

Maple Grove Township
September 20, 2021 Meeting Agenda
7:00 p.m.

To view the meeting from a computer, tablet or smartphone go to:

<https://www.youtube.com/channel/UCwIF4sVe7agLWpUH256C0RA/videos>

Call Meeting to Order

Pledge of Allegiance

Roll Call: ___ Supervisor Krupp ___ Treasurer Yaros ___ Clerk Yaros
 ___ Trustee Peterman ___ Trustee Wendling

Welcome guest

Approval of Minutes

Public Comment

Fire Chief Andres Report

Treasurer Yaros Report

Clerk Yaros Report

Trustee Wendling Report

Trustee Peterman Report

Supervisor Krupp Report

Approval of Bill Report

Public Comment

Adjourn Time: _____

Maple Grove Township Board Meeting Minutes

Meeting Date: 2021/08/16- Presented by: Tish Yaros - Clerk

Meeting was held in person and virtual and called to order at 7:00 p.m. All board members present.

A motion was made by Clerk Yaros to approve the July 19th meeting minutes as posted, seconded by Trustee Wendling. Motion passed.

Public Comment: A flier for the Twin Township Ambulance Truck Raffle was discussed and will be put on the webpage.

Pat Andres reported that his crews have been very busy with Structure fires, arrests, and several accidents. Two thermal imaging scanners were installed in the trucks. They will be having a training exercise on August 30th.

Pat Olk gave an update on the ordinance issue on Lincoln/M-57 issue and the Bishop/Ditch road Issue.

Treasurer Yaros reported that he submitted the Enhanced Access Policy to the lawyers for review & will be ready for discussion at our next meeting. K. Yaros also reported that the Audit has been completed and he will be reviewing options for a new auditor for next year. K. Yaros is also monitoring the American Recovery Funds and stated it should be received in September.

Clerk Yaros encouraged everyone to purchase a ticket for the Twin Township Truck Raffle.

Trustee Wendling noted they were still working through paperwork to secure the Park Grant.

Trustee Peterman reviewed options for the Gary Rd./Lincoln Rd. intersection after the accident last week. Discussion around the accident and Trustee Peterman will continue to get some options on how to improve that area.

Supervisor Krupp noted that parts were ordered for the drainage improvements to the M-57/Lincoln Rd intersection. The Road commission also worked on the cross culvert on Briggs Road and Chip and Seal in the township. Krupp also discussed the progress with Dollar General, and the fact that they still need to finalize plans for the Property Management Permit and get Public Works final approval. Upon completion, Krupp motioned to have authority to sign a letter for Dollar General that states they've got full board approval to proceed with building the Dollar General, seconded by T. Yaros. Motion passed. Supervisor Krupp also reported that the Consent Agreement is moving forward and this has been submitted to our Insurance Company in the event of additional litigation.

Clerk Yaros made a motion to pay bills 19796 thru 19836 totalling \$69,073.86, seconded by Supervisor Krupp. Motion passed. It was also noted that we are over our budgeted allocation for Attorney Fees. There was discussion on this and it was decided to let this remain in the negative unless the auditor provides different information.

Public Comment: Discussion on clearing out the vegetation at the corner of Gary Rd/Lincoln road intersection. Also, discussion on the concealed carry policy of the township and Fire Department.

Supervisor Krupp motioned to adjourn the meeting, seconded by T. Yaros. Motion passed. Meeting adjourned at 7:40 PM.

Treasurer Report - Maple Grove Township

September 20, 2021

Prepared By: Kirk Yaros Treasurer
 Cheryl Bishop Deputy Treasurer

Account Balances Report- August

	#	Opening Balance	Debits	Credits	Ending Balance - Calculated	Ending Balance - From Bank	Difference
Checking	0321	\$ 23,563.50	\$ 69,992.71	\$ 73,204.00	\$ 26,774.79	\$ 26,774.79	\$ (0.00)
Tax	1840	\$ 203,263.82	\$ 275,909.25	\$ 248,700.44	\$ 176,055.01	\$ 176,055.01	\$ -
Shadow	9530	\$ 50,042.32	\$ -	\$ 4.24	\$ 50,046.56	\$ 50,046.56	\$ -
Checking 2	1244	\$ 245,954.30	\$ 60,000.00	\$ 53,425.09	\$ 239,379.39	\$ 239,379.39	\$ (0.00)
Totals		\$ 522,823.94	\$ 405,901.96	\$ 375,333.77	\$ 492,255.75	\$ 492,255.75	\$ -

Investment Report - July

Checking 1	0321	\$ -
Tax	1840	\$ -
Shadow	9530	\$ 4.24
Checking 2	1244	\$ -
Total		\$ 4.24

**MAPLE GROVE TOWNSHIP, SAGINAW COUNTY
RESOLUTION TO ADOPT ENHANCED ACCESS TO PUBLIC RECORDS POLICY**

At a _____ meeting of the Township Board of Maple Grove Township, Saginaw County, Michigan, held at Maple Grove Township Hall, on _____, at ___ p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____:

WHEREAS, the Township desires to provide enhanced access to certain public records under the Enhanced Access to Public Records Act, 1996 PA 462, MCL 15.441 *et seq.* (the "Act"); and

WHEREAS, the Act allows enhanced access for inspecting, copying, or purchasing certain public records at reasonable fees in an Enhanced Access to Public Records Policy.

NOW, THEREFORE, BE IT RESOLVED, by the Maple Grove Township Board, Saginaw County, Michigan as follows:

1. The Township hereby adopts the attached Enhanced Access to Public Records Policy.
2. All prior resolutions inconsistent herewith are hereby rescinded.

ROLL CALL VOTE:

AYE: _____

NAY: _____

RESOLUTION DECLARED ADOPTED.

Kevin Krupp, Maple Grove Township Supervisor

CERTIFICATION

I, the undersigned, the duly qualified and acting clerk for Maple Grove Township, Saginaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of Maple Grove Township at a meeting held on the _____, 2021, and further certify that the above Resolution was adopted at said meeting.

Tish Yaros, Clerk
Maple Grove Township

2021-09-20 - ENHANCED ACCESS TO PUBLIC RECORDS POLICY

Maple Grove Township, Saginaw MI

September, 2021

This policy is established pursuant to the authority of the Enhanced Access to Public Records Act (the "Act"), 1996 P.A. 462, being MCL 15.441 et seq. to impose reasonable fees to recoup the costs related to enhanced access requests, especially since these requests involve information assembled, maintained, stored, and kept by the Township at great cost and could result in an unusually high cost to the Township. Therefore, Maple Grove Township will charge reasonable fees to recover the costs of providing the enhanced access to public records, in accordance with this Policy and the Act.

1. DEFINITIONS

- A. "Enhanced access" means a public record's immediate availability for public inspection, purchase or copying by electronic or digital means. Enhanced access does not include the transfer of ownership of a public record.
- B. "Geographical information system" means an informational unit or network capable of producing customized maps based upon a digital or electronic representation or geographical data.
- C. "Operating expenses" include, but are not limited to, the Township's direct cost of creating, compiling, storing, maintaining, processing, upgrading, or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, systems development, employee time, the review and redaction of any private, confidential, or other information that may be protected from disclosure by law, and the actual cost of supplying the information or record in the form requested by the requestor.
- D. "Person" means that term as defined in Section 2 of the Freedom of Information Act (the "FOIA"), 1976 P.A. 442, and being Section 15.232 of the Michigan Compiled Laws.
- E. "Public Record" means that term as defined in Section 2 of the FOIA.
- F. "Reasonable fee" means a charge calculated to enable the Township to recover over time those operating expenses directly related to the Township's provision of enhanced access.
- G. "Software" means that term as defined in Section 2 of the Act.

2. AUTHORIZATION

- A. Pursuant to the Act, Maple Grove Township establishes this Policy in order to

provide enhanced access for the inspection, copying, or purchasing of certain public records that are not confidential or otherwise exempt by law from disclosure

- B. This policy does not require the Township to provide enhanced access to any specific public record other than those identified herein.
- C. The Township shall make the following public records available for enhanced access:
 - a. Tax roll information;
 - b. Assessment roll information;
 - c. Voter registration list;
 - d. Voter records; and
 - e. GIS records.
- D. The FOIA Coordinator shall be authorized to accept and process requests for enhanced access and shall work with those individuals or bodies legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of public records available for enhanced access to make those public records available through enhanced access.
- E. The enhanced access provided by the Township entails placing all or a portion of a public record listed above on electronic media or in a digital format compatible with the Township's computer equipment and the requestor's preference for delivery or disclosure.

3. FEES

- A. It is the policy of Maple Grove Township to charge a reasonable fee for providing enhanced access to a public record subject to this Policy.
- B. Except as otherwise provided by law, the FOIA Coordinator may establish proposed reasonable fee(s) for each public record made available for enhanced access and proposed amendments to the Fee Schedule attached as Exhibit A. All proposed fee(s) amendments shall be presented to and approved by the Township Board before they shall be effective.
- C. Except as otherwise provided by law or this Policy, all persons shall be charged the reasonable fee(s) in accordance with this Policy and the Fee Schedule approved by the Township Board for enhanced access to public records.
- D. The Township may furnish enhanced access to public records without charge or at a reduced fee if the FOIA Coordinator determines that a waiver or reduction of a fee is in the public interest because enhanced access would primarily benefit the general public. Examples include, but are not limited to, when:
 - a. The information is critical to public health or safety.

- b. The information is required for non-profit research purposes, such as academic or public interest research.
- c. The information is required to meet legal or governmental objectives, as opposed to the private objective of the requestor.
- d. The information explains the rights, entitlements and/or obligations of the requestor.
- e. The cost of administering the fees would exceed the revenue to be collected by the Township.
- f. The reasonable fee would have a serious detrimental impact on the financial position of particular groups or classes of individuals.
- g. The information is requested by a student for use in an educational or academic project or assignment.

4. DISCLAIMERS

- A. Recipients of enhanced access public records receive all information “AS IS.” Maple Grove Township, its officers, officials, employees, agents, volunteers, contractors, and public agencies make no warranties of any kind, including but not limited to warranties of accuracy, fitness for a particular purpose, or of a requestor’s right of use.
- B. Enhanced access does not include the transfer of ownership of a public record.
- C. This Policy and the attached Fee Schedule are subject to amendment by the Township Board, including amendments that may be deemed necessary by the Township Board after the Township receives a request for enhanced access that is not specifically or adequately addressed in this Policy or the attached Fee Schedule, in the Township Board’s determination, since the Township may receive specific requests for enhance access that are not yet known or fixed, and this Policy and the attached Fee Schedule are intended to assure the Township’s ability to recover a reasonable fee for enhance access under all the considerations above.

Policy Adopted by the Maple Grove Township Board _____, 2021.

Tish Yaros, Clerk
Maple Grove Township

Exhibit A

ENHANCED ACCESS FEE SCHEDULE

1. Maple Grove Township will charge reasonable fees to recover the costs of providing enhanced access to public records.
2. The reasonable fees shall include, but not be limited to, the direct cost of creating, compiling, storing, maintaining, processing, upgrading, or enhancing information or data in a form available for enhanced access, including the pro-rated cost of computer hardware and software, system development, employee time, the cost to review and redact any private, confidential, or other information that may be protected from disclosure by law, and any other actual costs incurred in creating, recording, storing, keeping and supplying the information or record in the form requested by the requestor.
3. When calculating employee time, the Township shall utilize the actual wage (plus benefits) of the lowest paid employee capable of performing the task.
4. The Township Clerk shall estimate the reasonable fee for a request for enhanced access to public records in accordance with the foregoing and present the estimate to the requestor. Prior to the Township incurring costs in response to the request, the requestor shall post a deposit with the Township Clerk equal to at least $\frac{1}{2}$ of the estimated cost before providing the enhanced access public records.
5. The Township shall not provide the requested enhanced access to public records to a requestor until full payment therefore has been made to the Township.
6. This Fee Schedule is subject to amendment by the Township Board, including amendments that may be deemed necessary by the Township Board after the Township receives a request for enhanced access that is not specifically or adequately addressed in this Fee Schedule, since specific requests for enhanced access that the Township may receive are not yet known or fixed, and the policy of this Fee Schedule is to assure the Township's ability to recover a reasonable fee for enhanced access under all the considerations above.



Property Tax Foreclosure Basics

Download the free Zoom app to your computer, smartphone or tablet!

Web based education

Log on from the comfort and privacy of your own home or convenient place with Internet

For Michigan households who are facing foreclosure due to unpaid property taxes, it's a stressful situation. With the current COVID-19 crisis, the infectious disease caused by novel coronavirus, many have experienced a loss or reduction of income or another hardship.

What you will learn:

- The three-year property tax timeline in Michigan
- Several options for possible assistance
- Ways to plan paying back taxes to keep the property.
- Where to find a HUD certified Housing Counselor and other local resources.



Cost: FREE

<u>September 15</u>	5pm-6:30pmET	Teagen Lefere leferete@msu.edu
<u>October 14</u>	2pm – 3pm ET	Brenda Long longbr@msu.edu
<u>December 7</u>	5pm-6:30pm ET	Teagen Lefere leferete@msu.edu

Webinar Pre-Registration is required. Go to mimoneyhealth.org Under **Events**, find the complete events calendar!

Maple Grove Township

FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of Maple Grove 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.

Maple Grove 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.

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Deputy 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 embedded 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.

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.maplegrovetownship.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 Maple Grove 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.maplegrovetownship.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 township does not maintain the Procedures and Guidelines and the Written Public Summary on a township website, then end the sentence above at the asterisk*.***)

If the cost of processing a FOIA request is \$50 or less, the requester 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 non binding 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 "clerk," or "manager" etc.*) or seek judicial review in the Saginaw County Circuit Court;
- 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;
- 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.
- 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 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 a 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 (*or "clerk" or "FOIA Coordinator," etc.*).

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. 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 requester submitted an appeal of a denial to the Township Board, he or she may file a civil action in Saginaw 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.

If a requester 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 (or “clerk” or “FOIA Coordinator,” etc.).

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 Saginaw County Circuit Court for a fee reduction.

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.

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 to these Policies and Guidelines.

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

Section 11: Appendix of Maple Grove 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

Maple Grove Township

Public Summary of FOIA Procedures and Guidelines

It is the public policy of this state that all persons (except those persons incarcerated in state or local correctional facilities) 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 public employees.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: www.maplegrovetownship.org.

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- A request from a person, other than an individual who qualifies as indigent under MCL 15.234(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards:

JANE SMITH (*or ABC MOVERS*)
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010

- Contact information must include a valid telephone number or electronic mail address.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- 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.
 - o Any verbal request will be documented by the Township on the Township's FOIA Request Form.
 - o No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's

website at www.maplegrovetownship.org, and at the Maple Grove Township Office - 17010 Lincoln Road - New Lothrop, MI 48460.

- Written requests may be delivered to the Township Hall in person or by mail: Maple Grove Township Office - 17010 Lincoln Rd. - New Lothrop, MI 48460
- Requests may be faxed to: (989) 845-3554. To ensure a prompt response, faxed requests should contain the term “FOIA” or “FOIA Request” on the first/cover page.
- Requests may be emailed to: info@maplegrovetownship.org. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your 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, or
 - Issue a written notice indicating that the public record requested is available at no charge on the Township’s website
 - If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
 - If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

3. What are the Township’s deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request 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;

- o The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
 - o Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
 - o The individual is unable to show proof of prior payment to the Township; and
 - o The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Township will not require the 100% estimated fee deposit if any of the following apply:
 - o The person making the request is able to show proof of prior payment in full to the Township;
 - o The Township is subsequently paid in full for all applicable prior written requests; or
 - o Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.
 - If a deposit is not received by the Township within 48 days from the date that the notice of deposit requirement is sent, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the Township is no longer required to fulfill the request. Notice of a deposit requirement must include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

4. How does the Township calculate FOIA processing fees?

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

- 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. 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)

A labor cost will not be charged for the 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. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, 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 be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- 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.

Mailing Costs

- The cost to mail public records will use 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 you request it.

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.

5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

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

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is a sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: www.maplegrovetownship.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is 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, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- 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.

- o Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor (*or “clerk” or “FOIA Coordinator,” etc.*).

The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township’s website: www.maplegrovetownship.org.

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.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Saginaw County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Supervisor (*or “clerk” or “FOIA Coordinator,” etc.*).

The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township’s website: www.maplegrovetownship.org.

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 issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue 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.

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Saginaw County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

Records Located on Website

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to copy/duplicate
- 2. Labor to locate
- 3a. Labor to redact
- 3b. Contract labor to redact
- 6b. Labor to copy/duplicate records already on township's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: Affidavit Received Eligible for Discount Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) 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.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount

stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and 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:

Date:

Requestor's Signature:

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Maple Grove Township, Saginaw County
 17010 Lincoln Road
 New Lothrop, MI 48460
 Phone: (989)845-6155

Detailed Cost Itemization

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

<p>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines.</p>			
<p>1. Labor Cost for Copying / Duplication</p> <p>This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.</p> <p>This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in ____-minute time increments as set by the township board (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.</p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ OR Hourly Wage with Fringe Benefit Cost: \$ _____ OR Multiply the hourly wage by the percentage multiplier: _____% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$ _____</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)</p>		<p>To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>x _____ =</p>	<p>1. Labor Cost</p> <p>\$ _____</p>
<p>2. Labor Cost to Locate:</p> <p>This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____</p> <hr/> <p>The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in ____-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.</p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ OR Hourly Wage with Fringe Benefit Cost: \$ _____ OR Multiply the hourly wage by the percentage multiplier: _____% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$ _____</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)</p>		<p>To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>x _____ =</p>	<p>2. Labor Cost</p> <p>\$ _____</p>

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a township employee. If contracted, use No. 3b instead).

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a **township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **township's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in ____-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____ Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____ OR

Multiply the hourly wage by the percentage multiplier: ____%
(*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the *number of minutes*:
____, divide by ____-minute increments, and round down.
Enter below:

Number of increments 3a. Labor Cost
x _____ = \$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of ____ (*currently \$9.25*).

Name of contracted person or firm: _____

These costs will be estimated and charged in ____-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____ Charge per increment: \$ _____

To figure the number of increments, take the *number of minutes*:
____, divide by ____-minute increments, and round down to:
____ increments.
Enter below:

Number of increments 3b. Labor Cost
x _____ = \$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed 10 cents per sheet** of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A township must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:

x _____ = \$ _____
 x _____ = \$ _____

Costs:

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

4. Total Copy Cost

\$ _____

5. Mailing Cost:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township *may* charge for the least expensive form of postal delivery confirmation.
- The township *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
 \$ _____ per pound
 \$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

Number of Envelopes or Packages:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

Costs:

5. Total Mailing Cost

\$ _____

* Requestor has requested expedited shipping or insurance

6a. Copying/Duplicating Cost for Records Already on Township's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the township will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

Requestor has stipulated that some / all of the requested records that are already available on the township's website be provided in a paper or non-paper physical digital medium.

Number of Sheets:

x _____ = \$ _____
 x _____ = \$ _____

Costs:

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

6a. Web Copy Cost
 \$ _____

6b. Labor Cost for Copying/Duplicating Records Already on Township's Website:

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____
 OR

Charge per increment: \$ _____

Hourly Wage with Fringe Benefit Cost: \$ _____
 Multiply the hourly wage by the percentage multiplier: _____%
 and add to the hourly wage for a total per hour rate.

OR

Charge per increment: \$ _____

The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down. Enter below:

Number of increments

x _____ = \$ _____

6b. Web Labor Cost

6c. Mailing Cost for Records Already on Township's Website:

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

* Requestor has requested expedited shipping or insurance

Number:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

Costs:

6c. Web Mailing Cost
 \$ _____

Subtotal Fees Before Waivers, Discounts or Deposits:

Cost estimate
 Bill

- 1. Labor Cost for Copying: \$ _____
- 2. Labor Cost to Locate: \$ _____
- 3a. Labor Cost to Redact: \$ _____
- 3b. Contract Labor Cost to Redact: \$ _____
- 4. Copying/Duplication Cost: \$ _____
- 5. Mailing Cost: \$ _____
- 6a. Copying/Duplication of Records on Website: \$ _____
- 6b. Labor Cost for Copying Records on Website: \$ _____
- 6c. Mailing Costs for Records on Website: \$ _____

Estimated Time Frame to Provide Records:
 _____ (days or date)

The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.

Subtotal Fees: \$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

All fees are waived **OR** All fees are reduced by: _____%

Subtotal Fees After Waiver: \$ _____

Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, **OR**
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Eligible for Indigence Discount

Subtotal Fees After Discount (subtract \$20): \$ _____

Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by 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 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Eligible for Nonprofit Discount

Subtotal Fees After Discount (subtract \$20): \$ _____

<p>Deposit: <u>Good Faith</u> The township may require a good-faith deposit <u>in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00</u>, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____%</p>	Date Paid: _____	Deposit Amount Required: \$ _____
<p>Deposit: <u>Increased Deposit Due to Previous FOIA Fees Not Paid In Full</u> After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the township. (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the township, OR (b) The township is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township.</p>	Date Paid: _____	Percent Deposit Required: _____ % Deposit Required: \$ _____
<p>Late Response <u>Labor Costs</u> Reduction If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following:</p> <p>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:</p> <p>(i) The late response was willful and intentional, OR</p> <p>(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	Number of Days Over Required Response Time: _____ Multiply by 5% = Total Percent Reduction: _____	Total Labor Costs \$ _____ Minus Reduction \$ _____ = Reduced Total Labor Costs \$ _____
<p>The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from: Website: _____ Email: _____ Phone: _____ Address: _____</p> <p style="text-align: center;">Request Will Be Processed, But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed</p>	Date Paid: _____	Total Balance Due: \$ _____

(Form created by Michigan Townships Association, April 2015)

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Maple Grove Township, Saginaw County
17010 Lincoln Rd
New Lothrop, MI 48460
Phone: (989) 845-6155 Email: info@maplegrovetownship.org

Fee Appeal Form

FOIA Appeal Form—To Appeal an Excess Fee
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ Check if received via: Email Fax Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the township: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

Township Response:

The township must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

Township Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____
(month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

Township Determination: Fee Waived Fee Reduced Fee Upheld

Written basis for township determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the township's written Procedures and Guidelines to the township board or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the township board. If a civil action is commenced in court, the township is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the township required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. *(See back of this form for additional information on your rights.)*

Signature of FOIA Coordinator: _____ **Date:** _____

FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.

Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body 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 under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body 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.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section 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 under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body 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.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

History: Add. 2014, Act 563, Eff. July 1, 2015

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Maple Grove Township, Saginaw County
17010 Lincoln Rd
New Lothrop, MI 48460
Phone: (989) 845-6155 Email: info@maplegrovetownship.org

Denial Appeal Form

FOIA Appeal Form—To Appeal a Denial of Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: Email Fax Other Electronic Method
Date of This Notice: _____ Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the township: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

Reason(s) for Appeal:

The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:

Requestor's Signature: _____ Date: _____

Township Response:

The township must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

Township Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____
(month, day, year). Only one extension may be taken per FOIA appeal.
Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

Township Determination:

Denial Reversed Denial Upheld Denial Reversed in Part and Upheld in Part

The following previously denied records will be released: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the township board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the township has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____ Date: _____

(Created by Michigan Townships Association, April 2015)

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body 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 under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, 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 under subsection (7).

(7) If the court determines in an action commenced under this section that the public body 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 public body 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.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

JOB DESCRIPTION

Position: Secretary/Administrative Assistant

Reports to: Township Office Manager

Description of Position: The employee in this position is responsible for providing a wide variety of secretarial and administrative duties and serves as support to the Office Manager and other Township employees.

Essential Job Functions: The following essential job functions are intended to describe the general nature and level of work required for the position. They are not intended as an exhausted list of all responsibilities, duties and skills required of personnel in the position.

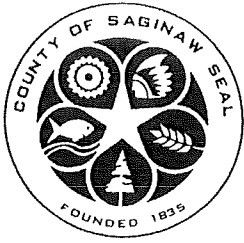
- Function as administrative assistant, receptionist, cashier, and multi-purpose clerical employee.
- Courteously greet public, answer and respond to inquiries and phone calls, providing information within scope of responsibility. Referring all calls and visitors to appropriate parties.
- Communicate effectively with the public and other Township employees.
- Maintain and organize personnel records and files with guidance from the Office Manager/Secretary.
- Use of computer, word processing, tax and election software, as well as copy machine, scanner, and other general office equipment.
- Assists during tax seasons: Entering data, collecting money, and maintaining receipts.
- Perform other tasks as assigned.

Work Environment: The physical requirements and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: While performing the duties of this position, the employee is regularly required to walk, stand, stoop, and sit at a desk for extended periods of time. Successful performance requires the employee to talk, hear, use hands to handle, feel or operate objects, equipment and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift, carry, and put away parcels up to 25 pounds.

Working Conditions: The noise level in the work environment is usually quiet. Work is performed in an office setting and requires the operation of desktop computers, copy machine, and other office equipment.

Minimum Education, Training & Experience Requirements: High school diploma or equivalent and experience as an Administrative Assistant; or any equivalent experience and training that provides the required knowledge, skills, and abilities.



Brian J. Wendling
Public Works Commissioner
Governmental Center
111 S. Michigan Ave., Suite 103
Saginaw, MI 48602
Phone 989-790-5258
Fax 989-790-5259

**FAIRCHILD CREEK AND EXTENSION DRAIN
NOTICE OF MEETING OF BOARD OF DETERMINATION**

DATE: Wednesday, September 29, 2021
TIME: 6:00p.m.
LOCATION: Albee Township Hall, 10645 East Rd., Burt, Michigan, 48417
QUESTIONS: (989)790-5258

A Board of Determination will meet at the above date, time and location to hear all interested persons, receive evidence and determine whether the maintenance and improvement, as set forth in the petition, dated September 15, 2020, is necessary and conducive to the public health, convenience or welfare, pursuant to Chapter 8 of Public Act 40 of 1956, as amended.

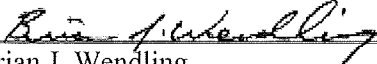
A presentation will be made to the Board of Determination outlining a brief history of the Drainage District, and describing the roles, responsibilities and decisions made by a Board of Determination. The presentation is to provide background for landowners and municipalities in the drainage district and to facilitate the dissemination of information and the receipt of testimony of landowners in the Drainage District. The Board of Determination will make its decision at the end of the meeting.

Proceedings conducted at this public meeting will be subject to the provisions of the Michigan Open Meetings Act. Information regarding this meeting may be obtained from the Saginaw County Public Works Commissioner's Office located at 111 S. Michigan Ave., Saginaw, MI 48602.

Persons with disabilities needing accommodations for effective participation in the meeting should contact the Public Works Commissioner at the number listed above or through the Michigan Relay Center at 7-1-1 (TDD) at least 24 hours in advance of the meeting to request mobility, visual, hearing or other assistance.

Anyone aggrieved by the decisions of the Board of Determination may seek judicial review pursuant to MCL 280.72a.

Dated: August 23, 2021



Brian J. Wendling
Saginaw County Public Works Commissioner

FAQS

Brian J. Wendling
Saginaw County
Public Works Commissioner



FREQUENTLY ASKED QUESTIONS Fairchild Creek and Extension Drain Drain Board of Determination

What is a Board of Determination?

A Board of Determination is a 3-member panel of disinterested property owners. The role of the Board of Determination is to receive evidence and hear testimony and determine whether the construction (or establishment) of the proposed drain is necessary and conducive to the public health, convenience or welfare.

What is a Drainage District?

A drainage district is the land area that benefits from the drain. The drainage district makes up the watershed that contributes water to the drain. Each property and municipality within the drainage district pays for the construction (or establishment) of the Drain and for future maintenance and improvement of the drain.

Why did I receive a notice?

A petition was filed with the Saginaw County Public Works Commissioner requesting the locating, establishing and constructing of the proposed Drain. All property owners with lands in the Drainage District were sent a copy of the notice.

Does the Board of Determination decide what work gets done?

No, the Board of Determination decides necessity, but does not determine the scope or cost of the project. Further, the Board of Determination does not determine how much property owners and municipalities will be assessed.

Does the decision of the Board of Determination have to be unanimous?

No, only a majority vote of the Board of Determination is required. Only the members of the Board of Determination vote. The attendees at the meeting do not vote, but instead provide testimony to the Board members to assist in their determination.

What is my assessment amount?

Estimated assessment amounts are not yet determined. If the Board of Determination finds the project necessary, the Public Works Commissioner will hold a public meeting to review apportionments after a project scope has been determined. Notices for the public hearing on assessments will be sent out at a later date.

Do I have to attend the Board of Determination?

No, you are not required to attend the meeting; however, it is your right to do so.

Can the decision of the Board of Determination be appealed?

Yes. If a person feels aggrieved by the board's determination of necessity, he/she may institute an action in circuit court within 10 days under MCL 280.72a.

How can I get more information?

Visit the Saginaw County Public Works Commissioner's website at: <http://www.saginawcounty.com/publicworks/default.aspx> or call (989) 790-5258.

Brian J. Wendling

Saginaw County Public Works Commissioner | 111 S. Michigan Ave. | Saginaw, MI 48602 | (989) 790-5258

Traffic Crashes that Occurred Near the Gary and Lincoln Intersection in Maple Grove Township

Date Range: 1/1/2011 to 9/7/2021

Source: Michigan State Police, Michigan Crash Analysis Tool (Mi-CAT) as of 9/2/2021

Includes Preliminary 2021 Crash Data



A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY

Crash Date & Time	Crash Severity	County Name	City Twsp Name	Crash Type	Weather Conditions	Light Conditions	Alcohol Involved	Drug Involved
9/5/11 14:28	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Cloudy	Daylight	No	No
11/16/11 16:10	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Clear	Daylight	No	No
6/6/12 19:29	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Cloudy	Daylight	No	No
1/19/13 12:55	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Cloudy	Daylight	No	No
2/26/13 15:30	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Sleet / Hail	Daylight	No	No
3/8/13 16:15	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Clear	Daylight	No	No
11/1/13 16:47	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Cloudy	Daylight	No	No
7/16/14 14:05	Suspected Minor Injury (B)	Saginaw	Maple Grove Twp	Angle	Clear	Daylight	No	No
1/17/15 23:09	No Injury (O)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Clear	Dark-Unlighted	No	No
1/27/15 18:00	No Injury (O)	Saginaw	Maple Grove Twp	Other	Clear	Dawn	No	No
4/12/15 21:08	No Injury (O)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Clear	Dark-Unlighted	No	No
8/12/15 0:00	No Injury (O)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Clear	Dark-Unlighted	No	No
10/13/15 14:30	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Cloudy	Daylight	No	No
11/13/15 7:10	No Injury (O)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Cloudy	Dawn	No	No
3/31/16 19:20	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Clear	Daylight	No	No
10/17/16 7:34	No Injury (O)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Cloudy	Dawn	No	No
1/28/17 19:05	Possible Injury (C)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Snow	Dark-Unlighted	No	No
2/22/17 16:00	Possible Injury (C)	Saginaw	Maple Grove Twp	Angle	Clear	Daylight	No	No
10/16/17 6:20	Fatal Injury (K)	Saginaw	Maple Grove Twp	Angle	Clear	Dark-Unlighted	No	Yes
4/3/18 7:30	Possible Injury (C)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Cloudy	Daylight	No	No
8/25/18 18:30	Suspected Minor Injury (B)	Saginaw	Maple Grove Twp	Angle	Clear	Daylight	No	No
10/16/18 17:15	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Clear	Daylight	No	No
11/18/18 15:37	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Cloudy	Daylight	No	No
11/15/19 19:20	No Injury (O)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Clear	Dark-Unlighted	No	No
1/31/20 10:56	Possible Injury (C)	Saginaw	Maple Grove Twp	Angle	Snow	Daylight	No	No
10/15/20 21:00	No Injury (O)	Saginaw	Maple Grove Twp	Single Motor Vehicle	Clear	Dark-Unlighted	No	No
5/27/21 16:31	No Injury (O)	Saginaw	Maple Grove Twp	Angle	Cloudy	Daylight	No	No
8/11/21 17:26	Suspected Serious Injury (A)	Saginaw	Maple Grove Twp	Angle	Clear	Daylight	No	Yes

Clerk's Monthly Transaction Report - September 2021

Account	Date	Check #	Payable	Description	Amount
101-101-704	9/13/21	19837	Cheryl Bishop	Office Manger	\$ 312.53
101-101-703	9/13/2021	19838	Greg Wendling	Trustee	\$ 237.47
101-171-703	9/13/2021	19839	Kevin Krupp	Supervisor	\$ 379.60
101-253-703	9/13/2021	19840	Kirk Yaros	Treasurer	\$ 774.60
101-101-704	9/13/2021	19841	Kristina Labourdais	Secretary	\$ 64.64
101-101-704/101-101-752	9/13/21	19842	Nancy Vincke	Secretary + \$3.17 office supplies	\$ 311.51
101-336-703/101-336-985	9/13/2021	19843	Patrick Andres	Fire Chief + \$152.20 (SD cards for dash cameras - reimburse through gra	\$ 666.74
101-700-703/101-101-861	9/16/21	19844	Pat Olk	Ordinance Officer (75 miles reimb. \$41.25)	\$ 188.57
101-215-704/101-101-861	9/13/21	19845	Regina Sharpe	Deputy Clerk (32 miles reimb. \$17.60 - Frankenmuth, Clerking 101)	\$ 603.23
101-371	9/13/2021	19846	Robert Kehoe	Plannig Reviewer/Building Inspector	\$ 528.60
101-215-703/101-101-910/101-101-861	9/13/21	19847	Tish Yaros	Clerk + \$50.00 My Deputy and Me Webinar (2@\$25), 46 miles - \$25.30	\$ 858.91
101-101-703	9/13/21	19848	Wesley Peterman	Trustee	\$ 221.60
101-371	9/13/21	19849	William Neuhaus III	4 electrical inspections @ \$50	\$ 176.20
101-336-985	8/26/21	19850	Adaptive Technology Solutions, LLC	Dash camera and card reader for trucks (will be reimbursed with grant \$\$)	\$ 620.00
101-265	9/9/2021	19851	Amber Wheeler	Hall Deposit Refund	\$ 100.00
101-336-985	9/9/2021	19852	Apollo Fire Equipment	G-Xtreme Coat and GPS pants (Fire Gear for Matt B.)	\$ 2,280.00
101-265-752	9/9/2021	19853	Arnold Sales	Toilet Paper	\$ 65.27
101-336-932/934/931/955	9/9/21	19854	Bauman Bros. Auto	Washer Fluid/Bolts(\$7.83), Ship for air test(13.11), Absortall for crashes(\$	\$ 52.58
101-266	9/9/21	19855	Brandt, Gilbert, Thompson & Campbell	MGT vs. Jones Hearing - Prepare Permanent Injunction	\$ 100.00
101-265	8/23/21	19856	Denise Memmer	Hall Deposit Refund	\$ 100.00
101-266	9/9/21	19857	Fahey Schultz Burzych Rhodes	Code Enforcement, FOIA-OMA, Ordinance	\$ 1,595.35
101-371	9/13/21	19858	Greg Younk	1 mechanical inspection @ \$50	\$ 50.00
101-101-709	8/23/2021	19859	John Hancock	Wage Contributions (June & September)	\$ 2,555.00
101-567-801	8/23/2021	19860	Joyce Knieper	Cemetery Caretaker (mowing)	\$ 800.00
101-257	9/9/2021	19861	Legacy Assessing Services	September assessing services	\$ 1,030.00
101-528	8/30/2021	19862	Mid MI Waste Authority	Refuse Collection	\$ 14,517.79
101-751-801	9/13/2021	19863	Richard Knieper	Park Mowing and Maintenance	\$ 1,720.00
101-446	9/16/21	19864	Saginaw Co. Road Commission	Plastic Cross Culvert on Briggs Rd + \$28,500(6 Hot Patching) +\$1136(1 B	\$ 36,690.00
101-253-900	9/9/2021	19865	Saginaw Co. Treasurer	Equalization Summer 2021	\$ 2,298.00
101-265	8/23/21	19866	Scott Mobilio	Hall Deposit Refund	\$ 100.00
101-336-307	8/26/2021	19867	The State Bank	Loan Payment of Commercial Loan 56564	\$ 833.30
---	9/13/21	19868	Visa		\$ 325.04
101-336-931	8/26/21	19869	West Shore Fire, Inc.	Repair to Cascaid system to fill air bottley	\$ 323.58
101-101-228	9/20/2021	EFT	State of MI	(every 3 mo.) MI Withholding	\$ 989.27
101-101-709	9/16/2021	EFT	IRS	monthly payroll taxes - Federal Withholding	\$ 1,815.64
101-101-850	8/26/2021	EFT	CenturyLink	Phone for Township Office	\$ 142.86
101-265-920	9/13/2021	EFT	Consumers Energy	Township Hall Natural Gas & Electric #...6274	\$ 634.11
101-265-920	9/9/2021	EFT	Consumers Energy	Township Hall Lighting - Acct#...4075	\$ 167.05
101-265-920	9/9/2021	EFT	Consumers Energy	Road Lighting (LED light) - Acct#...9852	\$ 30.81
101-265-920	9/9/21	EFT	Consumers Energy	L4 Lighting - Acct#...7958	\$ 19.40
101-336-920	8/26/2021	EFT	CenturyLink	Phone for Fire Hall	\$ 153.93
101-336-920	9/13/2021	EFT	Consumers Energy	Twp Office/Fire Hall Natural Gas & Electric #...9273	\$ 267.06
101-450	9/9/21	EFT	Consumers Energy	Misteguey Creek Street Lighting - Acct#...4240	\$ 105.82
101-751-920	9/13/2021	EFT	Consumers Energy	Park Gas & Electric -Acct#...5148	\$ 46.97
Total					\$ 75,853.03
Visa Credit Card Charges					
101-101-850	8/23/2021		Spectrum	Township Office internet	\$ 99.99
101-215-955	8/23/2021		Amazon	Refund for Damage to Safe	\$ (81.77)
101-228	9/13/21		DNH GoDaddy.com	WordPress Websites Domain Renewal	\$ 80.68
101-336-759	9/9/2021		Beacon & Bridge	Fuel Truck #1	\$ 25.11
101-336-759	9/9/2021		Beacon & Bridge	Fuel Truck #1	\$ 40.01
101-336-759	9/9/2021		Beacon & Bridge	Utility Truck 4	\$ 32.93
101-336-759	9/9/2021		Beacon & Bridge	Fuel Truck #6	\$ 50.01
101-336-852	8/23/2021		Spectrum	Fire hall TV	\$ 78.08
Total					\$ 325.04
Revenue					
101-000-669	8/16/2021		Charter Communications	Quarterly Franchise Fee Pymt (into Money Market acct.)	\$ 3,705.29
101-000-476	8/23/2021	722	Fit Physique (Solar/Howie Ebenhoeh	Building Permit	\$ 190.00
101-000-493	8/23/2021	3304	TriTech Electrical	Electrical Permit	\$ 122.00
101-000-493	8/23/2021	40157	Thiel Electric Inc	Electrical Permit	\$ 542.00
101-000-668	8/23/2021	CASH	Denise Memmer	Hall Deposit	\$ 100.00
101-000-668	8/23/2021	3371	Karen Chrysler	Hall Deposit	\$ 100.00
101-000-574	8/24/2021	EFT	State Of Michigan	State Sales Tax Revenue (into Money Market acct.)	\$ 866.80
101-000-476	8/30/2021	3061	RB Construction	Building Permit	\$ 155.00
101-000-667	8/30/2021	CASH	Barry Brown	Hall Rental (Non-resident)	\$ 500.00
101-000-667	8/30/2021	2830	Scott Mobilio	Hall Rental	\$ 200.00
101-000-671	8/30/2021	CASH	Anonymous	Jaster Gravesite	\$ 200.00
101-000-574	8/31/2021	EFT	State Of Michigan	State Sales Tax Revenue (into Money Market acct.)	\$ 48,853.00
101-000-476	9/9/2021	CASH	Gordon Gross	Building Permit	\$ 85.00
101-000-476	9/9/2021	10503	Adam Watchorn - Meyer Electric	Building Permit	\$ 100.00
101-000-492	9/9/2021	187519	St. Michaels - Dee Cramer	Mechanical Permt	\$ 150.00
101-000-492	9/9/2021	56317	Tracy Holfield	Mechanical Permit	\$ 100.00
101-000-493	9/9/2021	6051	Howard Ebenhoeh - Metcalf Electric	Electrical Permit	\$ 121.00
101-000-667	9/9/2021	CASH	Amber Wheeler	Hall Rental (Non-resident)	\$ 500.00
101-000-751	9/9/2021	8959	Mr. Yaklin	Park Rental	\$ 25.00
101-000-667	9/16/21	CASH	Denise Memmer	Hall Rental	\$ 200.00
101-000-668	9/16/2021	CASH	Dale Wenzlick	Hall Deposit	\$ 100.00
Total					\$ 56,915.09

MAPLE GROVE TOWNSHIP GENERAL FUND								
Statement of Estimated Expenditures For the 12 months Ending March 31								
COA Number	Description	Budget	Actuals	% Incurred	June	July	Aug	Sep
EXPENDITURES								
101-101	Legislative/Township Board							
101-101-229	Due to Federal (Withholding)	\$ -	\$ -					
101-101-228	Due to State (Withholding)	\$ -	\$ 2,007.16		\$ 1,017.89			\$ 989.27
101-101-703	Trustee Salary	\$ 7,200.00	\$ 2,675.09	37.15%	\$ 443.21	\$ 443.20	\$ 443.20	\$ 459.07
101-101-704	Secretarial Salary	\$ 13,000.00	\$ 3,837.62	29.52%	\$ 544.36	\$ 833.59	\$ 676.63	\$ 685.51
101-101-704	FOIA Coordinator	\$ 500.00	\$ -	0.00%				
101-101-709	FICA, Medicare/Retirement - Township Share	\$ 16,000.00	\$ 13,388.03	83.68%	\$ 1,821.60	\$ 1,775.84	\$ 1,795.02	\$ 4,370.64
101-101-752	Office Supplies	\$ 2,500.00	\$ 2,043.51	81.74%		\$ 320.05	\$ 448.55	\$ 3.17
101-101-752	Office (was in IT)		\$ -					
101-101-850	Telephone/Internet	\$ 5,280.00	\$ 1,876.29	35.54%	\$ 290.71	\$ 392.98	\$ 244.02	\$ 242.85
101-101-861	Mileage		\$ 84.15					\$ 84.15
101-101-874	Pension - Township Share	\$ 4,000.00	\$ 67.50	1.69%		\$ 67.50		
101-101-910	Dues/Conventions/Schools	\$ 2,000.00	\$ 2,096.33	104.82%	\$ 1,812.33	\$ 24.00	\$ 210.00	\$ 50.00
101-101-933	GIS	\$ 2,500.00	\$ -	0.00%				
101-101-935	Liability Insurance	\$ 22,000.00	\$ 21,813.00	99.15%			\$ 21,813.00	
101-101-937	Workers Comp	\$ 6,000.00	\$ 7,741.00	129.02%	\$ 7,741.00			
101-101-955	Miscellaneous	\$ -	\$ -					
101-101	Total:	\$ 80,980.00	\$ 57,629.68	71.17%	\$ 13,671.10	\$ 3,857.16	\$ 25,630.42	\$ 6,884.66
101-171	Supervisor							
101-171-703	Salary	\$ 11,500.00	\$ 2,281.86	19.84%	\$ 379.60	\$ 379.59	\$ 379.60	\$ 379.60
101-171-955	Miscellaneous	\$ 100.00	\$ -	0.00%				
101-171	Total	\$ 11,600.00	\$ 2,281.86	19.67%	\$ 379.60	\$ 379.59	\$ 379.60	\$ 379.60
101-215	Clerk's Office							
101-215-703	Salary	\$ 15,000.00	\$ 4,701.63	31.34%	\$ 783.61	\$ 783.60	\$ 783.60	\$ 783.61
101-215-704	Salary - Deputy	\$ 4,000.00	\$ 2,199.63	54.99%	\$ 288.97	\$ 296.02	\$ 352.40	\$ 585.63
101-215-955	Miscellaneous	\$ 300.00	\$ 173.41	57.80%		\$ 21.54	\$ 233.64	\$ (81.77)
101-215	Total	\$ 19,300.00	\$ 7,074.67	36.66%	\$ 1,072.58	\$ 1,101.16	\$ 1,369.64	\$ 1,287.47
101-223	Auditing							
101-223	Independent Auditing	\$ 3,500.00	\$ 3,500.00	100.00%			\$ 3,500.00	
101-223	Total	\$ 3,500.00	\$ 3,500.00	100.00%			\$ 3,500.00	
101-228	IT Services							
101-228	Webpage/IT Support		\$ -					
	Hardware / Software Supplies	\$ 500.00	\$ -	0.00%				
	Domain Renewal		\$ -					
	Wordpress Hosting		\$ 260.56					\$ 80.68
	BackBlaze Backup Software		\$ 180.00					
	Quickbooks Software		\$ 435.00					
	SSL Cert		\$ -					
	email hosting	\$ 1,000.00	\$ 85.60	8.56%			\$ 85.60	
	Ubiquity US-8-60W Ethernet Switch	\$ 400.00	\$ -	0.00%				
	Camera / Network Upgrades	\$ 400.00	\$ -	0.00%				
101-228	Total	\$ 2,300.00	\$ 961.16	41.79%	\$ -	\$ -	\$ 85.60	\$ 80.68
101-247	Board of Review							
101-247-704	Board of Review	\$ 1,800.00	\$ 132.12	7.34%			\$ 132.12	
101-247-955	Miscellaneous	\$ 750.00	\$ 959.85	127.98%	\$ 182.25		\$ 230.85	
	Total	\$ 2,550.00	\$ 1,091.97	42.82%	\$ 182.25	\$ -	\$ 362.97	\$ -
101-253	Treasurer's Office							
101-253-703	Salary	\$ 15,000.00	\$ 4,671.63	31.14%	\$ 774.61	\$ 786.60	\$ 774.61	\$ 774.60
101-253-704	Salary - Deputy	\$ 2,000.00	\$ -	0.00%				
101-253-900	Tax Roll, Printing	\$ 10,000.00	\$ 2,327.68	23.28%				\$ 2,298.00
101-253-955	Miscellaneous	\$ 100.00	\$ -	0.00%				
	Total	\$ 27,100.00	\$ 6,999.31	25.83%	\$ 774.61	\$ 786.60	\$ 774.61	\$ 3,072.60
101-257	Assessing Services							
101-257	Assessing/Contract Services	\$ 12,500.00	\$ 7,180.00	57.44%	\$ 1,030.00	\$ 1,030.00	\$ 1,030.00	\$ 1,030.00
101-257	Total	\$ 12,500.00	\$ 7,180.00	57.44%	\$ 1,030.00	\$ 1,030.00	\$ 1,030.00	\$ 1,030.00
101-262	Elections							
101-262	Election Equipment	\$ 500.00	\$ -	0.00%				

MAPLE GROVE TOWNSHIP GENERAL FUND								
Statement of Estimated Expenditures For the 12 months Ending March 31								
COA Number	Description	Budget	Actuals	% Incurred	June	July	Aug	Sep
EXPENDITURES								
101-262-704	Election Inspectors Salary	\$ 3,000.00	\$ -	0.00%				
101-262-955	Miscellaneous	\$ 2,500.00	\$ 78.75	3.15%				
	Total	\$ 6,000.00	\$ 78.75	1.31%	\$ -	\$ -	\$ -	\$ -
Township Hall & Property								
101-265	Return of Hall Deposit	\$ -	\$ 500.00			\$ 100.00	\$ 100.00	\$ 300.00
101-265-752	Supplies	\$ 500.00	\$ 371.71	74.34%			\$ 306.44	\$ 65.27
101-265-801	Custodial Services	\$ 3,000.00	\$ -	0.00%				
101-265-920	Utilities	\$ 8,000.00	\$ 775.26	9.69%	\$ 48.13	\$ 46.86	\$ 49.96	\$ 50.21
101-265-920	Lighting - Township Hall	\$ 2,500.00	\$ 3,697.20	147.89%	\$ 632.27	\$ 783.88	\$ 692.03	\$ 801.16
101-265-930	Maintenance	\$ 10,000.00	\$ 2,126.89	21.27%		\$ 75.00	\$ 1,082.31	
	Total	\$ 24,000.00	\$ 7,471.06	31.13%	\$ 680.40	\$ 1,005.74	\$ 2,230.74	\$ 1,216.64
Attorney								
101-266	Attorney Fees	\$ 20,000.00	\$ 21,711.85	108.56%	\$ 1,705.50	\$ 2,280.50	\$ 15,735.50	\$ 1,695.35
101-266	Total	\$ 20,000.00	\$ 21,711.85	108.56%	\$ 1,705.50	\$ 2,280.50	\$ 15,735.50	\$ 1,695.35
Fire Protection								
101-336-339	Fire Runs	\$ 3,000.00	\$ -	0.00%				
101-336-342	Schools/Seminars	\$ 3,000.00	\$ 454.00	15.13%		\$ 454.00		
101-336-703	Salary - Chief	\$ 8,000.00	\$ 3,062.24	38.28%	\$ 509.54	\$ 509.54	\$ 509.54	\$ 514.54
101-336-703	Salary - Deputy Chiefs (2@\$2500 ea)	\$ 5,000.00	\$ -	0.00%				
101-336-752	Supplies	\$ 50.00	\$ 135.58	271.16%	\$ 118.58		\$ 17.00	
101-336-759	Fuel	\$ 3,000.00	\$ 1,110.24	37.01%	\$ 267.02	\$ 193.81	\$ 8.00	\$ 148.06
101-336-801	Grant Writer	\$ 1,500.00	\$ -	0.00%				
101-336-850	Pagers/Radios/Batteries	\$ 830.00	\$ -	0.00%				
101-336-852	Cable	\$ 960.00	\$ 468.44	48.80%	\$ 78.08	\$ 78.08	\$ 78.08	\$ 78.08
101-336-920	Utilities	\$ 4,500.00	\$ 1,952.26	43.38%	\$ 241.94	\$ 209.00	\$ 355.25	\$ 420.99
101-336-930	Building Maintenance	\$ 4,500.00	\$ 315.00	7.00%			\$ 315.00	
101-336-931	Maintenance (Equipment)	\$ 12,450.00	\$ 3,078.98	24.73%	\$ 730.73		\$ 451.38	\$ 353.22
101-336-932	Vehicle Maintenance	\$ 900.00	\$ 1,244.50	138.28%		\$ 1,206.99		\$ 7.83
101-336-934	Equipment Testing (All)	\$ 9,304.60	\$ 4,756.37	51.12%	\$ 2,155.95		\$ 125.21	\$ 13.11
101-336-937	Insurance - County Dues	\$ 1,205.00	\$ -	0.00%				
101-336-937	Insurance - Vehicle / Firefighter	\$ 1,300.00	\$ -	0.00%				
101-336-955	Miscellaneous	\$ -	\$ 34.03			\$ 30.03		\$ 2.00
101-336-970	Capital Outlay (Grant Match)	\$ 5,500.00	\$ -	0.00%				
101-336-971	Fire Truck Outlay	\$ -	\$ 43,314.79					
101-336	Fire Truck Loan	\$ 12,000.00	\$ 833.30	6.94%				\$ 833.30
101-336-985	New equipment purchases	\$ 13,000.00	\$ 5,538.84	42.61%		\$ 2,017.50		\$ 3,052.20
	Fire Department Grant							
101-206	Total	\$ 89,999.60	\$ 66,298.57	73.67%	\$ 4,101.84	\$ 4,698.95	\$ 1,859.46	\$ 5,423.33
Inspections								
101-371	Notices, Expenses	\$ 100.00	\$ -	0.00%				
101-371	Electrical Inspector	\$ 2,000.00	\$ 4,118.43	205.92%	\$ 984.94	\$ 578.60	\$ 528.60	\$ 704.80
	Mechanical Inspector	\$ 500.00	\$ 232.15	46.43%		\$ 132.15	\$ 50.00	\$ 50.00
	Plumbing Inspector	\$ 500.00	\$ -	0.00%				
	Septic Field Inspector							
101-371	Total	\$ 3,100.00	\$ 4,350.58	140.34%	\$ 984.94	\$ 710.75	\$ 578.60	\$ 754.80
Public Works								
101-440	Drains @ Large	\$ 6,000.00	\$ -	0.00%				
101-446	Roads, Bridges	\$ 60,000.00	\$ 36,690.00	61.15%				\$ 36,690.00
101-448	Street Lighting - Township	\$ -	\$ -					
101-450	Misteguay Creek Lighting	\$ 1,300.00	\$ 629.33	48.41%	\$ 105.48	\$ 105.22	\$ 105.28	\$ 105.82
101-528	Refuse Collection	\$ 160,000.00	\$ 80,620.93	50.39%	\$ 13,517.44	\$ 13,403.21	\$ 12,447.25	\$ 14,517.79
101-440	Total	\$ 227,300.00	\$ 117,940.26	51.89%	\$ 13,622.92	\$ 13,508.43	\$ 12,552.53	\$ 51,313.61
Cemetery Caretaker								
101-567	Sexton	\$ 3,200.00	\$ 2,400.00	75.00%		\$ 800.00	\$ 800.00	\$ 800.00
101-567-930	Maintenance	\$ 500.00	\$ -	0.00%				
101-567	Total	\$ 3,700.00	\$ 2,400.00	64.86%	\$ -	\$ 800.00	\$ 800.00	\$ 800.00
Health and Welfare								
101-600	Health Clinic							
101-651	Ambulance	\$ 103,000.00	\$ -	0.00%				

MAPLE GROVE TOWNSHIP GENERAL FUND								
Statement of Estimated Expenditures For the 12 months Ending March 31								
COA Number	Description	Budget	Actuals	% Incurred	June	July	Aug	Sep
EXPENDITURES								
101-600	Total	\$ 103,000.00	\$ -	0.00%				
101-700	Planning Commission							
101-700-703	Ordinance Compliant Officer	\$ 1,000.00	\$ 814.46	81.45%	\$ 165.77		\$ 302.15	\$ 147.32
101-702-703	Zoning Administrator	\$ 7,200.00	\$ -	0.00%				
101-700-704	Planning Commission	\$ 1,500.00	\$ 924.99	61.67%	\$ 220.25			
101-700-900	Notices, Expenses	\$ 500.00	\$ -	0.00%				
101-700	Total	\$ 10,200.00	\$ 1,739.45	17.05%	\$ 386.02	\$ -	\$ 302.15	\$ 147.32
101-750	Recreation and Culture/Parks & Rec.							
101-751-703	Salary (2 x \$500 each)	\$ 1,000.00	\$ -	0.00%				
101-751-801	Custodial Services	\$ 9,000.00	\$ 8,940.00	99.33%	\$ 2,320.00	\$ 1,600.00	\$ 1,800.00	\$ 1,720.00
101-751-920	Utilities	\$ 550.00	\$ 404.26	73.50%	\$ 81.16	\$ 97.40	\$ 82.04	\$ 46.97
101-751-955	Supplies & Expenses	\$ 21,500.00	\$ 808.44	3.76%		\$ 686.00		
101-750	Total	\$ 32,050.00	\$ 10,152.70	31.68%	\$ 2,401.16	\$ 2,383.40	\$ 1,882.04	\$ 1,766.97
REVENUES								
	Taxes:							
703-000-401	Current Property Taxes	\$ 75,000.00	\$ 11,633.90	15.51%		\$ 11,633.90		
703-000-401	Summer Tax Collection	\$ 3,700.00	\$ -	0.00%				
703-000-447	Tax ADM Fee	\$ 30,000.00	\$ -	0.00%				
703-000-450	Street Lighting Assessment	\$ 1,400.00	\$ -	0.00%				
703-000-403	Ambulance Assessment	\$ 103,000.00	\$ -	0.00%				
	Total:	\$ 213,100.00	\$ 11,633.90	5.46%	\$ -	\$ 11,633.90	\$ -	\$ -
101-000	General Fund Revenue							
101-000-427	Refuse Collection	\$ 160,000.00	\$ -	0.00%				
101-000-475	State Liquor License	\$ 900.00	\$ -	0.00%				
101-000-476	Building Permits	\$ 3,000.00	\$ 11,085.00	369.50%	\$ 190.00	\$ 290.00	\$ 8,435.00	\$ 530.00
101-000-477	CATV Franchise	\$ 15,000.00	\$ 3,548.90	23.66%				
101-000-478	Coll Fees - Dog Licenses	\$ 10.00	\$ -	0.00%				
101-000-491	Plumbing Permits	\$ 500.00	\$ 135.00	27.00%				
101-000-492	Mechanical Permits	\$ 1,000.00	\$ 714.00	71.40%	\$ 145.00		\$ 85.00	\$ 250.00
101-000-493	Electrical Permits	\$ 1,500.00	\$ 2,485.00	165.67%	\$ 417.00		\$ 350.00	\$ 785.00
101-000-494	Septic Permits	\$ -	\$ -					
101-000-495	Land Division	\$ 200.00	\$ 150.00	75.00%	\$ 50.00	\$ 50.00		
101-000-496	Pond Permits	\$ 100.00	\$ 50.00	50.00%		\$ 50.00		
101-000-546	Right of Way Maintenance	\$ 4,700.00	\$ -	0.00%				
101-000-574	State Sales Taxes	\$ 234,857.00	\$ 131,580.80	56.03%		\$ 41,720.00		\$ 49,719.80
101-000-576	Election Reimbursement	\$ -	\$ -					
101-000-657	Ordinance Fees	\$ -	\$ 667.33					
101-000-664	Interest Earned	\$ 100.00	\$ -	0.00%				
101-000-667	Hall Rental	\$ 10,000.00	\$ 8,600.00	86.00%	\$ 3,550.00	\$ 700.00	\$ 200.00	\$ 1,400.00
101-000-668	Hall Rental Deposit	\$ -	\$ -		\$ 300.00	\$ 400.00		\$ 300.00
101-000-669	Franchise Fee	\$ -	\$ 12,206.32		\$ 8,501.03			\$ 3,705.29
101-000-671	Cemetery Plots	\$ 600.00	\$ -				\$ 400.00	\$ 200.00
101-000-674	Misc. Park Donation	\$ -	\$ -					
101-000-687	Insurance Refund	\$ 3,709.00	\$ -				\$ 3,709.00	
101-000-751	Park Rentals	\$ 175.00	\$ -		\$ 100.00		\$ 25.00	\$ 25.00
101-000-955	Misc Income	\$ -	\$ -		\$ 720.00			
	Fire Department Reimbursement	\$ -	\$ -					
	Fire Apparatus	\$ -	\$ -					
101-000	Total	\$ 431,867.00	\$ 175,706.35	40.69%	\$ 13,973.03	\$ 43,210.00	\$ 13,204.00	\$ 56,915.09
101-000-390	Operating Carry Over	\$ 55,695.58	\$ -					
101-000-669	Money Market	\$ -	\$ -					
101-336-061	Fire Truck Loan (Receivable)	\$ -	\$ 63,314.79					
	Total	\$ 55,695.58	\$ 63,314.79		\$ -	\$ -	\$ -	\$ -
	Total Expenditures	\$ 679,179.60	\$ 318,861.87	46.95%	\$ 40,992.92	\$ 32,542.28	\$ 69,073.86	\$ 75,853.03
	Total Revenue	\$ 700,662.58	\$ 250,655.04	35.77%	\$ 13,973.03	\$ 54,843.90	\$ 13,204.00	\$ 56,915.09
	Operating Fund Balance	\$ 21,482.98						
	Grand Total	\$ -						