insurance



corporation as provided under section 1 and former section 2 of this act are hereby ratified and validated.

129.94 Funds accumulated under eligible deferred compensation plan; deposit; investment; existing investments ratified and validated.

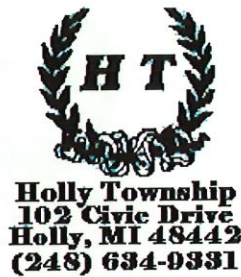
Sec. 4. (1) As used in this section:

(a) "Eligible deferred compensation plan" means a deferred compensation plan established and maintained by a governing body, which plan meets the requirements of section 457 of the internal revenue code.

(b) "Financial institution" means a state or nationally chartered bank, a state or federally chartered savings bank, a state or federally chartered savings and loan association, or a state or federally chartered credit union, which financial institution is insured by an agency or instrumentality of the federal government.

(c) "Governing body" means the legislative or governing body of a county, city, village, township, or special assessment district, or an agency, board, or commission of a county, city, village, or township.

(2) The governing body, by resolution, may authorize its treasurer or chief fiscal officer to deposit funds received under an eligible deferred compensation plan in a financial institution authorized by law to do business in this state or with an authorized deferred compensation agent appointed by the governing body. Notwithstanding any other provision of this act, the treasurer or chief fiscal officer, as authorized by resolution of the governing body, may place funds accumulated under an eligible deferred compensation plan with a financial institution authorized to do business in this state, a state or federally licensed investment company or insurance company authorized to do business in this state, or trust established by public employers for the commingled investment of the amounts held under deferred compensation and retirement plans, which funds shall be invested by the financial institution, insurance company, investment company, or trust as directed by the governing body. The investment of eligible deferred compensation plan funds shall be in the manner and for the purposes described in section 457 of the internal revenue code.



(3) The investment of funds accumulated under an eligible deferred compensation plan of a governing body prior to the effective date of the amendatory act that added this section, which investments otherwise meet the requirements of this section, are ratified and validated.

129.95 Investment policy; adoption by governing body.

Sec. 5. (1) Not more than 180 days after the end of a public corporation's first fiscal year that ends after the effective date of the amendatory act that repealed section 2, a governing body, in consultation with the investment officer, shall adopt an investment policy that, at a minimum, includes all of the following:

- (a) A statement of the purpose, scope, and objectives of the policy, including safety, diversification, liquidity, and return on investment.
 - (b) A delegation of authority to make investments.
 - (c) A list of authorized investment instruments. If the policy authorizes an investment in mutual funds, it shall indicate whether the authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share or also includes securities whose net asset value per share may fluctuate on a periodic basis.
 - (d) A statement concerning safekeeping, custody, and prudence.
- (2) A governing body that as of the effective date of the amendatory act that repealed section 2 has adopted an investment policy that substantially complies with the minimum requirements under subsection (1) is not in violation of this section as long as that policy remains in effect.

129.96 Execution of order to purchase or trade funds of public corporation; providing copy of investment policy; public corporation subject to subsection (1); report.

Sec. 6. (1) Subject to subsection (2), before executing an order to purchase or trade the funds of a public corporation, a financial intermediary, broker, or dealer shall be provided with a copy of the public corporation's investment policy and shall do both of the following:

- (a) Acknowledge receipt of the investment policy.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

(b) Agree to comply with the terms of the investment policy regarding the buying or selling of securities.

(2) A public corporation is subject to subsection (1) beginning on the date that the investment policy of a public corporation takes effect or 180 days after the end of the public corporation's first fiscal year ending after the effective date of the amendatory act that repealed section 2, whichever is earlier.

(3) The investment officer shall provide quarterly a written report to the governing body concerning the investment of the funds.

129.97 Long-term or perpetual trust fund; investment of assets; resolution authorizing investment officer same authority as investment fiduciary under MCL 38.1132 to 38.1140m; conditions.

Sec. 7. Notwithstanding any law or charter provision to the contrary, if a public corporation has a long-term or perpetual trust fund consisting of money and royalties or money derived from oil and gas exploration on property or mineral rights owned by the public corporation, the governing body of the public corporation may by resolution provide its investment officer with the same authority to invest the assets of the long-term or perpetual trust fund as is granted an investment fiduciary under the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140m.

129.97a Investment of assets of special revenue fund by investment officer; resolution granting authority; annual special revenue fund report.

Sec. 7a. (1) Notwithstanding any law or charter to the contrary, if a public corporation has a special revenue fund consisting of payments for park operations and maintenance, the governing body of the public corporation may by resolution provide its investment officer with the same authority to invest the assets of the special revenue fund as is granted an investment fiduciary under the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140m.

(2) The investment officer shall prepare and issue an annual special revenue fund report. The investment officer shall make the annual special revenue fund report available to the citizens



of the public corporation. The annual special revenue fund report shall include all of the following:

- (a) The name of the special revenue fund.
- (b) The special revenue fund's investment fiduciaries.
- (c) The special revenue fund's assets and liabilities.
- (d) The special revenue fund's funded ratio.
- (e) The special revenue fund's investment performance.
- (f) The special revenue fund's expenses.

Appendix D Glossary

ACCRUED INTEREST: The interest that has been incurred on a loan or other financial obligation but has not yet been paid out.

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

AMERICAN BANKERS ASSOCIATION (ABA) ROUTING NUMBER: Identifies the specific financial institution responsible for the payment of a negotiable instrument.

ASKED: The price at which securities are offered.

AUTOMATED CLEARING HOUSE (ACH): An electronic fund transfer made between banks and credit unions across the Automated Clearing House network.

BANK TRANSFER: A payment method that allows consumers and business owners to transfer money to a bank account.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.



BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BOND: A certificate issued by a government or a public company promising to repay borrowed money at a fixed rate of interest at a specified time.

BROKER: A broker brings buyers and sellers together for a commission.

CALL PROVISION: A clause or embedded option in a bond purchase contract that gives the bond issuer the right to redeem the bond early, before its maturity date.

CASH FLOW: the total amount of money being transferred into and out of a business, especially as affecting liquidity.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a Certificate. Large denomination CDs are typically negotiable.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SERVICE (CDARS): A registered service mark of Promontory Interfinancial Network, LLC. The CDARS involves the placement of funds with a member institution that in turn places funds in the form of a Certificate of Deposit (CD), with other member institution(s), in the amount not to exceed the maximum FDIC insured amount of \$250,000.00. One rate of interest is earned on the entire investment. The initial member institution provides one regular account statement listing all the CD's, along with their issuing banks, maturity dates, interest earned, and other details.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: A short-term unsecured promissory note issued by a company.



COMMITTEE ON UNIFORM SECURITIES IDENTIFICATION PROCEDURES (CUSIP) NUMBER: Identifies most financial instruments, including stocks of all registered U.S. and Canadian companies, commercial paper, and U.S. government and municipal bonds.

CONCENTRATION CREDIT RISK: The risk of loss by placing a large portion of the portfolio with a single security issuer.

COUPON:

- (a) The annual rate of interest that a bond issuer promises to pay the bondholder on the bond's face value.
- (b) A certificate attached to a bond evidencing interest due on a payment date.

CREDIT RISK: The risk of loss due to the failure of the security issuer or backer.

CUSTODIAL AGREEMENT: An arrangement wherein one holds an asset or property on behalf of the actual owner (beneficial owner).

CUSTODIAL CREDIT RISK: The risk of loss associated with the counter-party's failure.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DEPOSIT ACCOUNT: A bank account maintained by a financial institution in which a customer can deposit and withdraw money.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities).

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below the original offering price shortly after the sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA or Fannie Mae): FNMA, like Government National Mortgage Association (GNMA) was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed rate

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA): A private American corporation that acts as a self-regulatory organization that regulates member brokerage firms and exchange markets.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): a set of accounting rules, standards, and procedures issued and frequently revised by the Financial Accounting Standards Board (FASB) or the Government Accounting Standards Board (GASB).

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB): The GASB establishes accounting and financial reporting standards for U.S. state and local governments that follow GAAP. The GASB is responsible for establishing standards for federal, state, and local governments, while the FASB is responsible for establishing standards for non-profits, as well as private and public companies that follow GAAP.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.



INTEREST: Money paid regularly at a particular rate for the use of money lent, or for delaying the repayment of a debt.

INTEREST RATE RISK: The risk of loss due to the market value of the securities in the portfolio due to changes in interest rates.

INTERLOCAL AGREEMENT: A contract or agreement with another state or local governmental agency or a federally recognized Indian tribe.

INVESTMENT GRADE: The group of credit ratings that imply a low default risk, which is based upon the financial strength, future prospects, and past history of a company. Companies with a rating in this range will issue debt at a lower interest rate than others with a poorer credit rating, allowing them to obtain financing more cheaply.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

MUTUAL FUND: An investment program funded by shareholders that trades in diversified holdings and is professionally managed.

NATIONAL ASSOCIATION OF SECURITIES DEALERS (NASD): A self-regulatory organization of the securities industry and a predecessor of FINRA.

NEGOTIABLE: A legal document or a financial instrument that can be used as a replacement for cash. A negotiable instrument guarantees the payment of a specific amount of money to the payer recognized on the paper.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRINCIPAL: A sum of money lent or invested, on which interest is paid.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

RATING AGENCY: A rating agency assesses the financial strength of companies and government entities, especially their ability to meet principal and interest payments.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

SAVINGS ACCOUNT: A bank account that earns interest.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITY: A certificate attesting credit, the ownership of stocks or bonds, or the right to ownership connected with tradable derivatives.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SECURITIES INVESTOR PROTECTION CORPORATION (SIPC): A non-profit corporation that has offers insurance to protect investors.



SETTLEMENT DATE: The day an order is finalized and on which funds and the securities must be delivered.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FFCB, FNMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

TRADE DATE: The day an order to buy or sell a security is executed.

TREASURY BILLS: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

WIRE TRANSFER: An electronic transfer of funds via a network that is administered by banks and transfer service agencies around the world.

YIELD: The rate of annual income return on an investment, expressed as a percentage.

(a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

(b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

YIELD CURVE: A curve on a graph in which the yield of fixed-interest securities is plotted against the length of time they have to run to maturity.

HOLLY TOWNSHIP CONTRACTS

All contracts will be reviewed at the annual budget hearing and must be submitted in final form to the Township Board no less than 30 days before action may be taken.

If a project requires competitive sealed bids, the Clerk will submit for printing in a local newspaper of general circulation an ad stating time, date, requirements and specifications. All contractors will be checked for proper licenses and bonds before bringing same to the Board. The Township may reject any and all bids.

If a contract is to be issued, the Supervisor will formulate the ideas of the Board, prepare a rough draft and if necessary, the Township attorney will review for signature of the Board.

If it is a retainer service, the Board will set up guidelines before voting on the matter.

Contracts shall require approval by the Board before endorsement by the Supervisor and Clerk.

A contract employee shall make an effort to resolve all issues and/ or grievances with the designated department head/ supervisor or a Board member. If the contract employee has followed proper procedure and wishes to address the Board, he/she may do so by a written request to be placed on the agenda for the next meeting. The request must include specific details of issue and/or grievance.

Employees, contract or otherwise, may not refuse a legitimate legal request made by Board members.



INSERTED FROM APPROVED RESOLUTION 2011-26 DATED 06-15-2011

CONTENT FOR TOWNSHIP OFFICIAL WEBSITE & VARIOUS MEDIA SITES

Holly Township is committed to providing accurate and timely information to those living and working in the community. As such, the Township utilizes online tools to convey information to those interested in their local government. The Township will use its website and various media sites to convey information to as many online community members as possible.

The website and various media sites shall be used in ~~four~~ three basic categories:

1. For providing time sensitive information as quickly as possible (i.e. emergency information).
2. For providing information about basic township services and upcoming events related to township government (i.e. Notice of Board meetings, tax payment information, etc.).
3. For promoting marketing/promotional information about Holly Township to the widest possible audience.

The content provided to media sites should also be available on the Township's website. Conversely, content posted on the Township's media sites should contain links directing users back to the Township's website. All content must be in conformance with the Township's official Ethics policy.

Users and visitors to media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between Township government and members of the public.

The Supervisor, Clerk and Treasurer are responsible for insuring that this policy is enforced for departments under each of their direct supervision.

The Supervisor, Clerk, Treasurer, and authorized employees may make requests to the Information Technologies Department for posting information on the township website and various media sites; however, they must comply with this policy.



Elected officials and authorized employees' comments should be of an informational nature and not based on opinion and shall be in compliance with the Open Meetings Act.

The Township website and media site articles and comments containing any of the following forms of content shall not be allowed:

1. Comments not topically related to the particular social medium article being commented upon;
2. Comments in support of or opposition to political campaigns or ballot measures;
3. Personal attacks on elected officials, employees, residents or businesses;
4. Anonymous, non-attributed postings;
5. Profane language or content;
6. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
7. Sexual content or links to sexual content;
8. Solicitations of commerce;
9. Conduct or encouragement of illegal activity;
10. Information that may compromise the safety or security of the public or public systems; or content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users and viewers on the Township website and made available by hyperlink on the various media sites whenever possible.

Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available in accordance with the retention schedule and rules set by the State of Michigan.

All online content shall be clearly identified as being originated by the Township of Holly, its departments, or from its elected officials. No other representation, nor the use of the name of Holly Township or any of its derivations, may be used without the prior approval of the Township Board. Township Departments may use the name of Holly Township for media sites with Township Board approval. Approved sites shall be linked on the official Township website and media sites. While employees and elected officials are permitted to utilize social media sites on a personal basis, they may not represent themselves as conveying the official position of the Township.



The Township Board shall determine which media sites officially represent Holly Township. These sites shall be identified by resolution and approved by the Township Board.

All new accounts must be created by the Information Technologies Department under the IT email address. All existing accounts must add the IT email address to their administrative access.

External links on the Township website and various media sites are limited to:

1. Links to other governmental entities.
2. Links to 501(C) 3 non-profit groups with an active record of service in the community or other recognized non-profit groups.
3. Links to media articles specific to township government or community events, that are not political in nature, not editorial and not opinion based.
4. Links to community events where the Township or Village is a participant.
5. Links to the Township Municipal Program Service Provider.
6. Links to contracted Township Service Providers (i.e. waste haulers, recycling, etc.)
7. Links to sites providing election information (non-political) such as voter registration information or election results.
8. Links and information of an ambiguous nature must be approved by the Township Board of Trustees.

External links may not be made on the Township website and various media sites to:

1. Political organizations or candidates.
2. Commercial enterprises except those approved by the board or by contract.
3. General links to media sites.

USE OF HOLLY TOWNSHIP FACILITIES, EQUIPMENT AND ASSETS

Use of township owned facilities, equipment and assets are strictly limited to the township board, its associated boards, commissions, committees, and employees, for township business only. The township board reserves the right to refuse use of township owned facilities. Alcoholic beverages shall not be permitted on the township premises. Individuals or organizations using township facilities are responsible for ensuring that alcoholic beverages are not served or otherwise made available during their use of the facilities.



OFFICIAL USE OF TOWNSHIP OWNED OR LEASED MOTOR VEHICLES

The use of Township owned or leased motor vehicles are restricted to official purposes by Township officers or employees only. Their use in the transportation of employees between their homes and places of employment is specifically prohibited except for those employees engaged in fieldwork, the character of whose duties makes such transportation necessary. In such cases prior authorization by the Supervisor must be obtained.

Valid Michigan Driver's License Required

Any officer or employee authorized to use of any Township owned or leased motor vehicle is required to maintain a valid Michigan Driver's License. Any officer or employee who has had their Driver's License suspended or revoked shall forthwith notify the Township Supervisor and shall not have use or access to any Township-owned or -leased motor.

Maintenance of Mileage and Use Records

Any officer or employee of the Township who uses any Township owned or leased motor vehicle shall document the date, mileage and specific use on a form provided by the Township Supervisor who shall maintain the records according to the State of Michigan's Record Retention Schedule pertaining to the use of a Township-owned or -leased motor vehicle.

Personal Use Prohibited

Authority will not be granted at any level of administrative responsibility for the personal use of any item of Township-owned or -leased motor vehicle.

Authorized and Unauthorized Use

Listed below are examples of authorized and unauthorized uses of Township furnished vehicles while on travel.

- 1) Authorized:
 - a) Going to stores, outlets and malls.
 - b) Going to grocery stores.
 - c) Attending worship services.
 - d) Going to barber shops.
 - e) Going to restaurants.
 - f) Going to dry cleaning or laundry establishments.



- g) Similar places necessary for the sustenance, comfort, or health of the employee.
- 2) Unauthorized:
 - a) Going to liquor stores, bars, or lounges.

Travel to Domicile

Employees in official travel status may use Township owned or leased motor vehicles between their residence or lodgings and places of employment in connection with official field duties when alternative arrangements are impractical and are necessary at the beginning or close of a day to initiate, continue, or complete official travel.

Security

Employees authorized to use Township vehicles are responsible for vehicle security. At a minimum, this should include removal of keys/credit cards from the vehicle, locking vehicle, removal of all equipment/personal belongings from visible sight, and other safeguards required for surroundings.

Transportation of Nonofficial Passengers

The transportation of nonofficial passengers in a Township-owned or -leased motor vehicle on official business shall be avoided. An exception may be granted only when the Township Supervisor grants approval to permit the incidental transportation of nonofficial passengers. Picking up strangers or "hitchhikers" is prohibited.

WORKSHOPS, SEMINARS, AND CONVENTIONS

Registration

The Township will pay registration fees for educational training events per Holly Township Employee Policies and Procedures and Budget Appropriation.

Lodging and Meals

If overnight stay is required, the expense will be reimbursed by the Township per Holly Township Employee Policies and Procedures and Budget Appropriation when expense vouchers and copies of all receipts are submitted to the Clerk.

Mileage

Mileage reimbursement will be determined by the Federal Governments Guidelines. Mileage is payable to the driver only.



All conference and seminar expenses shall not exceed the budget appropriation, should the expense exceed the budget appropriation the person will be expected to pay his/her own expenses over the appropriation, should he/she choose to attend.

NEW ORDINANCES AND CHANGES TO EXISTING ORDINANCES

In order to keep expenses down and to keep the Township Board abreast of new ideas and changes, the following rules shall apply before any work is done on a new ordinance and changes in existing ordinances:

1. Nothing is to be sent to the Township attorney, Township engineer or Township planner without prior approval from the Township Board.
2. Any request to make changes to existing ordinances or to develop new ordinances shall have prior approval of the Township Board.

SALARY POLICIES

Salary raises can be based on the cost of living adjustment (COLA) or wage comparisons to other townships in Oakland County for the ensuing budget year. Raises will be established by the Holly Township Board at the beginning of the fiscal year only by Budget Appropriation Resolution. The Cost of Living Adjustment can be found online at <https://www.ssa.gov/cola/>.

The township may provide beverages during office hours.

PAYMENT OF ACCOUNTS PAYABLE

Retainers, approved contracts, insurance, utilities, taxes, office supplies and equipment, maintenance services and supplies, and salary checks may be written before Board approval. Quotes and competitive bids are not required for emergency purchases. ~~Expenditures of \$1,000.00 or more shall be approved in advance by the Board.~~ Expenditures up to \$2,000.00 shall be authorized by the Clerk and the Supervisor or the Treasurer. Expenditures of \$2,001.00 up to \$4,999.00 shall be authorized by the Clerk, Supervisor and Treasurer. All other bills must be presented to the Board for approval. The Township Supervisor and the Clerk or Treasurer may authorize emergency expenditures of up to \$10,000.00 when deemed essential due to the imminent threat to the public peace, health, safety, and welfare of the Township and must be reported to the board.

Bills paid before the Board meeting must be included on the list of Bills for Payment at the next regular Board meeting. When purchasing materials or products exceeding \$500.00, the

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

Clerk will secure three prices for the same, unless there is a standard company only (ex. Microsoft).

The Township accounts payable functions are processed in the BS&A Accounts Payable module.

INSERTED FROM APPROVED RESOLUTION 2001-33 DATED 12-18-2001

CREDIT CARD
POLICIES & PROCEDURES

~~**WHEREAS**, Public Act 266 of 1995 became effective January 8, 1996, and~~

~~**WHEREAS**, the Act provides for the use of credit cards by local units of government for appropriate expenses, and~~

~~**WHEREAS**, the Act requires a written credit card policy to be adopted by resolution and requires certain item inclusion in the policy, and~~

~~**WHEREAS**, the Holly Township Board of Trustees desires to avail itself of the benefits of the Act, and~~

~~**WHEREAS**, all resolutions and provisions in resolutions in so far as they may conflict with the provisions of this resolution shall be and the same are hereby rescinded,~~

~~**THEREFORE BE IT RESOLVED**, that the following written credit card policy be adopted and effective immediately.~~

Section I - Accounts

Township credit cards may be used only by officers of the Boards and its Directors. Township credit card accounts, cardholders, and credit limits must be authorized by the Holly Township Board of Trustees.

Section II – Card Use

The acquisition of a Township credit card is designed to assist in those situations where the use of checks/cash *or* ACH is not available, impractical or is inconvenient. For example,

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

registration for a training event or online purchases of office supplies may require the use of a credit card to make the payment. Township credit cards may be used for travel, meals, and accommodations while on Township business.

- A. Credit card purchases must follow all aspects of the purchasing policy (purchasing policy will be forthcoming in July/Aug). Township credit cards shall be used only by an employee of the Township for the purchase of goods or services for the official business of the Township. The total combined authorized credit limit of all credit cards issued by the Township shall not exceed 5% of the total budget of the Township for the current fiscal year.
- B. The Township Clerk shall be responsible for the monitoring and the retrieval of the Township Credit Cards, making payments, and overseeing compliance related to credit cards. The Township Clerk shall also be responsible for the general compliance with this credit card policy.
- C. The Township Clerk shall maintain a list of all credit card holders by the Township, along with the name of the officer and employee who has been issued the credit card, the credit limit established the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate the agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.
- D. Authorized users must have documented use of the card to include goods or services purchased, cost, date, and official purpose. If no credit card slip was obtained that describes the transaction, then a signed voucher must be submitted showing the name of the vendor or entity from which the goods or services were purchased, the date and the amount of the transaction, and the official business that required the transaction. All credit cards slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
- E. Township officials and employees who use a Township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Township Clerk. The Township Clerk shall review each credit card statement as soon as possible to ensure that all transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated.
- F. ~~The Board of Trustees shall approve all credit card invoices prior to any payment being issued.~~
- G. Credit card payments shall be made by the due date, but in any event the balance including interest due on an extension of credit under the credit card arrangement shall



be paid not more than 60 days from the initial date of invoice. The Township shall comply with this provision of the policy.

H. Credit cards not used on an ongoing basis shall be kept for safe keeping in the office and issued as necessary.

I.

Section III – Items that CANNOT be purchased with the Credit Card

Under no circumstances should credit cards be used for:

- A. Cash Advances.
- B. Personal Use (circumstances may arise where a hotel or meal in conjunction with a Township activities contain a small personal use charge, such as movies, phone, food, etc. – these must be repaid at the time the receipts are turned in).

Section IV – Tax Exemption

The Official/Employee shall notify the vendor or the merchant that the credit card transaction should be tax exempt if it is for goods purchased in the State of Michigan. A tax exemption form should be obtained by the Clerk and presented to the vendor if he/she requests documentation for tax and audit purposes.

Section V – Credit Card Security

The credit card should always be treated with a level of care that will secure the card and account number.

- A. The official/employee who is issued the card is responsible for its protection and custody and shall immediately notify the Clerk if the card is lost or stolen. The only person entitled to use the credit card is the person whose name appears on the face of the card. Cards are not to be lent to any other person.
- B. No person shall be allowed to have custody or possession of a credit card in the name of Holly Township unless said person is an active official or employee of the Township. To this end, any official or employee who is terminated or voluntarily discontinues their employment or position with the Township, any official/employee on sick leave, or any official/employee on leave of absence for any other reason other than vacation shall deposit the credit card with the Township Clerk.
- C. The credit card will not impact the cardholder's personal credit reference. The Township issued credit card is a corporate liability card, not a personal liability

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

card. The cardholder does have a responsibility to use the card in an approved manner.

Township employees who use a Township credit card shall, as soon as possible, submit a copy of the vendor's credit card receipt to the Clerk. If no receipt was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor, the goods or services that were purchased, the date and the amount of the transaction, the official business that required the transaction, the chart of account number indicating the line item to which the transaction is to be charged, and the reason why a receipt was not available. All receipts shall include this information as well. Cash back transactions are not allowed.

The Township is exempt from local, state, and federal excise tax. Documentation must be provided to vendors, as sales tax is not allowed.

The Clerk shall maintain a list of all credit cards owned by the Township, along with the name of the employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside their name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card receipt or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Board.

An employee issued a credit card shall return the credit card to the Clerk upon termination of their employment or service with the Township.

Section V – Penalty for Wrongful Use

Unauthorized use of the Township credit cards will be considered a serious breach of trust.

Any official/employee who violates any provision of this policy will immediately surrender the Township credit card to the Township Clerk. In the case of inappropriate use of the credit card for non-Township business, restitution will be demanded immediately. Further disciplinary

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

actions will be determined by the Holly Township Board of Trustees, as deemed necessary, up to and including discharge and/or civil or criminal action.

INSERTED FROM RESOLUTION 2003-23 DATED 11-18-03 AND REVISED

CAPITAL PURCHASES AND DEPRECIATION SCHEDULE

WHEREAS, The Holly Township Board has determined that all purchases with a cost of \$5,000.00 or greater will be considered a capital purchase (fixed asset) and be depreciated. No minimum value will be required for real property owned by the Township, and

WHEREAS, the Township will utilize the useful lives scheduled herein to depreciate what it deems as fixed assets. No depreciation will be taken for land. The straight-line method of depreciation will be used on all depreciable assets.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

Holly Township Depreciation of Common Assets							
Type of Asset		Years	Type of Asset		Years		
Utility Systems			Office Equipment				
Holding tanks	30	Audio visual equipment	7				
Utility equipment	10	Books/multi-media materials	5				
Parking & Walkways			Business Machines	7			
Sidewalks		Communications Equipment	10				
Concrete	30	Computer software	3				
Ashphalt	25	Computer Equipment/Peripherals	5				
Brick/stone	50	Copiers	5				
Parking lots		Furniture	15				
Concrete	35	Misc. Equipment					
Ashphalt	15	Small Appliances	10				
Gravel	10	Construction Equipment	12				
Brick/stone	45	Fire Dept. Equipment	12				
Bike/Jogging Paths			Grounds Equipment	15			
Dirt	10	Vehicles	5				
Gravel	15	Machinery/Tools	15				
Concrete	30	Musical instruments	10				
Composite Rubber	7	Recreation Equipment	15				
Ashphalt	20	Custodial Equipment	15				
Brick/Stone	50						
Buildings - Components/Improvements			Land Improvements				
Permanent Structures	50	Fencing	20				
Portable Structures	25	Landscaping	10				
Carpeting	5	Sprinkler System	25				
Flooring	10	Athletic Fields	20				
Roof	10	Retaining Walls	20				
Interior Construction/Renovation	15	Outdoor Lighting	20				
Plumbin/Electrical/Mechanical	20	Septic Systems	15				
Fire Systems	25						
Elevators/Escalators	20						



BUILDING DEPARTMENT

Qualified, licensed people will be hired to do inspections for building, electrical, plumbing and mechanical. Inspectors will provide this service by contract.

HEALTH INSURANCE OPT-OUT

Employees may opt out of receiving township health insurance plan. Holly Township will pay \$4,800.00 total paid in semi-monthly payments of \$200.00 with payroll check for employees who opt out. An employee who is covered by the township's health insurance may opt out at any time during the calendar year and the amount is prorated for the months the employee is not insured.

CONFLICTS OF INTEREST

Whenever a member of the Township Board has a financial or personal interest in an action or decision, he/she shall so advise the Township Board, and request to abstain from voting and discussion on such action or decision. If the Township board concurs with the member that he/she has a financial or personal interest in the matter being considered and abstains from voting, then the Board member shall not be subject to misconduct on the basis of the facts which He/she made known to the Township Board. Financial and personal interest shall be defined as follows:

“Financial Interest” in an action or decision means that the Township Board member:

1. Is employed by or has a contract with the company or person involved; or
2. Is the owner of at least ten percent (10%) of the company involved; or
3. Will receive a financial or other material benefit from such action or decision which is greater than that which will be received by a substantial part of the public in general; or
4. Has a family member who has a financial interest in such contract, action or decision.

“Personal Interest” in a contract, action, or decision means that the officer or employee or a family member of such officer or employee, will be affected either positively or negatively by such action or decision to an extent which is materially different than the effect of a substantial part of the public in general. The sole fact that an officer or employee, or a family member of such officer or employee, resides in a district, notification area, or other geographical area related to an issue shall not be determined to be a personal interest.



ADDED THIS FROM APPROVED RESOLUTION 2006-16 DATED 08-15-2006

CODE OF STANDARDS OF CONDUCT 24 CFR Part 85.36 (b) (3)

Applicable to Community Development Block Grant Expenditures

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

INSERTED FROM APPROVED RESOLUTION 2009-31 DATED 12-16-2009

FRAUD POLICY

This fraud policy is established to facilitate the development of controls, which will aid in the detection and prevention of fraud against Holly Township (the "Township"), to promote consistent organizational behavior by providing guidelines and to assign responsibility for the development of controls and conduct of investigations.

SCOPE OF POLICY

This policy applies to any fraud, or suspected fraud, involving elected officials, Township employees, as well as outside agencies doing business with the Township.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Township.

POLICY

Township officials are responsible for the detection and prevention of fraud, including defalcation, misappropriation, and other fiscal wrongdoings. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the Supervisor, who coordinates all investigations with the Township Attorney and other affected areas, both internal and external. (In the event of fraud or suspected fraud involving the Supervisor, the report shall be made to the Clerk.)

ACTIONS CONSTITUTING FRAUD

Fraud is defined as intentional deceit for purpose of inducing another to part with something of value; or false representation or concealment of material fact inducing another to act upon it to his or her injury. The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act;
- Forgery or alteration of any document or account belonging to the Township;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Profiteering as a result of insider knowledge of Township activities;
- Disclosing confidential and proprietary information to outside parties;
- Disclosing to other persons securities or real estate activities confidentially engaged in or confidentially contemplated by the Township;
- Accepting or seeking for the benefit of someone or something other than the Township anything of material value from contractors, vendors or persons providing services/materials to the Township. (Exceptions: holiday gifts of value under \$25.00 given or sent to township offices)

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment, other than pursuant to approved Township policy or specific Township decision; and/or
- Any other inappropriate or illegal conduct which meets the definition of fraud.

OTHER INAPPROPRIATE CONDUCT

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct which do not meet the definition of fraud should be resolved by departmental head pursuant to procedures in the Township's Personnel Policies and Procedures Manual.

If there is any question as to whether an action constitutes fraud, contact the Supervisor for guidance. (If the question involves the Supervisor, refer the question to the Township Attorney and/or the Clerk.)

INVESTIGATION RESPONSIBILITIES

The Supervisor has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. (If the investigation of suspected fraudulent activity involves the Supervisor, substitute the "Clerk" for "Supervisor" in this and all following sections.) If the investigation substantiates that fraudulent activities have occurred, the Supervisor will issue reports to appropriate personnel and to the Township Board.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the Township Board in conjunction with legal counsel and the Superintendent, as will final decisions on disposition of the case.

CONFIDENTIALITY

The Supervisor treats all information received pursuant to the enforcement of this policy confidentially, to the extent allowed by law. Any employee who suspects fraudulent activity will notify the Supervisor immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act. (See REPORTING PROCEDURES section below.)

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know or a legally enforceable right to know. This is important in order to

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Township from potential civil liability.

AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD

Those individuals investigating suspected fraud pursuant to this policy will have:

- Free and unrestricted access to all Township records and premises, whether owned or rented; and,
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when the authority is within the scope of a fraud investigation.

REPORTING PROCEDURES

Great care must be taken in the investigation of suspected fraudulent improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee or other Township official who discovers or suspects fraudulent activity will contact the Supervisor immediately. The employee or other complainant may remain anonymous.

All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Supervisor or the Township Attorney. No premature information concerning the status of an investigation will be given out. Until the appropriate time for a more definitive response, the proper response to all inquiries is: "I am not at liberty to discuss this matter."

Under no circumstances should any reference be made to "the allegations," "the crime," "the fraud," "the forgery," "the misappropriated," or any other specific reference, at least until the investigation has been completed and certain appropriate conclusions have been reached. Even then, unless and until there has been a definitive resolution of a matter such as through a conviction, a guilty plea, an agreement, etc., any suspected fraudulent behavior is simply alleged.

TERMINATION

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the Supervisor, the Clerk and the Township Attorney and, if necessary, by outside counsel, before any such action is taken. All actions related to the termination of an employee shall be made pursuant to the Township's Personnel Policies and Procedures Manual.

COMPLIANCE WITH LAW

Nothing in this policy shall be interpreted to conflict with any applicable law; to the extent there is a conflict between applicable law and this policy, this policy shall be interpreted in compliance with applicable law."

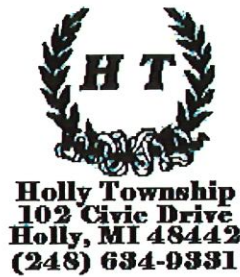
MISCELLANEOUS

Employees with employment issues and/or grievances are required to follow the proper procedures in Holly Township Employee Policies and Procedures. If the employee has followed proper procedure and wishes to address the Board may do so by a written request to be placed on the agenda for the next meeting. Request must include specific details of issue and/or grievance.

AMENDMENTS

The Policies and Procedures may be amended, added to, or repealed by a vote of ~~three (3)~~ ~~members~~, four (4) members ~~beginning November 20, 2024~~ of the Township Board at a regular meeting provided that notice of the proposed amendment, revision, or repeal is given to each member of the Township Board in writing at least three (3) days prior to the regular meeting at which the amendment is intended to be acted upon.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

SECTION 10: Board Adoption

Motion made by _____ and supported by _____ to adopt the forgoing resolution.

Upon roll call vote, the following voted:

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 18th day of June 2025, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

RESOLUTION 2025-13: 2024-2025 BUDGET AMENDMENTS

BE IT RESOLVED that the Holly Township Board of Trustees approves the Holly Township Budget Amendments as follows:

BUILDING FUND:

Increase Revenue Account 249-000-476-000 Licenses and Permits \$45,500.00

Increase Expense Account 249-371-740-000 Operating Expenses \$16,500.00

Increase Expense Account 249-371-805-000 Building Inspector \$8,500.00

Increase Expense Account 249-371-806-000 Electrical Inspector \$8,500.00

Increase Expense Account 249-371-807-000 Mechanical Inspector \$6,000.00

Increase Expense Account 249-371-808-000 Plumbing Inspector \$6,000.00

Total Revenue Increase \$45,500.00

Total Expense Increase \$45,500.00

ADOPTED by the Holly Township Board of Trustees this 18th day of June, 2025.

Motion by:

Supported by:

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 19th day of March, 2025, at which meeting a quorum was present and remained throughout, (2) the

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

RESOLUTION 2025-13: 2024-2025 BUDGET AMENDMENTS

BE IT RESOLVED that the Holly Township Board of Trustees approves the Holly Township Budget Amendments as follows:

BUILDING FUND:

Increase Revenue Account 249-000-476-000 Licenses and Permits \$45,500.00

Increase Expense Account 249-371-740-000 Operating Expenses \$16,500.00

Increase Expense Account 249-371-805-000 Building Inspector \$8,500.00

Increase Expense Account 249-371-806-000 Electrical Inspector \$8,500.00

Increase Expense Account 249-371-807-000 Mechanical Inspector \$6,000.00

Increase Expense Account 249-371-808-000 Plumbing Inspector \$6,000.00

Total Revenue Increase \$45,500.00

Total Expense Increase \$45,500.00

ADOPTED by the Holly Township Board of Trustees this 18th day of June, 2025.

Motion by:

Supported by:

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 18th day of Juine, 2025, at which meeting a quorum was present and remained throughout, (2) the

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

**RESOLUTION 2025-14:
FIRST AMENDMENT
TO CONTRACT FOR OAKLAND COUNTY EQUALIZATION
DIVISION ASSISTANCE FOR REAL AND PERSONAL PROPERTY
ASSESSMENT ADMINISTRATION SERVICES
WITH HOLLY TOWNSHIP, MICHIGAN**

This First Amendment to the Contract for Oakland County Equalization Division Assistance for Real and Personal Property Assessment Administration Services ("First Amendment") is made and entered into between the COUNTY OF OAKLAND, a Michigan Constitutional and Municipal Corporation, whose address is 1200 N. Telegraph Rd., Pontiac, Michigan 48341 (hereafter, the "County") and with HOLLY TOWNSHIP, a Michigan Constitutional and Municipal Corporation whose address is 102 Civic Drive, Holly, Michigan 48442 (hereafter the "Municipality").

In this First Amendment the County and/or the Municipality may also be referred to individually as a "Party" or jointly as "Parties".
WHEREAS the Parties entered into a contract for Oakland County Equalization

Division Assistance for Real and Personal Property Assessment Administration Services (the "Contract") to be provided to the Municipality from July 1, 2023 through June 30, 2025.

WHEREAS, the Parties desire to amend the contract to exercise the option to extend the Contract as set forth in Section 10.7 of the Agreement, and;

NOW THEREFORE, the parties mutually understand and agree as follows:

1. The option to extend the Contract as set forth in Section 10.7 of the Contract is hereby exercised by the Parties. As a result, the Contract shall not expire on June 30, 2025, but shall continue and expire on August 31, 2025.
2. The Contract shall remain in full force and effect, to the extent not amended in this First Amendment. The Contract and this First Amendment constitute the entire agreement and understanding of the Parties and supersede all other prior written or oral understandings, communications or agreements between the Parties.
3. This First Amendment may be signed in counterpart and signed through electronic or facsimile signatures and shall be treated for all intents and purposes as original signatures.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

ADOPTED by the Holly Township Board of Trustees this 18th day of June, 2025.

Motion by:
Supported by:
Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 18th day of June, 2025, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

**RESOLUTION 2025-14:
FIRST AMENDMENT
TO CONTRACT FOR OAKLAND COUNTY EQUALIZATION
DIVISION ASSISTANCE FOR REAL AND PERSONAL PROPERTY
ASSESSMENT ADMINISTRATION SERVICES
WITH HOLLY TOWNSHIP, MICHIGAN**

This First Amendment to the Contract for Oakland County Equalization Division Assistance for Real and Personal Property Assessment Administration Services ("First Amendment") is made and entered into between the COUNTY OF OAKLAND, a Michigan Constitutional and Municipal Corporation, whose address is 1200 N. Telegraph Rd., Pontiac, Michigan 48341 (hereafter, the "County") and with HOLLY TOWNSHIP, a Michigan Constitutional and Municipal Corporation whose address is 102 Civic Drive, Holly, Michigan 48442 (hereafter the "Municipality").

In this First Amendment the County and/or the Municipality may also be referred to individually as a "Party" or jointly as "Parties".

WHEREAS the Parties entered into a contract for Oakland County Equalization

Division Assistance for Real and Personal Property Assessment Administration Services (the "Contract") to be provided to the Municipality from July 1, 2023 through June 30, 2025.

WHEREAS, the Parties desire to amend the contract to exercise the option to extend the Contract as set forth in Section 10.7 of the Agreement, and;

NOW THEREFORE, the parties mutually understand and agree as follows:

1. The option to extend the Contract as set forth in Section 10.7 of the Contract is hereby exercised by the Parties. As a result, the Contract shall not expire on June 30, 2025, but shall continue and expire on August 31, 2025.
2. The Contract shall remain in full force and effect, to the extent not amended in this First Amendment. The Contract and this First Amendment constitute the entire agreement and understanding of the Parties and supersede all other prior written or oral understandings, communications or agreements between the Parties.
3. This First Amendment may be signed in counterpart and signed through electronic or facsimile signatures and shall be treated for all intents and purposes as original signatures.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482



George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Jennifer Ryan, Treasurer
Derek Burton, Trustee
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

ADOPTED by the Holly Township Board of Trustees this 18th day of June, 2025.

Motion by:
Supported by:
Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 18th day of June, 2025, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan