

## CHAPTER 30: GENERAL PROVISIONS

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### **GENERAL PROVISIONS**

#### **30.01 CLAIMS AND ACCOUNTS.**

(A) The village shall pass upon, allow or reject all claims and accounts against the village. Every claim for tort shall so far as possible, state in writing the time, place or cause of the alleged injury or damage, the location or nature of any alleged cause of injury or damage and the names of the witnesses known at the time by the claimant. All claims for alleged defective condition of any highway, street, bridge, sidewalk, crosswalk, curb, gutter or culvert within the village, or any other place within the village, shall be served upon the village within 60 days from the happening of the injury.

(B) (1) All other accounts or claims, whether out of contract or tort, shall be served upon the village within the period prescribed by the statute of limitations and before any action or suit against the village may be commenced.

(2) All the claims so filed with the village shall be filed with the village for the purpose of giving the village an opportunity to pass upon, allow or reject the claim before suit is undertaken and the Village Council shall promptly, after the filing of the claim and upon reasonable time as shall be required, either allow or reject the claims so filed with it.

(Ord. 116, passed 11-6-1961)

**' 30.02 ADOPTION OF CHARTER.**

The village as of this date, June 12, 1978, officially adopts the Village Charter as described by the state, M.C.L.A. ' ' 61.1 *et seq.* A copy of the Village Charter will be in the possession of the President, Treasurer and Clerk and two copies on file at the village office for public use.

(Ord. passed - -)

***ADMINISTRATIVE POLICY AND PROCEDURE***

**' 30.15 VILLAGE PRESIDENT.**

The Village President shall see that all laws, ordinances, rules, regulations adopted by the Council and the provisions of the code, are properly enforced. He or she shall attend all meetings of the Council, regular and special. Unless otherwise provided by the Council, he or she shall appoint a qualified person as APresident Pro-Tem@ who shall temporarily perform the duties of the President during his or her absence or disability.

(Ord. passed - -)

**' 30.16 DEPARTMENT HEADS.**

All appointive officers and department heads are responsible to the President for the effective administration of their respective departments and offices, and all activities assigned to them. As to these department heads, the President may set aside any action taken by them and may supersede them in the functions of their respective offices, subject to the approval of the Council.

(Ord. passed - -)

**' 30.17 VACANCIES; NEW PRACTICES.**

In the case of a vacancy in office or during the absence of any appointive officer or department head, not having a deputy authorized to act, the President may designate an interim acting head or perform personally the functions of the office until the vacancy is approved by the Council. All department heads shall keep informed as to the latest practices in their particular field and shall inaugurate, with the approval of the President, new practices as appear to be of benefit to the service of the public.

(Ord. passed - -)

**' 30.18 RECORDS.**

Each department head shall establish a system of records and reports in sufficient detail to furnish all information necessary for proper control of department activities and to form a basis for the periodic reports to the President as he or she may require. Each department head shall be held responsible for preservation of all public records under his or her jurisdiction and shall provide a system of filing and indexing the same. No public records, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently from the files except as in the chapter provided, nor shall any record be destroyed earlier than permitted by law.

(A) For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

**RECORD.** Any record, proceeding, book, document, report, contract, receipt, letter or paper.

(B) To be retained permanently:

- (1) General ledgers, general journals and cash books;
- (2) Bond and interest ledgers and records of bonds and interest coupons destroyed;
- (3) Tax rolls and special assessment ledgers;
- (4) Property ledgers;
- (5) Deeds and other title papers;
- (6) Records of tax liens, foreclosures and sales;
- (7) Records of securities owned or held in trust;
- (8) Records of employee earnings and payroll deductions;
- (9) Memoranda relating to outstanding warrants or checks not present for payment, issue of duplicate checks;
- (10) Reports which include general ledger balance sheets, trial balances, payroll summaries and analysis of operating figures for a period longer than one year;
- (11) Annual reports; and
- (12) Charts of accounts and manuals of instruction.

(C) To be retained 15 years:

- (1) Subsidiary ledgers, including revenue ledgers, appropriation expenditures ledgers, store ledgers, miscellaneous accounts receivable ledgers;
- (2) Cost and work ledgers and records;
- (3) Journal vouchers;
- (4) Books of original entry (other than general journals and cash books), including voucher, warrant and check registers, daily summaries of receipts and their distribution, journal proof tapes from machine posting of subsidiary ledgers; and
- (5) Paid or cancelled warrants and checks.

(D) To be retained for seven years:

- (1) Duplicate receipts for taxes, special assessments, licenses, permits and registrations, and building permit applications;
- (2) Bank deposit books and record stubs;
- (3) Paid or cancelled expenditure vouchers;
- (4) Contracts and leases;
- (5) Records of formal bids and advertising for bids on contracts and purchases where the procedure is required;
- (6) Redeemed bonds and interest coupons (certificate of their destruction must be kept);
- (7) Bond and interest register (bond and interest ledger shall be kept permanently);
- (8) Insurance policies, fidelity bonds and records relating to claims;
- (9) Records of collateral pledged by depositories;
- (10) Memoranda relating to physical inventories;
- (11) Budget allotment documents; and
- (12) Correspondence.

(E) To be retained for three years;

- (1) Requisitions;
- (2) Purchase orders;
- (3) Shipping notices and bills of lading;
- (4) Records of material received;
- (5) Invoices;
- (6) Register of requisitions;
- (7) Time tickets;
- (8) Assignments, attachments and garnishments;
- (9) Bank deposit slips and detailed records of items deposited; and
- (10) Negative laboratory reports.

(Ord. passed - -)

**30.19 FISCAL YEAR.**

The fiscal year for the village shall begin on March 1 in each year and shall terminate on the last day of February of the following year.

(Ord. passed - -)

**30.20 PAYMENT OF MONIES.**

All monies belonging to the village shall be paid out as authorized by the Village Council action of the Council by warrants drawn by the Village Clerk and countersigned by the President.

(Ord. passed - -)

**30.21 APPROVAL OF LEGAL DOCUMENTS.**

The President and Village Clerk shall sign and approve as to substance and the village Attorney shall approve as to form, all legal instruments requiring the assent of the village unless otherwise provided for by law, ordinance or the provisions of this code or as the Village Council deems necessary.

(Ord. passed - -)