

## CHAPTER 3

# OFFICE ORGANIZATION/ PROCEDURES

Prepared By:

Linda Brown, Chairperson

Cathy Carroll

Becky Rininger

Sue Orlovski

Dick Brown

Cindy Clevenger

### **3:1 OFFICE FUNDING**

#### **3:1.1 Office Establishment**

The County, at its expense, shall furnish the equipment and office supplies necessary to run the office of the Drain Commissioner (Sec. 280.27 and 280.29). Costs associated with basic office expenses cannot be assessed to Drainage Districts.

The wages and fringe benefits of the Drain Commissioner, Deputy and employees of the Drain Commissioner shall be paid from the general fund of the County (Sec. 280.26, 280.28, 280.32 and 280.33). The Drain Commissioner may, with the approval of the County Board of Commissioners, hire drain maintenance employees. These employees shall be considered county employees and their wages and fringe benefits paid from the general fund of the county. However, the general fund shall be reimbursed by the Drainage Districts in which these employees (Sec. 280.33) perform maintenance.

#### **3:1.2 Annual Budgets**

The budget process is something that varies from county to county, thus the requirements/process you go through also varies. Some items you should address are:

1. Goals and objectives - This keeps the county informed as to what you may be requesting in your budget in the future.
2. Permanent and temporary employee needs
3. Equipment needs
4. Training conference and seminars
5. Records - Microfilm, microfiche, digital imaging, etc.

There are two sides to your budget, expenditures and revenues. Revenues you may be responsible for collecting are:

1. Development plan review fees (Plats, Mobile Home Parks, etc.)
2. Permit fees (soil erosion permits, drain crossing/connection permits)
3. Telephone inquiry fees (assessment balance or pay-off inquiries)
4. General fund reimbursement (wages & fringes for maintenance employees)
5. Administrative fees (copy charges, FOIA Requests)

Expenditure items you may see included in your budget are:

1. Personnel
  - Wages (regular and overtime, FICA, unemployment, worker's comp.)

- Benefits (insurance, dental, optical, retirement, etc.)
2. Operating expenses and services
    - Supplies (postage, printing, general office supplies)
    - Equipment (office furniture, typewriters, computer equipment)
    - Services (telephone, membership dues, consultants, printing, travel, training, tuition reimbursement, data processing)
  3. Capital outlay - Equipment with resale value
    - Major equipment (vehicles, maintenance equipment)

You should keep a record of your current and past year's budget for reference.

### **3:1.3 Training**

It is important for the Drain Commissioner and their staff to attend any job related training opportunities that are available. There are many different kinds of training sessions including:

- Michigan Association of County Drain Commissioner's (MACDC) Summer and Winter Conferences
- MACDC District Meetings
- MACDC New Drain Commissioner Seminars
- Universities – Many State Universities and Colleges offer classes and related course work
- Many MACDC Associate Members offer conferences and training sessions

Also look for meetings offered by the Michigan Department of Environmental Quality, Michigan Department of Agriculture and the Soil Conservation Service. There are usually fees for attending these types of meetings/conferences so you will need to address this in your annual budget.

It is very important to network with other Drain Commissioners and their staff. This is a good source of information when making changes or looking into different ways to operate. It is likely that another office has gone through a similar situation and may have some good ideas.

## **3:2 PERSONNEL**

### **3:2.1 Deputies**

You may, with the approval of the County Board of Commissioners, appoint a deputy or deputies. A written appointment must be filed with the County Clerk. The deputy shall be covered by a blanket bond or shall file a bond in a sum not to exceed \$5,000.00. If the Drain

Commissioner leaves office during his or her term, the deputy shall have all of the powers and be charged with all of the duties of the Drain Commissioner until a Commissioner is appointed or elected.

You may want to appoint a deputy for the following reasons:

- Drainage Board Meetings - In your absence, the deputy can attend and can vote on any issues that may come before the Board.
- The deputy may sign plats and legal documents such as easements and 433 Drainage District Agreements. This allows business to continue in a timely manner from day to day.

When choosing a deputy, you may want to consider:

- Is there an existing employee that may have the education and experience that you need the deputy to have? This would allow for the deputy to have a good knowledge base of the drain office and its functions.
- What job duties are you going to have the deputy be responsible for? The responsibilities of the deputy greatly vary from county to county. The deputy may be a clerical employee, an inspector or an engineer.
- You should choose someone you feel would be loyal to both the Drain Commissioner and to the drain office.
- Do you feel comfortable that this employee would be able to administer the duties of the Drain Commissioner in your absence?
- What type of supervisory and management skills are necessary?

### **3.2.2 Staff**

The number and type of staff vary greatly from county to county. You may have clerical staff, a deputy or deputies, maintenance employees, inspectors, accountants and/or engineers. It is important to hold staff meetings to keep all staff informed regarding projects and issues that may need to be addressed.

## **3:3 MAINTENANCE CREWS**

### **3:3.1 Establishment**

The Drain Commissioner may, with the approval of the County Board of Commissioners, hire drain maintenance employees. These maintenance employees shall be considered county

employees and shall be compensated from the general fund of the county in the same manner and at the same time as other county employees (280.33).

The general fund of the county **shall** be reimbursed by the Drainage Districts in which work is performed by the maintenance employees hired by the commissioner pursuant to subsection (2) for compensation. This would include wages and the cost of fringe benefits paid to these employees by the county from its general fund. The County Board of Commissioners may waive the reimbursement for emergency work not exceeding \$800 performed on any one drain during the course of one year.

Drain Maintenance employees are hired and paid as all other employees of the county. The difficult part is that the county **shall** be reimbursed for their wages and fringe benefits from the appropriate drain account.

### **3:3.2 Accounting**

The Equipment Revolving Fund is used as a pass-through vehicle to reimburse the county for the drain maintenance employees. A separate spreadsheet should be maintained that compares the amount of each employee's charges with their wages (there are job invoicing programs available to assist this task with computer generated reports). The following steps are an example of how you may want to account for the activity of your drain maintenance employees.

1. Depending on your county, reimbursement may be required at the end of each month or at the end of each quarter. The Drain Commissioner should receive an itemized invoice listing the compensation and fringe benefits for each maintenance employee that is due and payable to the county.
2. Maintenance employees should be required to fill out a "Job Invoice" for each drain they have worked on. These invoices list the dates and time worked on a particular drain, among other chargeable items (see Appendix 1). A fee schedule for charges should be prepared by the Drain Commissioner and approved by the Board of Commissioners.
3. The invoice should be given to the Drain Commissioner for approval, then to the accountant for posting to the drain ledger. The posting would reflect a debt to the drain and a receivable to the Equipment Revolving Fund.

Again, depending on how often reimbursement is required, drain orders are written from the appropriate drain fund to the Equipment Revolving Fund for payment of the job invoice. A spreadsheet should also be kept showing what part of each job invoice is for wages and what part

is for the other items (supplies, etc.) on the job invoice. The “wage” total should approximately equal the county invoice for wages. Another drain order is then prepared to pay the county invoice for wages from the Equipment Revolving Fund.

### **3:4 RECORD KEEPING/FILES**

#### **3:4.1 Financial**

Each established Drainage District is a public corporation and, as such, has to be accounted for separately. In other words, you should be able to get a “balance sheet” for each drain, i.e. assets, liabilities and net worth (also referred to as the Drain Commissioner’s balance) regardless of the bookkeeping methods within your county. Because all activity is reflected in the Drain Commissioner’s balance, it is this total that you will use to determine what the amount of your future drain assessments will be. The County Treasurer is the official Treasurer of the Drainage District; however, a detailed set of books **must** be kept by the Drain Commissioner’s office for each Drainage District. You may have an actual set of ledger books or you may have a form of drain ledger software. The balances of each Drainage District must be reconciled with the County Treasurer’s balances monthly (cash on hand, investments, amount due to the Revolving Fund). A complete and separate accounting must be kept for each drain fund including all activity.

It is important to have a good working relationship with your County Treasurer. You must reconcile your drain accounts with the County Treasurer on a monthly basis. This is probably a task that each county handles differently. Generally, your monthly report will list:

- The drains showing individual cash balances or may give a total cash balance of all drains by fund.
- The amount of each drain order paid for the month
- The balances of the Revolving Fund, Equipment Revolving Fund & the Revolving Maintenance Fund.

If you have problems reconciling with the reports, it is usually a simple matter of talking with the Treasurer’s office to discover the problem and correcting it.

It is also important to work with your Finance and Accounting Departments to maintain good accounting practices. When opening a new account, you should check with them for the appropriate account titles and numbers out of the Uniform Chart of Accounts (see Appendix 2).

This is necessary to keep an accurate record of total assets, liabilities, revenues and expenditures and is also helpful when preparing your annual report and for auditing purposes.

### **3:4.2 Drain Files - Legal Documents**

It is the responsibility of the Drain Commissioner to make and keep a full financial statement of each Drainage District (Sec. 280.30). In addition, a complete record (file) is maintained of each Drainage District. This record is to include:

- Copy of application for laying out the Drainage District
- Minutes and legal description designating the district
- Petition for the drain
- Minutes of the survey
- Releases for the rights-of-way
- Orders of Determination of the necessity and establishing of the drain
- Apportionment and assessment of benefits
- Special commissioners, application to probate court and the return of the special commissioners, when applicable
- All other papers necessary to show a complete history of each Drainage District.

The original of all these documents should be filed and kept in the office of the Drain Commissioner. No drain tax shall be spread until all the records are deposited and filed in the drain office.

### **3:4.3 Record Retention - Purging of Records**

The State Archives of Michigan, part of the Michigan Historical Center, protects and preserves the most significant public records created by local governments in the State of Michigan. Although not every public record created and used by local agencies falls into this category, all government offices have the potential to produce some records that must be preserved permanently. The attached Record Retention Schedule (See Appendix 3) provides for the disposition of most records created and/or maintained in the office of the Drain Commissioner in all counties in the State of Michigan. It is recommended that the Drain Commissioner maintain the records for the retention periods specified herein. It is also recommended that if records are to be destroyed, a list of those records be kept (See Appendix 4).

You may want to send a copy

of the list of records being destroyed to the Michigan Historical Center to see if they would want any of the records transferred to them. Any questions relating to record retention or disposal should be directed to:

Department of State  
Michigan Historical Center - State Archives  
717 W. Allegan  
Lansing, MI 48918-1837  
(517) 373-1408  
E-mail: archives@sos.state.mi.us

### **3:4.4 Processes**

#### **(1) Receipts**

It is advised that you use pre-numbered, three part official receipts, with the name of your department printed on the receipt.

- a) A receipt must be issued for all collections
- b) Voided receipts must be retained and should always be initialed by a supervisor for auditing purposes
- c) If possible, someone other than the person who writes receipts, posts the accounting records or makes bank deposits should be responsible to verify that collections received in the mail are properly receipted
- d) You should indicate whether the receipt is for cash or for a check (note check number)
- e) All checks should be receipted and marked "For Deposit Only" the same day they are received

#### **(2) Deposits**

Deposits must be made timely and reconciled to official receipts. A department transmittal is submitted to the County Treasurer identifying the numerical receipt sequence being deposited. The cash and check amounts must be identified and agree with the receipts.

#### **(3) Drain Orders**

Drain fund disbursements are generally made by use of a drain order. A drain order is considered a check request and may vary in appearance depending on your county and your drain ledger system. All invoices should be signed by the Drain Commissioner and/or Drainage Board prior to payment.

### 3:5 REVOLVING DRAIN FUND

#### 3:5.1 Establishment

The County Board of Commissioners shall annually appropriate monies for the purpose of creating a Revolving Drain Fund. The Board of Commissioners (Sec. 280.301) sets the amount of the fund. The amount appropriated is considered an asset/liability for accounting purposes and may not be reflected in your county's annual budget appropriation. However, after the fund has been established, the Board of Commissioners may make annual adjustments as dictated by budgetary concerns. You should periodically evaluate the amount of the Revolving Drain Fund to determine if it is sufficient to fit your expenditure needs. It is a good idea to communicate to the Board of Commissioners about the need and importance of adequate funding.

#### 3:5.2 Fund Use

The Revolving Drain Fund is used to pay for preliminary project costs such as engineering, surveying and the cost for laying out a Drainage District and to pay any and all other services up to the date of letting of the contract. The Revolving Drain Fund may be used to pay expenses as mentioned above for Intercounty Drains as well. The total expense is pro-rated among the counties affected according to the amount apportioned to be paid by said counties respectively (Sec. 280.302).

When taxes are collected, or money has been borrowed for a drain owing money to the Revolving Fund, the fund **must** be reimbursed. Drain funds with an amount due to the Revolving Fund for maintenance expenditures must be assessed within two (2) years. (Sec. 280.1966). If the assessment levied to a Drainage District is for two or more years, not to exceed seven, the Revolving Drain Fund balance is repaid pro-rata according to the number of installments.

All cash in a Drainage District **must** be used before it can borrow money from the Revolving Drain Fund.

The Revolving Drain Fund may also be used for paying maintenance and repair costs of drains. It may **not** be used for:

- Making a payment on a note
- Making payments after a contract has been let
- Land acquisition (not considered a "service")

### **3:5.3 Accounting**

It is necessary to keep track of the total borrowed from the Revolving Drain Fund for each individual Drainage District. Because you are limited in the total amount of the fund, you may need to borrow money by taking out a note on behalf of a Drainage District to repay the Revolving Drain Fund. You don't want the fund to become depleted before assessment revenue has come in to reimburse the fund. Statute requires that the interest earned on the Revolving Fund be paid into and become a part of the fund.

The Revolving Drain Fund is to be carried as a separate account in the Treasurer's office. Balancing with the Treasurer's office on a monthly basis will help you to keep a good handle on the available cash balance in the fund.

## **3:6 REVOLVING MAINTENANCE FUND**

### **3:6.1 Establishment**

This fund may be established by resolution of the County Board of Commissioners as authorized in Act 80, P.A. 1984 (MCL 280.282).

MCL 141.436

Sec. 16(1): "The legislative body shall pass a General Appropriations Act for all funds except trust or agency funds..., enterprise funds, public improvement..., or special assessment funds.

MCL 141.437

Sec. 17(1): "except as otherwise provided..., a deviation from the original General Appropriations Act shall not be made without amending the General Appropriations Act."

\* Assuming interest on drain accounts is included in the budget process, transferring those revenues to a segregated account outside of the Board's control would require their approval.

The Revolving Maintenance Fund differs from the Revolving Fund in that the monies that make up this fund come from the interest earned on pooled Drainage District funds that have a balance of less than \$1,000 (Sec. 280.282(2)(3)).

Reasons for establishing a Revolving Maintenance Fund are:

- Source of additional drain maintenance money
- Allows earnings from the investments of small account balances
- Eliminates the allocating of interest to Drainage Districts that have small balances

**3:6.2 Fund Use**

This fund may be used for temporarily financing necessary maintenance expense on intra and intercounty drains. This fund may **not** be used for petition related expenses.

The Revolving Maintenance Fund shall be accounted for, administered and reimbursed in the same manner as the Revolving Fund. Once created, it may be several years before there will be sufficient funds for paying any invoices. However, over time it will grow and become a viable funding source.

**3:7 EQUIPMENT REVOLVING FUND****3:7.1 Establishment**

This fund is established by resolution of the County Board of Commissioners (see Appendix 5). The Board sets the amount of the fund. The Board of Commissioners must adopt a policy procedure statement along with a rate schedule sufficient to cover the costs of operation and replacement of equipment. The Board may require that the Drain Commissioner come up with this rate schedule. Major equipment purchases shall be financed solely by the Board of Commissioners, but shall be maintained, repaired and replaced by the Equipment Revolving Fund.

**3:7.2 Fund Use**

Maintenance crews submit itemized job invoices, which are billed to and reimbursed by the Drainage Districts for which the services were performed or materials purchased. Items that can be charged are:

- a) Materials
- b) Vehicle and equipment rental
- c) Mileage
- d) Salary, plus fringe benefits of maintenance crew

This fund can be used for the following:

- a) Reimbursement to the County for maintenance crew
- b) Inspection and repair of drains
- c) Stockpiling of materials needed for repair
- d) Equipment repair, maintenance and replacement

The Equipment Revolving Fund can be used only for the purchase and operation of equipment to be used on drains.

You may be required to submit an informational summary of projected revenues and expenses for this fund in conjunction with the annual county budgetary cycle. The Board may also require you to provide information concerning the operation of the fund.

Equipment purchases will need to comply with the Purchasing Policy of the County and shall be submitted to the Board of Commissioners for approval.

### **3:8 ANNUAL REPORT**

#### **3:8.1 When to Submit**

Section 31 of Drain Statute requires that each Drain Commissioner make an annual report that, for informational purposes, shall be presented to the Board of Commissioners at its annual meeting in October for the year ending October 1st.

Public Act 104 of 1978 amends Section 31 and permits Drain Commissioners to file the reports on a calendar year basis along with a financial statement of each Drainage District (list by drain showing expenditures, receipts and balance). This report shall be submitted before April 2nd of each year and cover the preceding calendar year. The Drain Commissioner must be authorized by resolution of the County Board of Commissioners (see Appendix 6) to make his/her annual report on a calendar year basis.

Filing the annual report on a calendar year basis allows additional time to prepare your tax assessment rolls that are still due on or before the last Wednesday in September. It also allows for coordination with other county financial reports.

#### **3:8.2 Required Information**

1. The report shall include a listing of the Drainage Districts laid out. You could also include a statement of activity including a list of Boards of Determination held, bid lettings and petitioned projects initiated and completed.
2. The report shall also include an itemized listing of the drain orders issued for inter and intra county drains.
3. An account balance for each drainage district fund showing a debit and credit balance is also required.

### **3:8.3 Additional Information**

This is the Drain Commissioner's opportunity to inform and educate the Board of Commissioners of the activities of his or her office. The additional items create a number of helpful records, shedding light on the daily activities of a Drain Commissioner. Also, expanding the annual report to include a comprehensive summary of activities allows a Commissioner to emphasize positive aspects of their office. Items you may want to consider including are:

1. Summary of maintenance projects initiated and completed:
  - Provide a centralized record for reference
  - Demonstrates extent of commitment to preserving existing drains
  - Helpful when attempting to schedule follow up maintenance activities
2. Assessment activity for the current year:
  - A breakdown showing the location of each drain being assessed and showing the amount assessed to each Township, City or Village give the Commissioners a good summary of what areas of the county you are working in
  - This demonstrates the extent of work accomplished during the reporting period
3. Other improvements:
  - This is an opportunity to highlight professional activities undertaken in conjunction with allied organizations
  - Provide a record of improvements to overall operations of the office such as:
    - a) Mapping projects
    - b) Reorganization of records
    - c) Efforts to automate certain processes & records and savings realized
4. Miscellaneous:
  - Notes taken out or bond activity
  - Soil Erosion & Sedimentation permit activity (if applicable)
  - Plat and development review activity
  - Other permit activity such as drain crossing or connection permits
  - Lake Level and Lake Improvements Projects
  - Revenues generated

Depending on your county requirements, it may be necessary to attend a committee meeting in order to be placed on the agenda for the appropriate County Board of Commissioners' meeting.

A copy of the annual report should be distributed to the County Clerk, the Deputy Director in charge of drains with the Michigan Dept. of Agriculture and the County Board of Commissioners.

## **APPENDIX**

### **Document List**

1. Job Invoice
2. Uniform Chart of Accounts
3. Record Retention and Disposal Schedule
4. Certificate of Records Disposal
5. Resolution to establish Fund 639 the Equipment Revolving Fund
6. Board of Commissioners Resolution
7. Drain Problem Report



◆ ◆ **SAMPLE** ◆ ◆

<u>ACCOUNT #</u>	<u>TITLE</u>
<b><i>ASSETS</i></b>	
1001	Cash-on-Hand
1003	Investments
1049	Special Assessments Receivable
1050	Receivable from other Drains
1053	Other Accounts Receivable
1999	Total Assets
<b><i>LIABILITIES</i></b>	
2030	Drain Orders Payable
2070	Notes Payable
2120	Contracts Payable
2140	Advances from Revolving Fund
2150	Advances from Equipment Revolving
2160	Advance from Maintenance Fund
2200	Payable to Other Drains
2339	Deferred Revenue-Special Assessment
2500	Bonds Payable-Principal
2510	Interest Payable
2999	Total Liabilities
3900	Net Worth
<b><i>REVENUES</i></b>	
6070	Charges for Services
6650	Interest
6720	Assessments
6730	Sale of Fixed Assets
6960	Miscellaneous Revenue
6980	Proceeds from Bond Sales
6999	Total Revenues
<b><i>EXPENSES</i></b>	
8100	Consultant Fees
8150	Contracted Work
8200	Engineering
8250	Equipment Fees
8300	Fees for Services
8350	Interest Expenses
8400	Legal Expenses
8450	Materials
8500	Postage
8550	Printing and Publishing
8600	Travel
8800	Miscellaneous Expenditures
8999	Total Expenses
9999	Fund Period Excess/ (-Shortage)

RECORD RETENTION AND DISPOSAL SCHEDULE

<u>DRAIN COMM'R</u>	<u>RECOMMENDED</u>	<u>COUNTY TREASURER</u>	<u>COUNTY CLERK</u>	<u>ROAD COMM.</u>	<u>REG. OF DEEDS</u>
<u>DOCUMENT</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>
<b>GENERAL</b>					
Magazines & Manuals	Current need		Current need		
Personal calendar	Current need				
Phone message	Current need				
Correspondence (routine)	2 yr.	1 yr.	2 yr.	3 yr.	3 yr.
Correspondence (policy)	Permanent	6 yr.	6 yr.	10 yr.	Permanent
Correspondence (special)	Permanent	6 yr.	Permanent	10 yr.	Permanent
Other agency correspondence					
Meeting notices	Current need				
Public notices	Current need				
Permits	Current need				
Bldg. / zoning referrals	Current need				
Investigation Request or complaint	6 mos. or until settled				
Office budget	5 yr.		Current +5 yr.	5 yr.	
Budget related reports	Current need		Current +5 yr.		
Audit report	Permanent		Permanent	Permanent	
Accts receivable (invoice)	Current need		6 yr.		
Accts payable (invoices)	Audit + 1 yr.				
Voucher (office expenditure)	Current need	Audit +1 yr.	6 yr.	Audit +7 yr.	
Voucher (capital outlay)	Sale + 2 yr.		Sale +2 yr.	Audit +7 yr.	
Cash receipts	6 yr.	6 yr.	6 yr.	7 yr.	6 yr.
Receipt register or ledger	6 yr.	6 yr.	10 yr.	7 yr.	6 yr.
Departmental purchase order/requisition	Current need				
Deposit/Transmittal advise	6 yr.		6 yr.		
General F.O.I.A. request & response	1 yr.				
Annual report	Permanent	3 yr.	Permanent	Permanent	4 yr.
Published rules	Permanent				
<b>SPECIFIC TO DRAIN</b>					
Complaint and response	Permanent or until obsolete		6 mos. or until settled	6 mos. or until settled	
Maintenance resolution	Permanent				
Insurance Certificate	Permanent				
Maintenance crew:					
Schedules	Current + 5 yr.				
Personnel records	Termination + 7 yr.	Termination +10 yr.	Permanent	Termination +7 yr.	
Equipment maintenance records	Until obsolete				

<u>DRAIN COMM'R</u>	<u>RECOMMENDED</u>	<u>COUNTY TREASURER</u>	<u>COUNTY CLERK</u>	<u>ROAD COMM.</u>	<u>REG. OF DEEDS</u>
<u>DOCUMENT</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>
Job Invoices	Permanent				
Notice to remove obstruction	Permanent				
Permit to occupy easement	Permanent				
Lien for unpaid assessment	Permanent				
Discharge of lien	Permanent				
Plans and Maps	Permanent				When obsolete
Drain Ledgers	Permanent				
Drain Orders/Vouchers	Permanent				
Journal entry transfer	Audit + 1 yr.				
434 Notes	Permanent				
Bond Issue documentation	Permanent	PA 56 (1962), PA 130 (1963)			
IRS reporting forms	7 yr.				
Bank statement	6 yr.	6 yr.	6 yr.	7 yr.	
<b>PETITION</b>					
General correspondence	2 yr.				
Application	Permanent				
Order Des. Drainage District	Permanent				
Notice & affidavit	Permanent				
Petition (all types)	Permanent				
Order of abandonment	Permanent				
Treasurer's certificate	Permanent				
Order appt spec. drain commissioner	Permanent				
Notice: Appt B.O.D.	Permanent				
Notice: Hearing of Necessity	Permanent				
Affidavit of publication	Permanent				
Proof of Service	Permanent				
Proof of Mailing	Permanent				
Proof of Posting	Permanent				
Minutes: printed	Permanent		Permanent		
Minutes: A-V supplement	Until Transcribed				
Order of necessity	Permanent				
Notice to municipality	Permanent				
First order of determination	Permanent				
Order appointing engineer	Permanent				
Preliminary report	Permanent				
Preliminary plans	Permanent				
Easement/Release of right of way	Permanent			After recording	

<u>DRAIN COMM'R</u>	<u>RECOMMENDED</u>	<u>COUNTY TREASURER</u>	<u>COUNTY CLERK</u>	<u>ROAD COMM.</u>	<u>REG. OF DEEDS</u>
<u>DOCUMENT</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>
Condemnation proceedings	Permanent				
Property Appraisals	Permanent				
Property deed or abstract	Permanent		Until sold	Until sold	
Closing documents	Permanent				
Final order of determination	Permanent		10 yr.		
Final construction plans	Permanent		Permanent		
Notice of letting	Permanent				
Affidavit of publication	Permanent				
Bid proposals and tabulation	Permanent				
Award of contract	Permanent				
Computation of cost	Permanent				
Apportionment:					
Worksheets	Until obsolete				
Minutes & attendance	Permanent		Permanent		
Notice of appeal	Permanent				
Response to appeal	Permanent				
Order app. Board of Review (B.O.R.)	Permanent				
Notice to B.O.R.	Permanent				
Decision of B.O.R.	Permanent				
Certificate of apportionment	Permanent				
Construction:					
Contracts	Permanent		Active +7 yr.	Active +7 yr.	
Correspondence	Current need				
Pay estimates	Permanent				
Surety / Insurance policy	Permanent	After claim settled	After claim settled	Claim settled +1 yr.	
Drain rolls	Permanent				
Abandonment Proceedings	Permanent				
<b>DEVELOPMENT</b>					
General correspondence	Until completed or 2 yr.				
Preliminary plat & correspondence	Current need				
Preliminary construction plans	Current need				
Final construction plans/As Builts	Permanent				
Inspection reports	Permanent				
Final plat (copy)	Permanent				Permanent
Record Drawings	Permanent				
Agreements / Rights of way	Permanent				

<u>DRAIN COMM'R</u>	<u>RECOMMENDED</u>	<u>COUNTY TREASURER</u>	<u>COUNTY CLERK</u>	<u>ROAD COMM.</u>	<u>REG. OF DEEDS</u>
<u>DOCUMENT</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>	<u>SCHEDULE</u>
<b>OTHER</b>					
Erosion control (CEA)					
Plans, applications, permits	Active +1 yr.				
Inspection reports	Active +1 yr.				
Correspondence	Active +1 yr.				
Park Board					
Notice of Meeting	Current need				
Correspondence	Current need				
BPW Board (not Secretary)					
Notice of Meeting	Current need				
Agenda	Current need				
Correspondence	Current need				
DPW Board (not Secretary)					
Notices	Current need				
Agenda	Current need				
Minutes of meeting	Current need				
Correspondence	Current need				
Contracts	Current need				
Lake Board (not Secretary)					
Notices	Current need				
Minutes of meeting	Current need				
Correspondence	Current need				
Contracts & Reports	Current need				
<b>MISC. INFORMATION</b>					
Applications for grants	Active + 2 yr.		Active +2 yr.		
Photos/Digital Images	Current need		Current need		
E-Mail/other Elect. Documents	Current need				
<b>NON-RECORD MATERIAL</b>					
Copies of correspondence & documents preserved for Convenience of reference					
	Current need	Current need	Current need	Current need	Current need
Identical copies of documents Maintained in same office					
	Current need	Current need	Current need	Current need	Current need

<u>DRAIN COMM'R</u> <u>DOCUMENT</u>	<u>RECOMMENDED</u> <u>SCHEDULE</u>	<u>COUNTY TREASURER</u> <u>SCHEDULE</u>	<u>COUNTY CLERK</u> <u>SCHEDULE</u>	<u>ROAD COMM.</u> <u>SCHEDULE</u>	<u>REG. OF DEEDS</u> <u>SCHEDULE</u>
Outdated copies of which Official copies have been Retained	Current need	Current need	Current need	Current need	Current need
Private and personal Correspondence kept at Office for convenience	Current need w/app. of local historical group	Current need w/app. of local historical group	Current need w/app. of local historical group	Current need w/app. of local historical group	Current need w/app. of local historical group
Preliminary drafts of Document & correspondence Not representing significant Basic step in preparation of a record document	Current need	Current need	Current need	Current need	Current need
Shorthand notes, stenotypes & mechanical records which Have been transcribed	After transcribed	After transcribed	After transcribed	After transcribed	After transcribed
Routing & inter-departmental Forms insignificant to an Activity	Current need	Current need	Current need	Current need	Current need
Stores of publications and Processed documents Preserved for supply only	Current need	Current need	Current need	Current need	Current need

MI-38 (108) <b>CERTIFICATE OF RECORDS DISPOSAL</b> Directions: 1. Submit the original to: STATE ARCHIVES OF MICHIGAN MICHIGAN DEPARTMENT OF STATE 717 WEST ALLEGAN STREET LANSING, MI 48916-1827 2. Keep a copy for your office files. 3. For questions, please call: (517) 373-1400		REPORTING AGENCY: City, County, Other		DEPARTMENT OR DIVISION		
I HEREBY CERTIFY THAT THE RECORDS LISTED BELOW WILL BE DISPOSED OF AS INDICATED						
RECORD TITLE OR SERIES DESCRIPTION	INCLUSIVE DATES	SIGNATURE		DISPOSAL VOLUME (Cubic or Linear Feet)	DISPOSAL DATE	DISPOSAL METHOD (Transfer, Burning, Shredding...) (NOTE: Sale not permitted.)
		DISPOSAL AUTHORIZATION SCHEDULE* ITEM NO.**	TITLE			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

\* IF USING A GENERAL SCHEDULE, ENTER SCHEDULE NUMBER; IF USING A SPECIAL SCHEDULE, ENTER SCHEDULE DATE.  
 \*\*ITEM NO. REFERS TO RETENTION AND DISPOSAL SCHEDULE ITEM NUMBER, WHICH IDENTIFIES THAT PARTICULAR RECORD OF RECORD SERIES.

◆◆SAMPLE◆◆

1989-12

RESOLUTION TO ESTABLISH FUND 639  
THE DRAIN EQUIPMENT REVOLVING FUND

Whereas, the Board of Commissioners has determined that

Now, Therefore Be It Resolved, that the Board of Commissioners establish Fund 639, the Drain Equipment Revolving Fund, to be used only for the purchase and operation of equipment to be used on various drains; and that the sum of \$ \_\_\_\_\_ be advanced from the General Fund to provide for the operation of this Fund.

Be It Further Resolved, that the Drain Commissioner shall develop and submit for approval to the Board of Commissioners Equipment Use Rates sufficient to cover the costs of operation and replacement of equipment; and such portion of the Use Rate charged for replacement of equipment shall, at the time deposited in the Fund, be held and identified separately within the Fund, and

Be It Further Resolved, that the Drain Commissioner shall submit an informational summary of projected revenues and expenses for this Fund in conjunction with the annual County budgetary cycle, and

Be It Further Resolved, that all equipment purchases from this Fund shall comply with the Purchasing Policy of the County, and shall be submitted to the Board of Commissioners for approval.

Be It Further Resolved, that the Drain Commissioner shall provide information concerning the operation of this Fund as may from time to time be requested by the Board of Commissioners or any standing Committee of the Board.

COUNTY OF CLINTON)  
STATE OF MICHIGAN ) SS  
I, Jane Swanchera, Clerk of the Circuit Court for said County of Clinton, Do hereby certify that the foregoing is a certified copy of a record now remaining in the office of the Clerk of said County and Court. In Testimony Whereof, I have hereunto set my hand, and affixed the seal of said Court and County, at the City of St. Johns.  
this 20th day of August, A.D. 1989  
By *Jane Swanchera* Clerk

◆◆SAMPLE◆◆

COUNTY OF \_\_\_\_\_

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of \_\_\_\_\_,  
Michigan, held at the \_\_\_\_\_, Michigan on the \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_ at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_ -

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

ABSENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner  
\_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, Section 31 of Public Act 40 of 1956, as amended, requires that a Drain  
Commissioner submit his or her annual report at the October meeting of the Board of  
Commissioners; and

WHEREAS, Section 31 of Public Act 40 of 1956, as amended, gives the Board of  
Commissioners the option to require that the annual report be made on a calendar year basis  
before April 2<sup>nd</sup> of each year.

NOW THEREFORE BE IT RESOLVED, that the \_\_\_\_\_ County Board of Commissioners authorizes the \_\_\_\_\_ County Drain Commissioner to make his or her annual report on a calendar year basis and that the report shall be made before April 2<sup>nd</sup> of each year.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED:

\_\_\_\_\_  
Chairperson, \_\_\_\_\_ County  
Board of Commissioners

\_\_\_\_\_  
County Clerk

◆◆SAMPLE◆◆

CLINTON COUNTY DRAIN COMMISSIONER

DRAIN PROBLEM REPORT

Date Received \_\_\_\_\_ Time \_\_\_\_\_ By \_\_\_\_\_ Phone \_\_\_\_\_  
Letter \_\_\_\_\_  
Visit \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Drain \_\_\_\_\_

Address \_\_\_\_\_ Township \_\_\_\_\_

\_\_\_\_\_ Section \_\_\_\_\_ Lot \_\_\_\_\_

Nature and Location of Problem

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

Action: Immediate \_\_\_\_\_ Schedule \_\_\_\_\_ No County Drain  
Affected \_\_\_\_\_

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

Complainant advised of final action

Phone \_\_\_\_\_ Letter \_\_\_\_\_ Copy of Report \_\_\_\_\_

Date completed \_\_\_\_\_

## QUESTIONS AND ANSWERS

- 1. When do I have to submit my Annual Report?**
  - A. At the annual meeting of the Board of Commissioners in October (The Board of Commissioners meet twice in October. Check with the County Clerk's office to see which date is the annual meeting) - OR - if your Board of Commissioners has authorized by resolution, you will file for the calendar year before April 2nd of the following year.
- 2. My County refuses to fund any major equipment that I need to perform maintenance on the drains. What do I do?**
  - A. You may want to consider setting up an Equipment Revolving Fund (see section 3:7)
- 3. Why is it important that my staff accompany me to the Drain Conferences and District Meetings?**
  - A. Because of the knowledge gained not only from attending the scheduled programming but also from networking with their peers. This gives them a big advantage in doing their job correctly and knowing whom to call when questions arise.
- 4. Do drains have to pay interest when using Revolving Drain Fund monies?**
  - A. No.
- 5. How is this money accounted for?**
  - A. This is considered a loan, so it is a "payable" (liability) from the drain to the Revolving Fund. It is a "receivable" (asset) of the Revolving Fund.
- 6. Can I use the Revolving Maintenance Fund to pay an attorney bill or to purchase a right of way?**
  - A. No. This fund can only be used to pay for maintenance.
- 7. My County has a "Revolving Drain Fund", a "Revolving Maintenance Fund" and a "Equipment Revolving Fund". How do I know which should be used in paying a bill?**
  - A.
    1. If there is cash in the drain fund, always use that first.
    2. If this is a general maintenance expense (truck repair, fuel bill, etc.), use the Equipment Revolving Fund.
    3. If it is an expense for maintenance of a drain, use the Maintenance Revolving Fund

4. If it is an expense related to preliminary project costs, use the Revolving Fund (This fund can also be used for maintenance expenses).

- 8. Is there a universal fee chart that is used for reviewing plats, permits, etc. or do we set our own office fees?**
- A. Each individual Drain Commissioner sets fee schedules. You will probably have to have approval from your County Board of Commissioners. It may be helpful to check with other county drain offices to compare their fee schedule.
- 9. What happens when I need to pay a bill and my Revolving Funds are depleted?**
- A. If the bill is for maintenance, you could possibly pay it out of the Revolving Maintenance Fund. If that fund is depleted, you will need to look at which drains may owe large sums to the Revolving Fund and consider taking out a note to reimburse the Revolving Fund. The only other option is to make a request to the County Board of Commissioners to increase the amount appropriated to the Revolving Fund.