

**Draft Agenda**  
**Edenville Township Board Meeting**  
**Tuesday, February 10, 2026 at 6:30 p.m.**  
Swanton Hall Meeting Room  
6460 N. Water Rd  
Edenville, MI 48620

| Item Number | Topic   | Who       | Time   |
|-------------|---|-----------|--------|
| 1           | Call to Order   | A Peters  | 1 min  |
| 2           | Pledge of Allegiance  | A Peters  | 2 min  |
| 3           | Invocation  | A Peters  | 1 min  |
| 4           | OMA Compliance: was meeting properly noticed?                       | A Peters  | 2 min  |
| 5           | Welcome   | A Peters  | 5 min  |
| 6           | Establish a quorum  | Hauser    | 3 min  |
| 7           | Public Comment  |           |        |
| 8           | Approval of Agenda  | A Peters  | 5 min  |
| 9           | Approval of 01/13/26 Minutes  | A Peters  | 2 min  |
| 10          | Treasurer's Report  | K Peters  | 10 min |
| 10.A        | Motion to close extraneous accounts as specified by RES2604 made by |           |        |
| 10.B        | ARPA Update   | K Peters  | 2 min  |
| 10.C        | Cemetery Report   | S. Dunkle | 5 min  |
| 10.C.1      | Motion to add a fee to cemetery transactions                        |           |        |
| 11          | Clerks Report   |           | 10 min |
| 11.A        | Official Correspondence.  | Hauser    | 1 min  |
| 11.B        | Review of Bills   | Hauser    | 5 min  |
| 11.B.1      | Motion to pay bills presented in 11.B                               | Hauser    |        |
| 11.C        | Financial Reports   | Hauser    | 10 min |
| 12          | Board of Review, BOR, Report  | Ulman     | 5 min  |
| 13          | Fire Chief Report   | Dufresne  | 10 min |
| 14          | Museum Report   | Sias      | 5 min  |
| 15          | OEO Report  | Eagle     | 5 min  |
| 16          | Zoning Administrator Report   | Eagle     | 5 min  |
| 17          | Parks and Recreation Report   | Seasholtz | 5 min  |
| 18          | Planning Commission Report  | Potts     | 5 min  |
| 19          | Zoning Board of Appeals, ZBA, Report                                | Sperling  | 5 min  |
| 20          | <b>Old Business</b>   |           |        |
| 20.A        | Grant Update  | Hauser    | 5 min  |
| 21          | <b>New Business</b>   |           |        |
| 21.A        | Report from Internal Audit  | A Peters  | 5 min  |
| 21.B        | 2026 Draft Edenville Township Master plan distribution              | Stakey    | 5 min  |
| 21.B.1      | Motion to accept 2025 Planning Commission report                    |           |        |

|        |  |        |        |
|--------|--|--------|--------|
| 21.B.2 | Motion to distribute 2026 Draft Edenville Township Master plan |        |        |
| 21.C   | Motion to adopt MTA Principles of Governance                   | Hauser | 10 min |
| 21.D   | Capitalization Policy  | Hauser | 5 Min  |
| 22     | Board Comments   |        |        |
| 23     | Adjournment  |        |        |

# Supporting Material:

## 9.0 January 13<sup>th</sup> Township Board Draft Minutes

### Draft Minutes

Edenville Township Board Meeting

Tuesday, January 13, 2026 at 6:30 p.m.

Swanton Hall Meeting Room

6460 N. Water Rd

Edenville, MI 48620

| Item Number | Topic   | Who      | Time   |
|-------------|---|----------|--------|
| 1           | Call to Order at 18:30  | A Peters | 1 min  |
| 2           | Pledge of Allegiance  | A Peters | 2 min  |
| 3           | Invocation  | A Peters | 1 min  |
| 4           | OMA Compliance: was meeting properly noticed?   | A Peters | 2 min  |
| 5           | Welcome   | A Peters | 5 min  |
| 6           | Establish a quorum<br>Present: Hauser, A Peters, K Peters, Sperling, Starkey<br>Absent: None<br>A Quorum is established.                        | Hauser   | 3 min  |
| 7           | Public Comment opened 18:32 closed at 18:33   |          |        |
| 8           | Approval of Agenda  | A Peters | 5 min  |
| 8.1         | Motion to approve Agenda made by: K Peters<br>and 2 <sup>nd</sup> by: Sperling<br>Aye:5-0<br>Nay:<br>Motion passed by affirmation.              |          |        |
| 9           | Approval of 12/09/25 Minutes  | A Peters | 2 min  |
| 9.1         | Motion to approve minutes as amended made by:<br>Sperling and 2 <sup>nd</sup> by: K Peters<br>Aye: 5-0<br>Nay:<br>Motion passed by affirmation. |          |        |
| 10          | Treasurer's Report<br>Motion to Accept by: Sperling and 2 <sup>nd</sup> by: Hauser<br>Passed with a unanimous vote.                             | K Peters | 10 min |

|        |  |           |        |
|--------|--|-----------|--------|
| 10.A   | Motion to move cash from lower interest accounts to MI Class made by K Peters and 2 <sup>nd</sup> by Hauser<br>Aye: 5 -0<br>Nay:<br>Motion passed by affirmation.  |           |        |
| 10.A.2 | Motion to buy lockbox made by K Peters and 2 <sup>nd</sup> by Hauser.<br>Hauser Yes<br>A Peters Yes<br>K Peters Yes<br>Sperling Yes<br>Starkey: Yes<br>Motion to purchase approved by 5 – 0 vote.            |           |        |
| 10.B   | ARPA Update  | K Peters  | 2 min  |
| 10.C   | Cemetery Report  | S. Dunkle | 5 min  |
| 11     | Clerks Report  |           | 10 min |
| 11.A   | Official Correspondence.<br>Letter from EGLE citing illegal dock construction.   | Hauser    | 1 min  |
| 11.B   | Review of Bills  | Hauser    | 5 min  |
| 11.B.1 | Motion to pay bills presented in 11.B made by:K Peters<br>2 <sup>nd</sup> by: Sperling<br>Hauser: Yes<br>A Peters: Yes<br>K Peters: Yes<br>Sperling: Yes<br>Starkey: Yes<br>Motion passed with a 5 – 0 vote. | Hauser    |        |
| 11.C   | Financial Reports  | Hauser    | 10 min |
| 12     | Board of Review, BOR, Report   | Ulman     | 5 min  |
| 13     | Fire Chief Report  | Dufresne  | 10 min |
| 14     | Museum Report  | Sias      | 5 min  |
| 15     | OEO Report   | Eagle     | 5 min  |
| 16     | Parks and Recreation Report  | Seasholtz | 5 min  |
| 17     | Planning Commission Report   | Starkey   | 5 min  |
| 18     | Zoning Administrator Report  | A Peters  | 5 min  |
| 19     | Zoning Board of Appeals, ZBA, Report   | Sperling  | 5 min  |
| 20     | <b>Old Business</b>  |           |        |
| 20.A   | Grant Update   | Hauser    | 5 min  |
| 21     | <b>New Business</b>  |           |        |
| 21.A   | Resolution to adopt Midland County Hazard Mitigation Plan  | A Peters  | 5 min  |
| 21.A.1 | Motion to adopt Res 2601Midland County Hazard Mitigation Plan made by: A Peters and 2 <sup>nd</sup> by: Hauser   |           |        |

|        |   |          |        |
|--------|---|----------|--------|
|        | Hauser: Yes<br>A Peters: Yes<br>K Peters: Yes<br>Sperling: Yes<br>Starkey: Yes<br>Motion passed on a vote.  |          |        |
| 21.B   | 2026 Edenville Township Poverty Guidelines  | A Peters | 5 min  |
| 21.B.1 | Motion to adopt RES2602: 2026 Edenville Poverty Exemption made by: A Peters<br>2 <sup>nd</sup> by: K Peters<br>Hauser: Yes<br>A Peters: Yes<br>K Peters: Yes<br>Sperling: Yes<br>Starkey: Yes<br>Motion passed on a 5-0 vote. |          |        |
| 21.C   | 2026 Edenville Township Master plan   | Starkey  | 10 min |
| 21.D   | February Coffee with the Council – Assessing and Property Taxes – 2/28/26.  | A Peters | 5 min  |
| 22     | Board Comments  |          |        |
| 23     | Adjournment Sperling Hauser 20:05   |          |        |

## Meeting summary

### Quick recap

The January 2026 Edenville Township Board meeting covered several key topics including financial updates, cemetery operations, and planning initiatives. The board approved moving approximately \$500,000 from bank accounts into higher-interest MI class investments, discussed a new secure external drop box for tax payments, and reviewed the draft master plan that was recently completed by the Planning Commission. The board also adopted Resolution 2601 regarding the County Hazard Mitigation Plan and approved updated poverty guidelines for property tax exemptions. Cemetery updates included progress on digital record-keeping and plans for spring cleanup, while the board discussed potential volunteer engagement opportunities through high school partnerships and community service programs. The conversation ended with discussions about improving township communication channels, including the possibility of creating a new official Facebook page and newsletter to better engage residents.

## Next steps

- Steve Dunkle: Obtain quote from Howden for cleaning up downed limbs in the cemetery and present for discussion/approval at February meeting.
- Steve Dunkle: Present proposed changes to the cemetery ordinance at the next meeting for board discussion.
- Kathy & Kim: Update passwords and access emails for ARPA reporting and complete the final ARPA disbursement report by end of April.
- Fire Chief: Coordinate with Clerk the changing of locks and keypad codes at Fire Station 2 due to security concerns.
- Kathy: Move approximately \$500,000 from low-interest bank accounts and money market accounts into higher-interest MI Class accounts and clean up accounts as approved.
- Kathy and Kim: Purchase a secure black drop box for the office (cost \$189) for tax and document collection.

## Commentary:

The Edenville Township Board meeting began with a Pledge of Allegiance and a prayer. The board confirmed a quorum and opened public comment, where a fire chief expressed frustration about comments made regarding his tardiness in responding to grant information requests. The agenda was approved with a minor addition, and the December meeting minutes were reviewed, corrected, and approved. The treasurer's report showed a beginning balance of \$550,000 in December and an ending balance of \$1.2 million, primarily due to tax collections.

## Treasurer's Financial Updates and Recommendations

Kathy presented the treasurer's report, highlighting key financial updates and transactions. She noted a decrease in investment returns due to interest rate reduction and mentioned the annual 5% disbursement from the Swanton Trust Fund to the township for \$18,000. Kathy also discussed the receipt of \$45,000 in state revenue sharing. She reported progress on tax collections; with summer taxes collected on 1,622 parcels and winter taxes on 380 parcels. Kathy concluded by recommending a motion to transfer funds from low-interest accounts to higher-interest MI class accounts, highlighting the potential for increased returns.

## Secure Drop Box and ARPA Update

The meeting covered: a secure drop box purchase and an ARPA update. Kathy proposed purchasing a \$189 secure drop box for the office, which was approved by all present. The group also discussed the upcoming ARPA final report due at the end of April, with Kathy and Kim planning to update their passwords and complete what is hoped to be the final disbursement report. Steve Dunkle, Sexton, provided an update on cemetery operations, noting that while winter presented challenges, there were no major damages to monuments. The West Road in the old cemetery was closed as

approved, and Steve is waiting for a quote from Howden to clean up fallen limbs, which will be discussed at the next meeting in February.

Steve discussed the progress of digitizing cemetery records, highlighting the efficiency and search capabilities of Microsoft products over the old Pontem system. He mentioned the need for a spring cleanup to remove Christmas decorations and improve mow ability in the cemetery, as well as working on a three-year contract for cemetery excavation services to bound costs. He also plans to propose changes to the cemetery ordinance next month and suggested creating a contact list for residents to facilitate communication about cleanup events. Steve explained that the new documentation includes GPS capabilities and photos of headstones, with about 20% of the new cemetery's headstones already loaded. He mentioned the potential for public access to this information in the future. The group also discussed cemetery maintenance needs, with Steve suggesting the use of trash cans instead of dumpsters.

Kim provided a clerk's report, highlighting the importance of obtaining proper permits for lake-related construction projects, as evidenced by a recent violation notice from EGLE. Kim presented a report on the township's financial status, highlighting budget overruns in specific areas such as township hall utilities and the Drain Commission payment. The trustees approved the bills for payment, and Art emphasized the importance of budgeting for the newly acquired Fire Department software in the future.

Roger Dufrense provided a Fire Department review update, highlighting December's activity with 303 total runs, including 1 PI, 4 PDAs, and various other incidents. He also reported that a new truck had passed state inspection and was ready for service.

Greg Eagle, OEO, has nine open complaints and had a court hearing about cleanup work, with Judge Carpenter emphasizing the need to track progress. Mary Beth Seasoltz talked about the Vanderbush expansion project, which involves purchasing property and coordinating with Mr. Vanderbush. Additionally, she discussed plans for high school volunteers to help with painting projects at the cemetery and Harper Park and requested information on the paint color used previously at Harper Park

Board Minutes approved: \_\_\_\_\_

\_\_\_\_\_  
Art Peters, Township Supervisor

\_\_\_\_\_  
Kimberlea Hauser, Clerk

10.0 Treasurer's Report

11.0 Clerk's Report

11.A Official Correspondence

12.0 BOR Report

13.0 Fire Chief's Report

14.0 Museum Report

15.0 Ordinance Enforcement Officer Report

16.0 Zoning Administrator's Report

17.0 Parks and Recreation Report

18.0 Planning Commission Report

19.0 Zoning Board of Appeal Report

20.0 Old Business

21.0 New Business

21.B.1 2025 Planning Commission Annual Report

2025

# Edenville Township

## PLANNING COMMISSION ANNUAL REPORT

PLANNING COMMISSION ANNUAL REPORT - 2025

By: Daniel L. Allen  
Planning Commission Secretary/Chair

EDENVILLE TOWNSHIP  
PLANNING COMMISSION  
ANNUAL REPORT – 2025

**PURPOSE:**

In accordance with MICHIGAN PLANNING ENABLING ACT (EXCERPT) Act 33 of 2008 (MPEA), 125.3819 Sec. (2) A planning commission (PC) shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

**SITUATION:**

Following the November 2024 elections, the Township leadership changed with a new Supervisor, Clerk and Treasurer. The PC's last meeting was held on April 11, 2024. With new leadership and Sanford Lake anticipated to return in 2026, it was critical to re-energize the PC. Two new PC members were needed to fill the vacancy created by the new Supervisor and the Chairperson who moved out of State. Additionally, our Bylaws and Master Plan required updates to be in compliance with MPEA.

**MEETING DATES:**

- April 14, 2025 – Regular Meeting
- June 18, 2025 – Regular Meeting
- August 25, 2025 – Regular Meeting
- September 4, 2025 – Special Meeting
- October 20, 2025 – Regular Meeting
- December 8, 2025 - Regular Meeting

**SUMMARY OF ACTIVITIES:**

The Township Supervisor appointed Dan Allen in 2024 and Lynn Arnold in Spring 2025 to serve on the PC. The five member Edenville Township Planning Commission held 5 regular meetings and 1 special meeting in 2025.

**Accomplishments:**

- New Bylaws were drafted and approved at our August 25<sup>th</sup> regular meeting to bring several elements into compliance with MPEA, to help ensure procedural consistencies, and to minimize training needed for PC members.

EDENVILLE TOWNSHIP  
PLANNING COMMISSION  
ANNUAL REPORT – 2025

- A Land-Use Vision Statement was created and served as a basis for the Master Plan. The vision statement was created through Township input obtained from the open Master Plan Focus Group special meeting on September 4, 2025.
- At our December 8, 2025 regular meeting, the PC approved a draft Master Plan to be reviewed by the Township Board for distribution approval. Input for the Master Plan was received after considerable work involving:
  - The Township assessor,
  - Other townships,
  - Midland County Graphical Interface System management,
  - An open special meeting focus group of 15 township members, and
  - Considerable Internet research.
- A draft Short-Term Rental framework was approved at the December 8, 2025 meeting to forward to the Township Board for their input with these combined police action and zoning ordinances.
- Draft Master Plan definitions were revised to incorporate recommended [changes](#) by the Township Ordinance Enforcement Officer to assist in the enforcement of an Anti-Blight and Short-Term rental ordinances.

**LAND-USE VISION:**

The Edenville Township vision for land-use is to keep our small town, rural community feeling; to provide a safe, clean, healthy and desirable environment and proactively address the needs of our residents, businesses, and resources; and to maintain a moderate level of population growth.

**PLANNING COMMISSION MEMBERSHIP AND TERMS:**

| Beginning 2025                     | Ending 2025                        | Ending Term Date |
|------------------------------------|------------------------------------|------------------|
| Mark Haydenek – Secretary/Chair    | Dan Allen – Secretary/Chair        | 12/31/26 *       |
| Crystal Starkey – Member/Board Rep | Crystal Starkey – Member/Board Rep | 11/19/28         |
| Jim Swanton – Vice Chair/ZBA Rep   | Jim Swanton – Member/ZBA Rep       | 12/31/27         |
| Kim Borchard – Member              | Kim Borchard – Vice Chair          | 12/31/25         |
| Dan Allen - Member                 | Lynn Arnold - Member               | 12/31/26         |

EDENVILLE TOWNSHIP  
 PLANNING COMMISSION  
 ANNUAL REPORT – 2025

\* Please note that Dan Allen resigned effective 12/31/25 due to health reasons. On December 9, 2025, the Township Board approved the appointment of Irvin Potts to replace Dan Allen and Travis Hitsman to replace Kim Borchard.

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**BUDGET TO ACTUAL EXPENDITURES:**

The primary PC expenditures for 2025 included:

- Salaries for 5 regular and 1 special meeting,
- Office supplies for the September focus group meeting.
- Office supplies for the compilation of the master plan for PC members, and
- Education/Reference Materials.

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11:50 AM  
 01/04/26  
 Cash Basis

**Edenville Township Planning Commission  
 Budget vs. Actual  
 January through December 2025**

|                                 | TOTAL        |           |                |             |
|---------------------------------|--------------|-----------|----------------|-------------|
|                                 | Jan - Dec 25 | Budget    | \$ Over Budget | % of Budget |
| Ordinary Income/Expense         |              |           |                |             |
| Expense                         |              |           |                |             |
| 401 Planning Commission         |              |           |                |             |
| 401-702 PLANNING COMM           | 1,275.00     |           |                |             |
| 401-727 Office Supplies         | 283.76       |           |                |             |
| 401-804 Planning education      | 296.75       |           |                |             |
| 401 Planning Commission - Other | 0.00         | 2,500.00  | -2,500.00      | 0.0%        |
| Total 401 Planning Commission   | 1,855.51     | 2,500.00  | -644.49        | 74.22%      |
| Total Expense                   | 1,855.51     | 2,500.00  | -644.49        | 74.22%      |
| Net Ordinary Income             | -1,855.51    | -2,500.00 | 644.49         | 74.22%      |
| Net Income                      | -1,855.51    | -2,500.00 | 644.49         | 74.22%      |

**RECOMMENDATIONS**

**To the Board:**

- Review and approve the Master Plan for distribution, within the Master Plan, recognize that:
  - The community wants to remain a small, rural community.
  - The population has been declining for years, which will ultimately result in funding issues.

EDENVILLE TOWNSHIP  
PLANNING COMMISSION  
ANNUAL REPORT – 2025

- Most of the population is nearing or over 50 years old and of this population group, 90% want to remain in their homes for as long as possible.
- Most of the homes are nearing or are more than 50 years old, nearing the end of their useful lives without expensive upgrades.
- It is critical to take care of the needs of our aging community while providing opportunities for younger people to move into the township.
- Focus on developing an active township volunteer program to provide needed support for many critical community activities; neighbors helping neighbors.
- Recognize the importance of and support a Planned Unit Development in or near Edenville that creates a 55+ community of smaller and handicapped accessible homes to encourage our aging population to remain near friends and family. An assisted living facility should be near the 55+ community to continue meeting the needs of residents as additional care may be needed. This 55+ community should serve as a hub for new business development, recreation, restaurants, groceries, provide transportation, and other needed services. By providing opportunities for our aging community to move into new smaller homes, this should free up their older homes to be purchased and upgraded by younger generations.
- Develop and implement action plans and monitor the goals and key performance indicators (KPIs) outlined in the Master Plan.
- Recognize there are at least 5 requests for business-related rezoning into R-1 properties. Expect many more of these types of requests.
- Protect the existing R-1 properties from changes for approximately 5 years; many of these property owners are still in shock from the Edenville Dam Failure and the additional lake and maintenance assessments.
- Continue working on and approving Anti-Blight and Short-Term Rental Ordinances.
- Document the building permit processes to define the roles and responsibilities of the Ordinance Enforcement Officer, Zoning Administrator, Planning Commission and County agencies.
- Develop and document procedures to ensure building permits are requested and approved prior to work being done, as needed. Enforce the requirements for building permits.
- Provide annual budget/funding for attorney reviews, office supplies, salaries for meetings for Master Plan and Zoning Ordinance reviews, public hearings, and approvals. Provide funding for on-going training as outlined in the PC Bylaws.

EDENVILLE TOWNSHIP  
PLANNING COMMISSION  
ANNUAL REPORT – 2025

- Provide funding for attorney and other compliance activities associated with the enforcement of ordinances.

**To the Planning Commission:**

- Continue the required Master Plan process to completion and approval.
- Continue working with the Board for their completion of the Short-Term Rental and Anti-Blight Ordinances and ensure that the Master Plan and Zoning Ordinances support these and other ordinances.
- Respond to the re-zoning actions that have been and will be requested.
- Once the Board approves distribution of the Master Plan, begin updating the Zoning Ordinance so that when the Master Plan is approved, you can immediately begin the Zoning Ordinance approval process to reflect the Master Plan, Short-Term Rental, and Anti-Blight elements as appropriate.
- Annually monitor and report to the Board the status of the Key Performance Indicators addressed in the Master Plan.
- [Review the “land-use” Michigan Senate Bill 23 \(Public Act 58 of 2025\) which was signed into law in December 2025 by the Governor. Under this bill, the first 10 acres of a parent tract of land changed from being divided into up to 4 buildable lots to 10. The bill also permits a municipality to adopt ordinances allowing tracts of land to be partitioned into a greater number of parcels. Consider the bill’s impact and the Township’s approach to implementing this new bill for inclusion into Zoning Ordinance updates.](#)

## 21.C MTA Principle of Governance

# Edenville Township

## Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state and our country.

\_\_\_\_\_  
Art Peters, Supervisor

\_\_\_\_\_  
Kathy Peters, Treasurer

\_\_\_\_\_  
Kimberlea Hauser, Clerk

\_\_\_\_\_  
Crystal Starkey, Trustee

\_\_\_\_\_  
James Sperling, Trustee

\_\_\_\_\_  
Date



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## 21.D Capitalization Policy

**WHEREAS**, the Township is required to maintain accurate financial records in accordance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and the State of Michigan Uniform Chart of Accounts; and

**WHEREAS**, establishing a formal capitalization policy promotes consistent accounting practices, supports proper stewardship of public assets, and ensures reliable financial reporting.

**THEREFORE, BE IT RESOLVED**, the Edenville Township Board adopts the following

Capitalization Policy:

1. Capital Assets: A capital asset is any tangible or intangible item with a useful life greater than one year and a cost meeting the thresholds listed below.

2. Capitalization Thresholds

| Asset Category           | Threshold      |
|--------------------------|----------------|
| Land                     | Capitalize all |
| Buildings & Improvements | \$10,000       |
| Vehicles                 | \$5,000        |
| Machinery & Equipment    | \$5,000        |
| Infrastructure           | \$25,000       |
| Technology Equipment     | \$5,000        |
| Intangible Assets        | \$10,000       |

\*Assets below these thresholds will be expensed.

3. Depreciation: Depreciation will be recorded using the straight-line method over the asset's estimated useful life. Land is not depreciated.

4. Inventory and Control: The Township will maintain a fixed asset ledger and conduct a physical inventory at least once every three years. Departments must report all acquisitions, disposals, and transfers.

5. Disposal of Assets: Disposal of capital assets requires Township Board approval or must follow the Township's purchasing policy. Any gain or loss will be recorded.

**BE IT FURTHER RESOLVED**, this policy shall take effect immediately upon adoption.

Adopted by the Township Board of Trustees on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

YEAS:

NAYS:

ABSENT:

**CERTIFICATION**

I, the undersigned Township Clerk, certify that the foregoing resolution was adopted at a regular/special meeting of the Township Board held on \_\_\_\_\_, 20\_\_.

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Township Clerk