

**CHARTER TOWNSHIP OF OXFORD
BOARD OF TRUSTEES REGULAR MEETING**

NOTICE AND AGENDA

Date: Wednesday, May 14, 2025

Time: 6:30 p.m.

Place: Oxford Township Meeting Room
300 Dunlap Road, Oxford, MI 48371

1. Call to Order
2. Respects to the flag
3. Noting of roll
4. Approval of the agenda
5. Approval of the consent agenda
 - Approval of Regular Township Board Meeting Minutes April 9, 2025
 - Regular Bills through May 9, 2025
 - Treasurer's report for March 2025
 - Clerk's report for March 2025
 - Approval of Consultant Bills through May 9, 2025
 - Committee Reports
 - Building Department 2025 First Quarter Report
6. Public comment on items not on the agenda
7. Board of Trustees Comments
8. Presentation: 2024 Audited Financial Report – Rana Emmons PSLZ, CPAs
9. Assessing Presentation: Assessment Administration Services, LLC – Lisa Griffin
10. First Readings:
 - a. Zoning Ordinance 67A.037 – Definitions and Zoning District Regulations
 - b. Zoning Ordinance 67A.040 – Rezoning Request for Parcel 04-21-200-002
 - c. Zoning Ordinance 67A.041 – Rezoning Request for Parcel 04-21-200-005
11. Second Reading:
 - a. Zoning Ordinance 67A.038 - Proposed Zoning Map Amendment for 970 and 990 South Lapeer Road

12. Fire Department
13. Sharpe Engineering Report
14. Unfinished Business
 - a. Notification to MDNR regarding Proposed Watercraft Control on Indianwood Lake – Supervisor Curtis
 - b. Proposed 2025 Oxford Township Master Plan – Trustee Wagner
 - c. Ordinance Review Committee Request for Funding – Trustee Wagner
 - d. Personnel Committee – Trustee Colvin
 - i. Employee Handbook Amendments
 - ii. Oxford Township Office Hours of Operation
15. New Business
16. Items Removed from Consent Agenda for Action or Discussion
17. Public Comment
18. Board of Trustees Comments
19. Adjournment

The Charter Township of Oxford will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing. Individuals with disabilities requiring auxiliary aids or services shall contact the Charter Township of Oxford, by writing or calling Curtis W. Wright, Township Clerk at 248-628-9787 as soon as possible to allow the Township sufficient time to have available the aids and services.

Charter Township of Oxford Clerk, Curtis W. Wright
300 Dunlap Road, Oxford, MI 48371 (248)628-9787

Oxford Cable Commission re-broadcasts of Oxford Township Board Regular Meetings are on Wednesdays at 7:00 p.m.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, APRIL 9, 2025

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, April 9, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

Supervisor Curtis called the meeting to order at 6:30 p.m.

RESPECTS TO THE FLAG

NOTING OF ROLL

Members Present: Wright, Wagner, Charles, Ferrari, Colvin, Curtis

Members Absent: Omtvedt

Also Present: Township Attorney Brittney Ellis, Township Engineer Jim Sharpe, Township Planner Matteo Passalacqua, Fire Chief Matt Majestic, OCTV Manager Teri Stiles, Parks Superintendent Jeff Kinasz, Polly Ann Trail Manager Linda Moran, Communications and Grants Manager C.J. Carnacchio, Deputy Supervisor Danielle Smith, one camera person (OCTV), and 14 attendees.

APPROVAL OF THE AGENDA

Supervisor Curtis moved, Clerk Wright seconded, to approve the April 9, 2025 agenda as amended, removing the following items:

- Item 10.a. Notification to MDNR regarding Proposed Watercraft Control on Manitou Lake and Indianwood Lake; and
- Item 11.h. Scheduling a First Reading of Ordinance 96.001

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Curtis

Nays: None

Absent: Omtvedt

Motion Carried.

Trustee Wagner moved, Treasurer Ferrari seconded, to amend the agenda to add item 11.j.iii. Repayment of Loan Request to Building Department Fund.

Roll call:

Ayes: Wright, Ferrari, Colvin, Wagner, Charles, Curtis

Nays: None

Absent: Omtvedt

Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Charles seconded, to approve the April 9, 2025 Consent Agenda as presented:

1. Regular Township Board meeting minutes dated March 12, 2025
2. Regular Bills through April 4, 2025
3. Treasurer's reports for December 2024, January 2025 and February 2025
4. Clerk's reports for December 2024, January 2025 and February 2025
5. Consultant's Bills through April 4, 2025

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6. Committee Reports
7. Quarterly Financial Reports

Roll call:

Ayes: Colvin, Wagner, Charles, Ferrari, Curtis

Nays: Wright

Absent: Omtvedt

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

One member of the public spoke during this portion of public comment.

BOARD OF TRUSTEE COMMENTS

Trustee Colvin stated that the Personnel Committee has been working with Chief Majestic regarding a backup for the department's finance director should it become necessary. She also stated that in attending the MTA Conference it was very clear that Township employees are employees of the Township Board and not a specific department.

Trustee Wagner thanked C.J. Carnacchio for his work on the monument marker honoring Ty Cobb and looks forward to additional markers in the future. He also stated that he attended the Chamber of Commerce breakfast and urged the community to support local businesses whenever possible. Trustee Wagner stated that he also attended the MTA Conference and took advantage of a lot of training so that he can improve as a Trustee.

Trustee Charles also attended the MTA Conference and thanked Deputy Supervisor Smith for making all the arrangements. He also provided a DDA update regarding the property at 60 E. Burdick Street, which is being cleared by Saradan Construction. Trustee Charles stated that the Compensation Committee recently met. He also stated that Oxford Addison Youth Assistance is currently conducting a returnables drive. Returnables can be dropped off at the Oxford Police Department garage.

FIRE DEPARTMENT

Chief Majestic stated that he is working with the Personnel Committee on a plan to train someone to back up the Finance Director.

SHARPE ENGINEERING REPORT

Engineer Sharpe provided a written update regarding ongoing projects in the Township.

UNFINISHED BUSINESS

Notification to MDNR regarding Proposed Watercraft Control on Manitou Lake and Indianwood Lake

Removed from the agenda.

NEW BUSINESS

Trustee Jeffrey Omtvedt Resignation

Treasurer Ferrari moved, Trustee Colvin seconded, to accept the resignation of Oxford Township Trustee Jeffrey Omtvedt, with regret, effective April 9, 2025. Further, a legal notice will be published in the Oxford Leader April 16, 2025 and April 23, 2025 to inform

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interested residents that a resume and letter of interest shall be submitted in person to the Clerk's office by 4:00 p.m. on Wednesday, May 7, 2025. Interviews and possible appointment will be scheduled for the May 14, 2025 Charter Township of Oxford Board of Trustees regular meeting to fill the vacancy.

Roll call:

Ayes: Charles, Colvin, Wagner, Ferrari, Wright, Curtis

Nays: None

Absent: Omtvedt

Motion Carried.

Levi's Link Park

Treasurer Ferrari moved, Trustee Colvin seconded, to accept the donation of the 0.16-acre parcel from Koenig Materials, LLC, subject to the following conditions:

1. The property shall be used as a public park and shall be designated as "Levi's Link Park."
2. Acceptance is contingent upon the approval of a Resolution declaring the site an "Essential Service," thereby waiving local zoning requirements pertaining to minimum lot size.
3. A detailed survey and legal description of the property must be prepared by the Township Engineer prior to acceptance.
4. The Township Engineer shall review all existing easements and provide an opinion regarding their impact on the construction and operation of the public park. If the property is not suitable for use as a public park, the donation may be rejected within the Township's sole discretion.
5. The acceptance of the donation may, within the Township's discretion, be contingent upon a satisfactory Phase I (and, if necessary, Phase II) environmental assessment. In the event significant contamination is discovered, the Township reserves the right to reject the donation.
6. The property must be delivered free and clear of any undisclosed liens or encumbrances, except for the known easements.
7. Any further conditions deemed necessary by the Board to safeguard the public interest and ensure the proper use and maintenance of the park must be met prior to the final acceptance of the donation.
8. Final acceptance is subject to approval by both the Township and County for a land division and the execution of a satisfactory warranty deed by Koenig Materials, LLC.

BE IT FURTHER RESOLVED, that, upon satisfaction of all conditions, the Township Supervisor is authorized to execute the necessary documentation to formally accept the donation and effectuate the transfer of title.

Roll call:

Ayes: Ferrari, Colvin, Wagner, Charles, Wright, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Treasurer Ferrari moved, Trustee Colvin seconded, to approve a Resolution declaring the 0.16-acre parcel (Parcel No. 04-23-476-001), along Lakeville Road, intended as the site for

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the new Levi's Link Park along the Polly Ann Trail, as an essential public structure and service. This designation shall waive the zoning requirements for a 5-acre minimum lot size in the Suburban Farms Zoning District and any other site plan approval requirements under the Oxford Township Zoning Ordinance.

Roll call:

Ayes: Colvin, Wagner, Charles, Wright, Ferrari, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Parks and Recreation Fireworks Permit Approval

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the 2025 American Fireworks Company contract for a fireworks display scheduled for the annual Seymour Celebration scheduled for Friday, June 6, 2025, and Saturday, June 7, 2025; further, the Oxford Township Parks & Recreation Department will continue to work closely with the Oxford Fire Department and Oakland County Sheriff's Office to insure all safety and health regulations are followed as it pertains to the above fireworks event.

Roll call:

Ayes: Ferrari, Wright, Charles, Wagner, Colvin, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Planning and Zoning

Scheduling a First Reading for Zoning Ordinance 67A.037

Clerk Wright moved, Treasurer Ferrari seconded, to set a First Reading for Zoning Ordinance 67A.037 for the May 14, 2025 Oxford Township Board of Trustees regular meeting for proposed text amendments to Article 2 regarding state licensed day care facilities and for proposed text amendments to Article 3 regarding auto convenience marts being special land uses, and to table the first reading of the proposed text amendments to Article 2 of Zoning Ordinance 67A regarding animal definitions to a future Oxford Township Board of Trustees meeting.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Rezoning Request for 970 & 990 South Lapeer Road

Supervisor Curtis moved, Clerk Wright seconded, to accept the recommendation of the Planning Commission and approve the rezoning request for 970 and 990 South Lapeer Road, Parcel numbers 04-26-353-028 and 04-26-353-029 from Office District to C-2, Community Business District based on the findings of fact outlined in section 18.6 of the Zoning Ordinance as set forth in the record of the Planning Commission meeting minutes.

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Roll call:

Ayes: Wright, Colvin, Wagner, Charles, Curtis

Nays: Ferrari

Absent: None

Vacancy: One

Motion Carried.

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the first reading for the proposed zoning map amendment for 970 and 990 South Lapeer Road, also known as Parcels 04-26-353-028 and 04-26-353-029 and set the second reading for Wednesday, May 14, 2025 and authorize the Township Clerk to notice in accordance with state law.

Roll call:

Ayes: Wagner, Ferrari, Colvin, Wright, Charles, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Proposed 2025 Oxford Township Master Plan

Treasurer Ferrari moved, Trustee Charles seconded, to send the draft master plan back to the Planning Commission with comments and/or revisions proposed by the Township Board.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Request to Submit Zoning Ordinance Text Amendment to the Planning Commission

Treasurer Ferrari moved, Trustee Colvin seconded, to refer the attached redline revisions of Section 16.8 – Performance Guarantees of the Township Zoning Ordinance to the Planning Commission for review and recommendation to the Board of Trustees.

Roll call:

Ayes: Ferrari, Wright, Colvin, Wagner, Charles, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Seymour Lake Road Safety Path Engineering Design Fees

Supervisor Curtis moved, Treasurer Ferrari seconded, to approve an amount not to exceed \$21,000.00 and authorize Sharpe Engineering to facilitate the completion of the engineering design documents pertaining to the Seymour Lake Road safety path between Dunlap and Sanders Roads. This \$21,000.00 amount to be expensed from Safety Path Account 297-852-821.000.

Roll call:

Ayes: Wagner, Charles, Colvin, Wright, Ferrari, Curtis

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Nays: None
Absent: None
Vacancy: One

Motion Carried.

OACCC Interlocal Agreement Renewal

Trustee Colvin moved, Trustee Charles seconded, to approve the Interlocal Agreement for the Formation and Operation of the Oxford Area Cable Communications Commission and approve the supporting Resolution and authorize Supervisor Jack Curtis to execute the Agreement on behalf of the Charter Township of Oxford.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Wright, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Scheduling a First Reading of Ordinance 96.001

Removed from the agenda.

2025 Road Commission for Oakland County Dust Control Program

Treasurer Ferrari moved, Trustee Colvin seconded, that the Charter Township of Oxford contract with the Road Commission for Oakland County to provide chloride services for 2025 on all public gravel roads in the Charter Township of Oxford. The chloride cost will be paid 100% by the Charter Township of Oxford for five (5) applications at the rate of 8 cents (\$0.08) per foot per application. The cost for the chloride service is to be expensed to account 204-440-969.000 Highway/Roads Maintenance Contracts.

Roll call:

Ayes: Wright, Ferrari, Colvin, Wagner, Charles, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Water and Sewer Committee

Recommendation of Waiving Sewer Tap Fees for Brabb-Dewey Subdivision as Part of Sewer Project

Trustee Wagner moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees agrees to waive the \$6,000.00 per Residential Equivalent Unit (REU) sewer tap fees for the estimated seventy-eight (78) property owners associated with the Brabb-Dewey Sanitary Sewer Extension Project.

Roll call:

Ayes: Wagner, Colvin, Curtis

Nays: Ferrari, Wright, Charles

Absent: None

Vacancy: One

Motion Failed.

Recommendation of Loan Request from Building Department Fund to Sewer Fund for Brabb-Dewey Sewer Project

Trustee Wagner moved, Treasurer Ferrari seconded, that the Oxford Township Board of Trustees authorizes a loan from the Building Department Fund to the Sewer Fund for an amount not to exceed \$650,000.00 to help finance the Brabb-Dewey Sanitary Sewer Extension project. This loan will be subject to an annual interest rate of one (1%) percent and is to be repaid over a period not to exceed five (5) years.

Roll call:

Ayes: Charles, Wagner, Colvin, Ferrari, Curtis

Nays: Wright

Absent: None

Vacancy: One

Motion Carried.

Repayment of Loan Request to Building Department Fund

Trustee Wagner moved, Trustee Colvin seconded, that the Oxford Township Board of Trustees agrees to repay the Brabb-Dewey Sanitary Sewer Extension project loan from the Building Department Fund to the Sewer Fund using revenues the Township receives from the State for marijuana (or cannabis)-related businesses in the Township. The use of these revenues is to begin in Fiscal Year 2026 and continue until the loan is repaid in full.

Roll call:

Ayes: Wagner, Colvin, Ferrari, Curtis

Nays: Charles, Wright

Absent: None

Vacancy: One

Motion Carried.

2025 Poverty-Hardship Exemption Application

Treasurer Ferrari moved, Trustee Charles seconded, to approve the Oxford Township 2025 Poverty/Hardship Exemption Application as presented.

Roll call:

Ayes: Ferrari, Charles, Colvin, Wagner, Wright, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Resolution Adopting Policy Relative to the Review and Granting of Poverty Exemptions by the Oxford Township Board of Review

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the Resolution Adopting Policy Relative to the Review and Granting of Poverty Exemptions by the Oxford Township Board of Review as presented.

Roll call:

Ayes: Colvin, Ferrari, Wright, Charles, Wagner, Curtis

Nays: None

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Absent: None

Vacancy: One

Motion Carried.

2025 West Nile Virus Program

Treasurer Ferrari moved, Trustee Colvin seconded, to purchase four (4) cases of the Natular XRT tablets for \$3,912.38 (including shipping). The total project expenditure is \$3,912.38 and is to be expensed from the Oakland County West Nile Virus Prevention Grant (account number 101-000-072.006)

Roll call:

Ayes: Wright, Charles, Wagner, Colvin, Ferrari, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Treasurer Ferrari moved, Trustee Colvin seconded, to adopt the Resolution authorizing the West Nile Virus Fund Expense Reimbursement Request as presented.

Roll call:

Ayes: Wagner, Ferrari, Charles, Wright, Colvin, Curtis

Nays: None

Absent: None

Vacancy: One

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

One resident spoke during this portion of public comment.

BOARD OF TRUSTEES COMMENTS

Trustee Charles suggested that the Water and Sewer Committee provide supporting financial data regarding the proposal to waive connection fees for the Brabb-Dewey subdivision.

Clerk Wright stated that Committee reports need to be provided for the meeting packets, in accordance with the policy adopted by the Board. A number of reports were missing for this month's packet. He also requested that the Treasurer provide a copy of the Michigan Class bank statements each month. Clerk Wright thanked Communications and Grants Manager Carnacchio for his work on Levi's Link Park.

Supervisor Curtis directed Communications and Grants Manager Carnacchio to work with Darrin Hafeli, American Legion 108, to assist in obtaining a Purple Heart Community designation for Oxford. A "Purple Heart Community" designation means a municipality recognizes and honors the sacrifices of military personnel wounded or killed in combat, often by initiatives or ceremonies to commemorate Purple Heart recipients and express gratitude for their service.

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WEDNESDAY, APRIL 9, 2025

Supervisor Curtis reiterated the importance of committee reports each month. They serve to inform the rest of the Board of the committees' activity, as well as provide a method to audit the payroll submitted each month.

ADJOURNMENT

Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 7:49 p.m.

Ayes: 6 Nays: 0 Absent: 0 Vacancy: 1

Motion Carried.

Jack Curtis, Supervisor

Curtis Wright, Clerk

Approved:
/s/mm

TOTAL MONTHLY BILLS
APRIL 2025

TO: Board of Trustees

FROM: Curtis W. Wright

		PREPAIDS	TO BE PAIDS
101	General Fund	\$ 63,945.87	\$ 19,521.50
204	Road Fund	\$ -	\$ 2,410.00
206	Oxford Fire Department Fund	\$ 66,045.26	\$ 585.00
207	Police (OCSO) Fund	\$ 431,540.76	\$ 2,500.00
208	Parks & Recreation Fund	\$ 54,776.76	\$ -
209	Cemetery Maintenance Fund	\$ -	\$ 4,432.50
239	Telecommunications Fund	\$ -	\$ -
249	Building Department Fund	\$ 4,438.27	\$ 15,494.75
296	Oxford Community Television Fund	\$ 1,447.43	\$ 128.10
297	Safety Path Fund	\$ 1,691.11	\$ 125.00
298	Polly Ann Trail Fund	\$ 5,493.16	\$ 2,781.00
308	Parks Debt Fund	\$ 234,929.00	\$ -
590	Sewer Fund	\$ 379,435.25	\$ 189,323.50
591	Water Fund	\$ 4,547.41	\$ 150.00
701	Trust & Agency Fund	\$ 9,846.00	\$ 8,267.50
703	Tax Fund	\$ -	\$ -
805	SAD Bonds Construction Fund	\$ -	\$ -
855	SAD Bonds Debt Fund	\$ -	\$ -
	Payroll (General Fund)	\$ 84,401.71	\$ -
	Payroll (Fire Department Fund)	\$ 228,882.04	\$ -
	Payroll (Parks & Recreation Fund)	\$ 44,058.58	\$ -
	Payroll (Oxford Community Television Fund)	\$ 18,944.25	\$ -
TOTAL		\$ 1,634,422.86	\$ 245,718.85

Date: 5/8/2025

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
04/15/2025	CD	S	134692	SUMMARY CD 04/15/2025	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		1,086,122.35
100-000-084.101			DUE FROM GENERAL FUND	29,317.39 ✓	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	44,754.00 ✓	
100-000-084.207			DUE FROM POLICE	369,574.51 ✓	
100-000-084.208			DUE FROM PARKS & REC	26,192.03 ✓	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	2,302.40 ✓	
100-000-084.296			DUE FROM CABLE	770.37 ✓	
100-000-084.297			DUE FROM SAFETY PATH	248.00 ✓	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	3,244.71 ✓	
100-000-084.308			DUE FROM PARKS DEBT FUND	234,929.00 ✓	
100-000-084.590			DUE FROM SEWER	374,789.94 ✓	
101-000-202.000			ACCOUNTS PAYABLE	29,317.39	
101-000-215.000			DUE TO		29,317.39
206-000-202.000			ACCOUNTS PAYABLE	44,754.00	
206-000-215.000			DUE TO CLEARING FUND		44,754.00
207-000-202.000			ACCOUNTS PAYABLE	369,574.51	
207-000-215.000			DUE TO CLEARING FUND		369,574.51
208-000-202.000			ACCOUNTS PAYABLE	26,192.03	
208-000-215.000			DUE TO CLEARING FUND		26,192.03
249-000-202.000			ACCOUNTS PAYABLE	2,302.40	
249-000-215.000			DUE TO CLEARING FUND		2,302.40
296-000-202.000			ACCOUNTS PAYABLE	770.37	
296-000-215.000			DUE TO CLEARING FUND		770.37
297-000-202.000			ACCOUNTS PAYABLE	248.00	
297-000-215.000			DUE TO CLEARING FUND		248.00
298-000-202.000			ACCOUNTS PAYABLE	3,244.71	
298-000-215.000			DUE TO CLEARING FUND		3,244.71
308-000-202.000			ACCOUNTS PAYABLE	234,929.00	
308-000-215.000			DUE TO CLEARING FUND		234,929.00
590-000-202.000			ACCOUNTS PAYABLE	374,789.94	
590-000-215.000			DUE TO CLEARING FUND		374,789.94
				<u>2,172,244.70</u>	<u>2,172,244.70</u>
				<u>2,172,244.70</u>	<u>2,172,244.70</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/15/2025	029	73055	ADKISON, NEED & ALLEN, & RENTROP	LEGAL FEES	826.000	257	150.00
				LEGAL FEES	826.000	257	112.50
				CHECK 029 73055 TOTAL FOR FUND 101:			<u>262.50</u>
04/15/2025	029	73058	AMERICAN CONTAINER SERVICES	TRASH DISPOSAL	929.000	265	102.50
04/15/2025	029	73059*#	AMERICAN UNITED LIFE INSURANCE C	INSURANCE MEDICAL	716.000	270	274.33
04/15/2025	029	73060	AQUA-WEED CONTROL INC	PAINT LAKE CANAL S.A.D.	962.019	572	3,000.00
04/15/2025	029	73064*#	CARDMEMBER SERVICE	MEALS/LODGING EXPENSE	860.001	101	676.68
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	101	60.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	101	30.00
				MEALS/LODGING EXPENSE	860.001	171	514.50
				MEALS/LODGING EXPENSE	860.001	171	84.09
				MEALS/LODGING EXPENSE	860.001	171	846.06
				MEALS/LODGING EXPENSE	860.001	171	803.04
				MEALS/LODGING EXPENSE	860.001	171	665.52
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	171	30.00
				MEALS/LODGING EXPENSE	860.001	215	846.06
				MEALS/LODGING EXPENSE	860.001	215	846.06
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	215	60.00
				MEALS/LODGING EXPENSE	860.001	253	846.06
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	253	69.00
				INTERNET FEES	970.004	265	33.90
				POSTAGE	730.000	267	6.00
				POSTAGE	730.000	267	8.04
				PUBLIC RELATIONS	880.000	267	49.84
				PUBLIC RELATIONS	880.000	267	3.00
				PUBLIC RELATIONS	880.000	267	45.00
				CHECK 029 73064 TOTAL FOR FUND 101:			<u>6,522.85</u>
04/15/2025	029	73066	CHARLOTTE WARNKE	MILEAGE/MEALS ON WHEELS	860.002	695	63.00
				MILEAGE/MEALS ON WHEELS	860.002	695	56.00
				CHECK 029 73066 TOTAL FOR FUND 101:			<u>119.00</u>

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73055 - 73135
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/15/2025	029	73069	CHRISTOPHER CARNACCHIO	MILEAGE EXPENSE	860.000	171	206.08
				MEALS/LODGING EXPENSE	860.001	171	62.61
				MISCELLANEOUS	962.000	171	16.53
				MISCELLANEOUS	962.000	171	60.00
				CHECK 029 73069 TOTAL FOR FUND 101:			<u>345.22</u>
04/15/2025	029	73070	DAVID WAGNER	MILEAGE EXPENSE	860.000	101	207.90
				MEALS/LODGING EXPENSE	860.001	101	58.15
				CHECK 029 73070 TOTAL FOR FUND 101:			<u>266.05</u>
04/15/2025	029	73073*#	DTE ENERGY	UTILITIES STREET LIGHTS	926.000	448	1,351.64
04/15/2025	029	73075	FP FINANCE PROGRAM	CONTRACTED SERVICES	861.000	267	237.00
04/15/2025	029	73079	HART INTERCIVIC, INC	MAINTENANCE EQUIPMENT	933.000	262	214.58
04/15/2025	029	73080	HI-HILL LAWN SERVICE	MAINTENANCE GROUNDS	932.001	265	251.57
04/15/2025	029	73081*#	HI-TECH SYSTEM SERVICE, INC	CONTRACTED SERVICES	861.000	267	7,500.00
04/15/2025	029	73086*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	270	49.02
04/15/2025	029	73088	JACK CURTIS	MILEAGE EXPENSE	860.000	171	205.80
				MISCELLANEOUS	962.000	171	45.00
				CHECK 029 73088 TOTAL FOR FUND 101:			<u>250.80</u>
04/15/2025	029	73089	JAMES CHARLES	MILEAGE EXPENSE	860.000	101	210.00
				MEALS/LODGING EXPENSE	860.001	101	19.50
				CHECK 029 73089 TOTAL FOR FUND 101:			<u>229.50</u>
04/15/2025	029	73090*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	265	1,503.25
04/15/2025	029	73091	JANICE GIBB	MILEAGE/MEALS ON WHEELS	860.002	695	80.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/15/2025	029	73093	KELLY RICHTER	MILEAGE EXPENSE	860.000	215	202.02
				MEALS/LODGING EXPENSE	860.001	215	62.00
				MISCELLANEOUS	962.000	215	60.00
				CHECK 029 73093 TOTAL FOR FUND 101:			<u>324.02</u>
04/15/2025	029	73097*#	MEDMUTUAL LIFE	LIFE INSURANCE	717.000	270	1,343.17
04/15/2025	029	73099	MICHIGAN TOWNSHIP ASSOCIATION	EDUCATION WORKSHOPS AND CONFERENCES	957.000	101	26.35
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	101	82.45
				CHECK 029 73099 TOTAL FOR FUND 101:			<u>108.80</u>
04/15/2025	029	73100	MIKE IAFRATE	MILEAGE EXPENSE	860.000	701	291.90
04/15/2025	029	73101*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	265	763.86
04/15/2025	029	73103*#	NES PLUMBING, LLC	MAINTENANCE BLDG/GROUNDS	931.000	265	200.00
04/15/2025	029	73106	OAKLAND COUNTY CLERKS ASSOC	EDUCATION WORKSHOPS AND CONFERENCES	957.000	215	105.00
04/15/2025	029	73108*#	OAKLAND COUNTY TREASURER	OFFICE SUPPLIES	728.000	262	690.00
04/15/2025	029	73111*#	OXFORD TOWNSHIP	UTILITIES SEWER/WATER	927.000	265	778.10
04/15/2025	029	73112*#	OXFORD TWP PARKS AND RECREATION	MAINTENANCE GROUNDS	932.001	265	186.00
04/15/2025	029	73113*#	PIIONEER DOOR CO	MAINTENANCE BLDG/GROUNDS	931.000	265	150.00
				MAINTENANCE BLDG/GROUNDS	931.000	265	150.00
				CHECK 029 73113 TOTAL FOR FUND 101:			<u>300.00</u>
04/15/2025	029	73123#	SUSAN MCCULLOUGH	RECORDING SECRETARY	827.000	101	145.00
				MEALS/LODGING EXPENSE	860.001	215	72.71
				CHECK 029 73123 TOTAL FOR FUND 101:			<u>217.71</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/15/2025	029	73130#	VIEW NEWSPAPER GROUP	LEGAL NOTICES	903.000	101	118.50
				LEGAL NOTICES	903.000	567	94.80
				CHECK 029 73130 TOTAL FOR FUND 101:			<u>213.30</u>
04/15/2025	029	73132	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,235.22
				Total for fund 101 GENERAL FUND			29,317.39

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/15/2025	029	73057	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	357	14.49
				OFFICE SUPPLIES	728.000	357	8.92
				OFFICE SUPPLIES	728.000	357	18.29
				11.39	728.000	357	11.39
				OPERATING SUPPLIES-FIRE	742.001	357	21.97
				OPERATING SUPPLIES-FIRE	742.001	357	10.39
				OPERATING SUPPLIES-FIRE	742.001	357	21.97
				OPERATING SUPPLIES-FIRE	742.001	357	224.79
				OPERATING SUPPLIES-FIRE	742.001	357	49.97
				OPERATING SUPPLIES-FIRE	742.001	357	49.97
				VEHICLE MAINTENANCE-FIRE	791.001	357	5.55
				CHECK 029 73057 TOTAL FOR FUND 206:			<u>437.70</u>
04/15/2025	029	73061	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	473.94
				OPERATING SUPPLIES-MEDICAL	742.000	357	229.97
				OPERATING SUPPLIES-MEDICAL	742.000	357	286.50
				UNIFORMS-PAID ON CALL	754.000	357	69.41
				CHECK 029 73061 TOTAL FOR FUND 206:			<u>1,059.82</u>
04/15/2025	029	73063	BURDICK STREET LANDSCAPE SUPPLY	EQUIPMENT	744.000	357	47.99
				MAINTENANCE EQUIPMENT (LABOR)	933.000	357	60.00
				CHECK 029 73063 TOTAL FOR FUND 206:			<u>107.99</u>
04/15/2025	029	73072	DINGES FIRE COMPANY	TURN-OUT GEAR	743.000	357	1,231.85
04/15/2025	029	73074	EMPCO, INC.	MISCELLANEOUS	962.000	357	11,172.60
04/15/2025	029	73076	GOLLING BUICK GMC, INC	VEHICLE MAINTENANCE-FIRE	791.001	357	68.51
				VEHICLE MAINTENANCE (LABOR)	934.001	357	18.95
				CHECK 029 73076 TOTAL FOR FUND 206:			<u>87.46</u>
04/15/2025	029	73082	HUNTER DRAKE	EDUCATION TRAINING	957.001	357	80.00
				EDUCATION TRAINING	957.001	357	5,629.57
				CHECK 029 73082 TOTAL FOR FUND 206:			<u>5,709.57</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/15/2025	029	73083	IMPERIALDADE	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	248.64
04/15/2025	029	73085	ISAAC TABERT	EDUCATION TRAINING	957.001	357	5,359.57
04/15/2025	029	73086*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	357	139.32
04/15/2025	029	73095	LINDE GAS & EQUIPMENT INC	OPERATING SUPPLIES-MEDICAL	742.000	357	247.25
04/15/2025	029	73096	MACQUEEN EMERGENCY	EQUIPMENT	744.000	357	355.15
04/15/2025	029	73098	MES SERVICE COMPANY LLC	TURN-OUT GEAR	743.000	357	12,195.99
04/15/2025	029	73105	NYE UNIFORM	UNIFORMS-PAID ON CALL	754.000	357	165.51
04/15/2025	029	73107	OAKLAND COUNTY MEDICAL CONTROL A	SOFTWARE & SUPPORT	933.001	357	75.00
04/15/2025	029	73110	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	993.82
04/15/2025	029	73111*#	OXFORD TOWNSHIP	UTILITIES SEWER/WATER	927.000	357	310.16
04/15/2025	029	73113*#	PIONEER DOOR CO	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	60.00
				BUILDING MAINTENANCE - LABOR	748.001	357	185.00
				CHECK 029 73113 TOTAL FOR FUND 206:			<u>245.00</u>
04/15/2025	029	73114	PREMIER OCCUPATIONAL HEALTH	PHYSICALS	836.000	357	785.00
04/15/2025	029	73117	RICOH USA INC	POSTAGE	730.000	357	45.00
04/15/2025	029	73121*#	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE-MEDICAL	791.003	357	612.80
04/15/2025	029	73122*#	STONES ACE OF OXFORD	OPERATING SUPPLIES-FIRE	742.001	357	17.99
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	49.98
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	99.97
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	99.48
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	43.18
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	19.98
				VEHICLE MAINTENANCE-FIRE	791.001	357	159.99
				VEHICLE MAINTENANCE-FIRE	791.001	357	54.31

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Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				VEHICLE MAINTENANCE-FIRE	791.001	357	16.99
				CHECK 029 73122 TOTAL FOR FUND 206:			<u>561.87</u>
04/15/2025	029	73125*#	TOOL SPORT & SIGN CO, INC	UNIFORM EXPENSE UNIFORMS	731.000	357	303.75
				UNIFORMS-PAID ON CALL	754.000	357	263.25
				CHECK 029 73125 TOTAL FOR FUND 206:			<u>567.00</u>
04/15/2025	029	73126	TRUGREEN PROCESSING CENTER	GROUNDS MAINTENANCE	932.001	357	149.78
04/15/2025	029	73131	VILLAGE OF OXFORD	UTILITIES SEWER/WATER	927.000	357	196.08
				UTILITIES WATER	927.001	357	259.32
				CHECK 029 73131 TOTAL FOR FUND 206:			<u>455.40</u>
04/15/2025	029	73134	WONDER CLEANERS	DRY CLEANING	723.000	357	311.25
04/15/2025	029	73135	ZOLL MEDICAL CORPORATION	OPERATING SUPPLIES-MEDICAL	742.000	357	1,123.50
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			44,754.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
04/15/2025	029	73059*#	AMERICAN UNITED LIFE INSURANCE C	INSURANCE MEDICAL	716.000	302	37.15
04/15/2025	029	73064*#	CARDMEMBER SERVICE	EDUCATION WORKSHOPS AND CONFERENCES	957.000	302	60.00
				SUBSTATION EXPANSION	976.002	302	248.99
				SUBSTATION EXPANSION	976.002	302	746.97
				CHECK 029 73064 TOTAL FOR FUND 207:			<u>1,055.96</u>
04/15/2025	029	73086*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	302	5.16
04/15/2025	029	73090*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	302	1,002.17
04/15/2025	029	73097*#	MEDMUTUAL LIFE	LIFE INSURANCE	717.000	302	129.45
04/15/2025	029	73103*#	NES PLUMBING, LLC	MAINTENANCE BLDG/GROUNDS	931.000	302	352.25
				SUBSTATION EXPANSION	976.002	302	262.50
				CHECK 029 73103 TOTAL FOR FUND 207:			<u>614.75</u>
04/15/2025	029	73108*#	OAKLAND COUNTY TREASURER	WAGES OVERTIME	709.001	302	6,661.45
				CONTRACT O.C.S.D.	711.001	302	359,882.42
				CHECK 029 73108 TOTAL FOR FUND 207:			<u>366,543.87</u>
04/15/2025	029	73112*#	OXFORD TWP PARKS AND RECREATION	SUBSTATION EXPANSION	976.002	302	186.00
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			<u>369,574.51</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
04/15/2025	029	73056	AIRGAS USA, LLC	RENTAL FEES EQUIPMENT SEYMOUR LAKE PA	943.661	757	44.28
04/15/2025	029	73067*#	CHARTER COMMUNICATIONS	TELEPHONE	853.000	751	180.00
				TELEPHONE SEYMOUR LAKE PARK	853.661	757	140.00
				CHECK 029 73067 TOTAL FOR FUND 208:			<u>320.00</u>
04/15/2025	029	73071	DAWN MEDICI	SENIOR ENRICHMENT SUPPLIES	728.402	758	333.00
04/15/2025	029	73073*#	DTE ENERGY	UTILITIES - ELECTRIC - SEYMOUR LAKE P	921.661	767	22.64
04/15/2025	029	73078	HARMON GLASS DOCTOR	VEHICLE MAINTENANCE (LABOR)	934.001	757	569.00
04/15/2025	029	73081*#	HI-TECH SYSTEM SERVICE, INC	COMPUTER PROGRAMMING	970.003	751	593.00
04/15/2025	029	73084	INA DOCKHAM	PROF/CONT SENIOR ARTS	816.406	758	144.00
04/15/2025	029	73087	J & T ELECTRICAL SUPPLY, INC.	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	244.40
04/15/2025	029	73092#	JAY'S SEPTIC TANK SERVICE	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	194.00
				RENTAL FEES EQUIPMENT POWELL LAKE PAR	943.662	757	112.00
				CHECK 029 73092 TOTAL FOR FUND 208:			<u>306.00</u>
04/15/2025	029	73101*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	751	194.90
04/15/2025	029	73102	MSTS RECEIVABLES LLC	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	53.96
04/15/2025	029	73104	NEXT LEVEL TRAINING	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	16,450.00
04/15/2025	029	73108*#	OAKLAND COUNTY TREASURER	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	48.00
04/15/2025	029	73116*#	PRIORITY WASTE, LLC	TRASH DISPOSAL-SEYMOUR	929.661	757	39.88
				TRASH DISPOSAL-SEYMOUR	929.661	757	113.94
				CHECK 029 73116 TOTAL FOR FUND 208:			<u>153.82</u>
04/15/2025	029	73118	SAEBEN HAVERINGTON	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	275.00
04/15/2025	029	73119	SPENCER OIL CO	RENTAL FEES EQUIPMENT SEYMOUR LAKE PA	943.661	757	636.48

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
04/15/2025	029	73121*#	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE (LABOR)	934.001	757	601.59
04/15/2025	029	73122*#	STONES ACE OF OXFORD	MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	124.85
				MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	9.99
				MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	19.99
				MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	64.91
				CHECK 029 73122 TOTAL FOR FUND 208:			<u>219.74</u>
04/15/2025	029	73125*#	TOOL SPORT & SIGN CO, INC	OPER. SUPPLIES YOUTH SOCCER	740.625	752	69.00
04/15/2025	029	73127	U.S. BANK EQUIPMENT FINANCE	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	657.07
04/15/2025	029	73128	USA SOFTBALL OF METRO DETROIT	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	3,600.00
04/15/2025	029	73129#	VERIZON WIRELESS	CELL PHONES	854.000	752	102.46
				CELL PHONES	854.000	757	102.46
				CELL PHONES	854.000	758	51.23
				CHECK 029 73129 TOTAL FOR FUND 208:			<u>256.15</u>
04/15/2025	029	73133	WHITE PINE HELICOPTERS	PROF/CONT EASTER BUNNY BONANZA	816.612	752	400.00
				Total for fund 208 PARKS & RECREATION FUND			26,192.03

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
04/15/2025	029	73059*#	AMERICAN UNITED LIFE INSURANCE C	INSURANCE MEDICAL	716.000	289	113.95
04/15/2025	029	73064*#	CARDMEMBER SERVICE	OFFICE SUPPLIES	728.000	289	327.50
				MEMBERSHIP DUES	829.000	289	45.00
				MEALS/LODGING EXPENSE	860.001	289	723.18
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	289	240.00
				CHECK 029 73064 TOTAL FOR FUND 249:			<u>1,335.68</u>
04/15/2025	029	73077	Guzman Plumbing LLC	Gas Piping	493.000	000	60.00
				Inspection Mileage	677.025	000	5.00
				CHECK 029 73077 TOTAL FOR FUND 249:			<u>65.00</u>
04/15/2025	029	73081*#	HI-TECH SYSTEM SERVICE, INC	MAINTENANCE EQUIPMENT	933.000	289	132.84
04/15/2025	029	73086*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	289	12.90
04/15/2025	029	73097*#	MEDMUTUAL LIFE	LIFE INSURANCE	717.000	289	289.73
04/15/2025	029	73120	State Electric Company	Car Charger	492.000	000	120.00
				Service / Temporary Service	492.000	000	60.00
				Inspection - Mileage	677.025	000	5.00
				CHECK 029 73120 TOTAL FOR FUND 249:			<u>185.00</u>
04/15/2025	029	73124	TIM LONDON	MILEAGE EXPENSE	860.000	289	167.30
				Total for fund 249 BUILDING DEPARTMENT FUND			<u>2,302.40</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
04/15/2025	029	73067*#	CHARTER COMMUNICATIONS	INTERNET FEES	853.001	296	730.49
04/15/2025	029	73116*#	PRIORITY WASTE, LLC	TRASH DISPOSAL	929.000	296	39.88
Total for fund 296 CABLE TV FUND							770.37

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 297 SAFETY PATH FUND							
04/15/2025	029	73112*#	OXFORD TWP PARKS AND RECREATION	MAINTENANCE GENERAL	932.000	852	248.00
Total for fund 297 SAFETY PATH FUND							248.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 298 POLLY ANN TRAIL FUND							
04/15/2025	029	73065	CARDMEMBER SERVICE	TELEPHONE	853.000	853	20.00
				MAINTENANCE OF GROUNDS	932.000	853	179.98
				MAINTENANCE OF GROUNDS	932.000	853	30.38
				MAINTENANCE OF GROUNDS	932.000	853	80.06
				MAINTENANCE OF GROUNDS	932.000	853	12.62
				EQUIPMENT AND HARDWARE	933.664	853	119.98
				EQUIPMENT AND HARDWARE	933.664	853	59.99
				MISCELLANEOUS	962.000	853	30.00
				MISC ADVERTISING AND WEB	962.011	853	11.70
				CHECK 029 73065 TOTAL FOR FUND 298:			<u>544.71</u>
04/15/2025	029	73094	LINDA MORAN SERVICES, LLC	CONTRACTED SERVICES PATC	824.000	853	2,700.00
				Total for fund 298 POLLY ANN TRAIL FUND			3,244.71

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 308 PARKS DEBT FUND							
04/15/2025	029	73068	CHASE	PRINCIPAL PAYMENT	991.000	906	230,000.00
				INTEREST PAYMENT	993.000	906	4,929.00
				CHECK 029 73068 TOTAL FOR FUND 308:			<u>234,929.00</u>
				Total for fund 308 PARKS DEBT FUND			234,929.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
04/15/2025	029	73062	BS&A SOFTWARE	MISCELLANEOUS	962.000	527	500.00
04/15/2025	029	73108*#	OAKLAND COUNTY TREASURER	FEES COUNTY USAGE	800.003	527	133,904.12
04/15/2025	029	73109	OAKLAND COUNTY WATER RESOURCES C	FEES COUNTY USAGE	800.003	527	240,050.00
04/15/2025	029	73115	PRINTING SYSTEMS, INC	OFFICE SUPPLIES	728.000	527	335.82
					Total for fund 590 SEWER FUND		374,789.94
TOTAL - ALL FUNDS							1,086,122.35

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

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JOURNALS POSTING REPORT
 Checks 73136 to 73216 (81 checks)

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
04/30/2025	CD	S	135437	SUMMARY CD 04/30/2025	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		163,947.26
100-000-084.101			DUE FROM GENERAL FUND	27,961.81	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	21,291.26	
100-000-084.207			DUE FROM POLICE	61,966.25	
100-000-084.208			DUE FROM PARKS & REC	28,584.73	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	735.87	
100-000-084.296			DUE FROM CABLE	677.06	
100-000-084.297			DUE FROM SAFETY PATH	1,443.11	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	2,248.45	
100-000-084.590			DUE FROM SEWER	4,645.31	
100-000-084.591			DUE FROM WATER	4,547.41	
100-000-084.701			DUE FROM TRUST & AGENCY	9,846.00	
101-000-202.000			ACCOUNTS PAYABLE	27,961.81	
101-000-215.000			DUE TO		27,961.81
206-000-202.000			ACCOUNTS PAYABLE	21,291.26	
206-000-215.000			DUE TO CLEARING FUND		21,291.26
207-000-202.000			ACCOUNTS PAYABLE	61,966.25	
207-000-215.000			DUE TO CLEARING FUND		61,966.25
208-000-202.000			ACCOUNTS PAYABLE	28,584.73	
208-000-215.000			DUE TO CLEARING FUND		28,584.73
249-000-202.000			ACCOUNTS PAYABLE	735.87	
249-000-215.000			DUE TO CLEARING FUND		735.87
296-000-202.000			ACCOUNTS PAYABLE	677.06	
296-000-215.000			DUE TO CLEARING FUND		677.06
297-000-202.000			ACCOUNTS PAYABLE	1,443.11	
297-000-215.000			DUE TO CLEARING FUND		1,443.11
298-000-202.000			ACCOUNTS PAYABLE	2,248.45	
298-000-215.000			DUE TO CLEARING FUND		2,248.45
590-000-202.000			ACCOUNTS PAYABLE	4,645.31	
590-000-215.000			DUE TO CLEARING FUND		4,645.31
591-000-202.000			ACCOUNTS PAYABLE	4,547.41	
591-000-215.000			DUE TO CLEARING FUND		4,547.41
701-000-202.000			ACCOUNTS PAYABLE	9,846.00	
701-000-215.000			DUE TO OTHER FUNDS		9,846.00
				<u>327,894.52</u>	<u>327,894.52</u>
				<u>327,894.52</u>	<u>327,894.52</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/30/2025	029	73138*#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	253	103.99
				OFFICE SUPPLIES	728.000	267	16.44
				OFFICE SUPPLIES	728.000	267	23.27
				OFFICE SUPPLIES	728.000	267	10.60
				CHECK 029 73138 TOTAL FOR FUND 101:			<u>154.30</u>
04/30/2025	029	73140*#	AMERICAN UNITED LIFE INSURANCE C	INSURANCE MEDICAL	716.000	270	274.33
04/30/2025	029	73157	FALCON LAWN SPRINKLER, INC.	MAINTENANCE GROUNDS	932.001	265	639.58
04/30/2025	029	73158	FOREST GREEN LAWN SERVICES INC	MAINTENANCE GROUNDS	932.001	265	500.00
04/30/2025	029	73162	GENESEE VALLEY VAULT, INC	FEEES CEMETERY OPENING/CLOSING	712.011	567	675.00
				FEEES CEMETERY OPENING/CLOSING	712.011	567	1,100.00
				CHECK 029 73162 TOTAL FOR FUND 101:			<u>1,775.00</u>
04/30/2025	029	73165*#	HI-TECH SYSTEM SERVICE, INC	MAINTENANCE EQUIPMENT	933.000	267	1,655.00
04/30/2025	029	73170	K-9 STRAY RESCUE LEAGUE	BOARD OF APPEALS	613.001	000	700.00
04/30/2025	029	73175	LOVE INC OF NORTH OAKLAND COUNTY	CONTRIBUTION TO LOVE INC	965.865	995	1,141.67
04/30/2025	029	73176	M&S PRINTMEDIA, INC	MISCELLANEOUS	962.000	101	32.95
04/30/2025	029	73178	MEI TOTAL ELEVATOR SOLUTIONS	MAINTENANCE BLDG/GROUNDS	931.000	265	725.51
04/30/2025	029	73181	MICHAEL NEYMANOWSKI	MILEAGE/MEALS ON WHEELS	860.002	695	108.50
04/30/2025	029	73182*#	MICHIGAN MUNICIPAL RISK MANAGEME	MISCELLANEOUS	962.000	262	219.37
				INSURANCE LIABILITY	955.000	267	8,943.36
				CHECK 029 73182 TOTAL FOR FUND 101:			<u>9,162.73</u>
04/30/2025	029	73183	MICHIGAN TOWNSHIPS ASSOCIATION	MISCELLANEOUS	962.000	247	37.40
04/30/2025	029	73192	OXFORD-ORION FISH	UNALLOCATED CDBG EXPENSES	802.000	694	4,597.00
04/30/2025	029	73198	SARAH KOHUT	MILEAGE EXPENSE	860.000	253	146.70

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				MEALS/LODGING EXPENSE	860.001	253	185.59
				CHECK 029 73198 TOTAL FOR FUND 101:			<u>332.29</u>
04/30/2025	029	73203#	STAPLES	MISCELLANEOUS	962.000	247	56.97
				OFFICE SUPPLIES	728.000	267	349.22
				OFFICE SUPPLIES	728.000	267	208.84
				CHECK 029 73203 TOTAL FOR FUND 101:			<u>615.03</u>
04/30/2025	029	73204	STATE OF MICHIGAN	MISCELLANEOUS	962.000	215	10.00
04/30/2025	029	73205#	SUSAN MCCULLOUGH	MISCELLANEOUS	962.000	215	10.00
				RECORDING SECRETARY	827.000	701	145.00
				CHECK 029 73205 TOTAL FOR FUND 101:			<u>155.00</u>
04/30/2025	029	73211*#	VIEW NEWSPAPER GROUP	PUBLIC RELATIONS	880.000	267	3,160.30
04/30/2025	029	73212	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,235.22
04/30/2025	029	73213	WATKINS ROSS	INSURANCE MEDICAL - OLD FIRE FUND	716.001	270	137.70
				INSURANCE MEDICAL - OLD POLICE FUND	716.002	270	762.30
				CHECK 029 73213 TOTAL FOR FUND 101:			<u>900.00</u>
04/30/2025	029	73215	XTREME SHREDS	TRASH DISPOSAL	929.000	265	50.00
				Total for fund 101 GENERAL FUND			27,961.81

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/30/2025	029	73136	ACCUMED GROUP	UNALLOCATED COST RECOVERY BILLING	802.001	357	4,168.72
04/30/2025	029	73137	AFLAC	INSURANCE MEDICAL	716.000	357	226.94
04/30/2025	029	73139	AMERICAN CONTAINER SERVICES	TRASH DISPOSAL	929.000	357	125.00
04/30/2025	029	73141	ANTHONY ASBURY	UNIFORM EXPENSE UNIFORMS	731.000	357	67.11
				MILEAGE EXPENSE	860.000	357	133.00
				CHECK 029 73141 TOTAL FOR FUND 206:			<u>200.11</u>
04/30/2025	029	73142	ARBOR PROFESSIONAL SOLUTIONS	UNALLOCATED COST RECOVERY BILLING	802.001	357	56.05
04/30/2025	029	73143*#	AT&T MOBILITY	TELEPHONE	853.000	357	21.25
				CELL PHONES	854.000	357	585.33
				CHECK 029 73143 TOTAL FOR FUND 206:			<u>606.58</u>
04/30/2025	029	73144	BATTERY WORLD	OPERATING SUPPLIES-FIRE	742.001	357	132.48
04/30/2025	029	73145	BENJAMIN PARSHALL	UNIFORM EXPENSE UNIFORMS	731.000	357	13.78
04/30/2025	029	73146	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	6.82
				OPERATING SUPPLIES-MEDICAL	742.000	357	14.36
				OPERATING SUPPLIES-MEDICAL	742.000	357	736.00
				CHECK 029 73146 TOTAL FOR FUND 206:			<u>757.18</u>
04/30/2025	029	73154	DIESEL TECH	VEHICLE MAINTENANCE (LABOR) MEDICAL	934.002	357	199.82
04/30/2025	029	73166	IMPERIALDADE	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	248.57
04/30/2025	029	73168	ITS LLC	OFFICE EQUIPMENT	749.000	357	439.99
04/30/2025	029	73172	KURT FECHTER	POSTAGE	730.000	357	15.10
04/30/2025	029	73174	LINDE GAS & EQUIPMENT INC	OPERATING SUPPLIES-MEDICAL	742.000	357	130.55
				OPERATING SUPPLIES-MEDICAL	742.000	357	158.64
				CHECK 029 73174 TOTAL FOR FUND 206:			<u>289.19</u>
04/30/2025	029	73177	MACQUEEN EMERGENCY	EQUIPMENT	744.000	357	150.70

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
04/30/2025	029	73179	MES SERVICE COMPANY LLC	TURN-OUT GEAR	743.000	357	26.54
04/30/2025	029	73185	NES PLUMBING, LLC	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	747.50
				BUILDING MAINTENANCE - LABOR	748.001	357	402.50
				CHECK 029 73185 TOTAL FOR FUND 206:			<u>1,150.00</u>
04/30/2025	029	73187*#	OAKLAND COUNTY TREASURER	DISPATCHING	805.000	357	7,838.40
04/30/2025	029	73188	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	1,162.81
04/30/2025	029	73195	R & R FIRE TRUCK REPAIR	OPERATING SUPPLIES-FIRE	742.001	357	286.44
				MAINTENANCE EQUIPMENT (LABOR)	933.000	357	651.04
				CHECK 029 73195 TOTAL FOR FUND 206:			<u>937.48</u>
04/30/2025	029	73200	SARAH RACER	MEMBERSHIP DUES	829.000	357	50.00
				PUBLIC RELATIONS	880.000	357	37.31
				CHECK 029 73200 TOTAL FOR FUND 206:			<u>87.31</u>
04/30/2025	029	73202	STANDARD INSURANCE COMPANY	INSURANCE MEDICAL	716.000	357	2,284.81
04/30/2025	029	73208	TERMINIX EHRlich	BUILDING MAINTENANCE - LABOR	748.001	357	60.61
				BUILDING MAINTENANCE - LABOR	748.001	357	60.61
				CHECK 029 73208 TOTAL FOR FUND 206:			<u>121.22</u>
04/30/2025	029	73216	ZOLL MEDICAL CORPORATION	OPERATING SUPPLIES-MEDICAL	742.000	357	52.48
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			21,291.26

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
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Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
04/30/2025	029	73138*#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	302	1,799.10
04/30/2025	029	73140*#	AMERICAN UNITED LIFE INSURANCE C	INSURANCE MEDICAL	716.000	302	37.15
04/30/2025	029	73149	CUT N DRY PAINTING	SUBSTATION EXPANSION	976.002	302	15,920.00
04/30/2025	029	73196	RAY HAVEN GROUP	SUBSTATION EXPANSION	976.002	302	44,210.00
Total for fund 207 POLICE CONTRACTING (OCSO) FU							61,966.25

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
04/30/2025	029	73143*#	AT&T MOBILITY	CELL PHONES	854.000	751	83.66
				OPER. SUPPLIES SUMMER CAMP	740.550	752	42.37
				CHECK 029 73143 TOTAL FOR FUND 208:			<u>126.03</u>
04/30/2025	029	73147	CAL'S AUTO WASH	VEHICLE MAINTENANCE (LABOR)	934.001	757	88.00
04/30/2025	029	73150	DAN SULLIVAN	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	500.00
04/30/2025	029	73155	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	388.00
04/30/2025	029	73156	DWAYNE MARCHIO	SENIOR ATHLETICS SUPPLIES	728.401	758	312.00
04/30/2025	029	73159	FRANCES CHAFFEE	REFUND TRAVEL TRIPS	964.671	758	52.00
04/30/2025	029	73163	GRAINGER	SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	128.04
04/30/2025	029	73165*#	HI-TECH SYSTEM SERVICE, INC	COMPUTER PROGRAMMING	970.003	751	581.00
04/30/2025	029	73167	INDEPENDENCE VILLAGE OF OXFORD	SENIOR ENRICHMENT SUPPLIES	728.402	758	224.00
				SENIOR ENRICHMENT SUPPLIES	728.402	758	936.00
				SENIOR SPECIAL EVENTS SUPPLIES	728.405	758	715.00
				CHECK 029 73167 TOTAL FOR FUND 208:			<u>1,875.00</u>
04/30/2025	029	73169	JEREMY'S LAWN & TREE	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	1,800.00
04/30/2025	029	73171	KS SPORTS, LLC	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	550.00
04/30/2025	029	73182*#	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE LIABILITY	955.000	751	9,436.56
04/30/2025	029	73184	NAEIR	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	172.50
04/30/2025	029	73186	NORTH METRO DETROIT SENIOR SB AS	SENIOR ATHLETICS SUPPLIES	728.401	758	400.00
04/30/2025	029	73189	OTC BRANDS, INC	OPER. SUPPLIES SUMMER CAMP	740.550	752	6.93
				OPER. SUPPLIES MISC. SPECIAL EVENTS	740.610	752	163.74
				OPER. SUPPLIES EASTER BUNNY BONANZA	740.612	752	25.94
				CHECK 029 73189 TOTAL FOR FUND 208:			<u>196.61</u>

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
 CHECK NUMBER 73136 - 73216
 Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
04/30/2025	029	73193	PIONEER DOOR CO	MAINTENANCE RENTAL HOUSE EXPENSES	931.664	757	245.00
04/30/2025	029	73194	PIONEER MFG. CO./PIONEER ATHLETI	MAINTENANCE MOWER/EQUIPMENT REPAIRS	932.101	757	193.70
04/30/2025	029	73197	ROUTE 23	PROF/CONT TRAVEL	816.671	758	1,431.00
04/30/2025	029	73201	SPENCER OIL CO	GAS/DIESEL SEYMOUR	934.661	757	434.53
				GAS/DIESEL SEYMOUR	934.661	757	149.21
				CHECK 029 73201 TOTAL FOR FUND 208:			<u>583.74</u>
04/30/2025	029	73209	THE KELLY FIRM, PLC	LEGAL FEES	826.000	751	930.00
04/30/2025	029	73210#	TOOL SPORT & SIGN CO, INC	OFFICE SUPPLIES	728.000	751	30.00
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	3,710.25
				OPER. SUPPLIES FARMERS MARKET	740.667	757	975.00
				PARK MEMORIALS	974.700	757	720.00
				CHECK 029 73210 TOTAL FOR FUND 208:			<u>5,435.25</u>
04/30/2025	029	73211*#	VIEW NEWSPAPER GROUP	BROCHURE PRINTING	900.000	751	3,160.30
				Total for fund 208 PARKS & RECREATION FUND			28,584.73

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
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 Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
04/30/2025	029	73138*#	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	289	111.96
				OFFICE SUPPLIES	728.000	289	111.96
				CHECK 029 73138 TOTAL FOR FUND 249:			<u>223.92</u>
04/30/2025	029	73140*#	AMERICAN UNITED LIFE INSURANCE C	INSURANCE MEDICAL	716.000	289	113.95
04/30/2025	029	73148*#	CHERYL LOTAN	MILEAGE EXPENSE	860.000	289	28.00
04/30/2025	029	73160	FUERST PLUMBING	Res - 3,001 sqft and Up	494.000	000	235.00
				Inspection - Mileage	677.025	000	10.00
				CHECK 029 73160 TOTAL FOR FUND 249:			<u>245.00</u>
04/30/2025	029	73173	Lake Orion Plumbing Heating	Furnace - Add/Replace	493.000	000	60.00
				AC Unit	493.000	000	60.00
				Inspection - Mileage	677.025	000	5.00
				CHECK 029 73173 TOTAL FOR FUND 249:			<u>125.00</u>
				Total for fund 249 BUILDING DEPARTMENT FUND			735.87

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
 CHECK NUMBER 73136 - 73216
 Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
04/30/2025	029	73151	DANIEL ZWIEZ	MILEAGE EXPENSE	860.000	296	33.60
04/30/2025	029	73152	DAVID F KENNY	MILEAGE EXPENSE	860.000	296	43.40
04/30/2025	029	73161	GA BUSINESS PURCHASER LLC	SERVICES PROFESSIONAL	819.001	296	83.84
04/30/2025	029	73180	METRO PC LLC DBA METRO TELECOM	SERVICES PROFESSIONAL	819.001	296	212.50
04/30/2025	029	73199	SARAH MACY	OFFICE SUPPLIES	728.000	296	50.00
04/30/2025	029	73206	T-MOBILE	INTERNET FEES	853.001	296	71.50
04/30/2025	029	73207	TERI STILES	MILEAGE EXPENSE	860.000	296	124.60
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	296	23.32
				CHECK 029 73207 TOTAL FOR FUND 296:			<u>147.92</u>
04/30/2025	029	73214	WILLIAM JULIEN	MILEAGE EXPENSE	860.000	296	34.30
				Total for fund 296 CABLE TV FUND			677.06

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73136 - 73216
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 297 SAFETY PATH FUND							
04/30/2025	029	73182*#	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE LIABILITY	955.000	852	1,443.11
Total for fund 297 SAFETY PATH FUND							1,443.11

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73136 - 73216
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 298 POLLY ANN TRAIL FUND							
04/30/2025	029	73153	DAVID VANDENBERGHE	MAINTENANCE OF GROUNDS	932.000	853	1,700.00
04/30/2025	029	73190	OXFORD ADDISON YOUTH ASSIST.	DONATION/DUES-POLLY ANN TRAIL	675.005	000	548.45
Total for fund 298 POLLY ANN TRAIL FUND							2,248.45

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73136 - 73216
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
04/30/2025	029	73164	GREAT LAKES WATER AUTHORITY	FEES COUNTY USAGE	800.003	527	1,380.12
04/30/2025	029	73182*#	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE LIABILITY	955.000	527	3,265.19
Total for fund 590 SEWER FUND							4,645.31

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73136 - 73216
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
04/30/2025	029	73182*#	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE LIABILITY	955.000	538	4,547.41
Total for fund 591 WATER FUND							4,547.41

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73136 - 73216
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
04/30/2025	029	73148*#	CHERYL LOTAN	T&A BLDG BOND CASH DEPOSITS	283.000	000	30.00
04/30/2025	029	73187*#	OAKLAND COUNTY TREASURER	TRAILER PARK FEES	278.000	000	8,180.00
04/30/2025	029	73191	OXFORD TOWNSHIP GENERAL FUND	TRAILER PARK FEES	278.000	000	1,636.00
					Total for fund 701 TRUST & AGENCY FUND		9,846.00
TOTAL - ALL FUNDS							163,947.26

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

04/30/2025 01:06 PM
User: KRICHTER
DB: OXFORD TOWNSHIP

JOURNALS POSTING REPORT
Checks 73217 to 73221 (5 checks)

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
04/30/2025	CD	S	135443	SUMMARY CD 04/30/2025	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		8,066.67
100-000-084.101			DUE FROM GENERAL FUND	6,666.67 ✓	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	1,400.00 ✓	
101-000-202.000			ACCOUNTS PAYABLE	6,666.67	
101-000-215.000			DUE TO		6,666.67
249-000-202.000			ACCOUNTS PAYABLE	1,400.00	
249-000-215.000			DUE TO CLEARING FUND		1,400.00
				<u>16,133.34</u>	<u>16,133.34</u>
				<u>16,133.34</u>	<u>16,133.34</u>

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73217 - 73221
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/30/2025	029	73217	AARON'S LAWN IN ORDER LLC	CONTRACT CEMETERY MAINTENANCE	825.000	567	6,666.67
Total for fund 101 GENERAL FUND							6,666.67

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73217 - 73221
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
04/30/2025	029	73218	JIM SMITHER	MILEAGE EXPENSE	860.000	289	350.00
04/30/2025	029	73219	JODY KINJORSKI	MILEAGE EXPENSE	860.000	289	350.00
04/30/2025	029	73220	PATRICK H PAYNE	MILEAGE EXPENSE	860.000	289	350.00
04/30/2025	029	73221	RANDOLPH WARUNEK	MILEAGE EXPENSE	860.000	289	350.00
Total for fund 249 BUILDING DEPARTMENT FUND							1,400.00
TOTAL - ALL FUNDS							8,066.67

Payroll Liability

Total Cash Required		\$38,803.86
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$26,796.82
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$12,007.04
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		\$38,803.86

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Payroll Liability

Total Cash Required		\$45,597.85
Debit for Checks (Net Pay)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$136.55
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$31,890.48
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$13,570.82
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		\$45,597.85

Important Note
Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes Status:Under Review
 Week#:15 Pay Date:04/10/2025 P/E Date:04/05/2025
 Qtr/Year:2/2025 Run Time/Date:11:34:49 AM EDT 04/07/2025

Taxes Debited		
Federal Income Tax	10,285.92	
Earned Income Credit Advances	0.00	
Social Security - EE	5,507.17	
Social Security - ER	5,507.14	
Social Security Adj - EE	0.00	
Medicare - EE	1,287.96	
Medicare - ER	1,287.96	
Medicare Adj - EE	0.00	
Medicare Surtax - EE	0.00	
Medicare Surtax Adj - EE	0.00	
Federal Unemployment Tax	0.00	
FMLA-PSL Payments Credit	0.00	
FMLA-PSL ER FICA Credit	0.00	
FMLA-PSL Health Care Premium Credit	0.00	
Employee Retention Qualified Payments Credit	0.00	
Employee Retention Qualified Health Care Credit	0.00	
COBRA Premium Assistance Payments	0.00	
State Income Tax	3,557.43	
Non Resident State Income Tax	0.00	
State Unemployment Insurance - EE	0.00	
State Unemployment Insurance Adj - EE	0.00	
State Disability Insurance - EE	0.00	
State Disability Insurance Adj - EE	0.00	
State Unemployment/Disability Ins - ER	0.00	
State Family Leave Insurance - EE	0.00	
State Family Leave Insurance - ER	0.00	
State Family Leave Insurance Adj - EE	0.00	
State Medical Leave Insurance - EE	0.00	
State Medical Leave Insurance - ER	0.00	
State Medical Leave Insurance Adj - EE	0.00	
State Parental Leave Insurance - EE	0.00	
State Parental Leave Insurance - ER	0.00	
State Parental Leave Insurance Adj - EE	0.00	
State Cares Fund - EE	0.00	
Transit Tax - EE	0.00	
Workers' Benefit Fund Assessment - EE	0.00	
Workers' Benefit Fund Assessment - ER	0.00	
State Child Care Fund - EE	0.00	
State Child Care Fund - ER	0.00	
Local Income Tax	0.00	
School District Tax	0.00	

Statistical Summary

	Total Taxes Debited	27,433.58		
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX	64,219.14		
	Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX	408.27		
	Total Amount Debited From Your Account		92,060.99	Total Liability 92,060.99
Bank Debits & Other Liability	Checks	0.00		92,060.99
	Adjustments/Prepay/Voids	0.00		92,060.99
Taxes- Your Responsibility	None this payroll			92,060.99

DOCUMENT

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes Status:Under Review
 Week#:17 Pay Date:04/24/2025 P/E Date:04/19/2025
 Qtr/Year:2/2025 Run Time/Date:12:44:06 PM EDT 04/21/2025

Taxes Debited		
Federal Income Tax	15,452.67	
Earned Income Credit Advances	0.00	
Social Security - EE	8,101.80	
Social Security - ER	8,101.83	8,101.83
Social Security Adj - EE	0.00	
Medicare - EE	1,894.81	
Medicare - ER	1,894.78	1,894.78
Medicare Adj - EE	0.00	9,996.61
Medicare Surtax - EE	0.00	
Medicare Surtax Adj - EE	0.00	
Federal Unemployment Tax	0.00	
FMLA-PSL Payments Credit	0.00	
FMLA-PSL ER FICA Credit	0.00	
FMLA-PSL Health Care Premium Credit	0.00	
Employee Retention Qualified Payments Credit	0.00	
Employee Retention Qualified Health Care Credit	0.00	
COBRA Premium Assistance Payments	0.00	
State Income Tax	5,353.28	
Non Resident State Income Tax	0.00	
State Unemployment Insurance - EE	0.00	
State Unemployment Insurance Adj - EE	0.00	
State Disability Insurance - EE	0.00	
State Disability Insurance Adj - EE	0.00	
State Unemployment/Disability Ins - ER	254.26	254.26
State Family Leave Insurance - EE	0.00	
State Family Leave Insurance - ER	0.00	
State Family Leave Insurance Adj - EE	0.00	
State Medical Leave Insurance - EE	0.00	
State Medical Leave Insurance - ER	0.00	
State Medical Leave Insurance Adj - EE	0.00	
State Parental Leave Insurance - EE	0.00	
State Parental Leave Insurance - ER	0.00	
State Parental Leave Insurance Adj - EE	0.00	
State Cares Fund - EE	0.00	
Transit Tax - EE	0.00	
Workers' Benefit Fund Assessment - EE	0.00	
Workers' Benefit Fund Assessment - ER	0.00	
State Child Care Fund - EE	0.00	
State Child Care Fund - ER	0.00	
Local Income Tax	0.00	
School District Tax	0.00	

Statistical Summary

	Total Taxes Debited	41,053.43		
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX	95,067.17		
	Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX	700.45		
	Total Amount Debited From Your Account		136,821.05	Total Liability
Bank Debits & Other Liability	Checks	0.00		136,821.05
	Adjustments/Prepay/Voids	0.00		136,821.05
Taxes- Your Responsibility	None this payroll			
				136,821.05

Payroll Liability

Total Cash Required		\$21,582.10
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$15,698.62
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$5,883.48
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		\$21,582.10

Important Note
Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Payroll Liability

Total Cash Required		\$22,476.48
Debit for Checks (Net Pay)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$442.99
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$16,017.60
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$6,015.89
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		\$22,476.48

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Payroll Liability

Total Cash Required		\$9,474.95
Debit for Checks (Net Pay)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$37.02
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$7,271.31
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$2,166.62
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		\$9,474.95

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Payroll Liability

Total Cash Required		\$9,469.30
Debit for Checks (Net Pay)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$37.02
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$7,253.10
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$2,179.18
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		\$9,469.30

Important Note

Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
05/14/2025	CD	S	135626	SUMMARY CD 05/14/2025	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		245,718.85
100-000-084.101			DUE FROM GENERAL FUND	19,521.50	
100-000-084.204			DUE FROM ROAD FUND	2,410.00	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	585.00	
100-000-084.207			DUE FROM POLICE	2,500.00	
100-000-084.209			DUE FROM CEMETERY MAINTENANCE	4,432.50	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	15,494.75	
100-000-084.296			DUE FROM CABLE	128.10	
100-000-084.297			DUE FROM SAFETY PATH	125.00	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	2,781.00	
100-000-084.590			DUE FROM SEWER	189,323.50	
100-000-084.591			DUE FROM WATER	150.00	
100-000-084.701			DUE FROM TRUST & AGENCY	8,267.50	
101-000-202.000			ACCOUNTS PAYABLE	19,521.50	
101-000-215.000			DUE TO		19,521.50
204-000-202.000			ACCOUNTS PAYABLE	2,410.00	
204-000-215.000			DUE TO CLEARING FUND		2,410.00
206-000-202.000			ACCOUNTS PAYABLE	585.00	
206-000-215.000			DUE TO CLEARING FUND		585.00
207-000-202.000			ACCOUNTS PAYABLE	2,500.00	
207-000-215.000			DUE TO CLEARING FUND		2,500.00
209-000-202.000			ACCOUNTS PAYABLE	4,432.50	
209-000-215.000			DUE TO CLEARING FUND		4,432.50
249-000-202.000			ACCOUNTS PAYABLE	15,494.75	
249-000-215.000			DUE TO CLEARING FUND		15,494.75
296-000-202.000			ACCOUNTS PAYABLE	128.10	
296-000-215.000			DUE TO CLEARING FUND		128.10
297-000-202.000			ACCOUNTS PAYABLE	125.00	
297-000-215.000			DUE TO CLEARING FUND		125.00
298-000-202.000			ACCOUNTS PAYABLE	2,781.00	
298-000-215.000			DUE TO CLEARING FUND		2,781.00
590-000-202.000			ACCOUNTS PAYABLE	189,323.50	
590-000-215.000			DUE TO CLEARING FUND		189,323.50
591-000-202.000			ACCOUNTS PAYABLE	150.00	
591-000-215.000			DUE TO CLEARING FUND		150.00
701-000-202.000			ACCOUNTS PAYABLE	8,267.50	
701-000-215.000			DUE TO OTHER FUNDS		8,267.50
				<u>491,437.70</u>	<u>491,437.70</u>
				<u>491,437.70</u>	<u>491,437.70</u>

05/08/2025 10:43 AM
User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/14/2025	029	73222	ADKISON, NEED & ALLEN, & RENTROP	LEGAL FEES	826.000	257	125.00
				LEGAL FEES	826.000	257	12.50
				CHECK 029 73222 TOTAL FOR FUND 101:			<u>137.50</u>
05/14/2025	029	73223*#	CARLISLE/WORTMAN ASSOCIATES	PLANNER/PROF. SERVICES PLANNER	801.000	701	390.00
				PLANNER/PROF. SERVICES PLANNER	801.000	701	5,250.00
				PLANNER/PROF. SERVICES PLANNER	801.000	701	2,200.00
				PLANNER/PROF. SERVICES PLANNER	801.000	701	1,150.00
				PLANNER/PROF. SERVICES MASTER PLAN	801.001	701	525.00
				PLANNER/PROF. SERVICES PLANNER	801.000	702	110.00
				CHECK 029 73223 TOTAL FOR FUND 101:			<u>9,625.00</u>
05/14/2025	029	73232*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	447	700.00
				ENGINEERING FEES - GENERAL	821.000	447	440.00
				ENGINEERING FEES - GENERAL	821.000	447	3,370.00
				CHECK 029 73232 TOTAL FOR FUND 101:			<u>4,510.00</u>
05/14/2025	029	73233*#	THE KELLY FIRM, PLC	LEGAL FEES	826.000	266	3,494.00
				LEGAL FEES	826.000	701	1,755.00
				CHECK 029 73233 TOTAL FOR FUND 101:			<u>5,249.00</u>
				Total for fund 101 GENERAL FUND			19,521.50

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP

CHECK NUMBER 73222 - 73234

Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 204 ROAD FUND							
05/14/2025	029	73232*#	SHARPE ENGINEERING	ROAD PAVINGS	967.000	440	2,410.00
Total for fund 204 ROAD FUND							2,410.00

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP

CHECK NUMBER 73222 - 73234

Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
05/14/2025	029	73233*#	THE KELLY FIRM, PLC	LEGAL FEES	826.000	357	585.00
Total for fund 206 OXFORD FIRE DEPARTMENT FUND							585.00

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP

CHECK NUMBER 73222 - 73234

Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
05/14/2025	029	73233*#	THE KELLY FIRM, PLC	LEGAL FEES	826.000	302	2,500.00
Total for fund 207 POLICE CONTRACTING (OCSO) FU							2,500.00

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 209 CEMETERY MAINTENANCE FUND							
05/14/2025	029	73232*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	276	4,432.50
Total for fund 209 CEMETERY MAINTENANCE FUND							4,432.50

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
05/14/2025	029	73225	JIM SMITHER	FEES HEATING INSPECTOR	712.002	289	2,950.00
				FEES BUILDING INSPECTOR	712.009	289	50.00
				FEES BUILDING INSPECTOR	712.009	289	407.00
				CHECK 029 73225 TOTAL FOR FUND 249:			<u>3,407.00</u>
05/14/2025	029	73226*#	JODY KINJORSKI	FEES PLUMBING INSPECTOR	712.004	289	1,400.00
				FEES BUILDING INSPECTOR	712.009	289	50.00
				FEES BUILDING INSPECTOR	712.009	289	407.00
				CHECK 029 73226 TOTAL FOR FUND 249:			<u>1,857.00</u>
05/14/2025	029	73230	PAYNE ELECTRIC LLC	FEES ELECTRIC INSPECTORS	712.001	289	3,100.00
				FEES BUILDING INSPECTOR	712.009	289	50.00
				FEES BUILDING INSPECTOR	712.009	289	407.00
				CHECK 029 73230 TOTAL FOR FUND 249:			<u>3,557.00</u>
05/14/2025	029	73231	RANDOLPH WARUNEK	FEES BUILDING INSPECTOR	712.009	289	3,250.00
05/14/2025	029	73232*#	SHARPE ENGINEERING	ENGINEER INSPECTOR FEE	712.010	289	472.50
				SOIL EROSION INSPECTOR	712.013	289	2,021.25
				CHECK 029 73232 TOTAL FOR FUND 249:			<u>2,493.75</u>
05/14/2025	029	73233*#	THE KELLY FIRM, PLC	LEGAL FEES	826.000	289	930.00
				Total for fund 249 BUILDING DEPARTMENT FUND			<u>15,494.75</u>

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
05/14/2025	029	73224	JEBEDIAH CALHOUN	MILEAGE EXPENSE	860.000	296	44.10
05/14/2025	029	73227	JOSEPH CALHOUN	MILEAGE EXPENSE	860.000	296	51.10
05/14/2025	029	73234	WILLIAM JULIEN	MILEAGE EXPENSE	860.000	296	32.90
Total for fund 296 CABLE TV FUND							128.10

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 297 SAFETY PATH FUND							
05/14/2025	029	73232*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	852	125.00
Total for fund 297 SAFETY PATH FUND							125.00

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 298 POLLY ANN TRAIL FUND							
05/14/2025	029	73228	LINDA MORAN SERVICES, LLC	CONTRACTED SERVICES PATC	824.000	853	2,781.00
Total for fund 298 POLLY ANN TRAIL FUND							2,781.00

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
05/14/2025	029	73226*#	JODY KINJORSKI	INSPECTOR FEES	712.000	527	150.00
05/14/2025	029	73229	OAKLAND COUNTY TREASURER	FEES COUNTY USAGE	800.003	527	133,904.12
				PRINCIPAL PAYMENT	991.000	527	32,144.32
				INTEREST PAYMENT	993.000	527	17,515.06
				CHECK 029 73229 TOTAL FOR FUND 590:			<u>183,563.50</u>
05/14/2025	029	73232*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	527	500.00
				ENG FEES-BRABB DEWEY SANITARY SEWER P	821.012	527	2,295.00
				CAMP OAKLAND PUMP STATION PROJECT	973.004	527	2,350.00
				CHECK 029 73232 TOTAL FOR FUND 590:			<u>5,145.00</u>
05/14/2025	029	73233*#	THE KELLY FIRM, PLC	FEES - COUNTY GRINDER PUMP REPAIRS	800.013	527	465.00
				Total for fund 590 SEWER FUND			189,323.50

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
05/14/2025	029	73226*#	JODY KINJORSKI	INSPECTOR FEES	712.000	538	150.00
Total for fund 591 WATER FUND							150.00

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 73222 - 73234
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
05/14/2025	029	73223*#	CARLISLE/WORTMAN ASSOCIATES	BTA25-0003	283.001	000	900.00
05/14/2025	029	73232*#	SHARPE ENGINEERING	BTA23-0007	283.001	000	5,715.00
				BTA24-0004	283.001	000	540.00
				Consultation (Escrow)	283.001	000	372.50
				BTA25-0004	283.001	000	485.00
				CHECK 029 73232 TOTAL FOR FUND 701:			<u>7,112.50</u>
05/14/2025	029	73233*#	THE KELLY FIRM, PLC	BTA25-0003	283.001	000	180.00
				BTA25-0004	283.001	000	75.00
				CHECK 029 73233 TOTAL FOR FUND 701:			<u>255.00</u>
				Total for fund 701 TRUST & AGENCY FUND			8,267.50
			TOTAL - ALL FUNDS				<u>245,718.85</u>

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CASH SUMMARY BY FUND FOR OXFORD TOWNSHIP
 FROM 03/01/2025 TO 03/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 03/01/2025	Total Debits	Total Credits	Ending Balance 03/31/2025
100	GENERAL CLEARING FUND	(198,045.95)	1,578,175.25	1,376,038.48	4,090.82
101	GENERAL FUND	6,326,164.79	2,137,554.94	2,039,797.22	6,423,922.51
151	CEMETERY TRUST FUND	28,000.00	0.00	0.00	28,000.00
204	ROAD FUND	57,922.06	216.60	0.00	58,138.66
206	OXFORD FIRE DEPARTMENT FUND	8,443,378.90	2,610,348.80	2,877,905.86	8,175,821.84
207	POLICE CONTRACTING (OCSO) FUND	7,576,396.41	1,543,939.49	1,860,892.48	7,259,443.42
208	PARKS & RECREATION FUND	1,616,341.37	407,596.88	601,569.13	1,422,369.12
209	CEMETERY MAINTENANCE FUND	628,550.39	3,557.27	2,300.00	629,807.66
210	ADVANCE LIFE SUPPORT FUND	0.00	0.00	0.00	0.00
211	FIRE & EMS OPERATING FUND	820.00	0.00	0.00	820.00
239	TELECOMMUNICATION FUND	11,725.29	0.38	24.91	11,700.76
249	BUILDING DEPARTMENT FUND	473,977.79	94,182.04	103,954.18	464,205.65
296	CABLE TV FUND	259,223.66	95,238.92	116,723.04	237,739.54
297	SAFETY PATH FUND	802,034.75	3,007.83	624.00	804,418.58
298	POLLY ANN TRAIL FUND	359,440.72	4,391.10	6,764.57	357,067.25
308	PARKS DEBT FUND	222,712.32	66,729.10	62,000.00	227,441.42
371	LIBRARY DEBT SERVICE	0.00	0.00	0.00	0.00
396	FIRE DEBT FUND	0.00	0.00	0.00	0.00
431	PARKS CONSTRUCTION BOND FUND	0.00	0.00	0.00	0.00
470	MUNICIPAL BUILDING FUND	0.00	0.00	0.00	0.00
590	SEWER FUND	2,935,869.68	358,725.39	654,560.37	2,640,034.70
591	WATER FUND	4,128,896.90	614,687.93	427,905.52	4,315,679.31
699	PAYROLL FUND	135.11	110,994.51	118,735.93	(7,606.31)
701	TRUST & AGENCY FUND	635,672.43	220,715.57	131,784.51	724,603.49
703	TAX FUND	1,672,456.18	133,219.37	90,324.77	1,715,350.78
805	NAD SEWER S/A CONSTRUCTION FUND	715,062.53	2,683.57	0.00	717,746.10
855	NAD SEWER S/A DEBT FUND	382,043.02	319,353.28	318,000.00	383,396.30
	TOTAL - ALL FUNDS	37,078,778.35	10,305,318.22	10,789,904.97	36,594,191.60



Clerk's Report MARCH 2025

FUND BUDGET SUMMARY

Updated: April 29, 2025

<u>Fund</u>	<u>*Fund Equity</u>	<u>Monthly Revenue</u>	<u>Monthly Expenses</u>	<u>Monthly Var</u>	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>TYD Var</u>
	<u>Account # 391.000</u>						
101 - General	\$ 5,294,379.00	\$ 287,306.85	\$ 167,536.53	\$ 119,770.32	\$ 1,787,651.59	\$ 767,997.28	\$ 1,019,654.31
204 - Road	\$ 261,503.00	\$ 216.60	\$ -	\$ 216.60	\$ 633.62	\$ -	\$ 633.62
206 - Oxford Fire Dept.	\$ 2,779,800.00	\$ 338,296.05	\$ 564,013.71	\$ (225,717.66)	\$ 6,114,557.67	\$ 1,758,324.89	\$ 4,356,232.78
207 - Police Contracting	\$ 2,946,934.00	\$ 113,369.09	\$ 414,352.23	\$ (300,983.14)	\$ 3,668,353.91	\$ 1,457,089.86	\$ 2,211,264.05
208 - Parks & Rec	\$ 632,398.00	\$ 87,145.12	\$ 163,282.50	\$ (76,137.38)	\$ 1,280,068.40	\$ 589,962.76	\$ 690,105.64
209 - Cemetery Maintenance	\$ 335,663.00	\$ 2,357.27	\$ 1,100.00	\$ 1,257.27	\$ 6,676.69	\$ (78,076.00)	\$ 84,752.69
239 - Telecommunications	\$ 43,355.00	\$ 0.38	\$ 24.91	\$ (24.53)	\$ 1.29	\$ 24.91	\$ (23.62)
249 - Building Dept	\$ 1,168,821.00	\$ 31,396.76	\$ 38,037.94	\$ (6,641.18)	\$ 106,023.11	\$ 125,740.89	\$ (19,717.78)
296 - Cable	\$ 345,109.00	\$ 5,755.28	\$ 21,813.89	\$ (16,058.61)	\$ 68,819.64	\$ 84,414.70	\$ (15,595.06)
297 - Safety Path	\$ 397,968.00	\$ 3,007.83	\$ 624.00	\$ 2,383.83	\$ 8,810.57	\$ 2,540.61	\$ 6,269.96
298 - Polly Ann Trail	\$ 240,360.00	\$ 1,891.10	\$ 3,627.07	\$ (1,735.97)	\$ 142,644.46	\$ 46,476.02	\$ 96,168.44
308 - Parks Debt Fund	\$ 28,212.00	\$ 4,729.10	\$ -	\$ 4,729.10	\$ 206,847.87	\$ -	\$ 206,847.87
590 - Sewer	\$ 2,859,523.00	\$ 973,520.48	\$ 329,780.78	\$ 643,739.70	\$ 1,131,061.19	\$ 934,221.37	\$ 196,839.82
591 - Water	\$ 3,309,719.00	\$ 278,697.93	\$ 92,410.52	\$ 186,287.41	\$ 337,217.42	\$ 115,950.55	\$ 221,266.87
805 - NAD Sewer Construction	\$ -	\$ 2,683.57	\$ -	\$ 2,683.57	\$ 7,852.18	\$ 2,722.50	\$ 5,129.68
855 - NAD Sewer Debt	\$ -	\$ 1,353.28	\$ -	\$ 1,353.28	\$ 344,410.36	\$ 500.00	\$ 343,910.36
	\$ 20,643,744.00	\$ 2,131,726.69	\$ 1,796,604.08	\$ 335,122.61	\$ 15,211,629.97	\$ 5,807,890.34	\$ 9,403,739.63

*Per 2023 Audit

Committee and Representative Reports

May 14, 2025 *(Reports not submitted **highlighted**)*

American Rescue Plan Act

Capital Improvement and Maintenance

Cemetery

Community Development Block Grant *(CDBG)*

Compensation & Performance Evaluation

Cooperative Invasive Species Management Areas (CISMA)

Election Commission

Hardship Guidelines

Hazardous Waste *(NO Haz)*

Highway / Roads

North Oakland Transportation Authority *(NOTA)*

Ordinance Review *(Planning Commission)*

Oxford Area Cable Communications Commission *(OACCC)*

Oxford Addison Youth Assistance

Oxford Downtown Development Authority

Personnel Committee

Planned Unit Development *(PUD)*

Planning Commission

Polly Ann Trailway Management Council

Safety Path

Southeast Michigan Council of Governments *(SEMCOG)*

Spongy Moth

Trail, Water and Land Alliance

Water & Sewer

Web Site

Zoning Board of Appeals *(ZBA)*

American Rescue Plan Act Committee Report

Date: May 14, 2025

To: Board of Trustees

From: American Rescue Plan Act (“ARPA”) Committee
(Catherine Colvin, Danielle Smith, Curtis Wright)

Re: ARPA Update

Dear Board Members:

- The ARPA Committee has NOT met since October 29, 2024.
- All \$2,031,964.94 ARPA Funds have been allocated or reallocated to comply with the Federal Regulations.
- **The 2024 Annual Report was submitted on April 23, 2025 to meet the April 30, 2025 reporting deadline. The report was reviewed with Auditor Rana Emmons prior to submittal.**

CHARTER TOWNSHIP OF OXFORD

Date: May 14, 2025

To: Board of Trustees

From: Capital Improvement and Maintenance Committee
(Jack Curtis, Catherine Colvin, David Wagner, Danielle Smith)

Re. Capital Improvement Committee Update

Dear Board Members:

The committee met on May 5 to review proposed and active projects. The current project tracker is attached.

The committee welcomes any feedback and/or recommendations. Thank you.

Capital Improvement Committee Project Tracker

5.5.25 Update

Project	Category	Assigned To	Project Status	Notes	Approved Amount(s)
Exterior Bldg. Maint./Window Caulking	Priority	Jack	Not Started	5/5-Jack will purchase rug for exterior basement doors; will obtain quote for window caulking	
Reconfigure Office Layout	Priority	Danielle	Not Started	5/5- Danielle has meeting w/ ISCG Design Firm this month 7/26- Proposed layout received from Steve Auger April '24-Approved at April BoT to hire AKA Architects to review and design new layout	\$7,500 from GF Additions & Improvements
Water Softener	Nice to Have Done	Catherine	In Progress	5/5- Culligan quote approved to purchase/install water softener 3/11- Culligan came to twp and will provide estimate to Catherine NES recommends water softener	N/A
Twp. Properties	Needs Investigating	Jack	In Progress	3/13- Possible storage area to use during the Brabb-Dewey project Mike is investigating twp. owned land at Brabb-Dewey	N/A
Sheriff Substation Expansion	Priority	Jack	In Progress	5/5- 99 percent complete, painting was done, locks were installed 3/13- Waiting on lockers. PODS are empty and will be picked up on 3/14. Need shelving and storage for new twp storage rooms	\$35,000 approved on 10/25/23 by BoT
Bathroom Ugrades	Should be Done	Jack	Not Started	5/5- Will be reviewed during office reconfiguration Three (3) bathrooms. Plumbing, painting. Jack will obtain cost estimates; committee will discuss at later meeting. Waiting on office layout	N/A

Project	Category	Assigned To	Project Status	Notes	Approved Amount(s)
Upgrades to Twp. Hall Sign	Should be Done	Danielle	In Progress	5/5- Quotes were reviewed and design changes were sent back to Allied. 3/13- Danielle and C.J. will be presenting three estimates for a new township hall sign at the May 5 meeting	N/A
Twp. Vehicle Condition	Needs Investigating	Jack	Not Started	5/5- Car is running smooth; 12yr old car with approx. 50k miles 3/13- Jack is going to take to dealership. P&R said transmission seems to be slipping & investigate how much we could get for the vehicle Review mileage and overall condition	N/A
Landscaping	Needs Investigating	Jack	Not Started	3/13- Dave will talk w/ native species group to see if they have recommendations Work has been done; need maintenance on area around flagpole	N/A
Parking lot Paving	Priority	Jack	Completed	5/5- Paving was complete over the weekend Danielle reached out to Jet-Black to get the township on schedule for repair work. Scheduled for 5/3	\$134,935 approved on 6/14/23 by BoT for True North Asphalt
Snow Plow Maint.	Needs Investigating	Jack	Not Started	5/5- Coordinate with school district for salt needs 3/13-P&R currently does the snow plow and salting for the township offices. They would like to discontinue this service due to the demands of salt from OCS	
Name Plates	Needs Investigating	Danielle	Completed	DONE	N/A
Conference Room Upgrades	Priority	Danielle	Completed	DONE	N/A
HS Park Drinking Fountain	Priority	Jack	Completed	DONE	\$15,000 from ARPA
Audio/Visual Upgrades	In Progress	Danielle	Completed	DONE	\$70,000 from ARPA; balance from GF Additions & Improvements
Exterior Security Camera for Exterior Bldg. Dept.	Priority	Danielle	Completed	DONE	Quote was \$602.69

Project	Category	Assigned To	Project Status	Notes	Approved Amount(s)
New Furniture	Priority	Danielle	Completed	DONE	N/A
Twp. Vehicle Maint.	Priority	Danielle	Completed	DONE	N/A
Roof Replacement	Priority	Jack	Completed	DONE	\$57,000 approved on 12/13/23 by BoT

CEMETERY COMMITTEE REPORT

Date: May 14, 2025

To: Board of Trustees

From: Cemetery Committee
(*Jack Curtis; Kelly Richter; Curtis Wright*)

Re: Oxford Township Cemetery
North Oxford Cemetery
Mt. Pleasant Cemetery

Dear Board Members:

- **The Committee met April 30, 2025 and May 7, 2025.**
- **A copy of the April 30, 2025 Committee meeting Minutes are attached.**
- **The Committee and Engineer Jim Sharpe toured all three (3) cemeteries to analyze the necessary maintenance and improvements to be addressed.**
- The Committee discussed projects for 2025 on the attached list and will be prioritizing the list toward project completion.

CHARTER TOWNSHIP OF OXFORD CEMETERY COMMITTEE MEETING WEDNESDAY APRIL 30, 2025

A meeting of the Charter Township of Oxford Cemetery Committee (“Committee”) was held Wednesday, April 30, 2025 at the Oxford Township Hall, 300 Dunlap Road, Oxford, MI 48371.

Members Present: Jack Curtis, Kelly Richter, Curtis Wright

Members Absent: None

Also Present: None

The meeting was called to order by Chair Richter at 10:02 a.m.

APPROVAL OF AGENDA

Curtis moved, Wright seconded to approve the April 30, 2025 Cemetery Committee Meeting Agenda as presented.

Ayes: 3 Nays: 0 Absent: 0

Motion Carried.

APPROVAL OF FEBRUARY 27, 2025 MEETING MINUTES

Curtis moved, Wright seconded to approve the February 27, 2025 Cemetery Committee Meeting Minutes as presented.

Ayes: 3 Nays: 0 Absent: 0

Motion Carried

PUBLIC COMMENT

None

BUSINESS

MAINTANANCE AND PROJECTS SCHEDULE FOR 2025

The Committee discussed several maintenance items and proposed projects for 2025.

The list is included as an addendum to the minutes.

CEMETERY VISIT DATES

The Committee will be scheduling cemetery site visits for:

- i. Mt. Pleasant
- ii. North Oxford
- iii. Oxford

OTHER CEMETERY ISSUES

The Committee discussed burials and the cost for a burial in the Oxford Cemetery Mausoleum.

CHARTER TOWNSHIP OF OXFORD CEMETERY COMMITTEE MEETING WEDNESDAY APRIL 30, 2025

Upon discussion:

Curtis Moved, Wright seconded to recommend amending the Cemetery Ordinance to include language for burials in the Oxford Township Cemetery Mausoleum, and to consider amending the price for a burial in the Mausoleum.

ROLL CALL:

Ayes: Curtis, Wright, Richter

Nays: None

Absent: None

Motion Carried

COMMITTEE COMMENTS

None

SCHEDULING THE NEXT CEMETERY COMMITTEE MEETING

The next Committee meeting will be scheduled for a date in May 2025.

ADJOURNMENT

Wright moved, Curtis seconded to adjourn the meeting at 11:03 a.m.

Ayes: 3 Nays: 0 Absent: 0

Motion Carried.



Kelly Richter, Chair



Curtis W. Wright, Secretary

CEMETERY - MAINTENANCE and PROJECTS SCHEDULE for 2025				
No.	Field Survey Items to be analyzed	Cemetery Affected		
1	Placing gravel back in drives due to snow plowing	Mt. Pleasant	North Oxford	
2	Graves that have ground settled over the winter months.	Mt. Pleasant	North Oxford	Oxford
3	Burial Spaces to be topsoiled and seeded in Spring 2025	Mt. Pleasant	North Oxford	Oxford
4	Garbage can contents, clean up, and placing additional garbage cans	Mt. Pleasant	North Oxford	Oxford
5	Flower Bed weeding			Oxford
6	Lenhoff - Houck Cemetery Lot/Grave Maintenance and Flower Planting			Oxford
7	Water system start up date	Mt. Pleasant	North Oxford	Oxford
8	Wall restoration at Oxford Cemetery			Oxford
9	Headstones to be reestablished	Mt. Pleasant	North Oxford	Oxford
10	Ingress and egress for funeral processions, primarily Mt. Pleasant Cemetery	Mt. Pleasant		
11	Boundary Survey for Second and Third Addition of Oxford Cemetery			Oxford
12	Boundary Survey for Eastern and Western Division of Oxford Cemetery			Oxford
13	Fencing of Second and Third Addition of Oxford Cemetery			Oxford
14	Condition of trees planted in Oxford Cemetery (North Side)			Oxford
15	Trees to be trimmed and/or removed in all three (3) Cemeteries	Mt. Pleasant	North Oxford	Oxford
16	Tree root removal in Bituminous Drive in the Oxford Cemetery 3rd Addition			Oxford
17	Identifying and confirming salable Burial Spaces available in all cemeteries	Mt. Pleasant	North Oxford	Oxford
18	Stumps to be ground.	Mt. Pleasant	North Oxford	Oxford
19	One (1) Acre vacant property south of the Oxford Cemetery Third Addition	Mt. Pleasant	North Oxford	Oxford
20	Dumping excess dirt material from opening and closing of burials	Mt. Pleasant	North Oxford	Oxford
21	Mausoleum Repairs and Maintenance (roofs, exterior, interior, etc.)			Oxford
	a. 1887 Mausoleum - Ox. Cem. West Division			
	b. 1894 Mausoleum - Ox. Cem. East Division			
	c. 1924 Mausoleum - Ox. Cem. 3rd. Addition			
	d. Hovey Mausoleum - Ox. Cem. West Division			

OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT

HOME IMPROVEMENT PROGRAM REPORT

Program Year: July 1, 2024 through June 30, 2025

COMMUNITIES	APPLICATION STATUS					
	Received	Approvals	Denied	Under Cons.	Completions	Total Project(s) Amount
	Year to Date	Year to Date	Year to Date	Current	Year to Date	Year to Date
Addison	1	0	0	0	0	\$0
Auburn Hills	2	1	2	1	4	\$92,570
Berkley	5	2	1	4	1	\$38,575
Beverly Hills Vlg	1	1	1	0	0	\$0
Birmingham	1	1	0	0	0	\$0
Bloomfield Hills	1	0	1	0	0	\$0
Bloomfield Twp	2	0	2	0	1	\$20,180
Brandon Twp	2	0	3	1	4	\$98,185
Clarkston	0	1	0	1	1	\$45,500
Clawson	2	1	1	0	3	\$77,025
Commerce Twp	9	3	4	1	2	\$57,995
Farmington	3	0	1	0	0	\$0
Farmington Hills	4	2	3	1	0	\$0
Ferndale	13	6	8	1	6	\$232,314
Franklin Vlg	0	0	0	0	0	\$0
Groveland Twp	0	1	0	0	0	\$0
Hazel Park	7	6	4	5	6	\$183,978
Highland Twp	2	2	1	0	4	\$103,530
Holly Twp	2	2	1	0	1	\$10,876
Holly Vlg	0	0	0	2	2	\$59,350
Huntington Woods	0	0	0	0	1	\$24,625
Independence Twp	2	2	1	1	3	\$66,445
Keego Harbor	0	1	1	0	0	\$0
Lake Orion Vlg	0	0	0	0	0	\$0
Lathrup Vlg	4	1	2	0	0	\$0
Leonard Vlg	0	0	0	0	0	\$0
Lyon Twp	0	0	0	0	1	\$17,125
Madison Heights	7	3	5	5	11	\$273,970
Milford Twp	2	0	1	0	0	\$0
Milford Vlg	0	1	0	1	0	\$0
Northville	0	0	0	0	0	\$0
Novi	0	0	0	2	0	\$0
Oak Park	25	14	12	4	11	\$370,418
Oakland Twp	1	1	0	0	0	\$0
Orchard Lake Vlg	0	0	0	0	0	\$0
Orion Twp	5	3	1	1	3	\$71,800
Ortonville Vltg	0	0	0	0	0	\$0
Oxford Twp	0	0	1	1	2	\$55,870
Oxford Vlg	0	0	0	0	2	\$69,075
Pleasant Ridge	0	1	0	0	0	\$0
Pontiac	29	15	28	8	17	\$443,488
Rochester	0	0	0	0	1	\$20,370
Rochester Hills	4	1	3	0	1	\$21,367
Rose Twp	2	1	1	0	0	\$0
Royal Oak	1	0	1	0	0	\$0
Royal Oak Twp	2	1	0	0	2	\$94,445
South Lyon	0	0	0	0	0	\$0
Southfield	16	3	22	1	9	\$241,389
Springfield Twp	2	2	1	1	2	\$86,310
Sylvan Lake	0	0	0	0	0	\$0
Troy	2	1	3	1	2	\$53,438
Walled Lake	2	1	1	1	0	\$0
Waterford Twp	1	0	1	2	7	\$164,823
West Bloomfield Twp	3	5	5	0	2	\$51,703
White Lake Twp	10	8	5	3	3	\$61,361
Wixom	1	1	0	0	1	\$18,050
Wolverine Vlg	1	1	1	0	1	\$19,417
TOTALS	179	96	129	49	117	\$3,245,567

Average Loan Amount \$ 26,725. Applications are first received first served

To: Oxford Township Board of Trustees
From: Compensation Committee (Catherine Colvin, Rod Charles, Vacancy)
Date: May 6, 2025
Re: Personnel Committee Meetings

Dear Board Members:

The available members of the Compensation Committee met on April 7th to discuss the history of the committee and to discuss ideas for future committee recommendations to the Board. The committee will meet again once the vacant position has been filled.

CHARTER TOWNSHIP OF OXFORD

Date: April 22, 2025

To: Board of Trustees

From: Cooperative Invasive Species Management Areas (CISMA)
(David Wagner)

Re. Cooperative Invasive Species Management Areas (CISMA) Update

Dear Board Members:

No new updates to report since that last TB meeting.

The committee welcomes any feedback and/or recommendations. Thank you.

ELECTION COMMISSION

Date: May 14, 2025

To: Board of Trustees

From: Election Commission
(Rod Charles; Vacancy; Curtis Wright)

Re: Election Commission Report

Dear Board Members:

The Election Commission has not met since September 27, 2024.

The Election Commission will not be meeting until an election is requested or statutorily scheduled.

CHARTER TOWNSHIP OF OXFORD

Date: April 22, 2025

To: Board of Trustees

From: Hardship Exemption Guidelines

(David Wagner, Joe Ferrari, Rod Charles)

Re. Hardship Exemption Guidelines Update

Dear Board Members:

No new updates to report since that last TB meeting. Plan to reconvene in early 2026.

The committee welcomes any feedback and/or recommendations. Thank you.

Date: April, 12, 2025

To: Board of Trustees

From: Rod Charles, Trustee

Re: NO HAZ Report

Dear Board Members:

The Township Board of Trustees previously approved the 2025 NO HAZ Agreement with Oakland County.

I worked at this past Saturday's Collection event at Pine Knob. Although the scheduled start time was publicized as 8 a.m., cars were lining up at 7 a.m. We had **770** cars pre-register; we had **1122** cars actually come through.

The event was amazingly well organized with plenty of volunteers. Credit goes to :

Whitney Calio

Principal Planner

Planning and Local Business Development Division

Economic Development Department

The next collection event is scheduled for June 7 at Oxford Middle Schools.

Please note the attached showing Oxford participation during calendar year 2024

Rod Charles

Save-the-Dates

2025 NoHaz Collection Events

How to Register: Registration will open approximately three weeks prior to each collection event. Registration links will be available at: [NoHaz.com](https://www.NoHaz.com)

All Dates / All Locations: 8:00 AM - 1:00 PM (NEW TIME)

Saturday | April 12, 2025

Pine Knob Music Theatre | 33 Bob Seger Drive, Clarkston

Saturday | June 7, 2025

Oxford Middle School | 1420 Lakeville Road, Oxford
(From M-24/Lapeer Road, travel east on Burdick Street)

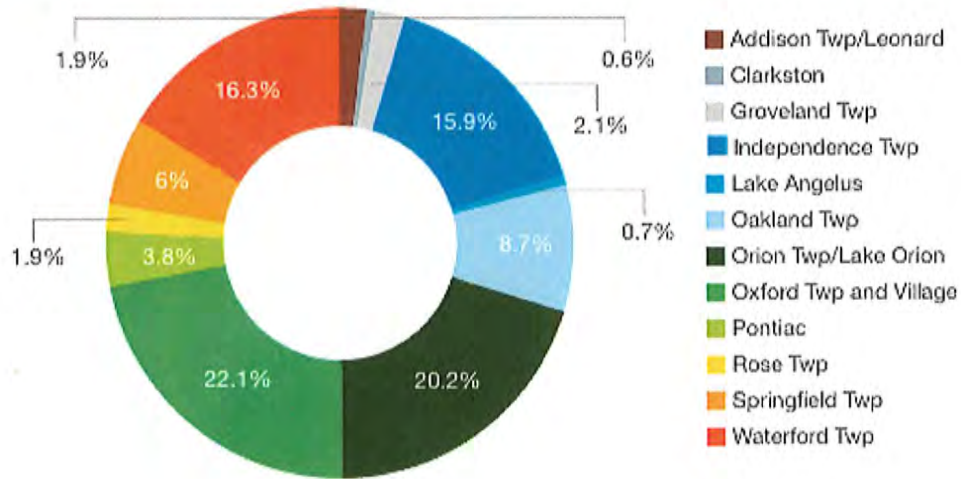
Saturday | July 19, 2025

Kensington Church | 4640 S. Lapeer Road, Orion Township

Saturday | Sept. 13, 2025

Oakland County Service Center Campus | 1200 N. Telegraph Road, Pontiac
(Follow signs on campus)

Participant Percentages by Community – 2024



COMMUNITY	TOTAL # OF PARTICIPANTS	% OF TOTAL PARTICIPANTS	% OF RESPONDENTS WHO WERE 1ST TIME USERS OF NO HAZ	% OF RESPONDENTS BRINGING COMPUTER OR ELECTRONIC WASTE
Addison Township/Leonard	71	1.92%	32.39%	63.38%
Clarkston	21	0.57%	38.10%	57.14%
Groveland Township	77	2.08%	32.00%	60.00%
Independence Township	587	15.85%	35.45%	57.39%
Lake Angelus	24	0.65%	25.00%	70.83%
Oakland Township	322	8.69%	23.45%	70.55%
Orion Township/Lake Orion	748	20.19%	26.58%	67.08%
Oxford Township and Village	819	22.11%	27.61%	66.50%
Pontiac	139	3.75%	34.07%	63.77%
Rose Township	71	1.92%	32.39%	63.38%
Springfield Township	222	5.99%	34.10%	65.60%
Waterford Township	603	16.28%	38.91%	60.24%
PROGRAM TOTALS	3,704	100%	31.08%	64.08%

*29 participants from a non-member community utilized the NoHaz Program. They are not factored into the above totals.

CHARTER TOWNSHIP OF OXFORD

Date: May 14, 2025

To: Board of Trustees

From: Highway/Roads Committee
(Jack Curtis, Curtis Wright, Joe Ferrari)

Re. Highway/Roads Committee Update

Dear Board Members:

The committee will meet with the Road Commission for Oakland County (RCOC) along with neighboring municipal officials on May 12. The meeting will cover various topics such as transportation priorities. A synopsis of the meeting will be included in next month's committee report.

The committee welcomes any feedback and/or recommendations. Thank you.

CHARTER TOWNSHIP OF OXFORD

Date: May 14, 2025

To: Board of Trustees

From: North Oakland Transportation Authority (NOTA)
(Jack Curtis, Joe Ferrari)

Re. NOTA Update

Dear Board Members:

The NOTA board met on April 17. The March 20 meeting minutes are attached. The next meeting is May 15 at 4:30 p.m. Meetings are held at the Oxford Township Meeting Room, 300 Dunlap Rd. Thank you.

Monthly Financial Packet

The monthly financial statements were presented. Moved by Mike Flood, seconded by Ed Brakefield, to receive and file monthly financial packet.

By voice vote the motion passed unanimously.

Approval of the Bills

February 2025 bills were presented for payment totaling \$503,221.09.

Moved by Ed Brakefield, seconded by Joe Ferrari to approve the bills as presented. By roll call vote motion passed unanimously.

Old Business

Intergovernmental Agreement – Our attorney Dan Christ is still working on a draft of NOTA's adjusted Intergovernmental Agreement which is set to expire in December 2025. Mike McDonald stated that we are still open for input from any community member.

New Business

Oxford Bank Policy of one signer required for withdrawals – Jack Curtis had brought up a concern prior to the meeting regarding Oxford Bank's signature page which states "One Signer Required for Withdrawals". Mike McDonald said that we can require 2 signatures if we want to add this to our bylaws which are under review by our attorney. Discussion ensued regarding if the board would like all withdrawals to require 2 signatures and Joe Ferrari said that transfers between accounts shouldn't require 2 signatures for ease of management of funds which is done often. Moved by Ed Brakefield, seconded by Tanya Waple, to adapt a 2-signature policy for checking withdrawals. By Roll Call vote, motion passed unanimously.

Ad Hoc Committee Update – Mike McDonald tried to set up a virtual meeting prior to tonight but an organization meeting will be scheduled as soon as possible. The committee members will visit the NOTA facility and interview staff including drivers, dispatchers and administration. Chris Barnett mentioned that most boards he is on will visit the facilities annually and do a review. He looks at this as a positive step.

Public Comments - none

Monthly Rider and Mileage Reports

Moved by Ed Brakefield, seconded by Joe Ferrari, to receive and file the reports. By voice vote the motion passed unanimously.

Board Member Comments

Joe Ferrari asked if we get feedback from Oakland County on how NOTA is doing. He would like to be able to use NOTA to transfer to SMART and get to the airport. He would like to get anywhere in the Detroit area for his tax dollars which were increased.

Mike McDonald said we accept public riders but the system isn't up to that point yet.

Lynn Gromaski said NOTA did take a disabled rider and her family to a SMART transfer location and they were able to get them to the airport but it takes a lot of coordination and the system isn't developed for transfers on a large scale yet.

Ashley Ross said she is happy to be on the NOTA board.

Members all welcomed Ashley Ross to the NOTA board.

Adjournment

Moved by Joe Ferrari, seconded by Ed Brakefield, to adjourn the meeting at 5:03 p.m. By voice vote, the motion passed unanimously.

The next regular meeting is scheduled for Thursday, April 17th at 4:30 p.m. at Oxford Township Offices, 300 Dunlap, Oxford
Minutes initially drafted by Lynn Gromaski

CHARTER TOWNSHIP OF OXFORD

Date: April 22, 2025

To: Board of Trustees

From: Ordinance Review Committee of the PC
(David Wagner, Bob Turner, Patti Burr, Township Planner)

Re. Ordinance Review Committee of the PC

Dear Board Members:

The committee met on April 10 to review proposed and active ordinance activities. Plan to submit an updated work-plan to the TB. Meeting minutes were captured by the Township Planner.

The committee welcomes any feedback and/or recommendations. Thank you.

To: Oxford Township Board of Trustees

From: Catherine Colvin

Date: May 6, 2025

Re: Oxford Cable TV Commission

The Oxford TV Cable Commission has not met since March 24, 2025. The next meeting is scheduled for May 17, 2025.



OXFORD – ADDISON YOUTH ASSISTANCE
1420 Lakeville Road Oxford, MI 48371
TEL: (248) 460-7011 - E-MAIL: oxfordaddisonya@gmail.com

**Oxford – Addison Youth Assistance
Board Meeting Agenda**

Date: April 22, 2025

Time: 4:00 P.M.

Location: Village of Oxford

Board Members: Todd Barlass, Pauline Bennett, Rod Charles, Patti Durr, Robyn Holzbaugh, Linda Moran, Mike Solwold, Judy Verse, Brendan Westenbarger, Linda Finch, and Stacy Williams.

1. Approval of Agenda
2. Minutes from March 18, 2025
3. Public Comment
4. Sponsorship
 - A. No Report
5. Treasurer's Reports
 - A. Bills – March 2025
6. Caseworker Report
 - A. Caseload/Trends
 - B. OCYA Update
 - C. Office Update
7. Events/Project Reports
 - A. Youth Recognition
8. Discussion/Action Items
 - A. Oxford PD Open House – Volunteers Needed
 - B. Mindfulness and Movement – Bonus Sessions
 - C. Therapy Dog Thursdays
 - D. Concerts in the Park – Volunteers Needed
9. Active Core Programs
 - A. Annual Meeting (Chair: Linda Finch)
 - B. Camp and Skill Building (Chair: Pauline Bennett)
 - C. Family Education (Chair: Brendan Westenbarger)
 - D. Fundraising (Co-Chairs: Linda Moran and Patti Durr)
 - E. Membership Committee (Chair: Rod Charles)
 - F. Mentors Plus (Chair: Vacant)
 - G. Shop with a Hero (Chair: Mike Solwold)
 - H. Wildcat Cub Club (Chair: Ben Kargetta)
 - I. Youth Recognition (Chair: Judy Verse)
10. Board Member Comments
11. Adjournment

Next Board of Directors Meeting — Tuesday, May 27, 2025, at 4:00 p.m. at Oxford Village Offices, Community Room

“Oxford – Addison’s Prevention Leader - Prevention Through Community Involvement”

Oxford-Addison Youth Assistance Board
Meeting Minutes
Tuesday, March 18, 2025

Call to Order @ 4:10 pm

Roll Call: Rod Charles, Patti Durr, Linda Moran, Mike Solwold, Judy Verse, Brendan Westenbarger, Linda Finch, and Stacy Williams were present. Absent were: Todd Barlass, Pauline Bennett, and Robyn Holzbaugh.

Guest: Ben Kargetta, Tom Dewey, and Jenny Debniak

- 1.) Judy Verse moved to approve agenda, Rod Charles 2nd: Agenda approved with all ayes.
- 2.) Linda Finch moved to approve February minutes, Mike Solwold 2nd: All Aye approval.
- 3.) Public comment: None.
- 4.) Sponsorship: No Report.
- 5.) Treasurers Report:
 - a. Bills: Review January's Revised and February Bills Judy Verse moved to approve February bills, Mike Solwold 2nd: Roll call: Rod Charles, Patti Durr, Linda Moran, Mike Solwold, Judy Verse, Pauline, Brendan Westenbarger and Linda Finch, all yes: approved.
 - b. Amend Fundraising Budget: Judy makes motion to increase \$1,150 in Reverse Funds from Income and to increase Fundraising under Expenses for \$1,150 to make Fundraising Budget be a total of \$1900.00. Rod Charles 2nd. Roll Call: Rod Charles, Patti Durr, Linda Moran, Mike Solwold, Judy Verse, Pauline, Brendan Westenbarger and Linda Finch, all yes: approved.
- 6.) Casework Report:
 - a. Caseload/Trends: 22 referrals in February. YTD – 30 Trends; Early Intervention, Intervention, Educational Neglect and School Truancy, assault and battery and threatening behaviors.
 - b. OCYA update: OCYACC March Networking – YA Programs and Grant Workshop - March 26th 6:00 p.m. to 7:30 p.m.
 - c. Office Updates: None
- 7.) Events/Projects:
 - a. Annual Meeting Recap: Speakers were great. Raffle sales down this year by \$95.00. Next year raffle basket at separate table then check in. Many felt rushed and line backed up to check in.
 - b. March Bottle Drive: Just about under \$500.00 so far. Two more weeks left to collect.
 - c. Youth Recognition: Committee is meeting tonight after Board Meeting. 32 nominees so far. Will be held on Friday, May 2nd at OMS. Food cater by OCS Nutrition Department – Spaghetti and Chicken Alfredo.
- 8.) Discussion/Action Items:
 - a. After School Dog Therapy Program: Stacy presents the opportunity to partner with All for Oxford's Thursday after school dog therapy program at OAYA offices. Discussed structure of program and looking for volunteers to assist with setup, breakdown, and monitoring. Potential for OAYA to take over program upon grant funding ends. Linda Finch motions for Stacy to seek further information and program timeline at OMS on Thursdays. Brandon Westenbarger 2nds motion. All aye: Approved.
- 9.) Active Core Programs
 - a.) Annual Meeting: No report – See above in Events/Project.
 - b.) Camps & Skill Building: See Report
 - c.) Family Ed:
 1. See report for program update
 2. Brendan Westenbarger attended CI training at Oakland County. Talked to a resource contact on his personal Journey to Recovery and will be reaching out to make contact with and see what he can offer here in Oxford.
 3. Stacy reported that OMS is requesting Shoplifting Prevention for 7th graders to be replaced by building wide assembly on Internet Safety. OMS feels that internet safety awareness and education is a higher priority and need then Shoplifting Prevention. Brendan Westenbarger makes a motion to replace Shoplifting Prevention for Internet safety. Rod Charles 2nd motion. All Aye: Approved
 - d.) Fund raising: Bottle Drive is in place for the remainder of the month. Linda has explored Poker at Legends in Metemora. Linda and Patti to seek additional information on Goodwill Gaylord fundraiser.
 - e.) Membership: need dates of events for advance notice for people that want to help.
 - f.) Mentors: still on hold.
 - g.) Shop with a Hero: No report
 - h.) Wildcat Cub Club: See report

- i.) Youth Rec: Committee meeting immediately following this meeting. See notes under Events and Projects.
- 10.) Board Comments: " Mike is hosting a Oxford PD open house on Saturday, April 26th from 11:00 a.m. to 2:00 p.m. OAYA is welcome to have a booth" Linda to bring her popcorn machine. Also, Oxford Chamber of Commerce Community Breakfast is tomorrow, 3/19 at 9:00 a.m. Mike nominated Stacy Williams for Community Leadership Award and will be presented tomorrow."
- 11.) Adjournment: Rod Charles moved to adjourn, Judy Verse 2nd: All aye: adjourned at 5:21 pm

2025 Budget Proposal - Amended				
OAYA Budgets	2025 Budget Proposal	YTD Total 3-18-25	Amended 3-18-25	New totals
INCOME				
Program Sponsors				
Village of Oxford	2,500.00	0.00		2,500.00
Oxford Township	12,900.00	12,890.47		12,900.00
Oxford Schools	2,500.00	0.00		2,500.00
Addison Township	5,400.00	0.00		5,400.00
Village of Leonard	300.00	500.00		300.00
Sub Total	23,600.00	13,390.47		23,600.00
Additional Income				
Sponsor a Child	1,000.00	0.00		1,000.00
Camp	0.00	0.00		0.00
Family Ed	0.00	0.00		0.00
Shop with A Hero	0.00	0.00		0.00
Skill Building	0.00	0.00		0.00
Youth Rec	0.00	0.00		0.00
Camp Registration Fees	0.00	0.00		0.00
Family Ed Fees	0.00	0.00		0.00
Fund Raisers	10,000.00	3,956.00		10,000.00
Reserve Fund	17,144.00	0.00	1,150.00	18,294.00
Donations - miscellaneous	1,500.00	200.00		1,500.00
Refunds & Reimbursements	50.00	0.00		50.00
Interest Income	70.00	9.06		70.00
Sub Total	29,764.00	4,165.06		30,914.00
TOTAL INCOME	53,364.00	17,555.53		54,514.00
EXPENDITURES				
Operating Expenses				
Office Assistant Salaries	20,000.00	4,923.00		20,000.00
FICA	1,530.00	376.62		1,530.00
Payroll processing fee	234.00	63.00		234.00
Mileage	100.00	0.00		100.00
Postage/Post Office Box	850.00	0.00		850.00
Office Equipment	300.00	0.00		300.00
Supplies	1,000.00	22.50		1,000.00
Petty Cash	100.00	0.00		100.00
OCYACC Insurance/Hartford	1,500.00	0.00		1,500.00
Public Relations	3,000.00	0.00		3,000.00
Website	300.00	304.90		300.00
Membership	300.00			300.00
Miscellaneous	100.00	0.00		100.00
Sub Total	29,314.00	5,690.02		29,314.00
Program Expenses				
Annual Meeting/Report	1,500.00	423.62		1,500.00
Mentors PLUS	0.00	0.00		0.00
Family Education	7,000.00	855.56		7,000.00
Camp	2,500.00	0.00		2,500.00
Skill Building	2,500.00	0.00		2,500.00
Wildcat Cub Club	500.00	0.00		500.00
Youth Recognition	4,500.00	0.00		4,500.00
Special Projects				
Casework Support	500.00	0.00		500.00
Emergency Funds	1,000.00	0.00		1,000.00
Other	1,000.00	0.00		1,000.00
Fund Raisers	750.00	1,883.40	1,150.00	1,900.00
Executive	300.00	0.00		300.00
Holiday Support				
Caseload Families Assistance	500.00	0.00		500.00
Giving Trees	1,000.00	0.00		1,000.00
Shop with Hero	500.00	0.00		500.00
Sub Total	24,050.00	3,162.58		25,200.00
TOTAL EXPENDITURES	53,364.00	8,852.60		54,514.00
Income Less Expenses	0.00	8,702.93		0

OAYA - 2025 Checks - Paid Out

Date	*Cashed Check#	Written to	Amount	Notes	Category
3/3/25	4149	Oakland Schools	\$ 325.65	Printed reports, agenda, and candy wraps	Annual Meeting
3/4/25	4150	Champagne Engraving	\$ 64.00	Years of Service as Chair award - JV	Annual Meeting
3/4/25	4151	Courtesy Driving School	\$ 480.00	sb for caseload	Skill Building
3/5/25	4152	Oxford Chamber of Commerce	\$ 60.00	Community Breakfast	PR
3/5/25	4153	Oxford Recreational Baseball Assoc.	\$ 91.00	SB for ORBA baseball	Skill Building
3/11/25	4154	Oxford Schools Food Service	\$ 532.00	Food for luncheon	Annual Meeting
3/12/25	4155	Village of Oxford	\$ 861.58	Payroll #942 (\$792,\$60.58,\$9)	Payroll
3/25/25	4156	RCX Sports League LLC	\$ 98.00	Scholarship for flag football	Skill Building
3/25/25	4157	Courtesy Driving School	\$ 480.00	Scholarship for drivers training Seg 1	Skill Building
3/31/25	4158	Village of Oxford	\$ 880.97	Payroll# 946 (\$810, \$61.97, \$9)	Payroll

Total \$3,873.20

OAYA - 2025 RECEIVABLES

Deposit

Date	Check#	Written from	Amount	Notes	Check Date
3/3/25	Cash	Cash from Raffle sales Annual Meeting	\$276.00	Annual Meeting Raffle basket sales	2/28/2025
3/18/25	11679	Village of Leonard	\$500.00	Annual Sponsorship	3/13/2025
3/25/25	Pay Pal	Mark Smith msmith@frontierdistributin	\$500.00	Donated End of Year 2024	12/23/2024
3/25/25	Pay Pal	Ballroom Dance auction	\$330.00	Ballroom Dance fundraiser	2/15/2025
	Pay Pal	Annual Meeting Raffle ticket sales	\$25.00	Annual Meeting Raffle basket sales	2/28/2025
3/31/25		Bank Interest	\$4.14		

Total \$1,635.14

OAYA Year to Date March OAYA Budget Performance Report - 2025

	January	February	March	First Quarter	YTD Total	Budget Amt App'd (9/24/24)	Percent
INCOME							
Program Sponsors							
Village of Oxford				0.00	0.00	2,500.00	0.00%
Oxford Township		12,890.47		12,890.47	12,890.47	12,900.00	99.93%
Oxford Schools				0.00	0.00	2,500.00	0.00%
Addison Township				0.00	0.00	5,400.00	0.00%
Village of Leonard			500.00	500.00	500.00	500.00	100.00%
Sub Total	0.00	12,890.47	500.00	13,390.47	13,390.47	23,800.00	56.26%
Additional Income							
Sponsor a Child							
Camp				0.00	0.00	1,000.00	0.00%
Family Ed				0.00	0.00	0.00	0.00%
Shop With A Hero				0.00	0.00	0.00	0.00%
Skill Building				0.00	0.00	0.00	0.00%
Youth Rec				0.00	0.00	0.00	0.00%
Camp Registration Fee				0.00	0.00	0.00	
Family Ed Fees				0.00	0.00	0.00	
Fund Raisers	1,160.00	2,520.00	606.00	4,286.00	4,286.00	10,000.00	42.86%
Reserve Fund				0.00	0.00	18,294.00	0.00%
Donations - misc	200.00		500.00	700.00	700.00	1,500.00	46.67%
Refunds & Reimbursements				0.00	0.00	50.00	0.00%
Interest Income	4.84	4.22	4.14	13.20	13.20	70.00	18.86%
Sub Total	1,364.84	2,524.22	1,110.14	4,999.20	4,999.20	30,914.00	16.17%
TOTAL INCOME	1,364.84	15,414.69	1,610.14	18,389.67	18,389.67	64,714.00	33.61%
EXPENDITURES							
Operating Expenses							
Office Assistant Salaries	2,529.00	1,575.00	1,602.00	5,706.00	5,706.00	20,000.00	28.53%
Fica	193.47	120.49	122.55	436.51	436.51	1,530.00	28.53%
Payroll Processing fee	36.00	18.00	18.00	72.00	72.00	234.00	30.77%
Mileage				0.00	0.00	100.00	0.00%
Postage/Post Office Box				0.00	0.00	850.00	0.00%
Office Equipment				0.00	0.00	300.00	0.00%
Supplies		22.50		22.50	22.50	1,000.00	2.25%
Petty Cash				0.00	0.00	100.00	0.00%
OCYACC Insurance/ Hartford				0.00	0.00	1,500.00	0.00%
Public Relations			60.00	60.00	60.00	3,000.00	2.00%
Website	304.90			304.90	304.90	300.00	101.63%
Membership				0.00	0.00	300.00	0.00%
Miscellaneous				0.00	0.00	100.00	0.00%
Sub Total	3,063.37	1,735.99	1,802.55	6,601.91	6,601.91	29,314.00	22.52%
Program Expenses							
Annual Meeting/Report	50.00	373.62	921.65	1,345.27	1,345.27	1,500.00	89.68%
Mentors PLUS				0.00	0.00	0.00	
Family Education	459.61	395.95		855.56	855.56	7,000.00	12.22%
Camp				0.00	0.00	2,500.00	0.00%
Skill Building			1,149.00	1,149.00	1,149.00	2,500.00	45.96%
WildCat Cub Club					0.00	500.00	0.00%
Youth Recognition				0.00	0.00	4,500.00	0.00%
Special Projects							
Casework Support				0.00	0.00	500.00	0.00%
Emergency Funds				0.00	0.00	1,000.00	0.00%
Other				0.00	0.00	1,000.00	0.00%
Fund Raisers	1,015.00	868.40		1,883.40	1,883.40	1,900.00	99.13%
Executive				0.00	0.00	300.00	0.00%
Holiday Support							
Caseload Family Assistance				0.00	0.00	500.00	0.00%
Giving Trees				0.00	0.00	1,000.00	0.00%
Shop with Hero				0.00	0.00	500.00	0.00%
Sub Total	1,524.61	1,637.97	2,070.65	6,233.23	6,233.23	26,200.00	20.77%
TOTAL EXPENDITURES	4,587.98	3,373.96	3,873.20	11,835.14	11,835.14	64,514.00	21.71%
INCOME LESS EXPENSES	(3,223.14)	12,040.73	(2,263.06)	6,554.53	6,554.53	200.00	
Beginning checkbook balance	78,107.66	74,884.52	86,925.25	78,107.66	78,107.66		
Plus monthly income	1,364.84	15,414.69	1,610.14	18,389.67	18,389.67		
Less monthly expenses	(4,587.98)	(3,373.96)	(3,873.20)	(11,835.14)	(11,835.14)		
Ending checkbook balance	74,884.52	86,925.25	84,662.19	84,662.19	84,662.19		
Certificates of deposit	8,238.27	8,238.27	8,238.27	8,238.27			
CD Interest Income	0.00	0	0	0			
TOTAL CARRY FORWARD	83,122.79	95,163.52	92,900.46	92,900.46			



OXFORD – ADDISON YOUTH ASSISTANCE
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Oxford - Addison Youth Assistance
Caseworker Report
April 22, 2025

1) Stat Report

- a) See attached YTD Stat Reports for March
 - i) Total referrals were 8
 - ii) Trends:
 - Early Intervention and Intervention, and home incorrigibility.
 - iii) YTD – 38 referrals

2) Oakland County Youth Assistance

- a) OCYACC March Networking was held on March 26th – Local areas were able to update the group on what programs they applied for the mini grant. The coordinating council put a packet together of all the areas' programs and descriptions.

3) Office Update

- a) None to report

STATISTICAL REPORT

2025		March	SCHOOL DISTRICT	OXFORD
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TRANSFER IN

NAME:	
NAME:	
NAME:	

TRANSFER OUT

NAME:	
NAME:	
NAME:	

II. INFORMATION AND REFERRAL

TOTAL	CWR*	GWR**
4	4	

III. AGE	TOTAL	MALE	FEMALE
0-5 YEARS	0		
6 YEARS	0		
7 YEARS	1	1	
8 YEARS	0		
9 YEARS	0		
10 YEARS	1	1	
11 YEARS	0		
12 YEARS	1	1	
13 YEARS	0		
14 YEARS	0		
15 YEARS	1	1	
16 YEARS	0		
17 YEARS	0		
TOTALS	4	4	0
YEAR TO DATE	16	10	6

	TOTAL	MALE	FEMALE
CLOSURES	8	3	5
YEAR TO DATE	16	7	9

IV. REFERRAL

REASON	TOTAL	MALE	FEMALE
Assault & Battery	0		
Breaking & Entering	0		
Destruction of Property	0		
Ed. Neglect	1	1	
Home Incurrigibility	0		
Home Truancy	0		
Marljuana Possession	0		
School Threat	0		
Early Intervention	1	1	
Intervention	2	2	
Retall Fraud	0		
School Incurrigibility	0		
School Incurr. - Alcohol	0		
School Incurr - Vape	0		
School Truancy	0		
Sexting/Obscene Matt / Computer Misuse	0		
Sex - Related	0		
Threatening Behavior	0		
Weapons Possession	0		
Other (*See Below)	0		
TOTALS	4	4	0
YEAR TO DATE	16	10	6

V. REFERRAL SOURCE	CURRENT MONTH		
	TOTAL	MALE	FEMALE
Police	0		
School	4	4	
Parent	0		
*Other (MDHHS ,court)	0		
TOTALS	4	4	0
YEAR TO DATE	16	10	6

VI. COMMUNITY SERVICE DATA	CURRENT MONTH		
	TOTAL	MALE	FEMALE
A. Clents Screened			
B. Placements Completed			
C. Total Hours Completed			

* Other =

Come one, Come all to the

1ST ANNUAL OXFORD PD OPEN HOUSE



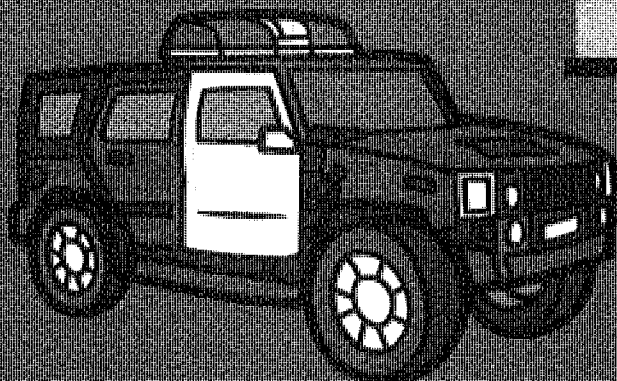
Saturday, April 26, 2025

11 am - 2 pm

- Meet the Oxford Police
- Check out the police cars inside and out
- Enjoy a tour of the station and jail
- Stickers for kids
- Light refreshments will be available

All Ages
Welcome!

JAIL



22 West Burdick St., Oxford, MI 48371



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Board Meeting Update
4.22.25
Therapy Dog Thursdays

Therapy Dog Thursdays will kick off on May 1st and May 8th, running from 3:00 p.m. to 5:00 p.m. at the OAYA Office located within OMS. All 4 Oxford will provide crafts and snacks, along with staff to facilitate the initial session. The Fur Angels organization will take care of the dog therapy arrangements along with their handlers, and there will be no cost since they are generously volunteering their time. Parents will need to complete a Google document for the flyer, registration, consent, release, and waivers before attending the program. We are seeking 3-4 volunteers to assist in running this event. Volunteer tasks will include greeting families and guiding them into the building, managing the check-in station as families arrive, overseeing the craft and snack tables, tracking time for therapy dog visits, and helping with cleanup.

Therapy DOG Thursdays

OAYA's Office
at
Oxford Middle School
3:00 - 5:00 PM

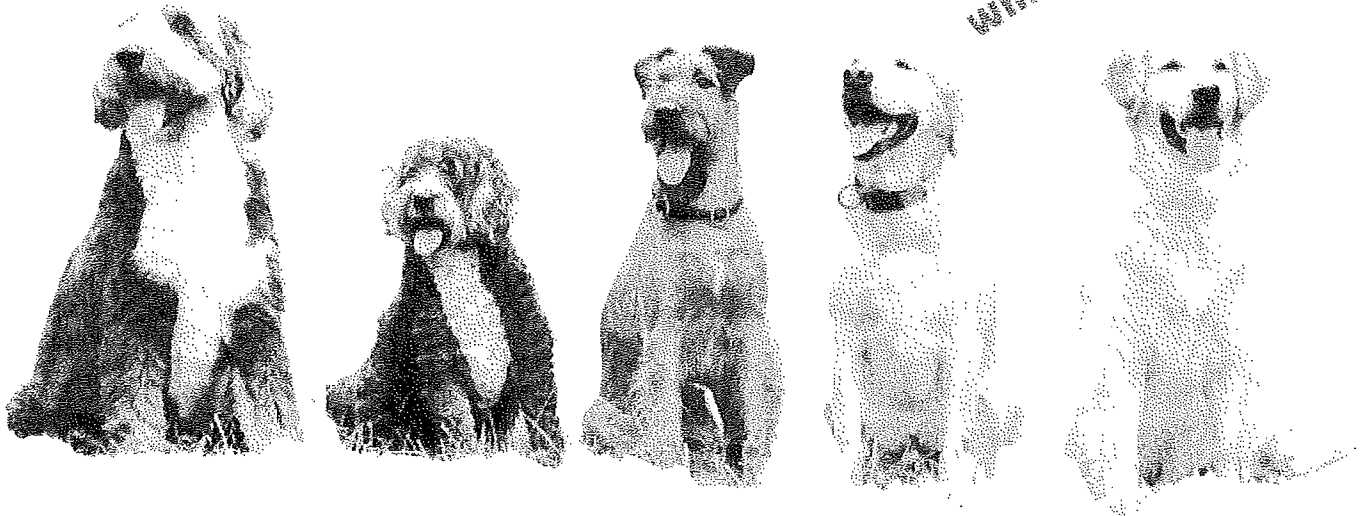


Oxford Addition

Strengthening Families
through Community Involvement

Registration is Required
Limited Spots

*Crafts and snacks
will be provided.*



VOLUNTEER SIGN UP

**DOWNTOWN OXFORD
SUMMER CONCERTS**

JUNE

19 COSMIC GROOVE
8:30pm-8:00pm

26 DUELING PIANOS
8:30pm-8:00pm

JULY

10 UPTOWN ALLSTARS
8:30pm-8:00pm

17 TOPPER MOST
8:30pm-8:00pm

24 BILLY MACK
8:30pm-8:00pm

31 RSO
8:30pm-8:00pm

AUGUST

7 MINIMUM WAGE
8:30pm-8:00pm

14 END OF SUMMER PARTY!
DJ/KIDS' ACTIVITIES
8:30pm-8:00pm

CONCERTS
with a twist

Oxford DDA

June 19 - _____

July 24 - _____

June 26 - _____

July 31 - _____

July 10 - _____

August 7 - _____

July 17 - _____

August 14 - _____



Skill Building Committee Update

Month: March 2025

SKILL BUILDING

Total number of Skill Building requests for the month: 2

Total number of Skill Building applications approved for the month: 0

Total amount of Skill Building funds paid by OAYA for the month: \$730.00

Skill Building activity and agency name: OJW Football and Drivers Training Seg 1

Additional comments:

CAMP

Total number of camp requests for the month: 2

Total number of camp applications approved for the month:

Total amount of camp funds paid by OAYA for the month: \$400.00

Additional Comments:

Other committee information:

Authorized Signature, Chairperson Skill building Committee



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Family and Youth Education

April 22, 2025

Program Update:

Safety in Cyberspace Assemblies at OMS are on the calendar. Deputy Barnes from OCSD will be joining Officer Westenbarger for these events. Parents can find information and resources included in the bi-weekly newsletter sent out by OMS.

- May 12th – 6th Grade Class
- May 13th – 7th Grade Class
- May 15th – 8th Grade Class

Discussion and Approval Request:

- The Mindfulness & Movement program has successfully been completed by all second-grade students during the 24/25 school year, thanks to the ARPA Grant. Teacher feedback suggests a desire for additional sessions, and we would like to offer two bonus sessions in May for interested schools. Clear Lake, Lakeville, and Leonard have confirmed their participation, while Daniel Axford has opted out due to busy end-of-year schedules. The committee is requesting \$861.44 to compensate Colleen Campbell, a certified yoga instructor, for conducting these two extra bonus sessions in May for the second-grade classes at Clear Lake, Lakeville, and Leonard Elementary Schools.

Next Committee Meeting: TBA

“Oxford – Addison’s Prevention Leader - Prevention Through Community Involvement”



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WildCat Cub Club

April 22, 2025

- Cub Club will have its monthly volunteer support meeting Thursday May 1st at the Oxford Parks and Recreation Community Room.
- OES mentors and mentees had their picture taken for this years yearbook.
- OES sent out an invitation for mentors to attend their annual volunteer breakfast which will take place on Friday May 16th. Six out of seven mentors will be in attendance.
- We have an interview with a new community member interested in joining Cub Club on April 30th.
- The Cub Club committee is looking at ways to commemorate our first year. -We will be purchasing picture frames for all of our mentors and mentees as a little keepsake of this year's journey together.
- Recruiting will be a major focus this summer.

"Oxford – Addison's Prevention Leader - Prevention Through Community Involvement"

To: Oxford Township Board of Trustees
From: Personnel Committee (Catherine Colvin, Susan McCullough, Curtis Wright)
Date: May 6, 2025
Re: Personnel Committee Meetings

Dear Board Members:

The Personnel Committee has met several times and is working to address the following:

- Updating the Employee Handbook
- Updating all job descriptions and ensuring all employees have accurate job descriptions
- Ensuring clarity in several policies including, but not limited to
 - Use of Township Vehicle
 - Cell phone policy
 - Working hours
 - Building policy
 - Emergency Procedures

The committee will continue to work and will present the Board with recommendations.

CHARTER TOWNSHIP OF OXFORD

Date: May 14, 2025

To: Board of Trustees

From: Planned Unit Development Committee
(Jack Curtis, Korey Bailey, Bob Turner)

Re. Planned Unit Development Committee Update

Dear Board Members:

The committee has not met and has nothing to report at this time. The committee welcomes any feedback and/or recommendations. Thank you.

POLLY ANN TRAIL

Date: May 14, 2025

To: Board of Trustees

From: Polly Ann Trailway Management Council ("*Council*") Representatives
(*Catherine Colvin; Curtis Wright*)

Re: Polly Ann Trail

Dear Board Members:

The Council met April 16, 2025 with Township Board representatives Catherine Colvin and Curtis Wright present at the meeting.

The Council continued the preliminary steps for the 2026-2030 Master Plan.

The Council approved for the placement of two (2) markers to be placed on the Polly Ann Trail in honor of William O. Smith and Brace Beemer.

New Polly Ann Trail Map Signs will be replacing the current signs that are aged and weathered.

Polly Ann Trail gravel resurfacing will begin in the near future thanks in large part to the Oxford Township Board's allocation of thousands of dollars of American Rescue Plan Act funds to the Council.

The April 16, 2025 Meeting Agenda is attached showing the items that were discussed and/or acted on by the Council.

The next Council Meeting is 3:00 p.m. Wednesday, June 18, 2025 at the Oxford Township Offices.



Polly Ann Trail Management Council, Inc.
23 East Elmwood, P. O. Box 112, Leonard, Michigan 48367
(248) 981-1242 - www.pollyanntrailway.org

Regular Meeting Agenda – April 16, 2025; 3:00 pm

Village of Oxford Offices
22 West Burdick Street, Oxford, MI 48371

PATMC Council Members:

Addison Township.: **Ed Brakefield** (Vice-Chairman); **Mike McDonald** (Secretary)
Orion Township.....: **Matt Pfeiffer** (Treasurer); **Aaron Whatley**
Oxford Township.....: **Curtis Wright** (Chairman); **Catherine Colvin**
Village of Leonard...: **Bill Moore**
Village of Oxford.....: **Allison Kemp**

Trail Manager.....: **Linda Moran**
Citizen Representative.: **Kevin Greene**

- 1. Call to Order**
- 2. Pledge of Allegiance and Invocation**
- 3. Roll Call**
- 4. Agenda Approval**
- 5. Consent Agenda**
 - a. Approval of the January 15, 2025 Meeting Minutes
 - b. Treasurer's Report
 1. Approval of Bills to be paid = \$37,913.76 for January 2025; \$4,935.19 for February 2025; \$3,491.36 for March 2025
 2. Receive and File Financial Reports for January 2025; February 2025; March 2025
 - c. Trail Manager Reports for February 2025; March 2025; April 2025
- 6. Public Comment**
- 7. Citizen Representative Report**
- 8. Presentation: Melissa Prowse Oakland County Parks – Trail Support Discussion**
- 9. Unfinished Business**
 - a. Master Plan Update Preparation
- 10. New Business**
 - a. Historic Property Agreement
 - b. Appointment of Polly Ann Trail Citizen Representative
 - c. MMRMA Insurance Premium Increase
 - d. Polly Ann Trail Logo Redesign Proposal
 - e. Purchase of New Signs
 - f. Fence Removal from Property north of Indianwood Road
 - g. Approval of cost to remove fence near 539 Joslyn Road
 - h. 2025 Trail Surface Project Funding
- 11. Public Comment**
- 12. Council Member Comments**

CHARTER TOWNSHIP OF OXFORD

Date: April 22, 2025

To: Board of Trustees

From: Safety Path Committee

(Jack Curtis, David Wagner, Rod Charles, Jim Sharpe)

Re. Safety Path Committee Update

Dear Board Members:

The committee met on March 26 to discuss the Seymour Lake Safety Path project. Additional funding will be required to facilitate the completion of the engineering design documents pertaining to the Seymour Lake Road safety path between Dunlap and Sanders roads G2 bridge abutment design proposal. A request to the TB will be made.

The committee welcomes any feedback and/or recommendations. Thank you.

SPONGY MOTH COMMITTEE

Date: May 14, 2025

To: Board of Trustees

From: Spongy Moth Committee
(*Rod Charles; Curtis Wright*)

Re: Spongy Moths (*same Report as the April 9, 2025 Report*)

Dear Board Members:

The Spongy Moth Committee last met on Tuesday, January 28, 2025 and toured select areas of Oxford Township for any sightings of spongy moth infestation.

No citizen requests have been received for field surveys to confirm infestation.

No future meetings have been scheduled.

CHARTER TOWNSHIP OF OXFORD

Date: April 22, 2025

To: Board of Trustees

From: Trail, Water & Land Alliance (TWLA)
(David Wagner)

Re. Trail, Water & Land Alliance (TWLA) Update

Dear Board Members:

No new updates to report since that last TB meeting.

The committee welcomes any feedback and/or recommendations. Thank you.

CHARTER TOWNSHIP OF OXFORD

Date: April 22, 2025

To: Board of Trustees

From: Water & Sewer Committee

(Joe Ferrari, Catherine Colvin, David Wagner)

Re. Water & Sewer Committee Update

Dear Board Members:

The committee last met on March 17 to review proposed and active projects. The committee also met on March 25 to specifically discuss the Brabb-Dewey project. Minutes provided in the TB packet.

The committee welcomes any feedback and/or recommendations. Thank you.

CHARTER TOWNSHIP OF OXFORD WATER AND SEWER COMMITTEE REGULAR MEETING MONDAY, APRIL 28, 2025

A Regular Meeting of the Charter Township of Oxford Water and Sewer Committee was held Monday, April 28, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

Chairman Wagner called the meeting to order at 9:30 a.m.

NOTING OF ROLL

Members Present: Wagner, Colvin, Ferrari

Also Present: Township Engineer Jim Sharpe, Tim Artes, Water Resources Commission, Zach Earp, Water Resources Commission, Drew Sandahl, Water Resources Commission, Raphael Chirolla, Water Resources Commission, Karen Warren, Water Resources Commission, Amy Ploof, Water Resources Commission and Matthew Majestic, Oxford Fire Chief

APPROVAL OF THE AGENDA

Secretary Ferrari moved, Vice-Chair Colvin seconded, to approve the April 28, 2025, agenda as presented.

Ayes: 3 Nays: 0 Absent:0

Motion Carried.

APPROVAL OF THE WATER AND SEWER COMMITTEE MEETING MINUTES OF MARCH 17, 2025, AND THE WATER AND SEWER BRABB-DEWEY SUBCOMMITTEE MEETING MINUTES OF MARCH 25, 2025

Secretary Ferrari moved, Vice-Chair Colvin seconded, to approve the Water and Sewer Committee Meeting Minutes of March 17, 2025, and the Water and Sewer Brabb-Dewey Subcommittee Meeting Minutes of March 25, 2025, as presented.

Ayes: 3 Nays: 0 Absent: 0

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None presented.

BUSINESS

EASEMENT RELEASE LETTERS FOR PRIVATE SEWER GRINDER PUMP PROPERTIES-UPDATE

Secretary Ferrari presented all of the signed easement release letters to Sandahl, who will work with the appropriate parties for filing and recording.

PFAS LITIGATION SETTLEMENT FOR PUBLIC WATER SYTEMS-UPDATE

Ploof informed the Water and Sewer Committee that Oxford Township does not have any PFAS in its water supply system and would not be entitled to any funding due to the recent PFAS litigation.

CAMP OAKLAND PUMP STATION-UPDATE

Township Engineer Sharpe provided an update that the Camp Oakland Pump Station is substantially completed with property restoration still to be done. The generator was only able to reach 75% capacity before shutting down service. It was determined that the regulator was

CHARTER TOWNSHIP OF OXFORD WATER AND SEWER COMMITTEE REGULAR MEETING MONDAY, APRIL 28, 2025

too small. It has since been upsized, and a retest of the generator has been scheduled for May 14, 2025. A rain gauge will also need to be installed, and the contractor will be working with the Water Resources commission to address this issue.

CAMP OAKLAND WATER SERVICE CONNECTION AND PERMIT APPLICATION-UPDATE

Camp Oakland representatives have contacted a contractor and are in the process of making a permit application to Oxford Township and the Water Resources Commission. The eight (8) inch water main extension is currently at EGLE for its review and potential approval.

PRESSURE REDUCING VALVE (PRV) AT WILLOW LAKE SUBDIVISION-UPDATE

Trojan Development will be working on the PRV at Willow Lake. They are planning on work starting the week of May 12, 2025, as the meter has been received, but not the PRV. WRC ordered both the meter and the PRV. It is anticipated that there will not be any water service interruption with the PRV installation.

OXFORD WOODS WATER VESSEL REFURBISHMENT-UPDATE

Unfortunately, no bids were received for the Oxford Woods water vessel refurbishment. The bid deadline was extended to May 1, 2025, and the WRC is going to try to reach out to potential bidders again to try and encourage them to consider bidding on this project. The tentative project start date is fall of 2025, with an estimated budget of \$400,000.

MALONEY STREET PUMP GENERATOR-UPDATE

The design work is not fully complete, but this project was able to be quoted at an amount of \$79,500.00. Sandahl felt that amount was fair and in line with other similar projects. Chirolla said that the sewer cash reserves at Oakland County should be able to absorb this expense. The Water and Sewer Committee concurred and agreed to proceed with this project. The Water Resources Commission has a blanket county contract agreement with Corby Electrical to do this work.

WATER MAIN EXTENSION ON SEYMOUR LAKE ROAD FROM DUNLAP ROAD TO SANDY SHORES-UPDATE

The 399-permit application was submitted to EGLE on 3/11/25. We are awaiting their review and approval, which has been taking between 4 -6 months.

CURRENT SEWER BONDS-UPDATE

There is nothing new to report on this issue.

FUTURE OMIDDD, COSDS AND CRWRRF BONDS-UPDATE

There is nothing new to report on this issue.

2026 WRC WATER AND SEWER BUDGETS

Chirolla stated that water operational expenses will increase 6% and suggested an increase from \$32.00 to \$35.00 for minimum usage. The water fund currently has \$600,000.00 in cash reserves at Oakland County. Sewer operational expenses will increase by 5% and the Clinton-

CHARTER TOWNSHIP OF OXFORD WATER AND SEWER COMMITTEE REGULAR MEETING MONDAY, APRIL 28, 2025

Oakland System will increase by 9.5%. Oxford Township's share of a \$1.15 million increase in debt will be 4.2%. There was a consensus of the committee to review the Oakland County Water and Sewer budgets, along with the Oxford Township Water and Sewer budgets and devise a plan on increasing the water and sewer rates for next year. The goal is to make a recommendation to the Township Board for its June 11, 2025, regular meeting.

WATER AND SEWER FUND FINANCIALS-UPDATE

The Water and Sewer Committee will be reviewing these financials at its June 2, 2025, meeting in conjunction with the Oakland County financials.

FUTURE OXFORD TOWNSHIP SEWER BILLING-BREAKOUT BETWEEN DEBT SERVICE AND OPERATING-UPDATE

The Water and Sewer Committee reviewed the new sewer billing format that will now detail the sewer amounts due for Sewer Disposal, Sewer Debt and Sewer Operations and Maintenance. The committee felt this will help our customers better understand how their sewer billing monies are being allocated. The new sewer layout should be effective with our July, 2025, sewer billing.

WRC SEWER BILLING-UPDATE

There is nothing new to report on this issue.

BRABB-DEWEY SEWER EXTENSION PROJECT-UPDATE

The application for the project permit was submitted to the RCOC on March 5, 2025, and to EGLE for its review on April 7, 2025. Sewer reviews have been averaging between 30 to 45 days for review completion. After EGLE and the Road Commission for Oakland County (RCOC) have approved the plans, we will look at asking the Township Board to schedule a special meeting with our Brabb-Dewey subdivision residents to explain the entire project. It was also noted that the sewer main will be public, but the various grinder pumps that will be needed and installed as part of the project will remain private for any future maintenance.

OTHER SEWER SYSTEM ISSUES

Sandal reported that the variable frequency drivers for the Settlement of Manitou were budgeted at \$5,000.00, but came in at \$6,000.00.

OTHER WATER SYSTEM ISSUES

None

COMMITTEE/ENGINEER COMMENTS

Engineer Sharpe provided updates on the M-24 and W. Drahner Road property rezoning from office to commercial and the request to rezone two properties in the Waterstone subdivision from commercial to residential and residential multiple. Due to that proposed zoning change, Sharpe requested that Oakland County Water Resources Commission relocate the water main by the gazebo. The Sandman property on W. Drahner Road and Newman Road is being surveyed and it is anticipated that the property may start to be developed in one (1) to two (2) years. Because of various new developments, it was suggested that a new township wellsite be added on our Water and Sewer Committee agendas on a continual basis for periodic updates.

CHARTER TOWNSHIP OF OXFORD WATER AND SEWER COMMITTEE REGULAR MEETING MONDAY, APRIL 28, 2025

SCHEDULING THE NEXT WATER AND SEWER COMMITTEE MEETING DATE AND TIME

The next regular meeting of the Water and Sewer Committee will be Monday, June 2, 2025, at 9:30 a.m. in the township meeting room.

ADJOURNMENT

Secretary Ferrari moved, Vice-Chair Colvin seconded, to adjourn the meeting at 10:29 a.m.

Ayes: 3 Nays: 0 Absent: 0

Motion Carried.

David Wagner, Chairman

Approved:

/jgf

Joseph G. Ferrari, Secretary

TO: Township Board Members
FROM: Tim London, Building/Zoning Administrator
RE: Building Department 2025 Quarterly Report

<u>Permits Issued</u>	JAN	FEB	MAR	Q-1
Res - Single Family Home	5	0	2	7
Res - Multiple Family	0	0	0	0
Commercial	2	2	0	4
Industrial	0	0	0	0
Building	6	8	11	25
Electrical	32	39	27	98
Mechanical	38	24	26	88
Plumbing	8	8	9	25
Water	4	1	0	5
Sewer	5	1	0	6
Change of Occupancy	2	1	2	5
Soil Erosion	4	1	1	6
Grading	3	1	2	6
Total Permits Issued All Categories	109	86	80	275
<u>On-Line Services Used</u>				
Permits	56	53	50	159
Inspections Scheduled	103	120	124	347
<u>Construction Plan Reviews</u>	14	10	11	35
Residential				
Commercial				
<u>Inspections</u>				
Building	57	48	53	158
Electrical	49	48	60	157
Mechanical	53	64	56	173
Plumbing	35	37	26	98
Soil Erosion	56	51	84	191
Grading	3	2	4	9
Total Inspections	253	250	283	786
<u>Certificates of Occupancy</u>				
Temporary	0	0	0	0
Full	3	2	3	8
<u>FOIA Requests</u>	1	1	1	3

Date: May 14, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: 2024 Audited Financial Report

Dear Board Members:

Rana Emmons, Partner with PSLZ, CPA's is scheduled to present the 2024 Audited Financial Report for the Charter Township of Oxford at the May 14, 2025 Board Meeting.

A copy of the 2024 Audited Financial Report is attached for your review.

The following PROPOSED motion is offered for your consideration:

I move to receive and file the Charter Township of Oxford Audited Financial Report for the Fiscal Year Ended December 31, 2024 as presented.

**CHARTER TOWNSHIP OF OXFORD
Oakland County, Michigan**

AUDITED FINANCIAL REPORT

**For the Fiscal Year Ended
December 31, 2024**

CHARTER TOWNSHIP OF OXFORD
For the Year Ended December 31, 2024

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CHARTER TOWNSHIP OF OXFORD
For the Year Ended December 31, 2024

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PSLZ PLLC

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Kaitlin J. McDuff, C.P.A.
Kevin F. Kurkie, C.P.A.

Independent Auditor's Report

To the Board of Trustees
Charter Township of Oxford, Michigan

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate of all remaining fund information of the Charter Township of Oxford, Michigan, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate of all remaining fund information of the Charter Township of Oxford, Michigan, as of December 31, 2024, and the respective changes in its financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Township and to meet our ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplemental information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplemental Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Charter Township of Oxford's basic financial statements. The other supplemental information, as identified in the table of contents, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to underlying accounting and other records used to prepare the basic financial statements or the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplemental information, as identified in the table of contents is fairly stated in all material respects in relation to the basic financial statements as a whole.

Respectfully,



PSLZ PLLC
Certified Public Accountants

May 7, 2025

Management's Discussion and Analysis

As management of Charter Township of Oxford, we offer readers of Charter Township of Oxford's financial statements this narrative overview and analysis of the financial activities of Charter Township of Oxford for the fiscal year ended December 31, 2024.

Financial Highlights

- The assets of Charter Township of Oxford exceeded its liabilities at the close of the most recent fiscal year by \$59,832,295 (*net position*). Of this amount, \$15,513,482 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year, Charter Township of Oxford's governmental funds reported combined ending fund balances of \$16,736,584, an increase of \$904,758 from the prior year. Approximately 32 percent of this amount, \$5,309,779 is *available for spending* at the government's discretion (*unrestricted fund balance*).
- Charter Township of Oxford's total long-term debt increased by \$3,079,636, which reflects the issuance of \$3,360,000 of special assessment bonds and the addition of Clinton River Drain debt of \$754,552, less annual debt service payments made during the current year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to Charter Township of Oxford's basic financial statements. Charter Township of Oxford's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of Charter Township of Oxford's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of Charter Township of Oxford's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of Charter Township of Oxford is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of Charter Township of Oxford that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of Charter Township of Oxford include general government, public safety, planning and zoning, public works, and recreation and culture. The business-type activities of Charter Township of Oxford include the water and sewer system. The government-wide financial statements can be found on pages 11-12 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Charter Township of Oxford, like other state and local governments, used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of Charter Township of Oxford can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

Charter Township of Oxford maintains 13 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Police Contracting Fund, Parks and Recreation Fund, Fire Fund, and Library Fund all of which are considered to be major funds. Data from the other governmental funds are combined into aggregated presentations by fund type. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

A budgetary comparison statement has been provided for the General, Police Contracting, Parks and Recreation, Fire, and Library Funds to demonstrate compliance with the annual appropriated budget.

Proprietary funds. Charter Township of Oxford maintains two proprietary funds which are classified as an enterprise fund type. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. Charter Township of Oxford used enterprise funds to account for its water and sewer system.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and sewer system, both of which are considered to be major funds of Charter Township of Oxford.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support Charter Township of Oxford's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. The combining statements referred to earlier in connection with the nonmajor governmental funds are presented immediately following the required supplementary information. Combining and individual fund statements and schedules can be found on pages 58-67 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of Charter Township of Oxford, assets exceeded liabilities by \$59,832,295 at the close of the most recent fiscal year.

A significant portion of Charter Township of Oxford's net position (55 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. Charter Township of Oxford used these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although Charter Township of Oxford's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Charter Township of Oxford's Net Position

	Governmental Activities		Business-type Activities		Total	
	2024	2023	2024	2023	2024	2023
Current and Other Assets	\$ 33,320,694	\$ 29,639,659	\$ 11,886,148	\$ 6,907,301	\$ 45,206,842	\$ 36,546,960
Capital Assets	17,725,712	16,572,176	25,447,870	21,232,569	43,173,582	37,804,745
Total Assets	51,046,406	46,211,835	37,334,018	28,139,870	88,380,424	74,351,705
Deferred Outflows	1,126,825	547,955	-	-	1,126,825	547,955
Long-term Liabilities						
Outstanding	2,668,297	3,371,244	9,798,598	6,498,962	12,466,895	9,870,206
Other Liabilities	2,449,199	1,616,586	387,399	637,434	2,836,598	2,254,020
Total Liabilities	5,117,496	4,987,830	10,185,997	7,136,396	15,303,493	12,124,226
Deferred Inflows	14,134,911	12,191,247	236,550	100,625	14,371,461	12,291,872
Net Position:						
Net Investment in						
Capital Assets	17,260,712	15,887,176	15,649,272	14,733,607	32,909,984	30,620,783
Restricted	10,596,394	10,487,447	812,435	-	11,408,829	10,487,447
Unrestricted	5,063,718	3,206,090	10,449,764	6,169,242	15,513,482	9,375,332
Total Net Position	\$ 32,920,824	\$ 29,580,713	\$ 26,911,471	\$ 20,902,849	\$ 59,832,295	\$ 50,483,562

An additional portion of Charter Township of Oxford's net position (19 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (\$15,513,482) may be used to meet the government's ongoing obligations to citizens and creditors.

The governmental net position increased by \$3,340,111 during the current fiscal year and the business-type net position increased by \$6,008,622, as presented:

	Governmental Activities		Business-type Activities		Total	
	2024	2023	2024	2023	2024	2023
Program Revenues:						
Charges for Services	\$ 3,003,063	\$ 3,236,396	\$ 4,719,021	\$ 3,772,386	\$ 7,722,084	\$ 7,008,782
Operating Grants & Contrib.	254,599	341,970	-	-	254,599	341,970
Capital Grants & Contrib.	666,790	972,955	4,491,264	949,063	5,158,054	1,922,018
General Revenues:						
Property Taxes	12,221,285	11,352,101	-	-	12,221,285	11,352,101
State Shared Revenues	2,865,751	2,507,824	-	-	2,865,751	2,507,824
Investment Earnings	1,397,789	1,112,426	452,212	269,493	1,850,001	1,381,919
Other	304,378	310,932	-	-	304,378	310,932
Total Revenues	<u>20,713,655</u>	<u>19,834,604</u>	<u>9,662,497</u>	<u>4,990,942</u>	<u>30,376,152</u>	<u>24,825,546</u>
Program Expenses:						
General Government	2,694,029	2,205,303	-	-	2,694,029	2,205,303
Public Safety	9,564,977	12,403,201	-	-	9,564,977	12,403,201
Public Works	1,209,677	659,423	-	-	1,209,677	659,423
Health and Welfare	22,959	91,984	-	-	22,959	91,984
Planning and Zoning	244,859	223,455	-	-	244,859	223,455
Recreation and Cultural	3,624,982	3,510,968	-	-	3,624,982	3,510,968
Interest on Long-Term Debt	12,061	16,294	-	-	12,061	16,294
Water and Sewer	-	-	3,653,875	3,506,315	3,653,875	3,506,315
Total Expenses	<u>17,373,544</u>	<u>19,110,628</u>	<u>3,653,875</u>	<u>3,506,315</u>	<u>21,027,419</u>	<u>22,616,943</u>
Change in Net Position	<u>\$ 3,340,111</u>	<u>\$ 723,976</u>	<u>\$ 6,008,622</u>	<u>\$ 1,484,627</u>	<u>\$ 9,348,733</u>	<u>\$ 2,208,603</u>

Business-type activities. Business-type activities increased Charter Township of Oxford's net position by \$6,008,622, as compared to a \$1,484,627 increase in the prior year. The sewer fund had construction which included the North Arm Sanitary Sewer Extension, the Camp Oakland Pump Station project, and the Clinton River Drain project totaling approximately \$4,600,000 in the current year. Also, water and sewer tap fee revenues decreased by approximately \$328,000 over the prior year.

Financial Analysis of the Government's Funds

Governmental funds. The focus of the Charter Township of Oxford's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Charter Township of Oxford's financing requirements. In particular, *unrestricted fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, Charter Township of Oxford's governmental funds reported combined ending fund balances of \$16,736,584, an increase of \$904,758 in comparison with the prior year. The *unrestricted fund balance*, which is the amount available for spending at the government's discretion, represents 32% of the total fund balance. The remainder of fund balance is *restricted* to indicate that it is not available for new spending because it has already been committed to uphold contracts or bond agreements.

The general fund is the chief operating fund of the Charter Township of Oxford. At the end of the current fiscal year, total fund balance was \$5,324,058. The fund balance of Charter Township of Oxford's general fund increased by \$29,679 during the current fiscal year. General Fund operating revenues reflected an increase of \$157,767 in interest earnings. General Fund expenditures decreased \$107,991 over the prior year. The General Fund also transferred \$200,000 to the Cemetery Maintenance Fund, \$325,000 to the Fire Fund, \$212,947 to the Road Fund, and \$650,000 to the Safety Path Fund. The Township received a total of \$2,031,365 of American Rescue Plan Act (ARPA) funds, of which \$1,781,920 has been spent through 2024 and the balance has been obligated as of December 31, 2024.

Proprietary funds. The Township's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the Water and Sewer Funds totaled \$10,449,764 at the end of the year, which is a \$4,280,522 increase in unrestricted net position. Water and sewer tap fees totaled \$621,264 which is a decrease of \$327,799 over the prior year. Other factors concerning the finances of this fund have already been addressed in the discussion of Charter Township of Oxford's business-type activities.

In the Sewer Fund, the North Area Sewer Special Assessment bonds were issued in 2024 and the Clinton River drainage debt was added. Also, the Oakland-Macomb Interceptor 2024 bonds were issued and the Township paid its apportioned share in full.

General Fund Budgetary Highlights

The differences between the beginning and final budgets represent an increase in budgeted revenues of \$591,170, which includes a \$65,000 increase for state shared revenues, a \$28,000 in permit revenues, and a \$465,000 increase in interest income. Budgeted expenditures were increased \$474,613 including an increase of \$148,000 for building and grounds for improvements, an increase of \$286,000 in special assessments including the Great Pines special assessment project, and a decrease of \$487,053 in transfers to other funds.

Capital assets. Charter Township of Oxford's investment in capital assets for its governmental and business type activities as of December 31, 2024, amounts to \$43,173,582 (net of accumulated depreciation). This investment in capital assets includes land, buildings and system improvements, machinery and equipment, park facilities, and the water and sewer systems. The investment in fixed assets increased by \$5,368,837 due to capital asset additions less annual depreciation expense. Significant capital improvements and purchases in 2024 included the Seymour Lake Road, Ray Road and Lakeville safety paths, the police substation expansion, new roof on the Township hall, Seymour Lake Park playground equipment, a fire vehicle, and library building renovations and generator.

Long-term debt. At the end of the current fiscal year, Charter Township of Oxford had total bonded debt outstanding of \$10,263,598, which consisted of \$465,000 Park General Obligation bonds, \$3,565,000 Water General Obligation bonds, \$3,225,000 Sewer Special Assessment bonds, and \$3,008,598 for the Oakland-Macomb Interceptor Drain Bonds and Clinton River Drain Bonds. All of Charter Township of Oxford's debt represents general obligation debt backed by the full faith and credit of Charter Township of Oxford, subject to constitutional limit.

Additional information on Charter Township of Oxford's long-term debt can be found in note III. D. on pages 34-35 of this report.

Economic Factors and Next Year's Budgets and Rates

The Township anticipates a slight increase in property tax revenues based on projected increased taxable values and a slight increase in State shared revenue in 2025 based on current economic projections. The Township has adopted a balanced budget in the General Fund for fiscal year 2025 and anticipates the Township's finances to remain stable.

Requests for Information

This financial report is designed to provide a general overview of Charter Township of Oxford's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Township Supervisor, 300 Dunlap Road, Oxford, MI 48371.

BASIC FINANCIAL STATEMENTS

CHARTER TOWNSHIP OF OXFORD

Statement of Net Position

December 31, 2024

	<u>Primary Government</u>			<u>Component Unit</u>
	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>	
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 18,991,084	\$ 7,418,008	\$ 26,409,092	\$ 260,899
Receivables (net of allowance for uncollectibles):				
Accounts	180,420	1,182,807	1,363,227	-
Taxes	14,134,911	-	14,134,911	-
Special Assessments	-	3,285,333	3,285,333	-
Prepaid Expenses	14,279	-	14,279	-
Capital Assets (net of Accumulated Depreciation)	<u>17,725,712</u>	<u>25,447,870</u>	<u>43,173,582</u>	<u>102,925</u>
Total Assets	<u>51,046,406</u>	<u>37,334,018</u>	<u>88,380,424</u>	<u>363,824</u>
<u>DEFERRED OUTFLOWS</u>				
Deferred Outflows related to Pensions	<u>1,126,825</u>	<u>-</u>	<u>1,126,825</u>	<u>-</u>
<u>LIABILITIES</u>				
Accounts Payable	2,199,754	387,399	2,587,153	1,202
Unearned Revenue-ARPA	249,445	-	249,445	-
Noncurrent Liabilities:				
Net Pension Liability	1,648,408	-	1,648,408	-
Other Postemployment Benefit Liability	315,455	-	315,455	-
Compensated Absences	239,434	-	239,434	-
Due within one year	230,000	919,190	1,149,190	-
Due in more than one year	<u>235,000</u>	<u>8,879,408</u>	<u>9,114,408</u>	<u>-</u>
Total Liabilities	<u>5,117,496</u>	<u>10,185,997</u>	<u>15,303,493</u>	<u>1,202</u>
<u>DEFERRED INFLOWS</u>				
Property Taxes Collected for the following year	14,134,911	-	14,134,911	-
Deferred Charge on Bond Refundings	<u>-</u>	<u>236,550</u>	<u>236,550</u>	<u>-</u>
Total Deferred Inflows	<u>14,134,911</u>	<u>236,550</u>	<u>14,371,461</u>	<u>-</u>
<u>NET POSITION</u>				
Net Investment in Capital Assets	17,260,712	15,649,272	32,909,984	102,925
Restricted	10,596,394	812,435	11,408,829	-
Unrestricted	<u>5,063,718</u>	<u>10,449,764</u>	<u>15,513,482</u>	<u>259,697</u>
Total Net Position	<u>\$ 32,920,824</u>	<u>\$ 26,911,471</u>	<u>\$ 59,832,295</u>	<u>\$ 362,622</u>

CHARTER TOWNSHIP OF OXFORD
Statement of Activities
For the Year Ended December 31, 2024

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position			Component Unit
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Primary Government Business-type Activities	Total	
Governmental Activities:								
General Government	\$ 2,694,029	\$ 196,210	\$ 21,973	\$ 471,856	\$ (2,003,990)	\$ -	\$ (2,003,990)	\$ -
Public Safety	9,564,977	1,757,768	57,943	76,500	(7,672,766)	-	(7,672,766)	-
Public Works	1,209,677	-	-	82,354	(1,127,323)	-	(1,127,323)	-
Health and Welfare	22,959	-	-	-	(22,959)	-	(22,959)	-
Planning and Zoning	244,859	53,045	-	-	(191,814)	-	(191,814)	-
Recreation and Cultural	3,624,982	996,040	174,683	36,080	(2,418,179)	-	(2,418,179)	-
Interest on Long-Term Debt	12,061	-	-	-	(12,061)	-	(12,061)	-
Total Governmental Activities	<u>17,373,544</u>	<u>3,003,063</u>	<u>254,599</u>	<u>666,790</u>	<u>(13,449,092)</u>	<u>-</u>	<u>(13,449,092)</u>	<u>-</u>
Business-type Activities:								
Water	641,405	1,050,723	-	425,344	-	834,662	834,662	-
Sewer	3,012,470	3,668,298	-	4,065,920	-	4,721,748	4,721,748	-
Total Business-type Activities	<u>3,653,875</u>	<u>4,719,021</u>	<u>-</u>	<u>4,491,264</u>	<u>-</u>	<u>5,556,410</u>	<u>5,556,410</u>	<u>-</u>
Total Primary Government	\$ <u>21,027,419</u>	\$ <u>7,722,084</u>	\$ <u>254,599</u>	\$ <u>5,158,054</u>	<u>(13,449,092)</u>	<u>5,556,410</u>	<u>(7,892,682)</u>	<u>-</u>
Component Unit - Trailway	\$ <u>100,832</u>	\$ <u>-</u>	\$ <u>186,889</u>	\$ <u>11,888</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>97,945</u>
General Revenues:								
Property Taxes					12,221,285	-	12,221,285	-
State Shared Revenue					2,865,751	-	2,865,751	-
Franchise Fees					304,378	-	304,378	-
Unrestricted Investment Earnings					<u>1,397,789</u>	<u>452,212</u>	<u>1,850,001</u>	<u>14,788</u>
Total General Revenues					<u>16,789,203</u>	<u>452,212</u>	<u>17,241,415</u>	<u>14,788</u>
Change in Net Position					3,340,111	6,008,622	9,348,733	112,733
Net Position - Beginning					<u>29,580,713</u>	<u>20,902,849</u>	<u>50,483,562</u>	<u>249,889</u>
Net Position - Ending					\$ <u>32,920,824</u>	\$ <u>26,911,471</u>	\$ <u>59,832,295</u>	\$ <u>362,622</u>

CHARTER TOWNSHIP OF OXFORD

Balance Sheet
Governmental Funds
December 31, 2024

	<u>General</u>	<u>Police Contracting</u>	<u>Parks and Recreation</u>	<u>Fire</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 5,594,401	\$ 5,060,241	\$ 819,064	\$ 4,212,161
Receivables (net of allowance for uncollectibles):				
Accounts	33,152	52,093	26,177	-
Taxes	1,051,954	3,940,528	1,144,526	6,242,409
Advance to Other Fund	-	-	-	-
Prepaid Expenditures	14,279	-	-	-
Total Assets	<u>\$ 6,693,786</u>	<u>\$ 9,052,862</u>	<u>\$ 1,989,767</u>	<u>\$ 10,454,570</u>
 <u>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE</u>				
Liabilities:				
Accounts Payable	\$ 68,329	\$ 2,112,570	\$ -	\$ 18,355
Advance from Other Fund	-	-	-	816,132
Unearned Revenue	249,445	-	-	-
Deferred Inflows:				
Deferred Tax Revenue	1,051,954	3,940,528	1,144,526	6,242,409
Total Liabilities and Deferred Inflows	<u>1,369,728</u>	<u>6,053,098</u>	<u>1,144,526</u>	<u>7,076,896</u>
Fund Balances:				
Nonspendable	14,279	-	-	-
Restricted	-	2,999,764	845,241	3,377,674
Unrestricted:				
Unassigned	5,309,779	-	-	-
Total Fund Balances	<u>5,324,058</u>	<u>2,999,764</u>	<u>845,241</u>	<u>3,377,674</u>
Total Liabilities, Deferred Inflows and Fund Balances	<u>\$ 6,693,786</u>	<u>\$ 9,052,862</u>	<u>\$ 1,989,767</u>	<u>\$ 10,454,570</u>

Amounts reported for governmental activities in the statement of net position are different because:
Capital Assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.
Net Deferred Outflows and Inflows related to Pensions
Net Pension Liabilities are not reported in the funds
Net Other Post Employment Benefit Liability
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.

Net Position of Governmental Activities

<u>Library</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 1,116,515	\$ 2,188,702	\$ 18,991,084
-	68,998	180,420
1,529,616	225,878	14,134,911
-	816,132	816,132
-	-	14,279
<u>\$ 2,646,131</u>	<u>\$ 3,299,710</u>	<u>\$ 34,136,826</u>

\$ -	\$ 500	\$ 2,199,754
-	-	816,132
-	-	249,445
<u>1,529,616</u>	<u>225,878</u>	<u>14,134,911</u>
<u>1,529,616</u>	<u>226,378</u>	<u>17,400,242</u>

-	816,132	830,411
1,116,515	2,257,200	10,596,394
-	-	5,309,779
<u>1,116,515</u>	<u>3,073,332</u>	<u>16,736,584</u>

<u>\$ 2,646,131</u>	<u>\$ 3,299,710</u>
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17,725,712
 1,126,825
 (1,648,408)
 (315,455)
(704,434)
\$ 32,920,824

CHARTER TOWNSHIP OF OXFORD
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2024

	General	Police Contracting	Parks and Recreation	Fire
<u>Revenues</u>				
Property Taxes	\$ 988,483	\$ 3,672,710	\$ 1,073,961	\$ 4,848,074
Licenses and Permits	45,135	-	-	-
Intergovernmental:				
Federal, State and Local	2,904,625	110,735	56,693	217,051
Charges for Services	167,271	311,780	986,932	841,942
Fines and Forfeitures	-	44,416	-	-
Franchise Fees	-	-	-	-
Special Assessments	104,204	-	-	-
Interest	554,622	316,170	54,825	285,527
Other	49,129	-	106,184	3,002
Total Revenues	<u>4,813,469</u>	<u>4,455,811</u>	<u>2,278,595</u>	<u>6,195,596</u>
<u>Expenditures</u>				
Current:				
General Government	2,531,043	-	-	-
Public Safety	-	4,055,156	-	5,761,596
Public Works	596,982	-	-	-
Health and Welfare	22,959	-	-	-
Planning and Zoning	244,859	-	-	-
Recreation and Cultural	-	-	1,919,271	-
Other	-	-	-	-
Debt Service:				
Principal	-	-	-	-
Interest and Other Charges	-	-	-	-
Capital Outlay	-	347,825	146,481	161,126
Total Expenditures	<u>3,395,843</u>	<u>4,402,981</u>	<u>2,065,752</u>	<u>5,922,722</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>1,417,626</u>	<u>52,830</u>	<u>212,843</u>	<u>272,874</u>
<u>Other Financing Sources (Uses)</u>				
Transfers In	-	-	-	325,000
Transfers Out	(1,387,947)	-	-	-
Total Other Financing Sources (Uses)	<u>(1,387,947)</u>	<u>-</u>	<u>-</u>	<u>325,000</u>
Net Change in Fund Balances	29,679	52,830	212,843	597,874
Fund Balances - Beginning	<u>5,294,379</u>	<u>2,946,934</u>	<u>632,398</u>	<u>2,779,800</u>
Fund Balances - Ending	<u>\$ 5,324,058</u>	<u>\$ 2,999,764</u>	<u>\$ 845,241</u>	<u>\$ 3,377,674</u>

Library	Other Governmental Funds	Total Governmental Funds
\$ 1,428,636	\$ 209,421	\$ 12,221,285
-	498,573	543,708
105,789	28,625	3,423,518
-	105,473	2,413,398
32,897	-	77,313
-	304,378	304,378
-	-	104,204
98,125	88,520	1,397,789
67,010	2,737	228,062
<u>1,732,457</u>	<u>1,237,727</u>	<u>20,713,655</u>
-	-	2,531,043
-	500,688	10,317,440
-	757,919	1,354,901
-	-	22,959
-	-	244,859
1,410,540	-	3,329,811
-	339,960	339,960
-	220,000	220,000
-	12,061	12,061
780,431	-	1,435,863
<u>2,190,971</u>	<u>1,830,628</u>	<u>19,808,897</u>
<u>(458,514)</u>	<u>(592,901)</u>	<u>904,758</u>
-	1,062,947	1,387,947
-	-	(1,387,947)
-	<u>1,062,947</u>	<u>-</u>
(458,514)	470,046	904,758
<u>1,575,029</u>	<u>2,603,286</u>	<u>15,831,826</u>
<u>\$ 1,116,515</u>	<u>\$ 3,073,332</u>	<u>\$ 16,736,584</u>

CHARTER TOWNSHIP OF OXFORD
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2024

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$	904,758
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.

Capital Outlay		2,138,716
Depreciation Expense		(985,180)

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Principal Repayments		220,000
Increase in Compensated Absences		(26,803)

Change in Net Pension Liability		1,077,253
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Change in Net Other Postemployment Benefit Liability		<u>11,367</u>
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Change in net position in governmental activities	\$	<u><u>3,340,111</u></u>
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CHARTER TOWNSHIP OF OXFORD
Statement of Net Position
Proprietary Funds
December 31, 2024

	Business-type Activities - Enterprise Funds		
	Sewer	Water	Total
<u>ASSETS</u>			
Current Assets:			
Cash	\$ 3,318,935	\$ 4,099,073	\$ 7,418,008
Accounts Receivable	1,182,807	-	1,182,807
Special Assessment Receivable	234,667	-	234,667
Total Current Assets	4,736,409	4,099,073	8,835,482
Noncurrent Assets:			
Special Assessment Receivable	3,050,666	-	3,050,666
Capital Assets:			
Land	-	367,557	367,557
Water Mains	-	21,547,498	21,547,498
Sewer Mains	17,939,765	-	17,939,765
Accumulated Depreciation	(7,262,770)	(7,144,180)	(14,406,950)
Net Capital Assets	10,676,995	14,770,875	25,447,870
Total Assets	18,464,070	18,869,948	34,283,352
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts Payable	368,989	18,410	387,399
Bonds Payable	379,190	540,000	919,190
Total Current Liabilities	748,179	558,410	1,306,589
Noncurrent Liabilities:			
Bonds Payable	5,854,408	3,025,000	8,879,408
Total Liabilities	6,602,587	3,583,410	10,185,997
<u>DEFERRED INFLOWS</u>			
Deferred Charge on Bonds	150,300	86,250	236,550
<u>NET POSITION</u>			
Net Investment in Capital Assets	4,443,397	11,205,875	15,649,272
Restricted for Debt	99,819	-	99,819
Restricted for Improvements	712,616	-	712,616
Unrestricted	6,455,351	3,994,413	10,449,764
Total Net Position	\$ 11,711,183	\$ 15,200,288	\$ 26,911,471

CHARTER TOWNSHIP OF OXFORD
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2024

	Business-type Activities - Enterprise Funds		
	Sewer	Water	Total
Operating Revenues:			
Charges for Services	\$ 3,668,298	\$ 9,988	\$ 3,678,286
Operating Expenses:			
Operations & Maintenance	2,676,341	72,053	2,748,394
Depreciation Expense	210,687	425,377	636,064
Total Operating Expenses	2,887,028	497,430	3,384,458
Operating Income(Loss)	781,270	(487,442)	293,828
Nonoperating Revenues (Expenses):			
Debt Surcharge	-	1,040,735	1,040,735
Contribution from County Reserves	350,000	-	350,000
Interest Income	250,929	201,283	452,212
Interest Expense	(125,442)	(143,975)	(269,417)
Total Nonoperating Revenues (Expenses)	475,487	1,098,043	1,573,530
Income (Loss) Before Contributions	1,256,757	610,601	1,867,358
Capital Contributions	3,715,920	425,344	4,141,264
Net Income	4,972,677	1,035,945	6,008,622
Net Position - January 1	6,738,506	14,164,343	20,902,849
Net Position - December 31	\$ 11,711,183	\$ 15,200,288	\$ 26,911,471

CHARTER TOWNSHIP OF OXFORD
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2024

	Business-type Activities - Enterprise Funds		
	Sewer	Water	Total
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
Receipts from customers and users	\$ 3,316,335	\$ 9,988	\$ 3,326,323
Payments to suppliers	(2,940,456)	(57,973)	(2,998,429)
Net Cash Provided (Used) by Operating Activities	375,879	(47,985)	327,894
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</u>			
Capital Contributions	3,715,920	425,344	4,141,264
Debt Surcharge	-	1,040,735	1,040,735
Proceeds from County Reserve	350,000	-	350,000
Special Assessment Collections	234,666	-	234,666
Construction of Assets	(4,599,737)	(251,628)	(4,851,365)
Proceeds from Contract Debt	893,446	-	893,446
Principal Paid on Debt	(428,810)	(525,000)	(953,810)
Interest Paid on Debt	(125,442)	(158,350)	(283,792)
Net Cash Provided (Used) by Capital and Related Financing Activities	40,043	531,101	571,144
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
Interest Earned	250,929	201,283	452,212
Net Increase (Decrease) in Cash and Cash Equivalents	666,851	684,399	1,351,250
Cash and Cash Equivalents, Beginning	2,652,084	3,414,674	6,066,758
Cash and Cash Equivalents, Ending	\$ 3,318,935	\$ 4,099,073	\$ 7,418,008
<u>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:</u>			
Operating Income (Loss)	\$ 781,270	\$ (487,442)	\$ 293,828
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
Depreciation and Amortization Expense	210,687	425,377	636,064
(Increase) Decrease in Accounts Receivable	(351,963)	-	(351,963)
Increase (Decrease) in Accounts Payable	(264,115)	14,080	(250,035)
Net Cash Provided (Used) by Operating Activities	\$ 375,879	\$ (47,985)	\$ 327,894

CHARTER TOWNSHIP OF OXFORD
Statement of Fiduciary Net Position
Fiduciary Funds
December 31, 2024

	Custodial Funds
ASSETS	
Cash	\$ <u>9,876,721</u>
LIABILITIES	
Due to Other Governmental Units	9,144,182
Deposits and Escrows	<u>732,539</u>
Total Liabilities	<u>9,876,721</u>
NET POSITION	\$ <u><u>-</u></u>

CHARTER TOWNSHIP OF OXFORD
Statement of Changes in Net Position
Fiduciary Funds
For the Year Ended December 31, 2024

	Custodial Funds
Additions:	
Deposits and Escrows Collected	\$ 605,755
Taxes Collected for Other Governments	<u>32,129,091</u>
Total Additions	<u>32,734,846</u>
Deductions:	
Deposits and Escrows Refunded	605,755
Payments of Taxes to Other Governments	<u>32,129,091</u>
Total Deductions	<u>32,734,846</u>
Change in Net Position	\$ <u><u>-</u></u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Oxford Township became a Charter Township by resolution of the Township Board. The Township is operated under a Board of Trustees form of government and provides the following services as authorized by law: public safety (police and fire), library, recreation, public improvements, building, planning and zoning, and general administrative services.

As required by generally accepted accounting principles, these financial statements present the Charter Township of Oxford and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the Township's operations and so data from these units is combined with data of the primary government. The Oxford Public Library is a blended component unit which is included in the Township's financial statements but does issue a separate report. Separate financial statements of the Library may be obtained at Oxford Public Library, 530 Pontiac Road, Oxford, Michigan 48371. The Library has a December 31 year end.

Discretely Presented Component Unit

The Polly Ann Trailway Management Council is a discretely presented component unit and is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the Township. The Council was created for the purpose of owning or leasing, exercising right of dominion over, developing, providing, maintaining, and operating certain non-motorized public trails for recreational use within the jurisdiction of member units, Addison Township, Orion Township, Oxford Township, Village of Leonard, and Village of Oxford. The Polly Ann Trailway Management Council has a December 31 year end.

B. Jointly Governed Organizations

North Oakland Transportation Authority

The Authority provides transportation services for the following six entities, the Charter Township of Oxford, the Charter Township of Orion, the Township of Addison, the Village of Lake Orion, the Village of Leonard and the Village of Oxford. The Authority's board consists of twelve members of which the Charter Township of Oxford appoints two. The North Oakland Transportation Authority is not considered a part of the reporting entity of the Charter Township of Oxford. Separate financial statements of the joint venture may be obtained at North Oakland Transportation Authority, 675 S. Glaspie Street, Suite A, Oxford, Michigan 48371.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e. the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the *primary government* is reported separately from certain legally separate *component units* for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

D. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

D. Measurement Focus, Basis of Accounting and Financial Statement Presentation – Continued

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

Governmental Funds

The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Police Contracting, Parks and Recreation, Fire, and Library Funds are special revenue funds supported by voted operating tax levies.

In addition, the Township reports on the following fund types:

- The special revenue funds account for revenue sources that are legally restricted to expenditures for specific purposes.
- The debt service fund accounts for the taxes collected and the debt service payments made.
- The permanent fund accounts for the perpetual care endowment of the Township cemetery.

Proprietary Funds

Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Proprietary funds include the following fund type:

Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business or where the Township has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability. The Township's enterprise funds are the Water and Sewer Funds, which are reported as major funds.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

D. Measurement Focus, Basis of Accounting and Financial Statement Presentation – Continued

Fiduciary Funds

Fiduciary Funds account for assets held by the government in a trustee capacity by the Township or as an agent on behalf of others. Fiduciary funds include the custodial fund types.

Restricted Resources

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as needed.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

E. Assets, Liabilities and Net Position or Equity

1. Deposits and Investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. State statutes and the Township's adopted investment policy authorize the Township to invest in obligations of the U.S. Treasury, commercial paper of certain investment grades, and deposits of Michigan commercial banks.

2. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" (i.e. the current portion of interfund loans) or "advances to/from other funds" (i.e. non-current portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a nonspendable fund balance amount in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All trade receivables are shown net of allowances for uncollectible accounts.

3. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of capitalized value of the assets constructed.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

E. Assets, Liabilities and Net Position or Equity – Continued

3. Capital Assets – Continued

Property, plant and equipment of the primary government, as well as the component units, is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	10-25
Equipment	5-15
Vehicles	5-20
Infrastructure	15-50

4. Compensated Absences

In accordance with contracts negotiated with the various employee groups of the Township, individual employees have vested rights upon termination of employment to receive payment for unused vacation and sick leave under formulas and conditions specified in the contracts. All sick and vacation pay is accrued when incurred in the government-wide, proprietary, and fiduciary fund financial statements. A liability for these amounts is reported in governmental funds only when they have matured or come due for payment. The long-term portion of compensated absences related to the governmental funds is a liability recorded in the Statement of Net Position.

5. Long-term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, long-term debt is recognized as a liability of a governmental fund when due. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the Statement of Net Position. Long-term liabilities expected to be financed from proprietary funds are reported as liabilities in those funds.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

E. Assets, Liabilities and Net Position or Equity – Continued

6. Fund Equity

In the fund financial statements, governmental funds report the following components of fund balance:

Nonspendable – Amounts that are not in spendable form or are legally or contractually required to be maintained intact.

Restricted – Amounts that are legally restricted by outside parties, constitutional provisions, or enabling legislation for use for a specific purpose.

Committed – Amounts that have been formally set aside by the Board for use for a specific purpose. Commitments are made and can be rescinded only via resolution of the Township Board.

Assigned – Intent to spend resources on specific purposes expressed by the Township Board.

Unassigned – This is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the general fund.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The Township is legally subject to the budgetary control requirements of the State of Michigan P.A. 621 of 1978 (Uniform Budgeting Act). The following is a summary of the requirements of this act:

- a. Budgets must be adopted for the General and Special Revenue Funds.
- b. Budgets must be balanced.
- c. Budgets must be amended as necessary.
- d. Public hearings must be held prior to adoption.
- e. Expenditures cannot exceed budget appropriations.
- f. Expenditures must be authorized by a budget appropriation prior to being incurred.

The Township follows these procedures in establishing the budgetary data reflected in these financial statements:

1. The Supervisor submits to the Township Board a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and means of financing them for the upcoming year. Detail line-item budgets are included for administrative control. The level of control for the detail budgets is at the departmental basis.
2. Public hearings are conducted in September or October to obtain taxpayer comment.
3. Prior to December 31, the budget is legally enacted through passage of a budget resolution (general appropriation act).
4. Formal budgetary integration is employed as a management control device for the General and Special Revenue Funds. Budgets for these funds are prepared and adopted on a basis consistent with generally accepted accounting principles (GAAP).
5. Proprietary Fund budgets are prepared on a non-GAAP method.
6. Budget appropriations lapse at year end.
7. Budgeted amounts are reported as originally adopted and as amended by the Township Board. The budget was amended during fiscal year 2024.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY – Continued

B. Compliance with P.A. 621 of 1978

1. Deficit Fund Balance

None of the funds have a deficit fund balance as of December 31, 2024.

2. Excess of Expenditures Over Appropriations in Budgetary Funds

The budgets for the General and Special Revenue Funds are adopted at the activity level. There were no expenditures in excess of budget appropriations as of year end.

III. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

Under State law, the Township is permitted to invest in deposits with Michigan commercial banks, savings and loans and credit unions, obligations of the U.S. Treasury, and corporate bonds and commercial paper with certain investment grades. The Township's investment policy does not further limit its investment choices.

The Township's cash and investments are subject to several types of risk, which are detailed below:

Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be recovered. Neither State law nor the Township's investment policy requires consideration of custodial credit risk. As of December 31, 2024, the bank balance was \$34,272,434 of which \$1,092,356 was FDIC insured.

The Township believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the Township evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

A. Deposits and Investments – Continued

At December 31, 2024, the carrying amount and bank balance of the component unit of the Charter Township of Oxford, the Polly Ann Trailway Management Council, was \$260,899, of which \$562 is FDIC insured.

Interest Rate Risk

Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. The Township's investment policy does not restrict investment maturities, other than commercial paper which can only be purchased with a 270-day maturity. At year end, the Township had the following investments:

	Fair Value	Weighted Average Maturity
Michigan CLASS Fund	\$ 33,177,268	81 days
Oakland County Investment Pool	2,809	312 days

Credit Risk

State law limits investments in commercial paper to the top two ratings issued by nationally recognized statistical rating organizations. The Township's investment policy does not further limit its investment choices. As of year end, the credit quality ratings of debt securities are as follows:

	Fair Value	Rating
Michigan CLASS Fund	\$ 33,177,268	AAAm
Oakland County Investment Pool	2,809	N/A

The Township Treasurer continually monitors the Township's investments and follows the policy of safeguarding the assets first, then liquidity, and finally yield.

Concentration of Credit Risk

The Township places no limit on the amount it may invest in any one issuer. Approximately 97 percent of the Charter Township of Oxford's cash and investments are in the Michigan CLASS Fund Investment Pool. The fair value position in the pool is not the same as the value of the pool shares, since the pool does not meet the requirements under GASB 79 to report its value for financial reporting purposes at amortized costs.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

B. Capital Assets

Capital asset activity for the year ended December 31, 2024 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Capital Assets, not depreciated:				
Land	\$ 1,370,280	\$ -	\$ -	\$ 1,370,280
Capital Assets, being depreciated:				
Building and Land Improvements	19,897,580	606,437	-	20,504,017
Vehicles	4,483,503	123,048	(35,664)	4,570,887
Machinery and Equipment	3,514,680	662,892	-	4,177,572
Infrastructure	2,465,725	746,339	-	3,212,064
	<u>30,361,488</u>	<u>2,138,716</u>	<u>(35,664)</u>	<u>32,464,540</u>
Less: Accumulated Depreciation:				
Building and Land Improvements	(8,275,725)	(589,765)	-	(8,865,490)
Vehicles	(3,497,857)	(134,614)	35,664	(3,596,807)
Machinery and Equipment	(2,462,505)	(114,298)	-	(2,576,803)
Infrastructure	(923,505)	(146,503)	-	(1,070,008)
	<u>(15,159,592)</u>	<u>(985,180)</u>	<u>35,664</u>	<u>(16,109,108)</u>
Governmental Activities Capital Assets, net	<u>\$ 16,572,176</u>	<u>\$ 1,153,536</u>	<u>\$ -</u>	<u>\$ 17,725,712</u>

Depreciated expense was charged to functions programs of the primary government as follows:

General Government	\$ 220,182
Public Safety	309,421
Public Works	145,495
Recreation and Cultural	310,082
	<u>\$ 985,180</u>

	Beginning Balance	Additions	Deletions	Ending Balance
Business-type Activities:				
Capital Assets, not depreciated:				
Land	\$ 367,557	\$ -	\$ -	\$ 367,557
Capital Assets, being depreciated:				
Infrastructure	34,635,898	4,851,365	-	39,487,263
Less: Accumulated Depreciation:				
Infrastructure	(13,770,886)	(636,064)	-	(14,406,950)
Business-type Activities Capital Assets, net	<u>\$ 21,232,569</u>	<u>\$ 4,215,301</u>	<u>\$ -</u>	<u>\$ 25,447,870</u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

B. Capital Assets – Continued

<u>Component Unit-Polly Ann Trailway:</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital Assets, not depreciated:				
Land	\$ 3,314	\$ -	\$ -	\$ 3,314
Capital Assets, being depreciated:				
Restroom	27,296	-	-	27,296
Parking Lot	35,000	-	-	35,000
Gazebo	-	24,243	-	24,243
Trailway Improvements	47,751	79,025	-	126,776
Less: Accumulated Depreciation	<u>(103,832)</u>	<u>(9,872)</u>	<u>-</u>	<u>(113,704)</u>
Component Unit, Capital Assets, net	<u>\$ 9,529</u>	<u>\$ 93,396</u>	<u>\$ -</u>	<u>\$ 102,925</u>

C. Interfund Receivables, Payables and Transfers

<u>Advance to</u>	<u>Advance from</u>	<u>Amount</u>
Fire Fund	Building Fund	<u>\$ 816,132</u>

Advance from the Building Fund to the Fire Fund for the purchase of a fire truck to be paid in one lump sum payment including 1% interest in 2026.

<u>Transfers In</u>	<u>Transfers Out</u>	<u>Amount</u>
Fire Fund	General Fund	\$ 325,000
Road Fund	General Fund	212,947
Cemetery Maintenance Fund	General Fund	200,000
Safety Path Fund	General Fund	650,000
		<u>\$ 1,387,947</u>

Transfer from the General Fund to the Fire Fund for additional contribution to the fire pension plan.

Transfer from the General Fund to the Road Fund, Cemetery Maintenance Fund and Safety Path Fund are for capital projects.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

D. Long-Term Debt

The following is a summary of long-term debt transactions of the Township for the year ended December 31, 2024:

	Balance Jan 1, 2024	Additions	Reductions	Balance Dec 31, 2024	Due Within One Year
Governmental Activities:					
General Obligation Bonds	\$ 685,000	\$ -	\$ 220,000	\$ 465,000	\$ 230,000
Compensated Absences	212,631	26,803	-	239,434	-
	<u>\$ 897,631</u>	<u>\$ 26,803</u>	<u>\$ 220,000</u>	<u>\$ 704,434</u>	<u>\$ 230,000</u>
Business Activities:					
General Obligation Bonds	\$ 4,090,000	\$ -	\$ 525,000	\$ 3,565,000	\$ 540,000
Special Assess Bonds 2024	-	3,360,000	135,000	3,225,000	220,000
Interceptor Drain 2010A	290,570	-	33,253	257,317	34,099
Interceptor Drain 2013A	990,103	-	81,387	908,716	82,911
Interceptor Drain 2019A	75,817	-	9,674	66,143	10,036
Interceptor Drain 2020A	862,808	-	24,809	837,999	26,021
Interceptor Drain 2020B	189,664	-	5,793	183,871	6,123
Interceptor Drain 2024	-	138,894	138,894	-	-
Clinton River Drain 2023	-	754,552	-	754,552	-
	<u>\$ 6,498,962</u>	<u>\$ 4,253,446</u>	<u>\$ 953,810</u>	<u>\$ 9,798,598</u>	<u>\$ 919,190</u>

The following is a summary of general obligation debt outstanding of the Township as of December 31, 2024:

	Number of Issues	Interest Rate	Maturing Through	Principal Outstanding
Governmental Activities:				
General Obligation Bonds	1	2.12%	2026	<u>\$ 465,000</u>
Business Activities:				
General Obligation Bonds	1	2.00%-4.00%	2030	\$ 3,565,000
Special Assessment Bonds	1	4.00%-4.125%	2038	3,225,000
Interceptor Drain Bonds	5	1.85%-5.00%	2043	2,254,046
CRWRRF Drain 2023	1	1.88%	2046	754,552
				<u>\$ 9,798,598</u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

D. Long-Term Debt – Continued

The annual debt service requirements to maturity for debt outstanding as of December 31, 2024 are as follows:

Year Ended	Governmental Activities		Business Activities	
	Principal	Interest	Principal	Interest
2025	\$ 230,000	\$ 7,420	\$ 919,190	\$ 334,294
2026	235,000	2,491	971,812	300,136
2027	-	-	1,028,431	263,222
2028	-	-	1,059,504	224,744
2029	-	-	1,085,843	185,064
2030-2034	-	-	2,850,775	472,968
2035-2039	-	-	1,469,251	136,613
2040-2044	-	-	324,964	6,854
2045-2046	-	-	88,828	-
	<u>\$ 465,000</u>	<u>\$ 9,911</u>	<u>\$ 9,798,598</u>	<u>\$ 1,923,895</u>

E. Deferred Inflows of Resources

- Governmental funds report unearned revenue in connection with receivables for revenue that is not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received but not yet earned. The deferred inflows in the governmental activities represents property taxes levied on December 1, 2023, but recognized revenue in the year ending December 31, 2024, when the proceeds of the levy are budgeted and available for financing operations. At the end of the current fiscal year, the various components of deferred inflows of resources are as follows:

Property taxes levied for 2025 \$14,134,911

- Deferred Bond Charges

In November 2014, the Township issued \$7,755,000 of limited tax general obligation refunding bonds, with a bond premium of \$230,000 which has been recorded as a deferred inflow of resources and is being amortized over the remaining life of the bond. The balance of unamortized bond premium which is recorded in the Water Enterprise Fund at December 31, 2024 is \$86,250.

In February 2024, the Township issued \$3,360,000 of special assessment bonds, with a bond premium of \$161,863 which has been recorded as a deferred inflow of resources and is being amortized over the remaining life of the bond. The balance of unamortized bond premium which is recorded in the Sewer Enterprise Fund at December 31, 2024 is \$150,300.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

F. Fund Balance Classifications

A detailed description of fund balance classifications (for all governmental fund types) at December 31, 2024, is presented below:

<u>Fund Balance</u>	<u>General</u> <u>Fund</u>	<u>Police</u> <u>Contracting</u>	<u>Parks and</u> <u>Recreation</u>	<u>Fire</u>	<u>Library</u>	<u>Other</u> <u>Nonmajor</u> <u>Governmental</u> <u>Funds</u>	<u>Total</u>
Nonspendable	\$ 14,279	\$ -	\$ -	\$ -	\$ -	\$ 816,132	\$ 830,411
Restricted for:							
Police	-	2,999,764	-	-	-	-	2,999,764
Parks & Recreation	-	-	845,241	-	-	-	845,241
Fire & EMS	-	-	-	3,377,674	-	-	3,377,674
Library	-	-	-	-	1,116,515	-	1,116,515
Debt Service	-	-	-	-	-	20,594	20,594
Building Dept.	-	-	-	-	-	473,632	473,632
Cable Television	-	-	-	-	-	322,541	322,541
Roads	-	-	-	-	-	57,505	57,505
Cemetery	-	-	-	-	-	573,055	573,055
Safety Path	-	-	-	-	-	798,149	798,149
Telecommunication	-	-	-	-	-	11,724	11,724
Total Restricted	-	2,999,764	845,241	3,377,674	1,116,515	3,073,332	11,426,805
Unassigned	5,309,779	-	-	-	-	-	5,309,779
Total Fund Balance	\$ 5,324,058	\$ 2,999,764	\$ 845,241	\$ 3,377,674	\$ 1,116,515	\$ 3,889,464	\$ 16,736,584

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

G. Property Taxes

Property taxes are assessed as of each December 31. The Township tax levy is billed on December 1 of the following year, and payable through February. Taxes are considered delinquent on March 1, at which time the applicable property is subject to lien and penalty and interest is assessed. The maximum authorized operating levies for the Township are detailed below for the 2023 tax roll:

<u>Purpose</u>	<u>Authorization</u>	<u>Rate Levied</u>
Operating	State Law	.8842
Police Services	Voter Approved	3.8091
Library	Voter Approved	1.2962
Parks and Rec.	Voter Approved	.9698
Fire	Voter Approved	4.3997
Parks Debt	Voter Approved	<u>.1900</u>
		11.5490

IV. OTHER INFORMATION

A. Defined Benefit Plan – Fire Department

Plan Description

The Township contributes to the Municipal Employees' Retirement System of Michigan (MERS), which is an agent multiple-employer defined benefit pension plan that covers all full time union employees of the Township fire department and the Fire Chief. MERS was established by the Michigan Legislature in 1945 and is administered by a nine member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained at mersofmich.com.

Benefits Provided

The Plan provides retirement, disability, and death benefits to plan members and their beneficiaries, as established by Public Act 427 of 1984, as amended. The Plan covers all full-time union employees at the Township Fire Department as well as the Fire Chief. Benefits are calculated as 2.5 percent of the employee's five-year final average compensation times the employee's years of service with a maximum of 80 percent of final average compensation. Normal retirement age is 60. Deferred retirement benefits vest after 10 years of credited service but are not paid until the date retirement would have occurred if the member had remained an employee.

Benefit terms, within the guidelines established by MERS, are generally established and amended by authority of the Township Board, generally after negotiations of these terms with the affected union.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

A. Defined Benefit Plan – Fire Department – Continued

Employees Covered by Benefit Terms

At the December 31, 2023 measurement date, the following employees were covered by the benefit terms:

Inactive plan members or beneficiaries currently receiving benefits	19
Inactive plan members entitled to but not yet receiving benefits	1
Active Plan Members	<u>24</u>
Total Employees covered by MERS	<u>44</u>

Contributions

The State of Michigan Constitution, Article 9, Section 24, requires that financial benefits arising on account of employee services rendered in each year be funded during that year. Accordingly, MERS retains an independent actuary to determine the annual contribution.

The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS retirement board. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The employer may establish contribution rates to be paid by its covered employees.

For the year ended December 31, 2024, the average active employee contribution rate was 2.5 percent of gross wages for all fire employees.

Net Pension Liability

The net pension liability reported at December 31, 2024 was determined using a measure of the total pension liability and the plan net position as of December 31, 2023. The December 31, 2023 total pension liability was determined by an actuarial valuation performed as of that date.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

A. Defined Benefit Plan – Fire Department – Continued

Changes in the net pension liability during the measurement year were as follows:

<u>Changes in Net Pension Liability</u>	<u>Increase (Decrease)</u>		
	<u>Total Pension Liability</u>	<u>Plan Net Position</u>	<u>Net Pension Liability</u>
Balance at January 1, 2023	\$ 8,725,321	\$ 6,578,530	\$ 2,146,791
Service Cost	315,067	-	315,067
Interest	630,519	-	630,519
Contributions-Employer	-	830,154	(830,154)
Contributions-Employee	-	108,501	(108,501)
Net Investment Income	-	778,346	(778,346)
Differences between Expected and Actual Experience	174,066	-	174,066
Change in Assumptions	82,460	-	82,460
Benefit Payments, including refunds	(372,083)	(372,083)	-
Administrative Expenses	-	(16,506)	16,506
Net Changes	<u>830,029</u>	<u>1,328,412</u>	<u>(498,383)</u>
Balance at December 31, 2023	<u>\$ 9,555,350</u>	<u>\$ 7,906,942</u>	<u>\$ 1,648,408</u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

A. Defined Benefit Plan – Fire Department – Continued

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2024, the Township reported deferred outflows of resources related to pensions from the following sources:

<u>Source</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Net difference between projected and actual earnings on pension plan investments	\$ -	\$ 317,442
Differences between expected and actual experience	256,991	-
Differences in Assumptions	287,307	-
Employer contributions to the plan subsequent to the measurement date	<u>899,969</u>	<u>-</u>
Total	<u>\$ 1,444,267</u>	<u>\$ 317,442</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows. These amounts are exclusive of the employer contributions to the plan made subsequent to the measurement date (\$899,969), which will impact the net pension liability in fiscal year 2025, rather than pension expense.

<u>Years Ending December 31</u>	<u>Amount</u>
2025	\$ 120,411
2026	5,748
2027	(72,165)
2028	130,108
2029	42,754

Actuarial Assumptions

The total pension liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	3.00%
Investment rate of return	6.93%

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

A. Defined Benefit Plan – Fire Department – Continued

Mortality rates were based on the Pub-2010 Mortality Tables.

The actuarial assumptions used in the December 31, 2023 valuation were based on the results of the most recent actuarial experience study from the period 2014 through 2018.

Discount Rate

The discount rate used to measure the total pension liability was 7.18 percent. The projection of cash flows used to determine the discount rate assumes that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the employee rate.

Projected Cash Flows

Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a model in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return as of December 31, 2023, the measurement date, for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Global Equity	60%	4.50%
Global Fixed Income	20%	2.00%
Private Investments	20%	7.00%

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

A. Defined Benefit Plan – Fire Department – Continued

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Township, calculated using the discount rate of 7.18 percent, as well as what the Township’s net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1% Decrease (6.18%)	Current Discount Rate (7.18%)	1% Increase (8.18%)
Net Pension Liability	\$ <u>2,953,341</u>	\$ <u>1,648,408</u>	\$ <u>564,214</u>

Pension Plan Fiduciary Net Position

Detailed information about the plan’s fiduciary net position is available in the separately issued MERS financial report. For the purposes of measuring the net pension liability, deferred outflows of resources, and deferred inflows of resources related to pension and pension expense, information about the plan’s fiduciary net position and addition to/deduction from fiduciary net position have been determined on the same basis as they are reported by the plan. The plan uses the economic resources measurement focus and the full accrual basis of accounting. Investments are stated at fair value. Contribution revenue is recorded as contributions are due pursuant to legal requirements. Benefit payments and refunds of employee contributions are recognized as expense when due and payable in accordance with the benefit terms.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

B. Defined Contribution Plans

The Township maintains three separate defined contribution pension plans for its elected officials and other qualified employees of the Township, Parks and Recreation, and Library. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees of the different plans are eligible to participate at varying dates of employment. The plans were established by Township ordinance, which may be revised by amendment of the ordinance. Additional information for each plan follows:

	<u>General & Fire</u>	<u>Parks and Recreation</u>	<u>Library</u>
Plan Administrator	John Hancock	John Hancock	American Funds
Vesting	Immediate	Immediate	Immediate
Contribution Base	Base Compensation	Base Compensation	Base Compensation
Employer Contribution Rate	10-15%	15%	5%
Employee Voluntary Contribution Rate	Up to 10%	Up to 10%	N/A
Employer Contribution	\$146,253	\$66,278	\$49,380
Employee Contribution	\$ 45,008	\$2,787	N/A

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

C. Other Postemployment Benefits

Plan Description

The Township provides post-employment healthcare benefits to eligible employees upon retirement in accordance with contractual agreements. These benefits are provided by contractual agreement and are paid by the General Fund. Currently, 2 individuals are receiving benefits. At the fund level, the expense is recognized by the Township as the payments to the employees are made.

Benefits Provided

The Township provides healthcare, including prescription drug benefits for retirees and their spouses. Benefits are provided by a third-party insurer.

Employees Covered by Benefit Terms

At the December 31, 2024 valuation date, the following employees were covered by the benefit terms:

Inactive plan members or beneficiaries currently receiving benefits	2
Inactive plan members entitled to but not yet receiving benefits	-
Active Plan Members	<u>-</u>
Total	<u>2</u>

Contributions

Active service members are not required to make contributions to the plan. The Township has no obligation to make contributions in advance but are being financed on a “pay-as-you-go” basis.

Summary of Significant Accounting Policies

For the purpose of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB (if applicable), and OPEB expenses, have been determined on the same basis as they are reported for the Township. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

C. Other Postemployment Benefits - Continued

Changes in Net OPEB Liability

The components of the change in the net OPEB liability are summarized as follows:

<u>Changes in Net OPEB Liability</u>	<u>Increase (Decrease)</u>		
	<u>Total OPEB Liability</u>	<u>Plan Net Position</u>	<u>Net OPEB Liability</u>
Balance at January 1, 2024	\$ <u>329,782</u>	\$ <u>2,960</u>	\$ <u>326,822</u>
Service Cost	-	-	-
Interest Cost	12,792	-	12,792
Difference between expected and actual experience	3,909	-	3,909
Change in Assumptions	(7,721)	-	(7,721)
Net Investment Income	-	421	(421)
Employer Contributions	-	19,966	(19,966)
Benefit Payments	(19,966)	(19,966)	-
Administrative Expenses	-	(40)	40
Net Changes	<u>(10,986)</u>	<u>381</u>	<u>(11,367)</u>
Balance at December 31, 2024	\$ <u><u>318,796</u></u>	\$ <u><u>3,341</u></u>	\$ <u><u>315,455</u></u>

Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of December 31, 2024. The following actuarial assumptions were applied:

Actuarial Cost Method	Entry-age normal
Discount Rate	4.28%
Investment Rate of Return	6.28%
Retirement Age Eligibility	Participation limited to 2 retirees with grandfathered coverage. Two retirees pay 50% of the premium cost.
Mortality	Public General and Public Safety 2010 Healthy Retiree tables
Health care trend rates	Pre-65: 7.25% initially grading down .25% per year to 4.50% Post-65: 5.50% grading down .25% per year to 4.50%

Discount Rate

The discount rate used to measure the total OPEB liability was 4.28% based on the average effective rate consisting of long term return on assets and 20 year Aa Municipal Bond Rate.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

C. Other Postemployment Benefits - Continued

Investment Rate of Return

The long-term expected rate of return on OPEB plan investments was determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Best estimates of arithmetic real rates of return as of the December 31, 2024 measurement date for each major asset class included in the OPEB plan's target asset allocation are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Global Equity	64.0%	7.10%
Global Fixed Income	26.0%	4.20%
Private Investments	5.0%	8.00%
Diversifying Strategies	5.0%	4.90%

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the Township, calculated using the discount rate of 4.28 percent, as well as what the Township's net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Net OPEB Liability	\$ <u>354,969</u>	\$ <u>315,455</u>	\$ <u>282,816</u>

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rate

The following presents the net OPEB liability of the Township, as well as what the Township's net OPEB liability would be if it were calculated using healthcare trends rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rate</u>	<u>1% Increase</u>
Net OPEB Liability	\$ <u>279,942</u>	\$ <u>315,455</u>	\$ <u>357,785</u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2024

IV. OTHER INFORMATION – Continued

D. Risk Management

The Township is a member of the Michigan Township Participating Plan for its property and casualty insurance coverage and maintains commercial insurance coverage for workers compensation, and accidental death, dismemberment and disability liabilities. The Township believes such coverage is sufficient to preclude any significant uninsured losses to the Township. Settled claims have not exceeded this coverage in any of the past three fiscal years.

REQUIRED SUPPLEMENTARY INFORMATION

CHARTER TOWNSHIP OF OXFORD
Required Supplemental Information
Schedule of Changes in the Net Pension Liability and Related Ratios
Last Ten Fiscal Years

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total Pension Liability:										
Service Cost	\$ 315,067	\$ 296,441	\$ 254,241	\$ 180,708	\$ 167,519	\$ 149,629	\$ 143,676	\$ 123,853	\$ 110,653	\$ 116,095
Interest	630,519	578,063	546,216	492,368	469,990	438,153	416,107	389,203	365,955	350,646
Differences between actual and expected experience	174,066	186,376	(53,506)	72,190	84,248	119,961	14,370	102,349	63,650	-
Change in assumptions	82,460	-	338,365	247,050	198,273	-	-	-	207,240	-
Change in benefits	-	-	-	-	-	-	-	-	(37,112)	-
Benefit payments, including refunds	(372,083)	(321,242)	(319,123)	(322,004)	(323,956)	(313,459)	(289,655)	(288,400)	(287,121)	(269,797)
Net Change in Total Pension Liability	830,029	739,638	766,193	670,312	596,074	394,284	284,498	327,005	423,265	196,944
Total Pension Liability, Beginning of year	8,725,321	7,985,683	7,219,490	6,549,178	5,953,104	5,558,820	5,274,322	4,947,317	4,524,052	4,327,108
Total Pension Liability, End of year	\$ 9,555,350	\$ 8,725,321	\$ 7,985,683	\$ 7,219,490	\$ 6,549,178	\$ 5,953,104	\$ 5,558,820	\$ 5,274,322	\$ 4,947,317	\$ 4,524,052
Plan Fiduciary Net Position:										
Contributions - Employer	\$ 830,154	\$ 524,023	\$ 704,544	\$ 437,026	\$ 830,649	\$ 484,857	\$ 482,772	\$ 249,413	\$ 183,900	\$ 176,962
Contributions - Employee	108,501	106,942	90,446	76,027	69,721	61,556	59,169	57,372	24,632	24,918
Net Investment Income(Loss)	778,346	(729,655)	840,831	651,128	542,642	(149,003)	426,642	309,498	(41,537)	171,455
Administrative Expenses	(16,506)	(13,292)	(9,659)	(9,966)	(9,253)	(7,221)	(6,722)	(6,101)	(6,120)	(6,292)
Benefit payments, including refunds	(372,083)	(321,242)	(319,123)	(322,004)	(323,956)	(313,459)	(289,655)	(288,400)	(287,121)	(269,797)
Net Change in Plan Fiduciary Net Position	1,328,412	(433,224)	1,307,039	832,211	1,109,803	76,730	672,206	321,782	(126,246)	97,246
Plan Fiduciary Net Position, Beg. of year	6,578,530	7,011,754	5,704,715	4,872,504	3,762,701	3,685,971	3,013,765	2,691,983	2,818,229	2,720,983
Plan Fiduciary Net Position, End of year	\$ 7,906,942	\$ 6,578,530	\$ 7,011,754	\$ 5,704,715	\$ 4,872,504	\$ 3,762,701	\$ 3,685,971	\$ 3,013,765	\$ 2,691,983	\$ 2,818,229
Township's Net Pension Liability - Ending	\$ 1,648,408	\$ 2,146,791	\$ 973,929	\$ 1,514,775	\$ 1,676,674	\$ 2,190,403	\$ 1,872,849	\$ 2,260,557	\$ 2,255,334	\$ 1,705,823
Plan Fiduciary Net Position as a Percent of Total Pension Liability	82.7%	75.4%	87.8%	79.0%	74.4%	63.2%	66.3%	57.1%	54.4%	62.3%
Covered Employee Payroll	\$ 2,193,079	\$ 2,080,638	\$ 1,904,269	1,527,386	\$ 1,426,715	\$ 1,259,356	\$ 1,202,547	\$ 1,295,209	\$ 967,247	\$ 1,014,816
Township's Net Pension Liability as a Percent of Covered Employee Payroll	75.2%	103.2%	51.1%	99.2%	117.5%	173.9%	155.7%	174.5%	233.2%	168.1%

CHARTER TOWNSHIP OF OXFORD
Required Supplemental Information
Schedule of Township Pension Contributions
Last Ten Fiscal Years

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contribution	\$ 686,476	\$ 530,153	\$ 544,412	\$ 427,543	\$ 284,964	\$ 250,033	\$ 239,221	\$ 270,672	\$ 226,491	\$ 186,263
Contributions in relation to the actuarially determined contribution	<u>1,011,476</u>	<u>830,153</u>	<u>568,612</u>	<u>727,543</u>	<u>437,026</u>	<u>830,649</u>	<u>496,957</u>	<u>482,772</u>	<u>249,413</u>	<u>186,263</u>
Contribution Excess (Deficiency)	<u>\$ 325,000</u>	<u>\$ 300,000</u>	<u>\$ 24,200</u>	<u>\$ 300,000</u>	<u>\$ 152,062</u>	<u>\$ 580,616</u>	<u>\$ 257,736</u>	<u>\$ 212,100</u>	<u>\$ 22,922</u>	<u>\$ -</u>
Covered Employee Payroll	\$ 1,868,035	\$ 1,687,439	\$ 1,665,041	\$ 1,527,386	\$ 1,426,715	\$ 1,259,356	\$ 1,202,547	\$ 1,128,865	\$ 1,295,209	\$ 1,054,378
Contributions as a Percentage of Covered Employee Payroll	54.1%	49.2%	34.2%	47.6%	30.6%	66.0%	41.3%	42.8%	19.3%	17.7%

Actuarial valuation information relative to the determination of contributions:

Valuation Date Actuarially determined contribution rates are calculated as of December 31 each year, which is 12 months prior to the beginning of the fiscal year in which the contributions are required.

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method Entry-age normal
Amortization Method Level percentage of pay, open
Remaining Amortization Period 15 years
Asset Valuation Method 5 year smoothed market
Salary Increases 3.00% including inflation
Investment Rate of Return 6.93%
Retirement Age Experience based tables of rates that are specific to the type of eligibility condition
Mortality Pub-2010 Tables

CHARTER TOWNSHIP OF OXFORD
Required Supplemental Information
Schedule of Changes in the Net OPEB Liability and Related Ratios
Last Eight Fiscal Years

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total OPEB Liability:								
Service Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	12,792	13,113	9,538	9,591	13,843	17,696	17,976	18,014
Differences between expected and actual experience	3,909	10,123	(61)	(29,178)	(5,337)	(127,525)	-	-
Changes in actuarial assumptions	(7,721)	11,586	(112,756)	(37,905)	79,850	(5,227)	-	-
Benefit payments	(19,966)	(18,588)	(14,165)	(16,890)	(15,178)	(21,988)	(23,565)	(22,883)
Net Change in Total OPEB Liability	<u>(10,986)</u>	<u>16,234</u>	<u>(117,444)</u>	<u>(74,382)</u>	<u>73,178</u>	<u>(137,044)</u>	<u>(5,589)</u>	<u>(4,869)</u>
Total OPEB Liability, Beginning of year	<u>329,782</u>	<u>313,548</u>	<u>430,992</u>	<u>505,374</u>	<u>432,196</u>	<u>569,240</u>	<u>574,829</u>	<u>579,698</u>
Total OPEB Liability, End of year	<u>\$ 318,796</u>	<u>\$ 329,782</u>	<u>\$ 313,548</u>	<u>\$ 430,992</u>	<u>\$ 505,374</u>	<u>\$ 432,196</u>	<u>\$ 569,240</u>	<u>\$ 574,829</u>
Plan Fiduciary Net Position:								
Net Investment Income	\$ 421	\$ 433	\$ (370)	\$ 319	\$ 286	\$ 254	\$ -	\$ 302
Contributions - Employer	19,966	18,588	14,165	16,890	15,178	21,988	23,565	22,883
Benefit payments	(19,966)	(18,588)	(14,165)	(16,890)	(15,178)	(21,988)	(23,565)	(22,883)
Administrative Expenses	(40)	(46)	(42)	(39)	(37)	(24)	-	(10)
Net Change in Plan Fiduciary Net Position	<u>381</u>	<u>387</u>	<u>(412)</u>	<u>280</u>	<u>249</u>	<u>230</u>	<u>-</u>	<u>292</u>
Plan Fiduciary Net Position, Beginning of year	<u>2,960</u>	<u>2,573</u>	<u>2,985</u>	<u>2,705</u>	<u>2,456</u>	<u>2,226</u>	<u>2,226</u>	<u>1,934</u>
Plan Fiduciary Net Position, End of year	<u>\$ 3,341</u>	<u>\$ 2,960</u>	<u>\$ 2,573</u>	<u>\$ 2,985</u>	<u>\$ 2,705</u>	<u>\$ 2,456</u>	<u>\$ 2,226</u>	<u>\$ 2,226</u>
Township's Net OPEB Liability - Ending	<u>\$ 315,455</u>	<u>\$ 326,822</u>	<u>\$ 310,975</u>	<u>\$ 428,007</u>	<u>\$ 502,669</u>	<u>\$ 429,740</u>	<u>\$ 567,014</u>	<u>\$ 572,603</u>
Plan Fiduciary Net Position as a Percent of Total OPEB Liability	1.0%	0.9%	0.8%	0.7%	0.5%	0.6%	0.4%	0.4%
Covered Employee Payroll	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Township's Net OPEB Liability as a Percent of Covered Employee Payroll	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

CHARTER TOWNSHIP OF OXFORD
Required Supplemental Information
Schedule of Township OPEB Contributions
Last Ten Fiscal Years

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contribution	\$ 29,395	\$ 27,302	\$ 29,625	\$ 33,323	\$ 30,696	\$ 34,990	\$ 32,890	\$ 36,597	\$ 42,916	\$ 42,916
Contributions in relation to the actuarially determined contribution	<u>19,966</u>	<u>18,588</u>	<u>14,165</u>	<u>16,890</u>	<u>43,324</u>	<u>36,632</u>	<u>49,235</u>	<u>50,020</u>	<u>43,658</u>	<u>43,048</u>
Contribution Excess (Deficiency)	<u>\$ (9,429)</u>	<u>\$ (8,714)</u>	<u>\$ (15,460)</u>	<u>\$ (16,433)</u>	<u>\$ 12,628</u>	<u>\$ 1,642</u>	<u>\$ 16,345</u>	<u>\$ 13,423</u>	<u>\$ 742</u>	<u>\$ 132</u>
Covered Employee Payroll	\$ n/a	\$ n/a	\$ n/a	\$ n/a	\$ n/a	\$ n/a	\$ n/a	\$ n/a	\$ n/a	\$ n/a
Contributions as a Percentage of Covered Employee Payroll	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Actuarial valuation information relative to the determination of contributions:

Valuation Date Actuarially determined contribution rates are calculated as of December 31 each year.

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry-age normal (level dollar)
Asset Valuation Method	Market value
Discount Rate	4.28%
Investment Rate of Return	6.28%
Retirement Age	Participation limited to 2 retirees with grandfathered coverage.
	Two retirees pay 50% of the premium cost.
Mortality	Public Safety 2010 Healthy Retiree tables
Health care trend rates	Pre-65: 7.25% initially grading down .5% per year to 4.5% Post-65: 7.0% grading down .25% per year to 4.5%

CHARTER TOWNSHIP OF OXFORD
General Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
For the Year Ended December 31, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 960,600	\$ 987,888	\$ 988,483	\$ 595
Licenses and Permits	16,300	45,170	45,135	(35)
Intergovernmental - Federal	20,000	5,304	442,718	437,414
Intergovernmental - State	2,057,000	2,122,160	2,461,907	339,747
Charges for Services	136,200	159,960	167,271	7,311
Special Assessments	80,096	86,426	104,204	17,778
Interest	25,000	492,366	554,622	62,256
Other	206,432	193,524	49,129	(144,395)
Total Revenues	3,501,628	4,092,798	4,813,469	720,671
Expenditures:				
General Government:				
Township Board	55,000	65,181	64,343	838
Supervisor	128,000	249,550	248,363	1,187
Clerk	121,900	243,116	241,642	1,474
Treasurer	139,900	251,636	245,349	6,287
Assessor	169,300	167,040	165,852	1,188
Elections	95,300	89,345	86,298	3,047
Township Building & Grounds	119,000	267,638	259,685	7,953
Professional Fees	78,500	69,000	66,216	2,784
Administration	873,937	701,793	679,775	22,018
Human Resources	416,000	461,416	473,520	(12,104)
Total General Government	2,196,837	2,565,715	2,531,043	34,672
Public Works:				
Engineering	18,000	20,500	16,392	4,108
Street Lighting	12,000	15,600	17,065	(1,465)
Community Projects	1,850	4,071	4,071	-
Cemetery	108,200	99,773	95,098	4,675
Special Assessments	71,741	358,138	355,731	2,407
Road Maintenance	50,000	-	-	-
Safety Path Maintenance	75,000	3,000	2,676	324
Polly Ann Trailway	22,000	26,620	105,949	(79,329)
Total Public Works	358,791	527,702	596,982	(69,280)
Health and Welfare:				
Citizen Programs/CDBG	20,000	14,304	7,992	6,312
Social Services	91,500	15,891	14,967	924
Total Health and Welfare	111,500	30,195	22,959	7,236
Planning and Zoning:				
Planning Commission	249,500	261,983	233,479	28,504
Zoning Board of Appeals	10,000	15,646	11,380	4,266
Total Planning and Zoning	259,500	277,629	244,859	32,770
Total Expenditures	2,926,628	3,401,241	3,395,843	5,398

(continued)

CHARTER TOWNSHIP OF OXFORD
General Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
For the Year Ended December 31, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Excess (Deficiency) of Revenues Over Expenditures	\$ 575,000	\$ 691,557	\$ 1,417,626	\$ 726,069
Other Financing Uses: Transfers Out	<u>(1,875,000)</u>	<u>(1,387,947)</u>	<u>(1,387,947)</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ (1,300,000)</u>	<u>\$ (696,390)</u>	29,679	<u>\$ 726,069</u>
Fund Balance - January 1			<u>5,294,379</u>	
Fund Balance - December 31			<u>\$ 5,324,058</u>	

CHARTER TOWNSHIP OF OXFORD
Police Contracting Special Revenue Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
For the Year Ended December 31, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 3,640,200	\$ 3,672,710	\$ 3,672,710	\$ -
Intergovernmental-State	96,000	110,735	110,735	-
Charges for Services	273,000	306,856	311,780	4,924
Fines and Forfeitures	31,000	44,225	44,416	191
Interest	100,000	280,000	316,170	36,170
Total Revenues	<u>4,140,200</u>	<u>4,414,526</u>	<u>4,455,811</u>	<u>41,285</u>
Expenditures:				
Public Safety	4,140,200	4,060,737	4,055,156	5,581
Capital Outlay	1,500,000	353,789	347,825	5,964
Total Expenditures	<u>5,640,200</u>	<u>4,414,526</u>	<u>4,402,981</u>	<u>11,545</u>
Excess (Deficiency) of Revenue Over Expenditures	<u>\$ (1,500,000)</u>	<u>\$ -</u>	52,830	<u>\$ 52,830</u>
Fund Balance - January 1			<u>2,946,934</u>	
Fund Balance - December 31			<u>\$ 2,999,764</u>	

CHARTER TOWNSHIP OF OXFORD
Parks and Recreation Special Revenue Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
For the Year Ended December 31, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 1,070,000	\$ 1,073,900	\$ 1,073,961	\$ 61
Intergovernmental-State	40,000	56,600	56,693	93
Charges for Services	625,950	950,000	986,932	36,932
Interest	10,000	48,500	54,825	6,325
Other	4,050	65,000	106,184	41,184
Total Revenues	<u>1,750,000</u>	<u>2,194,000</u>	<u>2,278,595</u>	<u>84,595</u>
Expenditures:				
Recreation	1,625,000	2,044,000	1,919,271	124,729
Capital Outlay	125,000	150,000	146,481	3,519
Total Expenditures	<u>1,750,000</u>	<u>2,194,000</u>	<u>2,065,752</u>	<u>128,248</u>
Excess (Deficiency) of Revenue Over Expenditures	\$ <u>-</u>	\$ <u>-</u>	212,843	\$ <u>212,843</u>
Fund Balance - January 1			<u>632,398</u>	
Fund Balance - December 31			<u>\$ 845,241</u>	

CHARTER TOWNSHIP OF OXFORD
Fire Special Revenue Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
For the Year Ended December 31, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 4,858,691	\$ 4,849,030	\$ 4,848,074	\$ (956)
Intergovernmental-State	130,000	150,551	217,051	66,500
Charges for Services	623,500	840,243	841,942	1,699
Interest	120,000	288,099	285,527	(2,572)
Other	500	4,529	3,002	(1,527)
Total Revenues	<u>5,732,691</u>	<u>6,132,452</u>	<u>6,195,596</u>	<u>63,144</u>
Expenditures:				
Public Safety	5,635,500	6,028,049	5,761,596	266,453
Capital Outlay	<u>2,223,000</u>	<u>494,922</u>	<u>161,126</u>	<u>333,796</u>
Total Expenditures	<u>7,858,500</u>	<u>6,522,971</u>	<u>5,922,722</u>	<u>600,249</u>
Excess (Deficiency) of Revenue Over Expenditures	(2,125,809)	(390,519)	272,874	663,393
Other Financing Sources:				
Transfers In	<u>-</u>	<u>325,000</u>	<u>325,000</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ (2,125,809)</u>	<u>\$ (65,519)</u>	597,874	<u>\$ 663,393</u>
Fund Balance - January 1			<u>2,779,800</u>	
Fund Balance - December 31			<u>\$ 3,377,674</u>	

CHARTER TOWNSHIP OF OXFORD
Library Special Revenue Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
For the Year Ended December 31, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 1,410,000	\$ 1,428,636	\$ 1,428,636	\$ -
Intergovernmental-State	81,000	105,709	105,789	80
Fines	27,000	32,596	32,897	301
Grants and Donations	8,000	57,902	57,902	-
Interest	25,000	94,298	98,125	3,827
Other	4,001	8,829	9,108	279
Total Revenues	<u>1,555,001</u>	<u>1,727,970</u>	<u>1,732,457</u>	<u>4,487</u>
Expenditures:				
Operating	1,492,217	1,422,941	1,410,540	12,401
Capital Outlay	437,784	817,000	780,431	36,569
Total Expenditures	<u>1,930,001</u>	<u>2,239,941</u>	<u>2,190,971</u>	<u>48,970</u>
Net Change in Fund Balance	<u>\$ (375,000)</u>	<u>\$ (511,971)</u>	(458,514)	<u>\$ 53,457</u>
Fund Balance - January 1			<u>1,575,029</u>	
Fund Balance - December 31			<u>\$ 1,116,515</u>	

OTHER SUPPLEMENTARY INFORMATION

CHARTER TOWNSHIP OF OXFORD
Combining Balance Sheet
Nonmajor Governmental Funds
December 31, 2024

	<u>Special Revenue</u>	<u>Debt Service Park Bond</u>	<u>Permanent Fund- Cemetery</u>	<u>Total Nonmajor Governmental Funds</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 2,140,108	\$ 20,594	\$ 28,000	\$ 2,188,702
Accounts Receivable	68,998	-	-	68,998
Taxes Receivable	-	225,878	-	225,878
Advance to Other Fund	816,132	-	-	816,132
	<u>3,025,238</u>	<u>246,472</u>	<u>28,000</u>	<u>3,299,710</u>
Total Assets	<u>\$ 3,025,238</u>	<u>\$ 246,472</u>	<u>\$ 28,000</u>	<u>\$ 3,299,710</u>
 <u>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE</u>				
Liabilities:				
Accounts Payable	\$ 500	\$ -	\$ -	\$ 500
Deferred Inflows:				
Deferred Tax Revenue	-	225,878	-	225,878
Fund Balance:				
Nonspendable	816,132	-	-	816,132
Restricted	2,208,606	20,594	28,000	2,257,200
Total Fund Balance	<u>3,024,738</u>	<u>20,594</u>	<u>28,000</u>	<u>3,073,332</u>
Total Liabilities and Fund Balance	<u>\$ 3,025,238</u>	<u>\$ 246,472</u>	<u>\$ 28,000</u>	<u>\$ 3,299,710</u>

CHARTER TOWNSHIP OF OXFORD
Combining Statement of Revenues, Expenditures and Changes in Fund Balance
Nonmajor Governmental Funds
For the Year Ended December 31, 2024

	Special Revenue	Debt Service- Park Bond	Permanent Fund- Cemetery	Total Nonmajor Governmental Funds
<u>Revenues:</u>				
Property Taxes	\$ -	\$ 209,421	\$ -	\$ 209,421
Licenses and Permits	498,573	-	-	498,573
Intergovernmental	15,598	13,027	-	28,625
Charges for Services	105,473	-	-	105,473
Franchise Fees	304,378	-	-	304,378
Interest	86,528	1,992	-	88,520
Other	2,734	3	-	2,737
Total Revenues	<u>1,013,284</u>	<u>224,443</u>	<u>-</u>	<u>1,237,727</u>
<u>Expenditures:</u>				
Public Safety	500,688	-	-	500,688
Public Works	757,919	-	-	757,919
Other	339,960	-	-	339,960
Debt Service:				
Principal	-	220,000	-	220,000
Interest and Other Charges	-	12,061	-	12,061
Total Expenditures	<u>1,598,567</u>	<u>232,061</u>	<u>-</u>	<u>1,830,628</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(585,283)</u>	<u>(7,618)</u>	<u>-</u>	<u>(592,901)</u>
Other Financing Sources(Uses):				
Transfers In	<u>1,062,947</u>	<u>-</u>	<u>-</u>	<u>1,062,947</u>
Net Change in Fund Balances	477,664	(7,618)	-	470,046
Fund Balances - January 1	<u>2,547,074</u>	<u>28,212</u>	<u>28,000</u>	<u>2,603,286</u>
Fund Balances - December 31	<u>\$ 3,024,738</u>	<u>\$ 20,594</u>	<u>\$ 28,000</u>	<u>\$ 3,073,332</u>

CHARTER TOWNSHIP OF OXFORD
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2024

	<u>Building</u>	<u>Cable Television</u>	<u>Road</u>
<u>ASSETS</u>			
Cash	\$ 473,632	\$ 254,043	\$ 57,505
Accounts Receivable	-	68,998	-
Advance to Other Fund	816,132	-	-
	<u>1,289,764</u>	<u>323,041</u>	<u>57,505</u>
Total Assets	<u>\$ 1,289,764</u>	<u>\$ 323,041</u>	<u>\$ 57,505</u>
 <u>LIABILITIES AND FUND BALANCE</u>			
Liabilities:			
Accounts Payable	\$ -	\$ 500	\$ -
Fund Balance:			
Nonspendable	816,132	-	-
Restricted	473,632	322,541	57,505
Total Fund Balance	<u>1,289,764</u>	<u>322,541</u>	<u>57,505</u>
Total Liabilities and Fund Balance	<u>\$ 1,289,764</u>	<u>\$ 323,041</u>	<u>\$ 57,505</u>

<u>Cemetery Maintenance</u>	<u>Safety Path</u>	<u>Telecom- munication</u>	<u>Total</u>
\$ 545,055	\$ 798,149	\$ 11,724	\$ 2,140,108
-	-	-	68,998
<u>-</u>	<u>-</u>	<u>-</u>	<u>816,132</u>
<u>\$ 545,055</u>	<u>\$ 798,149</u>	<u>\$ 11,724</u>	<u>\$ 3,025,238</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>
-	-	-	816,132
<u>545,055</u>	<u>798,149</u>	<u>11,724</u>	<u>2,208,606</u>
<u>545,055</u>	<u>798,149</u>	<u>11,724</u>	<u>3,024,738</u>
<u>\$ 545,055</u>	<u>\$ 798,149</u>	<u>\$ 11,724</u>	<u>\$ 3,025,238</u>

CHARTER TOWNSHIP OF OXFORD
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended December 31, 2024

	<u>Building</u>	<u>Cable Television</u>	<u>Road</u>
Revenues:			
Licenses and Permits	\$ 498,573	\$ -	\$ -
Intergovernmental	-	-	-
Charges for Services	105,473	-	-
Franchise Fees	-	304,378	-
Interest	22,746	11,965	17,996
Other	-	1,133	-
Total Revenues	<u>626,792</u>	<u>317,476</u>	<u>17,996</u>
Expenditures:			
Current:			
Public Safety	500,688	-	-
Public Works	-	-	434,941
Other	-	339,960	-
Total Expenditures	<u>500,688</u>	<u>339,960</u>	<u>434,941</u>
Excess (Deficiency) of Revenues Over Expenditures	126,104	(22,484)	(416,945)
Other Financing Sources:			
Transfers In	<u>-</u>	<u>-</u>	<u>212,947</u>
Net Change in Fund Balance	126,104	(22,484)	(203,998)
Fund Balance - January 1	<u>1,163,660</u>	<u>345,025</u>	<u>261,503</u>
Fund Balance - December 31	<u>\$ 1,289,764</u>	<u>\$ 322,541</u>	<u>\$ 57,505</u>

<u>Cemetery Maintenance</u>	<u>Safety Path</u>	<u>Telecom- munication</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ 498,573
-	-	15,598	15,598
-	-	-	105,473
-	-	-	304,378
18,494	15,309	18	86,528
1,000	601	-	2,734
<u>19,494</u>	<u>15,910</u>	<u>15,616</u>	<u>1,013,284</u>
-	-	-	500,688
10,102	265,729	47,147	757,919
-	-	-	339,960
<u>10,102</u>	<u>265,729</u>	<u>47,147</u>	<u>1,598,567</u>
9,392	(249,819)	(31,531)	(585,283)
<u>200,000</u>	<u>650,000</u>	<u>-</u>	<u>1,062,947</u>
209,392	400,181	(31,531)	477,664
<u>335,663</u>	<u>397,968</u>	<u>43,255</u>	<u>2,547,074</u>
<u>\$ 545,055</u>	<u>\$ 798,149</u>	<u>\$ 11,724</u>	<u>\$ 3,024,738</u>

CHARTER TOWNSHIP OF OXFORD
Component Unit - Polly Ann Trailway Management Council
Balance Sheet
December 31, 2024

Assets

Cash	\$	<u>260,899</u>
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Liabilities and Fund Balance

Liabilities:

Accounts Payable	\$	1,202
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Fund Balance		<u>259,697</u>
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Total Liabilities and Fund Balance	\$	<u>260,899</u>
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Reconciliation to Statement of Net Position (page 11):

Fund Balance at December 31, 2024	\$	259,697
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Capital Assets used in governmental activities are not financial resources and therefore, are not reported in the funds.		<u>102,925</u>
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Net Position of Governmental Activities-Component Unit	\$	<u>362,622</u>
--	----	----------------

CHARTER TOWNSHIP OF OXFORD
Component Unit - Polly Ann Trailway Management Council
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended December 31, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Contributions - Orion Township	\$ 44,460	\$ 44,460	\$ 44,460	\$ -
Contributions - Oxford Township	26,620	26,620	105,949	79,329
Contributions - Village of Oxford	5,390	5,390	5,390	-
Contributions - Addison Township	19,390	19,390	19,390	-
Contributions - Village of Leonard	4,140	-	-	-
Grants	-	200	200	-
Donations	-	22,078	23,142	1,064
Interest Income	-	14,500	14,788	288
Other	-	246	246	-
Total Revenues	<u>100,000</u>	<u>132,884</u>	<u>213,565</u>	<u>80,681</u>
<u>Expenditures</u>				
Contracted Services	32,400	32,400	31,600	800
Professional Services	6,000	8,000	8,382	(382)
Insurance	3,000	3,432	3,432	-
Utilities	1,550	1,000	966	34
Grounds Maintenance	15,000	53,500	52,598	902
Equipment and Hardware	6,500	2,800	2,813	(13)
Grant Expenses	5,000	61,980	61,979	1
Miscellaneous	30,550	33,006	32,458	548
Total Expenditures	<u>100,000</u>	<u>196,118</u>	<u>194,228</u>	<u>1,890</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ (63,234)</u>	19,337	<u>\$ 82,571</u>
Fund Balance - Beginning			<u>240,360</u>	
Fund Balance - Ending			<u>\$ 259,697</u>	
<u>Reconciliation to Statement of Activities (pages 12):</u>				
Net Change in Fund Balance at December 31, 2024			\$ 19,337	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This amount represents capital outlay in excess of depreciation in the current period.				
			103,268	
			<u>(9,872)</u>	
Change in Net Position-Component Unit			<u>\$ 112,733</u>	

CHARTER TOWNSHIP OF OXFORD

Date: May 14, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Contract for Assessing Services

Dear Board Members:

At the March 12, 2025 Board of Trustees meeting, it was shared that the Oakland County Board of Commissioners was reviewing an assessing contract that would impact municipalities who currently utilize Oakland County Equalization. Due to the increasing costs from our current assessor, Oakland County Equalization, a request for proposal was created and uploaded to the Michigan Intergovernmental Trade Network (MITN). The township received one bid, which was from Assessment Administration Services, LLC (AAS). Supervisor Curtis, Treasurer Ferrari and Clerk Wright met to discuss the bid and speak with other municipalities that currently utilize the company for their assessing needs.

The bid from AAS is in your packet for review along with the proposed contracted amounts from Oakland County Equalization (Oxford Township is line 5 in the document).

Based on the feedback received from other municipalities, the credentials of its staff and overall cost savings the township would see, I recommend the township enter into a three-year contract with Assessment Administration Services, LLC for its assessing needs.

Lisa Griffin with AAS is here this evening to share information about her company and answer any questions of the board.

The following motion is offered for consideration:

I move to award the bid for assessing services to Assessment Administration Services, LLC for a three-year contract in the amount of \$138,960.00 for year one, \$144,480.00 for year two and \$150,240.00 for year three. This contract will be in effect from July 1, 2025 through June 30, 2028. I further move to authorize Supervisor Jack Curtis to sign the contract on behalf of the Charter Township of Oxford.



Assessment Administration Services, LLC

Professional Assessing Services

ABOUT US

Assessment Administration Services (AAS) is the leading provider of assessing services to local governments in the state of Michigan. AAS can provide all of your assessing functions or work in conjunction with your existing staff to provide specific functions. Our eight Michigan Master Assessing Officers (Level 4) on staff are well versed in the most complex Commercial, Industrial and Residential cases. We understand that each municipality has different requirements. AAS will custom fit a contract to specifically meet that municipalities requirements.

Assessment Administration Services LLC
www.assessment-llc.com

Services Offered

- ✓ Contractual Assessor Services
- ✓ Assessor Staffing Personnel
- ✓ Reappraisal Services
- ✓ Field Inspection Services
- ✓ STC PA 660 Compliance

Lisa Griffin – Owner

(586)-615-6614

lgriffin@assessment-llc.com

Assessment Administration Services, L.L.C.

May 6, 2025

The Charter Township of Oxford
Clerk's Office
300 Dunlap Road
Oxford, MI 48371

RE: Request for Proposal for Assessing Services

Dear Honorable Board Members:

Assessment Administration Services has been providing cost effective solutions for municipalities throughout southeastern Michigan since 2009. We have an experienced staff that currently provides assessing functions to 26 Michigan municipalities in eight counties in Southeastern Michigan. We are excited to offer a proposal for our services to the Charter Township of Oxford. Our goal is to reach complete satisfaction from our clients.

Assessment Administration Services staff has an overwhelming history of experience. I personally have been in the assessing field since 1985. We currently have a staff of 17 full time highly certified professionals and 11 part time highly certified and support staff. We have 7 Michigan Master Assessing Officers on staff including Mitchell Elrod. I will be including his resume and State of Michigan certificate in this proposal. In addition, I will be including staff members Christian Lucian and Sestilio Cianferra who will be part of the team. In all, there is well over 200 years of combined Assessing experience and knowledge within our company!

Included in this proposal is a detailed proposal, identification of team and list of comparable clients and past performance, litigation history, conflicts of interest, cost proposal and compensation any additional pertinent information.

We appreciate being able to offer you a proposal for our services and look forward to hearing from you soon.

Sincerely,



Lisa Griffin, MAAO, PPE
President
Assessment Administration Services, L.L.C.

Assessment Administration Services, L.L.C.

Detailed Proposal-Oxford Township Assessing Services

Assessment Administration Services agrees to the scope of work outlined in the request for proposal document. Our work plan is to have a certified assessor on site or by remote access a minimum of 8 hours per week.

In addition, we will offer support staff for additional clerical and field work as needed. Additional support staff will assist in processing principle residence exemption affidavits, deeds, property transfer affidavits and any other office duties as needed. They will also perform field work to include permits and general field inspection reviews. We anticipate this could include an additional 8 hours per week in office or by remote access.

Assessment Administration Services staff will be available in person, by phone or email or remote access generally Monday through Friday during normal working hours. If not in office, the staff will return or answer any phone or email communications within 24 hours or sooner.

Assessment Administration Services, L.L.C.

Statement of Company Qualifications and Reference List

LAPEER COUNTY

Almont Township:		2024-Present
Services:	Assessor of Record Assessing Staff	
Contact:	Gary Groesbeck 810-798-8521	
Lapeer County Equalization:		June 2018-Present
Services:	County Equalization Appraisal Staff	
Contact:	Dana Miller 810-667-0228	

LENAWEE COUNTY

Rollin Township:		May 2018-Present
Services:	Assessor of Record Assessing Staff	
Contact:	Mike Clark 517-547-7786	
Tecumseh Township:		Jan 2023-Present
Services:	Assessor of Record Assessing Staff	
Contact:	Curt Brown 517-605-5119	
Woodstock Township:		2017-Present
Services:	Assessor of Record Assessing Staff Reappraisal 14 Point Review Compliance	
Contact:	Jim Anderson 517-260-6668	

HILLSDALE COUNTY

Somerset Township: **July 2018-Present**
Services: Assessor of Record
Assessing Staff
Contact: Tim Shaw
517-688-9223

MACOMB COUNTY

City of Center Line: **2013-Present**
Services: Assessor of Record
Apex Sketch Project
Assessing Staff
Contact: Dennis Champine
586-757-6800

City of Eastpointe: **2015-Present**
Services: Assessor of Record
Assessing Staff
Field Inspection
Contact: Randall Blum
586-445-3661

City of Fraser: **2015-Present**
Services: Assessor of Record
Assessing Staff
Field Inspection
Contact: Elaine Leven
586-293-3100

City of Mt. Clemens: **2018-Present**
Services: Assessor of Record
Assessing Staff
Field Inspection
Contact: Donald Johnson
586-469-6838

City of Roseville: **2014-2017**
Services: Assessor of Record
Contact: Scott Adkins
586-445-5410

City of St. Clair Shores: **2011**
Services: Apex Sketch Project

City of Warren:		
Services:	Assessor of Record	2024
Contact:	Craig Treppa 586-574-4636	
Township of Bruce:		2009-Present
Services:	Assessor of Record Reappraisal 14 Point Review Compliance	
Contact:	Mike Fillbrook 586-752-4585	
Township of Harrison:		2016-Present
Services:	Assessor of Record Assessing Staff	
Contact:	Kenneth Verkest 586-466-1445	
Township of Lenox:		2012-Present
Services:	Assessor of Record Assessing Staff Field Inspection	
Contact:	Anthony Reeder 586-727-2085	
Township of Ray:		2024-Present
Services:	Assessor of Record Assessing Staff	
Contact:	Eric Crump 586-749-5171	
Township of Richmond:		2012-Present
Services:	Assessor of Record Assessing Staff	
Contact:	Cindi Greenia 586-405-5192	
Charter Township of Shelby:		2009-2012
Services:	Assessor of Record Field Inspection Consultation 14 Point Review Compliance	
Contact:	Richard Stathakis 586-731-5100	

ST. CLAIR COUNTY

Charter Township of China: **2014-Present**
Services: Assessor of Record (MMAO)
Assessing Staff
Apex Sketch
Contact: Linda Schwehofer
810-765-1145

Charter Township of East China: **2018-Present**
Services: Assessor of Record (MAAO)
Assessing Staff
Contact: Verne Westrick
810-765-8879

Township of Columbus: **2014-Present**
Services: Assessor of Record
Field Inspection
Support Staff
Field Inspection
Contact: Brad Smith
586-727-2055

Township of Greenwood: **2012-Present**
Services: Assessor of Record
Assessing Staff
Reappraisal
14 Point Review Compliance
Contact: Eric Krikorian
810-387-4206

OAKLAND COUNTY

City of Auburn Hills: **2020-Present**
Services: Assessor of Record
Assessing Staff
Contact: Tom Tanghe
248-370-9440

WAYNE COUNTY/OAKLAND COUNTY

City of Northville: **2017-Present**
Services: Assessor of Record
Assessing Staff
Contact: Sandi Wiktorowski
248-349-1300

WAYNE COUNTY

City of Ecorse: **2020-Present**
Services: Assessor of Record
Contact: City Administrator
313-386-2410

City of Hamtramck: **2019-2024**
Services: Assessor of Record
Contact: Konrad Moriarz
313-800-5233

City of Westland: **2012**
Services: Assessing Staff
Contact: James Elrod
734-812-7157

WASHTENAW COUNTY

Township of Northfield: **2014-Present**
Services: Assessor of Record
Assessing Staff
Field Inspection
Contact: Jennifer Carlisle
734-449-2880

Township of Salem: **2023-Present**
Services: Assessor of Record
Assessing Staff
Contact: Gary Whittaker
248-349-1690

Mitchell J. Elrod

Phone: (734) 536-4322

Email: MitchellJElrod@gmail.com

EDUCATION

Central Michigan University
Bachelor of Science, Major in Administration

Mount Pleasant, MI
May 2016

WORK EXPERIENCE

Assessment Administration Services, LLC

Assessor

Washington Township, MI
March 2021 – Present

- Contractual Assessor providing quality assessment administration to local communities.
- Oversee the Assessing operations for each assigned community.
- Prepare and sign the yearly assessment rolls.
- Communicate department information with elected officials and department heads.

Charter Township of Bloomfield

Deputy Director of Assessing

Bloomfield Township, MI
March 2020 – March 2021

- Represented the Assessing Department when the Assessor was unavailable.
- Performed multiple administrative duties including directing all Board of Review meetings.
- Administered land description change requests.
- Worked with the Deputy Treasurer on a daily basis to ensure correct assessing and tax information.

Appraiser

December 2015 – March 2020

- Worked under the Township Assessor as one of three residential appraisers.
- Assisted with the valuation of new construction of residential properties.
- Interacted with residents and business owners on a daily basis.
- Prepared information for the correct calculation of assessments.

City of Livonia Assessing Department

Assessing Technician

Livonia, MI
May 2014 – December 2015

- Project Coordinator of an ongoing six-year reappraisal project, overseeing 2 employees.
- Worked under the City Assessor performing various tasks.
- Inspected residential and commercial properties and interacted with homeowners and business owners.
- Consolidated tax information in preparation for tax bills.

Assessment Administration Services, LLC

Appraisal Technician

June 2012 – January 2014

- Inspected properties and sketched using Apex Software.
 - Calculated the square footage of homes and story type.
 - Consolidated data and updated record cards.
-

CERTIFICATION

Michigan Master Assessing Officer (MMAO/4)
Michigan Certified Personal Property Examiner (MCPPE)

PROFESSIONAL DEVELOPMENT

Michigan Assessors Association

Member

Oakland County Association of Assessing Officers

Member

Macomb County Assessors Association

Member

Southeastern Chapter of the Michigan Assessors Association

Member



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Mitchell Elrod

is a

Michigan Master Assessing Officer (4)
and Michigan Certified Personal Property Examiner

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-9466
CERTIFICATE NO

12/31/2025
EXPIRATION DATE

A handwritten signature in black ink, reading "Peggy L. Nolder".

State Tax Commission Chairperson

Christine Lucian, MAAO, MCPPE

Contact

18792 Pine Ln
Macomb, MI 48042
(586) 214-2423
ChristineHLucian@gmail.com

Education

Oakland University
BA 2011

Key Skills

BSA Software
APEX Software
Customer Service
Staff Management
Communication
Problem-solving

Objective

As a certified assessing officer, my primary objective is to ensure the property assessment process is operating properly per the requirements of the State Tax Commission and the Michigan Department of Treasury.

Experience

MARCH 2012- PRESENT

Regional Manager | Assessment Administration Services, LLC

Advanced Assessing Officer for multiple communities in the northern Macomb County and southern St.Clair County region. I am the department head responsible for overseeing daily operations, managing staff, ensuring compliance with The General Property Tax Act, keeping up on evolving laws, and providing exceptional customer service to all taxpayers and municipal departments. I specialize in land split and combinations, GIS mapping, omitted property, delayed uncappings, and a variety of required valuation adjustments. In 2021, I successfully assisted 6 of our local units in passing the AMAR.

DECEMBER 2010—DECEMBER 2011

Design Intern | Oakland County Office of Art, Culture, & Film

Responsible for creating web and print images for Oakland County events. Developed marketing strategies to ensure community awareness and participation. Social media management and development. Photography manager for special events.

AUGUST 2009-JANUARY 2010

Customer Relations Intern | The Walt Disney Company in Orlando, FL

Involved in world renowned customer service training. Responsibilities include customer satisfaction through creating opportunities for families to create memories.

JULY 2006-SEPTEMBER 2007

Assessing Intern | Shelby Township Assessing Department

Responsible for sketching residential homes on APEX, accepting and processing transfer documents, and organizing personal property filings.



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Christine H. Lucian

is a

*Michigan Advanced Assessing Officer (3)
and Michigan Certified Personal Property Examiner*

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-9522
CERTIFICATE NO

12/31/2025
EXPIRATION DATE

A handwritten signature in cursive script, reading 'Peggy A. Nolden'.

State Tax Commission Chairperson

Sestilio Cianferra, MCAO, MCPPE

Contact

(586) 854-0374
scianferra@gmail.com

Education

Macomb Community College
Associates Degree 1981

Key Skills

BSA Software
APEX Software
Staff Management

Experience

2010-PRESENT

Assessor /Appraisal Manager | Assessment Administration Services, LLC

Certified Assessing Officer for Columbus Township in St. Clair County, Deputy Assessor for Lenox Township in Macomb County. I am the appraisal manager tasked with managing field staff, ensuring compliance with The General Property Tax Act, keeping up on evolving laws, and providing exceptional customer service to all taxpayers and municipal departments. Involved in many land splits and combinations, and GIS mapping projects.

2000-2010

Corporate Sales Manager | Staples

Provider of office furniture and office supplies to the commercial business market. Managed client relationships and staff to ensure company growth.

1980-2000

Sales Executive | Miles Fox Corporation

Provider of office furniture and office supplies to the commercial business market. Managed client relationships and staff to ensure company growth.



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Sestilio Cianferra

is a

*Michigan Certified Assessing Officer (2)
and Michigan Certified Personal Property Examiner*

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-9128
CERTIFICATE NO

12/31/2025
EXPIRATION DATE

A handwritten signature in black ink, reading "Peggy A. Volde". The signature is written in a cursive style with a large initial "P".

State Tax Commission Chairperson

Assessment Administration Services, L.L.C.

Litigation History

Assessment Administration Services, L.L.C. has no record of claims, settlements, arbitrations, litigation proceedings or civil actions of any dollar amount. There are no criminal legal actions which the company, parent company, subsidiaries, partners, members or principals are involved.

Assessment Administration Services, L.L.C. does not have any current or threatened legal actions in Michigan against the proposer or its parent company, subsidiaries, all partners, members, principals or joint venture company(s) by a government entity contracting with the Proposer or its parent company for services relating to assessing or against such a government entity by the Proposer or its parent company or joint venture company(s).

Assessment Administration Services, L.L.C. has no enforcement actions against it by the State of Michigan or a local enforcement agency.

Assessment Administration Services, L.L.C. has not had any certificates, licenses, endorsements, entitlements or business licenses revoked or suspended ever.

Conflicts of Interest

Assessment Administration Services, L.L.C. does not have any current or anticipated conflicts of interest, actual or potential with the Charter Township of Oxford.

Assessment Administration Services, L.L.C.

Cost Proposal and Compensation

Assessment Administration Services agrees to the services to be provided in the request for proposal for the following compensation:

1st Year of Contract 7/1/2025 through 6/30/2026:	\$138,960
2nd Year of Contract 7/1/2025 through 6/30/2027:	\$144,480
3rd Year of Contract 7/1/2027 through 6/30/2028:	\$150,240

In some entire tribunal defense cases a third-party appraisal fee would be recommended.

In this case a proposal would be submitted to the Township for their consideration.

The township to provide office equipment including office supplies, desk, chair, computer, printer and BS & A and apex software licenses and annual maintenance fees.

Ownership of Records

The Township shall maintain ownership rights to Township files and records utilized by the Assessor and staff during the relationship and the Township is entitled to ownership and possession of all such documents and works created for the Township.

Additional Information

Assessment Administration Services maintains insurance coverages outlined in the request for proposal. In addition, Assessment Administration Services has 7 Michigan Master Assessing Officers on staff that can offer assistance for Michigan Tax Tribunals or other assessment issues as they arise.

Our cost proposal includes one fee for all services. We do not invoice for any additional services.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/06/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CIA Insurance & Risk Management 45600 Village Boulevard Shelby Township MI 48315		CONTACT NAME: Jessica Smith PHONE (A/C, No. Ext): E-MAIL ADDRESS: jsmith@ciainsurance.com FAX (A/C, No):	
INSURED Assessment Administration Services, LLC 61060 Winterberry Dr Washington MI 48094		INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Insurance Co, Ltd. NAIC # 11000 INSURER B: Massachusetts Bay Insurance Co 22306 INSURER C: Travelers Casualty & Surety Co of America 31194 INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 25-26 Master Cert

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			35SBAIK6496	03/07/2025	03/07/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Employment Practices \$ 10,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			35SBAIK6496	03/07/2025	03/07/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			35SBAIK6496	03/07/2025	03/07/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WDBH949105	03/07/2025	03/07/2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability			107793187	03/07/2025	03/07/2026	Occur \$2,000,000 Aggr. \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

BID SHEET

Oxford Township Authorized Contacts

Curtis Wright, Clerk
cwright@oxfordtownship.org

CHARTER TOWNSHIP OF OXFORD

Sealed Bid Form – ASSESSING SERVICES

Requested By: Clerk's Office
Bid Opening: May 8, 2025, 10:00 a.m.:

The undersigned hereby declares that they have carefully examined the instructions and specifications as listed in the Bid Packet. The undersigned declares the prices set forth in this bid do cover all the requirements listed in the bid packet "Assessing Services."

It is understood and agreed that all bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid, and that the bid prices will remain firm through invoice.

The Charter Township of Oxford reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability, and service, when in its judgment it best serves the Charter Township of Oxford.

-Attach bid sheet

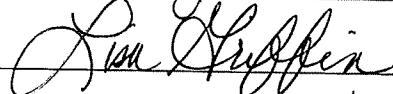
BIDDER

Company Name: Assessment Administration Services

Address: 61060 Winterberry Drive, Washington MI 48094

Telephone No.: 586-615-6614 Fax No.: _____

Email address of contact person: lgriffin@assessment-llc.com

Authorized Signature:  Date: 5/6/2025

Printed or typed name of authorized agent: Lisa Griffin

Title of authorized agent: Owner and President

BIDDER QUALIFICATION FORM

This form, filled in and with requested attachments, shall be submitted by the bidder and received with the Letter of Intent to Bid. Failure to submit this completed form with your proposal response, may be considered grounds for the rejection of any bid. *Please only include the Bid Sheet, Bidder Qualification Form, and Iran Economic Sanctions Act Compliance Affidavit with your proposal. Do not include the full RFP narrative.*

1. Name of Bidding Organization: Assessment Administration Services

2. Type of Organization
(Corporation, Partnership, LLC, etc.) LLC.

3. Date of Organization/Incorporation 1/26/2009

4. List three projects of similar size and nature, along with contact person and contact information.
Attach examples of work/brief narrative of services.

- a. Auburn Hills Tom Tanghe 248-370-9440
- b. Harrison Township Ken Verkest 586-466-1445
- c. Bruce Township Mike Fillbrook 586-752-4585

5. Has the organization ever failed to complete any contract? If yes, list the details on a separate attachment. NO YES

6. List the name and contact information for the Project Manager/Point of Contact for this project.

Lisa Griffin 586-615-6614
Project Manger Contact Number

Assessment Administration Services, L.L.C.

Identification of Team

The professional staff proposed to be assigned to Oxford Township includes the following personnel:

❖ **Lisa Griffin**

- ◆ Michigan Advanced Assessing Officer
- ◆ Bachelor of Science in Organizational Administration, Central Michigan University
- ◆ Personal Property Examiner
- ◆ 40 years of experience (City of Eastpointe, City of Fraser, Shelby Township, Bruce Township, Lenox Township etal.)
- ◆ Started Assessment Administration Services, L.L.C. in 2009
- ◆ Member of Macomb County Assessor's Organization
- ◆ Member of St. Clair County Assessor's Organization
- ◆ Member Michigan Assessor's Association

❖ **Mitchell Elrod**

- ◆ Michigan Master Assessing Officer
- ◆ Bachelor of Science in Administration, Central Michigan University
- ◆ Personal Property Examiner
- ◆ 13 years of experience (City of Eastpointe, City of Northville, City of Richmond, Bruce Township, Bloomfield Township, City of Livonia).
- ◆ Member of Macomb County Assessor's Association
- ◆ Member Michigan Assessor's Association

❖ **Christine Lucian**

- ◆ Michigan Advanced Assessing Officer
- ◆ Bachelor of Arts in Design, Oakland University
- ◆ Personal Property Examiner
- ◆ 15 years of experience (Charter Township of Shelby, Richmond Township, Lenox Township).
- ◆ Member of Macomb County Assessor's Association

❖ **Sestilio Cianferra**

- ◆ Michigan Certified Assessing Officer
- ◆ Associates Degree, Macomb Community College
- ◆ Personal Property Examiner
- ◆ 15 years of experience (Charter Township of Shelby, Columbus Township, Lenox Township, Lapeer County Equalization).

We propose to structure the organization of the department with a certified assessor available up to 1 day per week in office or through remote access except for vacations, holidays or sick time. We are also proposing to have assessing staff on site up to 1 days per week, if needed, except for vacations, holidays or sick time. The assessor would have phone and email access available 5 days per week and remote access if available.

The certifying assessor would be Mitchell Elrod. He is a Michigan Master Assessing Officer (certificate and resume).

Additional staff person will be Christine Lucian and Sestilio Cianferra. Field work will be performed by Sestilio Cianferra and/or additional Assessment Administration Services staff as needed or by the assessing staff assigned to the Charter Township of Oxford.

LISA C. GRIFFIN
61060 Winterberry Drive
Washington, MI 48094
(586) 615-6614
lgriffin@assessment-llc.com

Education:

Central Michigan University Mt. Pleasant, Michigan <ul style="list-style-type: none">• B.S. Business Administration• Graduated Cum Laude	1992-1996
Macomb Community College Clinton Township, Michigan	1987-1992
Dwight D. Eisenhower High School Shelby Twp, Michigan	1984-1987

Certification:

**Michigan Advanced Assessing Officer
Certified Personal Property Examiner**

Programs:

**BS & A .Net Program
Apex Sketch Software
Microsoft Office**

Affiliations:

Assessment Administration Services, L.L.C. Also Known as A.A.S., L.L.C. Owner and President	
Southeast Chapter, Michigan Assessors Association Member-at-Large	2010-2011
Macomb Assessors Organization President	2007
Wayne County Association Member	2009-Present
Michigan Assessor's Association Member	1997-Present

Experience:

Listed are those I have personally worked at. The List of Client Communities offers a comprehensive list of Assessment Administration Services experience.

Equalization Director **2018-Present**
Lapeer County
255 Clay Street
Lapeer, MI 48446
Director and Equalization Studies

Assessor **2009-2023**
Bruce Township
224 East Gates
Romeo, MI 48064
Assesor Services/Full Reappraisal through A.A.S., L.L.C.

Assessor **2012-2020**
Richmond Township
34900 School Section
Richmond, MI 48062

Assessor Services **2014-2018**
Township of China
4560 Indian Trail
China, MI 48054

Assessor and Apex Sketch Services **2013-2015**
City of Center Line
7070 E. Ten Mile Road
Center Line, MI 48015

Assessor and Reappraisal Services **2012-2015**
Greenwood Township
7025 Yale Road
Greenwood, MI 48006

Assessor and Staff Services **2012-2019**
Lenox Township
63775 Gratiot
Lenox, MI 48050

Reappraisal Services **2012**
Kimball Township
2160 Wadhams Road
Kimball, MI 48074

Assessor/Consultant **2009-2010**
Charter Township of Shelby
52700 Van Dyke Ave
Shelby Township, MI 48316
Limited Field Inspection Program through A.A.S., L.L.C.

Assessor 2008-2011
WCA Appraisal Company
Canton Township, Michigan 48188

Acting Assessor 2006-2008
Appraiser Supervisor 2000-2006
Deputy Assessor 1998-2000
Appraiser I, II, III 1992-1998
Appraiser Clerk 1985-1992
Charter Township of Shelby
52700 Van Dyke Avenue
Shelby Township, Michigan, 48316

References:

Greg Hill, Former Equalization Director
St. Clair County and Lapeer County
(810) 989-6925

Mike Fillbrook, Supervisor
Bruce Township
(586) 752-4585

Cindi Greenia, Supervisor
Richmond Township
(586) 727-8998



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Lisa C. Griffin

is a

Michigan Advanced Assessing Officer (3)
and Michigan Certified Personal Property Examiner

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-6436
CERTIFICATE NO

12/31/2025
EXPIRATION DATE

A handwritten signature in black ink, reading "Peggy A. Nolder". The signature is written in a cursive style.

State Tax Commission Chairperson

EXHIBIT B

Oakland County, Michigan
Management Budget - Equalization Division
INITIAL Rate Per Parcel to Provide Assessment Administrative Services by Contract Period

A	B	C	D	E	F	G	H	I		K			N			Q			
								7/1/24 to 6/30/25		Per Parcel	Increase in	Total	Per Parcel	Increase in	Total	Per Parcel	Increase in	Total	Per Parcel
Community Name	County Commissioner	CC Last Name	Commissioner District	Real Parcel	Personal Parcel	Total Parcel Count	Per Parcel Rate	Revenue	Per Parcel Rate	Increase in Revenue	Total Revenue	Per Parcel Rate	Increase in Revenue	Total Revenue	Per Parcel Rate	Increase in Revenue	Total Revenue		
1	Clawson	Penny Luebes	Luebes	2	5,330	599	5,929	\$16.22	\$96,190	\$30.86	\$86,776	\$182,967	\$32.11	\$7,412	\$190,379	\$33.77	\$9,856	\$200,235	
2	Hazel Park	Ann Erickson Gault	Gault	3	7,885	673	8,558	\$14.50	\$124,064	\$30.86	\$140,033	\$264,097	\$32.11	\$10,699	\$274,796	\$33.77	\$14,226	\$289,022	
3	Madison Heights	Ann Erickson Gault	Gault	3	11,552	1,667	13,219	\$17.72	\$234,285	\$30.86	\$173,648	\$407,933	\$32.11	\$16,526	\$424,460	\$33.77	\$21,974	\$446,434	
4	Rochester	Michael Spisz	Spisz	5	4,991	967	5,958	\$16.69	\$99,436	\$30.86	\$84,426	\$183,862	\$32.11	\$7,449	\$191,310	\$33.77	\$9,904	\$201,214	
5	Oxford Twp	Michael Spisz	Spisz	5	8,176	727	8,903	\$17.97	\$160,016	\$30.86	\$114,727	\$274,743	\$32.11	\$11,130	\$285,874	\$33.77	\$14,800	\$300,673	
6	Orion Twp	Michael J Gingell	Gingell	6	15,454	1,161	16,615	\$17.97	\$298,626	\$30.86	\$214,106	\$512,733	\$32.11	\$20,772	\$533,505	\$33.77	\$27,619	\$561,124	
7	Groveland Twp	Bob Hoffman	Hoffman	7	2,488	207	2,695	\$16.22	\$43,723	\$30.86	\$39,444	\$83,167	\$32.11	\$3,369	\$86,536	\$33.77	\$4,480	\$91,016	
8	Rose Twp	Bob Hoffman	Hoffman	7	3,279	75	3,354	\$17.72	\$59,444	\$30.86	\$44,059	\$103,503	\$32.11	\$4,193	\$107,696	\$33.77	\$5,575	\$113,272	
9	Holly Twp	Bob Hoffman	Hoffman	7	5,251	493	5,744	\$17.49	\$100,460	\$30.86	\$76,798	\$177,258	\$32.11	\$7,181	\$184,439	\$33.77	\$9,548	\$193,987	
10	Springfield Twp	Bob Hoffman	Hoffman	7	5,902	307	6,209	\$17.15	\$106,510	\$30.86	\$85,097	\$191,607	\$32.11	\$7,762	\$199,370	\$33.77	\$10,321	\$209,691	
11	Clarkston	Karen Joliat	Joliat	8	428	115	543	\$16.69	\$9,062	\$30.86	\$7,694	\$16,757	\$32.11	\$679	\$17,436	\$33.77	\$903	\$18,338	
12	Keego Harbor	Kristen Nelson	Nelson	10	1,446	207	1,653	\$16.69	\$27,588	\$30.86	\$23,423	\$51,011	\$32.11	\$2,067	\$53,078	\$33.77	\$2,748	\$55,825	
13	Bloomfield Hills	Marcia Gershenson	Gershenson	11	1,835	476	2,311	\$21.68	\$50,096	\$30.86	\$21,221	\$71,317	\$32.11	\$2,889	\$74,206	\$33.77	\$3,842	\$78,047	
14	Orchard Lake	Marcia Gershenson	Gershenson	11	1,039	102	1,141	\$28.64	\$32,679	\$30.86	\$2,532	\$35,211	\$32.11	\$1,426	\$36,637	\$33.77	\$1,897	\$38,534	
15	South Lyon	Philip J Weipert	Weipert	13	4,027	372	4,399	\$16.56	\$72,867	\$30.86	\$62,884	\$135,752	\$32.11	\$5,500	\$141,251	\$33.77	\$7,313	\$148,564	
16	Lyon Twp	Philip J Weipert	Weipert	13	9,108	673	9,781	\$17.49	\$171,065	\$30.86	\$130,774	\$301,838	\$32.11	\$12,228	\$314,066	\$33.77	\$16,259	\$330,325	
17	Milford Twp	Philip J Weipert	Weipert	13	7,141	840	7,981	\$17.49	\$139,583	\$30.86	\$106,707	\$246,291	\$32.11	\$9,978	\$256,268	\$33.77	\$13,267	\$269,535	
18	Walled Lake	Philip J Weipert	Weipert	14	3,158	400	3,558	\$16.69	\$59,381	\$30.86	\$50,417	\$109,799	\$32.11	\$4,448	\$114,247	\$33.77	\$5,915	\$120,161	
19	Wixom	Philip J Weipert	Weipert	14	4,420	1,217	5,637	\$20.29	\$114,380	\$30.86	\$59,576	\$173,956	\$32.11	\$7,047	\$181,003	\$33.77	\$9,370	\$190,374	
20	Novi Twp	Gwen Markham	Markham	15	63	5	68	\$17.16	\$1,167	\$30.86	\$932	\$2,098	\$32.11	\$85	\$2,183	\$33.77	\$113	\$2,297	
21	Farmington	William Miller	Miller	16	3,732	666	4,398	\$20.29	\$89,240	\$30.86	\$46,481	\$135,721	\$32.11	\$5,498	\$141,219	\$33.77	\$7,311	\$148,530	
22	Lathrup Village	Yolanda Smith Charles	Charles	17	1,863	352	2,215	\$16.69	\$36,967	\$30.86	\$31,387	\$68,354	\$32.11	\$2,769	\$71,123	\$33.77	\$3,682	\$74,805	
23	Royal Oak Twp	Yolanda Smith Charles	Charles	17	858	115	973	\$15.88	\$15,454	\$30.86	\$14,572	\$30,026	\$32.11	\$1,216	\$31,243	\$33.77	\$1,617	\$32,860	
24	Southfield Twp	Linne Taylor	Taylor	18	6,067	865	6,932	\$17.49	\$121,237	\$30.86	\$92,682	\$213,919	\$32.11	\$8,666	\$222,585	\$33.77	\$11,523	\$234,108	
25	Huntington Woods	Charlie Cavell	Cavell	19	2,487	163	2,650	\$16.22	\$42,993	\$30.86	\$38,785	\$81,778	\$32.11	\$3,313	\$85,091	\$33.77	\$4,405	\$89,496	
26	Pleasant Ridge	Charlie Cavell	Cavell	19	1,259	112	1,371	\$16.22	\$22,243	\$30.86	\$20,066	\$42,309	\$32.11	\$1,714	\$44,023	\$33.77	\$2,279	\$46,302	
27	Berkley	Charlie Cavell	Cavell	19	7,202	690	7,892	\$16.22	\$128,037	\$30.86	\$115,507	\$243,544	\$32.11	\$9,866	\$253,411	\$33.77	\$13,119	\$266,530	
28	Ferndale	Charlie Cavell	Cavell	19	10,303	1,006	11,309	\$16.22	\$183,474	\$30.86	\$165,518	\$348,992	\$32.11	\$14,138	\$363,130	\$33.77	\$18,799	\$381,929	
29	Birmingham	Charlie Cavell	Cavell	19	9,781	1,538	11,319	\$21.09	\$238,675	\$30.86	\$110,625	\$349,300	\$32.11	\$14,151	\$363,451	\$33.77	\$18,816	\$382,267	
30	Commerce Twp	Christine Long / Robert Smiley	Long / Smiley	12, 14	18,015	1,271	19,286	\$20.86	\$402,287	\$30.86	\$192,872	\$595,159	\$32.11	\$24,111	\$619,270	\$33.77	\$32,059	\$651,329	
31	Oakland Twp	Michael Spisz / Michael J Gingell	Spisz / Gingell	5, 6	7,692	204	7,896	\$19.01	\$150,139	\$30.86	\$99,529	\$243,668	\$32.11	\$9,871	\$253,539	\$33.77	\$13,126	\$266,665	
32	Pontiac	Angela Powell / Kristen Nelson	Powell / Nelson	9, 10	25,157	1,597	26,754	\$17.72	\$474,171	\$30.86	\$351,448	\$825,619	\$32.11	\$33,447	\$859,066	\$33.77	\$44,474	\$903,540	
				Parcel Totals	197,389	19,862	217,251	\$17.98	\$3,905,539	\$30.86	\$2,798,746	\$6,704,285	\$32.11	\$271,604	\$6,975,890	\$33.77	\$361,140	\$7,337,030	
Total Real and Personal Parcels Equal 7/1/2024 to 6/30/25 Levels					197,389	19,862	217,251				\$30.86				\$32.11				\$33.77



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: Oxford Township Board of Trustees
FROM: Matteo Passalacqua, Associate Planner
DATE: May 5th, 2025
RE: Zoning Ordinance 67A.037 – Definitions and Zoning District Regulations

At the April 9th, 2025 regular meeting, the Board voted to conduct a first reading of draft Zoning Ordinance 67A.037 at the May 14th, 2025 regular Board meeting. Ordinance 67A.037 relates to state licensed day care facilities and auto convenience marts being special land uses in the I-1 and I-2 industrial zoning districts. The Board also voted to table adoption of draft zoning ordinance language as it relates to animal definitions per recent case law. These amendments will be revisited by Township staff to assess if they should move forward or be permanently discarded.

Proposed Text Amendments to the Zoning Ordinance

State Licensed Day Care Facilities

Day care facilities and homes are regulated by state law. Proposed amendments provide additional criteria relating to the duration these facilities must operate to be considered day care facilities as well as language relating to increasing capacities.

Auto Convenience Marts as Special Land Uses in the I-1 (Light Industrial) and I-2 (General Industrial) zoning districts.

Auto convenience marts are not permitted in the Township's industrial districts however auto service stations (gas stations) are. Established market trends have shown that these two functions have become synonymous. The proposed language would allow for a gas station / convenience mart to be considered as a special land use in the I-1 and I-2 districts.

Potential Motions

Motion to set the second reading for the proposed text amendments to Zoning Ordinance 67A.037 for the Charter Township of Oxford Board of Trustees meeting June 11th, 2025.

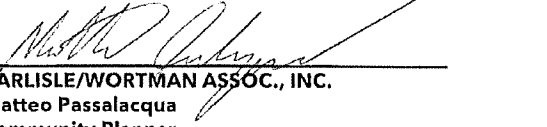
OR

Motion to deny the proposed text amendments to Zoning Ordinance 67A.037.

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

Thank you for your time this evening.

Respectfully,



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner



Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: Oxford Township Board of Trustees

FROM: Matteo Passalacqua, Associate Planner

DATE: April 29, 2025

RE: Rezoning Application for Parcel 04-21-200-002 (Parcel B) and 04-21-200-05 (Parcel A)

At their April 24th, 2025 regular meeting, the Planning Commission held a public hearing regarding two rezoning applications. Meeting minutes and consultant reviews are included in your packet for reference.

Both parcels are located along Market Street near the Stony Lake Drive and Cedar Street intersections. Parcel A is proposed to be rezoned from C1 Local Commercial to R1 Single Family Residential (12,000 sqft lots). Parcel B is proposed to be rezoned from C1 Local Commercial to RM Multiple Family Residential.

The applicant voluntarily submitted a conceptual layout of how the lots would be developed if the rezoning is approved. Parcel A shows four (4) single family homes while Parcel B consists of eight (8), two (2) unit attached single family homes. These concepts offer a possible manner in which the site could be utilized. Rezoning approval will allow the sites to be developed via the permitted and special land uses listed for the requested zones.

While presented as related projects, two separate rezoning applications were submitted and subject to separate public hearings and reviews by the Township. Upon receipt of public comments, consultant reviews, and presentation by the applicant, the Planning Commission recommended approval of both rezonings to the Township Board.

Upon receipt of the Planning Commission's recommendation, the Township Board will need to discuss and vote on the proposed rezonings separately thus requiring two motions, and two votes.

Potential Motions

Motion to set the second reading for the proposed zoning map amendment to Zoning Ordinance 67A.040 for Parcel ID 04-21-200-002 for the June 11th, 2025 Charter Township of Oxford Board of Trustees meeting.

OR

Motion to deny the proposed zoning map amendment for Parcel ID 04-21-200-002.

Motion to set the second reading for the proposed zoning map amendment to Zoning Ordinance 67A.041 for Parcel ID 04-21-200-005 for the June 11th, 2025 Charter Township of Oxford Board of Trustees meeting.

OR

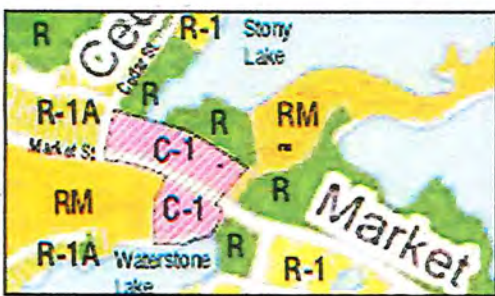
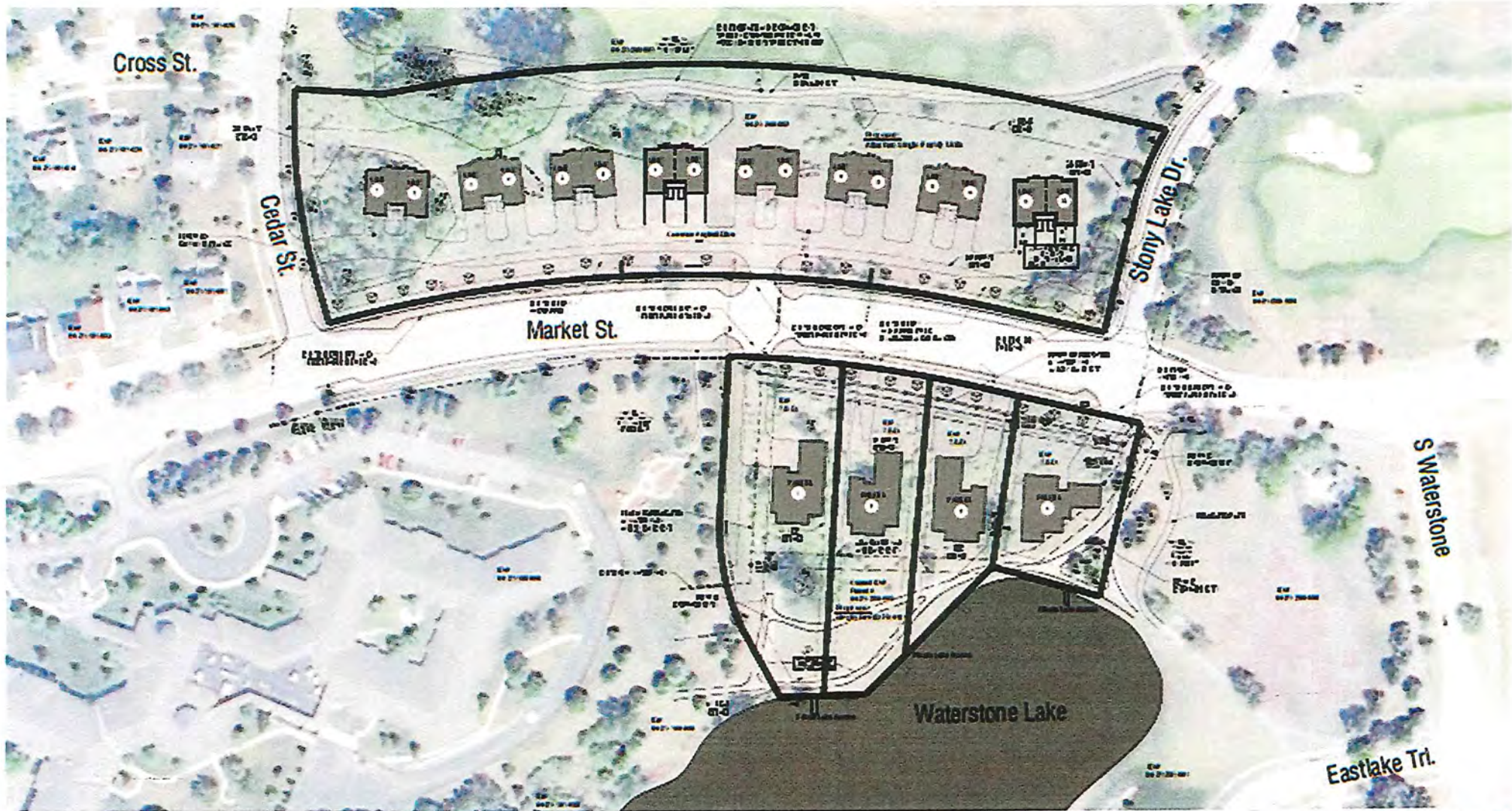
Motion to deny the proposed zoning map amendment for Parcel ID 04-21-200-005.

Thank you for time and assistance.

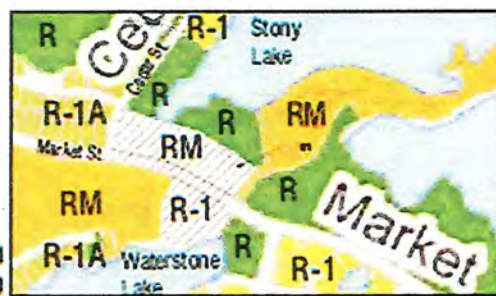
Respectfully,



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner



Existing Zoning



Proposed Zoning

1 Rezoning and Parcel Plan

Parcel Identification	Existing Zoning	Proposed Zoning	Area (sq. ft.)	Area (ac.)
Parcel 1	R-1A	RM	10,000	0.23
Parcel 2	R-1A	RM	10,000	0.23
Parcel 3	R-1A	RM	10,000	0.23
Parcel 4	R-1A	RM	10,000	0.23
Parcel 5	R-1A	RM	10,000	0.23
Parcel 6	R-1A	RM	10,000	0.23
Parcel 7	R-1A	RM	10,000	0.23
Parcel 8	R-1A	RM	10,000	0.23
Parcel 9	R-1A	RM	10,000	0.23
Parcel 10	R-1A	RM	10,000	0.23
Parcel 11	R-1A	RM	10,000	0.23
Parcel 12	R-1A	RM	10,000	0.23
Parcel 13	R-1A	RM	10,000	0.23
Parcel 14	R-1A	RM	10,000	0.23
Parcel 15	R-1A	RM	10,000	0.23
Parcel 16	R-1A	RM	10,000	0.23
Parcel 17	R-1A	RM	10,000	0.23
Parcel 18	R-1A	RM	10,000	0.23
Parcel 19	R-1A	RM	10,000	0.23
Parcel 20	R-1A	RM	10,000	0.23
Parcel 21	R-1A	RM	10,000	0.23
Parcel 22	R-1A	RM	10,000	0.23
Parcel 23	R-1A	RM	10,000	0.23
Parcel 24	R-1A	RM	10,000	0.23
Parcel 25	R-1A	RM	10,000	0.23
Parcel 26	R-1A	RM	10,000	0.23
Parcel 27	R-1A	RM	10,000	0.23
Parcel 28	R-1A	RM	10,000	0.23
Parcel 29	R-1A	RM	10,000	0.23
Parcel 30	R-1A	RM	10,000	0.23
Parcel 31	R-1A	RM	10,000	0.23
Parcel 32	R-1A	RM	10,000	0.23
Parcel 33	R-1A	RM	10,000	0.23
Parcel 34	R-1A	RM	10,000	0.23
Parcel 35	R-1A	RM	10,000	0.23
Parcel 36	R-1A	RM	10,000	0.23
Parcel 37	R-1A	RM	10,000	0.23
Parcel 38	R-1A	RM	10,000	0.23
Parcel 39	R-1A	RM	10,000	0.23
Parcel 40	R-1A	RM	10,000	0.23
Parcel 41	R-1A	RM	10,000	0.23
Parcel 42	R-1A	RM	10,000	0.23
Parcel 43	R-1A	RM	10,000	0.23
Parcel 44	R-1A	RM	10,000	0.23
Parcel 45	R-1A	RM	10,000	0.23
Parcel 46	R-1A	RM	10,000	0.23
Parcel 47	R-1A	RM	10,000	0.23
Parcel 48	R-1A	RM	10,000	0.23
Parcel 49	R-1A	RM	10,000	0.23
Parcel 50	R-1A	RM	10,000	0.23
Parcel 51	R-1A	RM	10,000	0.23
Parcel 52	R-1A	RM	10,000	0.23
Parcel 53	R-1A	RM	10,000	0.23
Parcel 54	R-1A	RM	10,000	0.23
Parcel 55	R-1A	RM	10,000	0.23
Parcel 56	R-1A	RM	10,000	0.23
Parcel 57	R-1A	RM	10,000	0.23
Parcel 58	R-1A	RM	10,000	0.23
Parcel 59	R-1A	RM	10,000	0.23
Parcel 60	R-1A	RM	10,000	0.23
Parcel 61	R-1A	RM	10,000	0.23
Parcel 62	R-1A	RM	10,000	0.23
Parcel 63	R-1A	RM	10,000	0.23
Parcel 64	R-1A	RM	10,000	0.23
Parcel 65	R-1A	RM	10,000	0.23
Parcel 66	R-1A	RM	10,000	0.23
Parcel 67	R-1A	RM	10,000	0.23
Parcel 68	R-1A	RM	10,000	0.23
Parcel 69	R-1A	RM	10,000	0.23
Parcel 70	R-1A	RM	10,000	0.23
Parcel 71	R-1A	RM	10,000	0.23
Parcel 72	R-1A	RM	10,000	0.23
Parcel 73	R-1A	RM	10,000	0.23
Parcel 74	R-1A	RM	10,000	0.23
Parcel 75	R-1A	RM	10,000	0.23
Parcel 76	R-1A	RM	10,000	0.23
Parcel 77	R-1A	RM	10,000	0.23
Parcel 78	R-1A	RM	10,000	0.23
Parcel 79	R-1A	RM	10,000	0.23
Parcel 80	R-1A	RM	10,000	0.23
Parcel 81	R-1A	RM	10,000	0.23
Parcel 82	R-1A	RM	10,000	0.23
Parcel 83	R-1A	RM	10,000	0.23
Parcel 84	R-1A	RM	10,000	0.23
Parcel 85	R-1A	RM	10,000	0.23
Parcel 86	R-1A	RM	10,000	0.23
Parcel 87	R-1A	RM	10,000	0.23
Parcel 88	R-1A	RM	10,000	0.23
Parcel 89	R-1A	RM	10,000	0.23
Parcel 90	R-1A	RM	10,000	0.23
Parcel 91	R-1A	RM	10,000	0.23
Parcel 92	R-1A	RM	10,000	0.23
Parcel 93	R-1A	RM	10,000	0.23
Parcel 94	R-1A	RM	10,000	0.23
Parcel 95	R-1A	RM	10,000	0.23
Parcel 96	R-1A	RM	10,000	0.23
Parcel 97	R-1A	RM	10,000	0.23
Parcel 98	R-1A	RM	10,000	0.23
Parcel 99	R-1A	RM	10,000	0.23
Parcel 100	R-1A	RM	10,000	0.23

Notes:

- (1) Minimum lot size: 10,000 sq. ft.
- (2) Minimum front setback: 10 feet.
- (3) Minimum side setback: 5 feet.
- (4) Minimum rear setback: 5 feet.
- (5) Maximum height: 35 feet.
- (6) Maximum number of units: 10.
- (7) Maximum floor area ratio: 0.5.
- (8) Maximum parking spaces: 10.
- (9) Maximum lot coverage: 20%.
- (10) Maximum impervious surface: 20%.
- (11) Maximum open space: 20%.
- (12) Maximum tree canopy: 20%.
- (13) Maximum ground cover: 20%.
- (14) Maximum lawn area: 20%.
- (15) Maximum shrub area: 20%.
- (16) Maximum flower bed area: 20%.
- (17) Maximum mulch area: 20%.
- (18) Maximum compost area: 20%.
- (19) Maximum water feature area: 20%.
- (20) Maximum play area area: 20%.
- (21) Maximum picnic area area: 20%.
- (22) Maximum fire pit area: 20%.
- (23) Maximum firewood area: 20%.
- (24) Maximum storage area: 20%.
- (25) Maximum utility area: 20%.
- (26) Maximum equipment area: 20%.
- (27) Maximum maintenance area: 20%.
- (28) Maximum trash area: 20%.
- (29) Maximum recycling area: 20%.
- (30) Maximum composting area: 20%.
- (31) Maximum water conservation area: 20%.
- (32) Maximum energy conservation area: 20%.
- (33) Maximum green roof area: 20%.
- (34) Maximum rainwater harvesting area: 20%.
- (35) Maximum permeable pavement area: 20%.
- (36) Maximum tree planting area: 20%.
- (37) Maximum native plant area: 20%.
- (38) Maximum pollinator area: 20%.
- (39) Maximum wildlife area: 20%.
- (40) Maximum habitat area: 20%.
- (41) Maximum riparian area: 20%.
- (42) Maximum wetland area: 20%.
- (43) Maximum wetland buffer area: 20%.
- (44) Maximum wetland restoration area: 20%.
- (45) Maximum wetland creation area: 20%.
- (46) Maximum wetland preservation area: 20%.
- (47) Maximum wetland protection area: 20%.
- (48) Maximum wetland management area: 20%.
- (49) Maximum wetland monitoring area: 20%.
- (50) Maximum wetland research area: 20%.
- (51) Maximum wetland education area: 20%.
- (52) Maximum wetland interpretation area: 20%.
- (53) Maximum wetland outreach area: 20%.
- (54) Maximum wetland advocacy area: 20%.
- (55) Maximum wetland action area: 20%.
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- (57) Maximum wetland partnership area: 20%.
- (58) Maximum wetland collaboration area: 20%.
- (59) Maximum wetland cooperation area: 20%.
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- (63) Maximum wetland knowledge area: 20%.
- (64) Maximum wetland skills area: 20%.
- (65) Maximum wetland capacity area: 20%.
- (66) Maximum wetland resilience area: 20%.
- (67) Maximum wetland adaptability area: 20%.
- (68) Maximum wetland flexibility area: 20%.
- (69) Maximum wetland robustness area: 20%.
- (70) Maximum wetland redundancy area: 20%.
- (71) Maximum wetland diversity area: 20%.
- (72) Maximum wetland complexity area: 20%.
- (73) Maximum wetland connectivity area: 20%.
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- (100) Maximum wetland congruence area: 20%.



Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: March 31, 2025

Rezoning Review For Oxford Charter Township, Michigan

Applicant:	Designhaus
Project Name:	Market Street Rezoning
Location:	Market Street from Stony Lake Dr. to Cedar St.
Parcel ID:	04-21-200-002 (Parcel B)
Parcel Size:	4.57 Gross Area/Net Area
Application Date:	March 5, 2025
Current Zoning:	C-1, Local Commercial
Action Requested:	Rezone to RM, Multiple Family

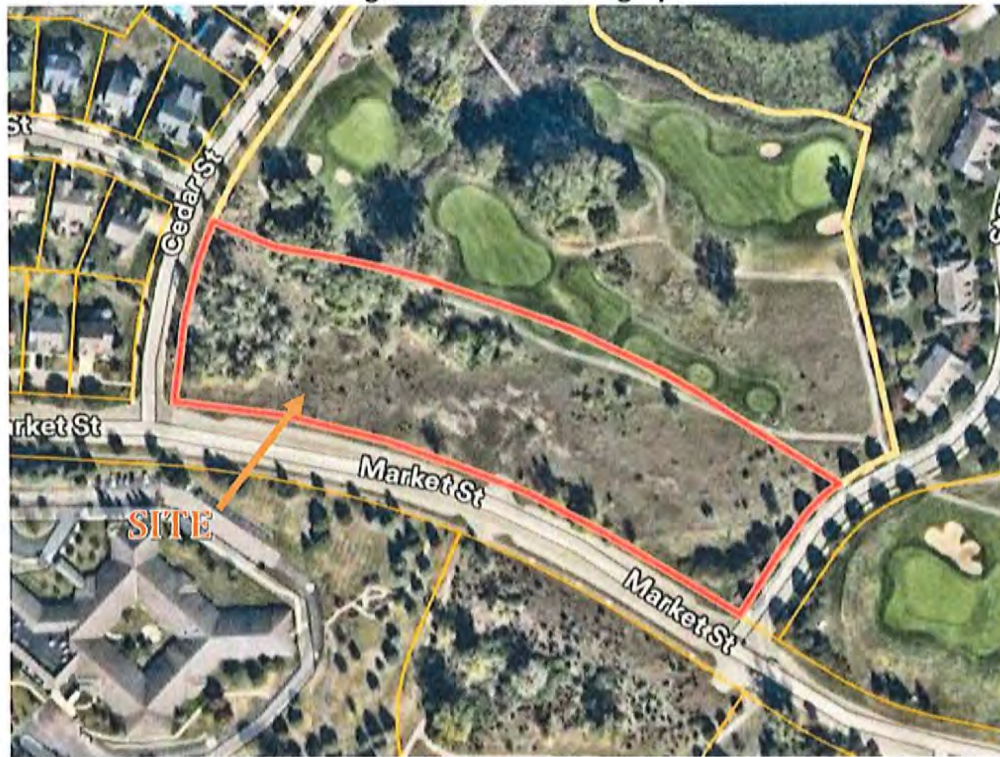
PROJECT DESCRIPTION

The applicant is requesting a zoning change for Parcel #04-21-200-002 to convert the permissible uses of the site from Local Commercial (C-1) to Multiple Family Residential (RM). The rezoning application states that the purpose of the request is to erect eight (8) attached single family homes totaling sixteen (16) units. The site is currently vacant and abuts a golf course to the north. The applicant has provided a conceptual plan. No formal site plan has been submitted.

Benjamin R. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Vice President*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal*
Paul Montagno, *Principal*, Megan Masson-Minock, *Principal*, Laura Kreps, *Senior Associate*
Richard K. Carlisle, *Past President/Senior Principal*

Figure 1. below outlines the parcel requested for rezoning.

Figure 1. Aerial Photograph



Source: NearMap October, 2024

NEIGHBORING ZONING AND LAND USE

Figure 2. Zoning



Zoning Districts

- AG: Agricultural (20 ac. min.)
- SF-3: Suburban Farms (10 ac. min.)
- SF-2: Suburban Farms (5 ac. min.)
- SF-1: Suburban Farms (2.5 ac. min.)
- R-3: Single Family (1 ac. min.)
- R-2: Single Family (25,000 s.f. min.)
- R-1: Single Family (12,000 s.f. min.)
- R-1A: Single Family (6,000 s.f. min.)
- RM: Multiple Family
- MHC: Manufactured Housing Community
- PUD: Planned Unit Development
- C-1: Local Commercial
- C-2: General Commercial
- O: Office
- PQP: Public/Quasi-Public
- I-1: Light Industrial
- I-2: General Industrial
- R: Recreation
- Gravel & Sand Overlay
- Wellhead Protection Area

The zoning and existing land uses for the subject site and surrounding parcels are identified in the following tables:

Direction	Zoning	Existing Use
Subject Site	C-1, Local Commercial	Vacant
North	Recreation	Golf Course
South	C-1, Local Commercial	Vacant
East	R, Recreation	Golf Course
West	R-1A, Single Family (6,000 sf min)	Single Family Residences

If approved, Parcel B (#04-21-200-002) would conform to the lot standards for the RM district. Permitted and Special Land uses in the RM zone are shown on the following page.

RM Zoning District	
Permitted Land Uses	Special Land Uses
Child or adult family day care home	Adult foster care congregate facility
Multiple family dwelling	Adult foster care small or large group home, serving 7 or more residents
Single family dwelling attached	Child caring institution, serving 7 or more children
State-licensed residential facility	Child or adult group day care
Recreational facility for residents of a development	Convalescent or nursing home
Essential services and structures, transmission and distribution lines, pipelines, telephone repeaters and related structures	Golf course or driving range
Municipal buildings not requiring outdoor storage	Municipal equipment or material storage yard
Municipal water treatment facility	Place of worship
Polling place	Police, fire, or emergency medical services station
Bed and breakfast residence	Private elementary, middle, or secondary school
Home occupation	Day care center
Accessory buildings, structures, or uses that are customarily incidental to permitted or special land uses	
Administration building for residential developments	

Items to be addressed: None

NATURAL FEATURES

The site is vacant and comprised of open space and natural foliage. No natural feature information was provided in the application. Below is our observed condition of the site.

- Topography:** The site appears relatively flat.
- Wetlands:** Potential wetlands are noted in small areas of the site per EGLE wetland mapper.
- Woodland:** Scattered trees and foliage are found across the site.
- Soils:** Predominant soils are Aridisols with high infiltration and low runoff rates.
- Water:** No water is on site. Stony Lake, Lake Dewis, and Waterstone Lake are nearby.

Items to be addressed: None.

MASTER PLAN

The Township's Master Plan is a comprehensive document that includes many elements that should be considered when determining rezoning requests. Pertinent sections to review include future land uses, as well as goals, objectives and strategies of the site(s) proposed for rezoning.

The Township is currently undergoing a comprehensive update to the Master Plan. While not adopted at this time, reference to the draft Future Land Use map is made as it relates to a changing sentiment regarding the future land use of this area.

The proposed rezoning relates to the 2019 Master Plan Goals listed below:

2019 Master Plan Goals

Residential Land Use:

Objective #1: Allow for a range of housing opportunities at different densities and styles while remaining consistent with the character of surrounding areas and taking into consideration the availability of public utilities and the natural capacity of the land.

CWA Comment:

Rezoning this site from Commercial to Multiple Family Residential follows the direction of the 2019 Master Plan to explore the creation of several multi-family zoning districts with varying densities where appropriate.

Commercial Land Use:

Objective #2: *Commercial and office uses should be located primarily along M-24 and in proximity to the Village of Oxford; however, limited retail and service operations serving neighborhood areas should be considered along other major thoroughfares.*

CWA Comment:

Rezoning this site from Commercial to Multiple Family Residential aligns with the objective of limiting retail and service operations in areas which are not located along major thoroughfares. Given the site's proximity to a major thoroughfare, the proposed rezoning is appropriate and supports the goal of concentrating commercial uses in more suitable locations.

2019 Future Land Use

Under the current Master Plan, the site is located in the Village Commercial district shown below:



The description for the Village Commercial is:

Village Commercial: *The Village Commercial designation includes sites for existing or future commercial development compatible with the character of the Village of Oxford. To achieve this, commercial buildings should have a strong relationship to the sidewalk and road; parking should generally be placed at the side or rear. Village Commercial areas should primarily serve the day-to-day shopping and service needs of Township residents.*

As such, large-format retailers ("big-box" users over 65,000 sq. ft.) and regional shopping centers should be carefully regulated.

The current Master Plan draft Future Land Use map designates this area as Private Recreation/Conservation. This designation indicates a potential shift in the Township's consideration for the future uses in the surrounding neighborhood.

Items to be addressed: *Planning Commission to consider the current need for residential and commercial uses as it relates to the site's current zoning, 2019 future land use designations, and the 2019 Residential Goals & Objectives.*

DEVELOPMENT POTENTIAL

If rezoned, the lot will allow for various residential developments as noted earlier in this report regarding permitted and special land uses. Other standards related to the RM district are outlined in Section 3.7 of the Zoning Ordinance. The applicant has indicated their intent to construct eight (8) single family attached homes should the rezoning be approved. Accounting for current housing market conditions and infrastructure, the proposed use has development potential at this location.

Items to be addressed: *None*

REZONING STANDARDS

In reviewing any petition for a zoning amendment, the Planning Commission shall evaluate the petition based on the criteria in Section 18.6 for map amendments and Section 18.7 for text amendments and shall make its recommendations for disposition of the petition to the Township Board following the public hearing.

Section 18.6 criteria for a proposed map amendment (rezoning) are reviewed below.

- A. *Consistency with the goals, policies, and future land use map of the Township Master Plan, including any sub-area or corridor plans. If conditions have changed since the master plan was adopted, the rezoning may be found to be consistent with recent development trends in the area.*

CWA Comment: As noted earlier in this review, the current 2019 Master Plan Future Land Use map designates this area as Village Commercial. However, the current Master Plan draft designates the site as Private Recreation/Conservation. Current interest in commercial development has focused on M-24 and not necessarily within neighborhoods.

- B. *Compatibility of the site's physical, geological, hydrological, and other environmental features with all uses permitted in the proposed zoning district compared to uses permitted under current zoning.*

CWA Comment: Portions of the site contain potential wetlands. The existing zoning of Commercial (C1) has the ability to allow for more intensive uses than the proposed Multiple Family zoning which could impact environmental features of the site.

- C. *The compatibility of all uses permitted in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential influence on property values compared to uses permitted under current zoning.*

CWA Comment: Properties located around the site are currently zoned for multi family, recreation, and single family. The proposed site appears to be conducive to the potential use of the site as a location for several attached single family homes. Additionally, there are uses permitted in the C1 district which allow for more intensive uses than those permitted in the RM district as it relates to existing surrounding development and infrastructure.

- D. *The capacity of Township utilities and services sufficient to accommodate all the uses permitted in the requested district without compromising the health, safety, and welfare of the Township.*

CWA Comment: Public water and sewer service are available in the area. We defer to the Township Engineer on the capacity of utilities to accommodate permitted uses in the RM district.

- E. *The capacity of the street system to safely and efficiently accommodate the expected traffic generated by uses permitted in the requested zoning district.*

CWA Comment: Permitted and Special Land Uses of the site would generate different levels of traffic. However, the uses allowed in the RM district would likely not increase the traffic load more than the currently permitted zoning district. The site's location currently has one curb cut along the main road and Market Street has been planned to anticipate development.

- F. *The apparent demand for the types of uses permitted in the requested zoning district in the Township, and surrounding area, in relation to the amount of land in the Township, and surrounding area, currently zoned, and available to accommodate the demand.*

CWA Comment: RM zoning is prevalent within this area of the township. The area is well-suited to accommodate the proposed RM zoning. The region and Township have strong housing demand indicating that RM would accommodate this need.

- G. *The boundaries of the requested zoning district are sufficient to meet the dimensional regulations for the zoning district listed in Section 3.7, Schedule of Regulations.*

CWA Comment: Parcel B (04-21-200-002) currently conforms to lot dimensional standards for RM.

H. The requested zoning district shall be more appropriate from the Township's perspective than another zoning district.

CWA Comment: Uses in the RM designation are in demand in areas which are not directly located on a major thoroughfare. Commercial and industrial uses would be more intensive than the uses permitted in RM. Small scale commercial would be feasible in this location, however, there has been no viable application to pursue this land use. Single family zoning may be appropriate from the Township's perspective as it could potentially limit the density.

I. The requested rezoning will not create an isolated and unplanned spot zone.

CWA Comment: The surrounding areas are compatible with residential, or are zoned residential. The requested rezoning would not create an isolated or unplanned spot zone.

J. The request has not previously been submitted within the past one (1) year, unless conditions have changed, or new information has been provided.

CWA Comment: No request has been made in the past year.

K. Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, and enhance the overall quality of life in Charter Township of Oxford.

CWA Comment: RM would increase private investment and allow the opportunity for residents to potential utilize nearby recreation. RM zoning would complement the surrounding area and is not anticipated to have a negative impact on public health and safety.

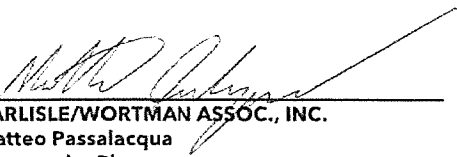
Items to be addressed: None

SUMMARY

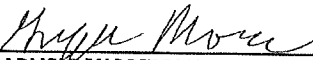
The proposed rezoning is compatible with market demands and the proposed location is conducive with uses in residential neighborhoods. The proposed rezoning is not compatible with the 2019 Master Plan Future Land Use map. However, the proposed rezoning is compatible with the surrounding uses and is less intense than the current zoning of C1.

The Planning Commission recommends the approval or denial of the rezoning to the Township Board during a public hearing. The Township Board shall have the final approval/denial decision on the rezoning petition.

Respectfully,



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner



CARLISLE/WORTMAN ASSOC., INC.
Grayson Moore
Community Planner



Project Name: Market Street Rezoning - 002
Review Phase: Rezoning

Date Received: **March 17, 2025** SE Project # **014.57.25**
Date of Review: **March 20, 2025** Oxford Twp T&A Acct: **BTA25-0003**

Parcel: 04-21-200-002

Drawings Reviewed: Designhaus Rezoning & Parcel Plan – AS1.0

Review Action: No Objections

Dear Ms. Lotan,

We are in receipt of the documents submitted for the proposed rezoning of the above-noted parcel from C-1 to RM. The property is located on the north side of Market Street between Stony Lake Drive and Cedar Street.

Along with the rezoning application, the applicant has submitted a conceptual site layout plan. No floor plans, building renderings, or engineering information has been provided, nor are they required at this time. Our office has no objections to the submitted rezoning information, but we do offer comments that will be pertinent to the parcel from an engineering perspective should this progress into a development project.

Please accept the comments noted below for your consideration. If you have any questions, please do not hesitate to contact me.

Respectfully,

Jim Sharpe
President

cc (via email): Corey Bailey – Oxford Twp PC Chairman
Matt Majestic – Oxford Fire Chief
Matteo Passalacqua – Carlisle/Wortman Assoc, Inc.
Brittney Ellis – The Kelly Firm

GENERAL INFORMATION

The project consists of the rezoning of parcel 04-21-200-002 from C-1 (Local Commercial) to RM (Multiple Family). The parcel being considered is a vacant 4.6 acre parcel on the north side of Market Street between Stony Lake Drive and Cedar Street and abuts the Boulder Pointe golf course. The parcel is generally open with no existing buildings and no apparent wetland areas.

SITE ELEVATIONS

- The parcel is relatively flat and appears conducive for development without the need for significant land balancing.

SANITARY SEWER

- The parcel proposed for rezoning is located within Oxford Township's sanitary sewer district. If the zoning change is approved, the existing sanitary sewer system does have capacity to support a multi-family development similar in scope to the submitted Rezoning and Parcel plan.

WATER DISTRIBUTION

- The parcel proposed for rezoning is located within Oxford Township's water district. If the zoning change is approved, the existing water supply system does have capacity to support a multi-family development similar in scope to the submitted Rezoning and Parcel plan.

STORM SEWER

- A storm sewer stub exists near Stony Lake Drive. Previous information indicates that this parcel was included in the design of the Stony Lake condominium development, so sufficient capacity should exist to accommodate the proposed onsite storm water.

PAVEMENTS, SIDEWALKS, AND CURBING

- There is an existing drive approach and on-street parking to access and support the parcel. New drive approaches from Stony Lake Drive and Cedar Street are also being proposed for improved site accessibility. Market Street, Stony Lake Drive, and Cedar Street are roadways under the jurisdiction of the Road Commission for Oakland County (RCOC), so any proposed construction and/or modifications within these right-of-ways will require a permit from the RCOC.
- An existing portion of the Boulder Pointe golf course cart path is located on the parcel. The cart path will need to be relocated onto the golf course property or an easement to allow the path to continue to exist over the parcel will be required.

PROJECT SUMMARY

In our opinion, the Township has sufficient infrastructure to service the proposed multi-family development at the proposed rezoning location based on the submitted Rezoning and Parcel Plan. Site plan and engineering drawings in accordance with the Township's engineering standards and related ordinance requirements will be required if the rezoning is approved and progresses into a development project.



OXFORD FIRE DEPARTMENT

96 N. Washington St. • Oxford, Michigan, 48371
Ph. (248) 969-9483 • Fax. (248) 969-9489

March 25, 2025

Re: Rezoning Desinghaus / Lineage Homes
Parcel #04-21-200-002,
Market St. Between Stoney Lake Dr. & Cedar Street
Oxford, MI. 48371

The Oxford Fire Department has no objection or concerns to the proposed Rezoning of parcel 04-21-200-002

Fire Marshal
BJ Frantz
bjfrantz@oxfordfiredept.com
Office: 248 969-9483
Cell: 248 916-8600





Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Rezoning Application

If rezoning request is associated with a specific project, completion of a Site Plan Application will be required.

Property Information

Street Address: Not Established	Parcel ID: 04-21-200-002
Legal Description: Type text here see back	
Property Dimensions: 253' x 743' /	
Width at Road Frontage (feet): 743'	Depth (feet): 227'
Land Area: +/- 4.57 Acres	Net Area: 4.57Acres
Gross Area: +/- 4.57 Acres	

Rezoning Information

Site Current Land Use: Vacant Land	
Current Zoning: C-1	
Zoning of all parcels adjacent to the site and or within 300 feet of the site as listed below and shown on attached scaled drawings.	
Neighboring Parcel ID:	/ Zoning: 04-21-101-019 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-020 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-021 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-001 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-002 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-003 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-006 / MF
	04-21-251-001 / R-1
	04-21-200-005 / C-1
Write in if more listing is needed:	04-21-200-004 / R
	04-21-200-006 / R
	04-21-200-001 / R
	04-21-200-002 / C-1
	04-21-101-026 / R-1A
	04-21-101-053 / R-1A
Proposed Rezoning Designation: RM	
Master Plan Future Land Use Designation: Residential	

PARCEL B:

Commencing at a property controlling corner which is $S01^{\circ}49'06''E$ 8.43 feet from the West $1/4$ corner of Section 21, Town 5 North, Range 10 East, Oxford Township, Oakland County, Michigan; thence $N01^{\circ}49'06''W$ 8.43 feet to the West $1/4$ corner of said Section 21; thence along the West line of Section 21 and the centerline of Granger Road (width varies) $N01^{\circ}49'06''W$ 3106.40 feet to the Northwest corner of said Section 21; thence $N84^{\circ}28'42''E$ 3365.42 feet along the North line of said Section 21; thence $S35^{\circ}45'03''W$ 123.74 feet; thence $S54^{\circ}14'57''E$ 167.00 feet; thence $S35^{\circ}45'03''W$ 257.40 feet; thence $S54^{\circ}14'57''E$ 60.00 feet; thence $S35^{\circ}45'03''W$ 330.05 feet; thence 134.60 feet along the arc of a circular curve to the left, having a radius of 620.00 feet, central angle $12^{\circ}26'19''$ and long chord bearing $S29^{\circ}31'54''W$ 134.33 feet to the Point of Beginning; thence $S66^{\circ}41'16''E$ 93.29 feet; thence 704.98 feet along the arc of a circular curve to the right, having a radius of 1668.00 feet, central angle $24^{\circ}12'55''$ and long chord bearing $S69^{\circ}01'12''E$ 699.72 feet; thence $S56^{\circ}54'44''E$ 129.20 feet; thence 91.92 feet along the arc of a circular curve to the left, having a radius of 280.00 feet, central angle $18^{\circ}46'30''$, and long chord bearing $S42^{\circ}29'31''W$ 91.50 feet; thence $S33^{\circ}05'16''W$ 134.73 feet; thence $N56^{\circ}54'44''W$ 114.25 feet along the North line of West Market Street (86 feet wide); thence 713.51 feet along the arc of a circular curve to the left, having a radius of 1443.00 feet, central angle $26^{\circ}19'51''$ and long chord bearing $N71^{\circ}04'39''W$ 706.27 feet, said arc also being the North line of said West Market Street; thence $N03^{\circ}33'57''E$ 40.21 feet thence 213.68 feet along the arc of a circular curve to the right, having a radius of 620.00 feet, central angle $19^{\circ}44'47''$; and long chord bearing $N13^{\circ}26'21''E$ 212.62 feet to the Point of Beginning, being a part of the Northeast $1/4$ of said Section 21, Town 5 North, Range 10 East.



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Rezoning Application

Additional Information

- Three (3) scaled drawings of the site in relation to surrounding parcels (within 300 feet).
- Has the rezoning request been previously submitted in the last year?
 - If yes, have conditions changed or is new information available regarding the rezoning request?
- Proof that all property taxes and special assessments have been paid.

Applicant Information

Name: Designhaus		
Address: 3300 Auburn Rd Ste 300 Auburn Hills, MI 48326		
City:	State:	Zip code:
Phone: 248-601-4422	Email: mike@designhaus.com	
Applicant's Legal Interest in Property Architect		

Property Owner Information

- Property owner is the same as applicant (do not fill out property owner information)
- Property owner is different than the applicant (information immediately below required)

Name: Lineage Homes		
Address: 40950 Woodward Ave		
City: Bloomfield Hills, MI 48304	State:	Zip code:
Phone: 248-530-9600	Email: david@contourcompanies.com	



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

**Rezoning
 Application**

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

I (we) understand that if it is determined that the application is not complete, the Township shall identify in writing what is needed to make the application complete.

I (we) authorize the employees and representatives of the Charter Township of Oxford to enter and conduct an investigation of the above referenced property.

Applicant's Signature 	Applicant's Printed Name Mike Pizzola	Date 03.05.2025
Property Owner's Signature 	Property Owner's Printed Name David Dedvukaj	Date 03.12.2025

Payment of the following fees at time of submission:

- Oxford Township Review Non-Refundable - \$1,300
- Fire Department - \$100
- Consultant Review Escrow - \$4,800
- Additional Fee's (if applicable)
 - Parks and Rec - \$50
 - Police - \$100

OFFICE USE ONLY

Date Applied	PC File Number	Escrow / T & A Account

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, April 24, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chair Bailey at 6:30 p.m.

RESPECTS TO THE FLAG

NOTING OF THE ROLL

Members Present: **David Wagner, Don Wloszek, Mark Blankenship, Patti Durr, Bob Turner, Korey Bailey**

Members Absent: Ryan Austin

Also Present: Township Planner Matteo Passalacqua, Township Planner Grayson Moore, Township Engineer Jim Sharpe, Planning & Zoning Executive Assistant Cheryl Lotan, Recording Secretary Susan McCullough, one OCTV camera operator, and 25 attendees.

APPROVAL OF AGENDA

Commissioner Wagner moved, Commissioner Durr seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, April 24, 2025, as presented.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF MINUTES

Planning Commission Regular Meeting – March 27, 2025

Commissioner Wagner moved, Commissioner Durr seconded, to approve the minutes of the regular Planning Commission meeting for March 27, 2025, as presented.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT SCHEDULED FOR PUBLIC HEARING OR ON THE AGENDA

Public comment began at 6:33 p.m.

One person spoke during public comment.

There being no further public comment, public comment ended at 6:34 p.m.

COMMISSIONERS' COMMENTS

None.

PETITIONS

Petition PC25-004

Petitioner: Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326

Public Hearing/ Motion - The petitioner is requesting a rezoning from C-1, Local Commercial to R-1, Single-Family Residential on Parcel ID 04-21-200-005, located on Market Street (approximately 2.6 acres).

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated March 31, 2025 and was available to answer any questions of the Commission regarding the application.

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated March 20, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Joe Latozas, Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326** who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Durr seconded, to open the public hearing at 6:59 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, expressed concern with the docks shown on the proposed plan. She also expressed concern about the traffic along the east side of the property.

Greg Graham, 821 Cross Circle, asked which HOA these homes would belong to and asked about the safety path that runs on the south side along the water. He expressed concern with possible increased criminal activity with the connected safety paths to Market Street.

Kitty Pugliese, 1032 Cedar Street, stated that this is the best option that has been proposed. Rezoning the property to R-1 makes more sense. She also stated that it will be a shame to lose the walking path along the lake but understands that the property will belong to the homeowner. She also expressed concern with the HOA.

Alexandra Lomasney, 621 Eastlake Trail, stated that she favors this proposal over multi-family. She asked about the retention wall on the property.

Dan Lomasney, 621 Eastlake Trail, expressed concern with which HOA these homes would be grouped into. He also stated that this is the best proposal presented to date. He stated that he would prefer to see three homes on the property and is disappointed that the property owner cleared the trees.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Durr seconded, to close the public hearing at 7:12 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated March 25, 2025 was included in the meeting packet.

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

Secretary Wloszek read an email from Patty and Larry Switaj, 583 Southshore Drive, into the record.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Durr seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township (approximately 2.60 acres), Parcel ID 04-21-200-005 from C-1 Local Commercial District to R-1 Single Family (12,000 s.f. minimum) Residential District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Turner, Durr, Blankenship, Wloszek, Wagner, Bailey

Nays: None

Absent: Austin

Motion Carried.

Petition PC25-003

Petitioner: Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326

Public Hearing/ Motion - The petitioner is requesting a rezoning from C-1, Local Commercial to RM, Multiple-Family Residential on Parcel ID 04-21-200-002, located on Market Street (approximately 4.57 acres).

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated March 31, 2025 and was available to answer any questions of the Commission regarding the application.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated March 20, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Joe Latozas, Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326** who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Blankenship seconded, to open the public hearing at 7:47 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, stated that she believes it is a risk to approve the rezoning without a site plan. She stated she would prefer to see seven buildings and expressed concern with the HOA.

Lisa Beattie, 947 Stony Lake Court, expressed concern with the curb cuts and the cut through traffic on Stony Lake Drive. She stated this is a better presentation than any previously proposed. She also stated that she would like the Stony Lake Drive sign to remain.

Maria Karisny, 1390 Glass Lake Circle, is concerned with the request to rezone the property to RM and would prefer that it be R-1. She expressed concern with the access design and the removal of the trees.

Marilyn Grant, 154 Stony Lake Drive, stated that she does not want more traffic on Stony Lake Drive and does not want construction traffic and the negative impact on the roads.

Kitty Pugliese, 1032 Cedar Street, stated she is not a fan of the multi-family unless it is necessary for the community. She would like eight buildings to be the maximum allowed but would prefer that it be rezoned to R-1.

John Karisny, 1390 Glass Lake Circle, expressed safety concerns with the cut outs and lack of access to the safety path on the other side of Market Street from the north side. He stated that traffic will be converging on one location where people would be trying to cross the street to get to the path. He also expressed concern with the parking spaces shown on Market Street.

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Blankenship seconded, to close the public hearing at 8:04 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated March 25, 2025 was included in the meeting packet.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

The Commission received no correspondence.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Turner seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township (approximately 4.57 acres), Parcel ID 04-21-200-002 from C-1 Local Commercial District to RM Multiple Family Residential District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Wloszek, Blankenship, Durr, Turner, Wagner, Blankenship

Nays: None

Absent: Austin

Motion Carried.

UNFINISHED BUSINESS

Master Plan

Planner Passalacqua reviewed the draft Master Plan and the edits that were provided by the Oxford Township Board of Trustees.

Commissioner Wagner moved, Commissioner Durr seconded, to recommend the draft Master Plan to the Township Board for approval at their next meeting.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

NEW BUSINESS

ORC 2025 Work Plan

Planner Passalacqua reviewed the ORC 2025 Work Plan.

Commissioner Wagner moved, Commissioner Blankenship seconded, to recommend the ORC 2025 Work Plan to the Township Board for approval at their next meeting.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

None.

Ordinance Review Committee

None.

PLANNER/ENGINEER REPORTS

Planner – Carlisle|Wortman

Planner Passalacqua provided a brief update on ongoing and upcoming projects.

Engineer – Sharpe Engineering

A copy of Engineer Sharpe's written update for April 2025 was included in the packet.

ADJOURNMENT

Commissioner Wagner moved, Commissioner Blankenship seconded, to adjourn the meeting at 8:31 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Korey Bailey, Chair

Donald Wloszek, Secretary

Date approved: _____

smm

Curtis Wright

From: Jack Curtis
Sent: Tuesday, May 6, 2025 8:06 AM
To: Curtis Wright
Cc: Danielle Smith; Brittney Kimball Ellis
Subject: Re zone of Contour parcels
Attachments: Letter re Contour Oxford Plans.05.06.25.pdf; Contour Rezoning and Parcel Plan.pdf

Curtis,

A few board members had questions regarding what would be built on the Planning Commission recommended approval rezone of the C-1 parcels numbered 04-21-200-002 and 04-21-200-005 on Market St. To address these concerns I was in communications with the developer who submitted the attached letter and proposed plans. Please include this in the May 14, 2025 Board package.

First and foremost this is a straight rezone, not a conditional rezone. This property was zoned commercial in approximately 2000 and the plans of an interior commercial area in Waterstone has proven fruitless. The Village businesses and surrounding commercial offerings, coupled with the residents concerns regarding commercial businesses in their "neighborhood" has changed the outlook for these properties since its inception 25 years ago. Several developments have been presented to the Planning Commission which included retail, retail/commercial, mixed use and high density multilevel multifamily dwellings, all to be rejected by the Planning Commission and the residents of the surrounding homes.

To address the Board members concerns, first, our building and planning officials will in the future, offer applicants of this nature, Conditional Zoning opportunities to prevent these concerns. Secondly, this developer offers reassurance to develop as presented and recommended by the Planning Commission. While the applicant was recommended to do the straight rezone, this plan cannot be read into the motion, however it does offer an opportunity to develop his property to what residents stated "the best plan so far".

Based on the recommendation of the Planning Commission and the planning process through final site plan, this proposed development will include many opportunities for the Planning Commission to ensure the Township, its residents and the community get the best plan as presented.

Hopefully this resolves any concerns the Board members may have.

Jack Curtis

Supervisor
Charter Township of Oxford
300 Dunlap Rd.

Oxford, MI 48371
(248) 628-9787 Ext. 109
jcurtis@oxfordtownship.org





CONTOUR
DEVELOPMENT
GROUP

VIA ELECTRONIC MAIL (jcurtis@oxfordtownship.org)

May 6, 2025

Jack Curtis
Township Supervisor
Oxford Township
300 Dunlap Road
Oxford, Michigan 48371

Re: Oasis at Waterstone

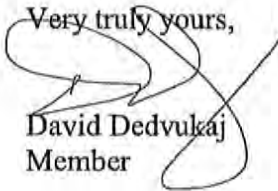
Dear Supervisor Curtis:

On April 24, 2025, the Oxford Township Planning Commission approved Contour Development Group LLC's ("Contour") concept plan for Oasis at Waterstone, such plan being prepared by Designhaus Architecture and dated February 10, 2025 ("Plan"). A copy of the Plan is enclosed herewith. As you can see, the Plan calls for the development and construction of four single family walk-out lake accessible units and sixteen attached single-family units with golf course views.

Following the grant of approval, the Township Board ("Board") expressed a concern of whether Contour would actually follow the Plan or would Contour unilaterally switch gears and build a multi-family project instead. Allow me to allay the Board's concerns. Contour has no interest in building a multi-family project at this location and is only interested in pursuing the development according to the Plans. Additionally, Contour will only be able to develop the property pursuant to final site plan approval.

I trust the foregoing alleviates the Board's concerns. We look forward to working with Oxford Township on this project.

Very truly yours,


David Dedvukaj
Member

Enclosure

40950 WOODWARD AVENUE * SUITE 300 * BLOOMFIELD HILLS, MI 48304
P:248-530-9600



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: Oxford Township Board of Trustees
FROM: Matteo Passalacqua, Associate Planner
DATE: April 29, 2025
RE: Rezoning Application for Parcel 04-21-200-002 (Parcel B) and 04-21-200-05 (Parcel A)

At their April 24th, 2025 regular meeting, the Planning Commission held a public hearing regarding two rezoning applications. Meeting minutes and consultant reviews are included in your packet for reference.

Both parcels are located along Market Street near the Stony Lake Drive and Cedar Street intersections. Parcel A is proposed to be rezoned from C1 Local Commercial to R1 Single Family Residential (12,000 sqft lots). Parcel B is proposed to be rezoned from C1 Local Commercial to RM Multiple Family Residential.

The applicant voluntarily submitted a conceptual layout of how the lots would be developed if the rezoning is approved. Parcel A shows four (4) single family homes while Parcel B consists of eight (8), two (2) unit attached single family homes. These concepts offer a possible manner in which the site could be utilized. Rezoning approval will allow the sites to be developed via the permitted and special land uses listed for the requested zones.

While presented as related projects, two separate rezoning applications were submitted and subject to separate public hearings and reviews by the Township. Upon receipt of public comments, consultant reviews, and presentation by the applicant, the Planning Commission recommended approval of both rezonings to the Township Board.

Upon receipt of the Planning Commission's recommendation, the Township Board will need to discuss and vote on the proposed rezonings separately thus requiring two motions, and two votes.

Potential Motions

Motion to set the second reading for the proposed zoning map amendment to Zoning Ordinance 67A.040 for Parcel ID 04-21-200-002 for the June 11th, 2025 Charter Township of Oxford Board of Trustees meeting.

OR

Motion to deny the proposed zoning map amendment for Parcel ID 04-21-200-002.

Motion to set the second reading for the proposed zoning map amendment to Zoning Ordinance 67A.041 for Parcel ID 04-21-200-005 for the June 11th, 2025 Charter Township of Oxford Board of Trustees meeting.

OR

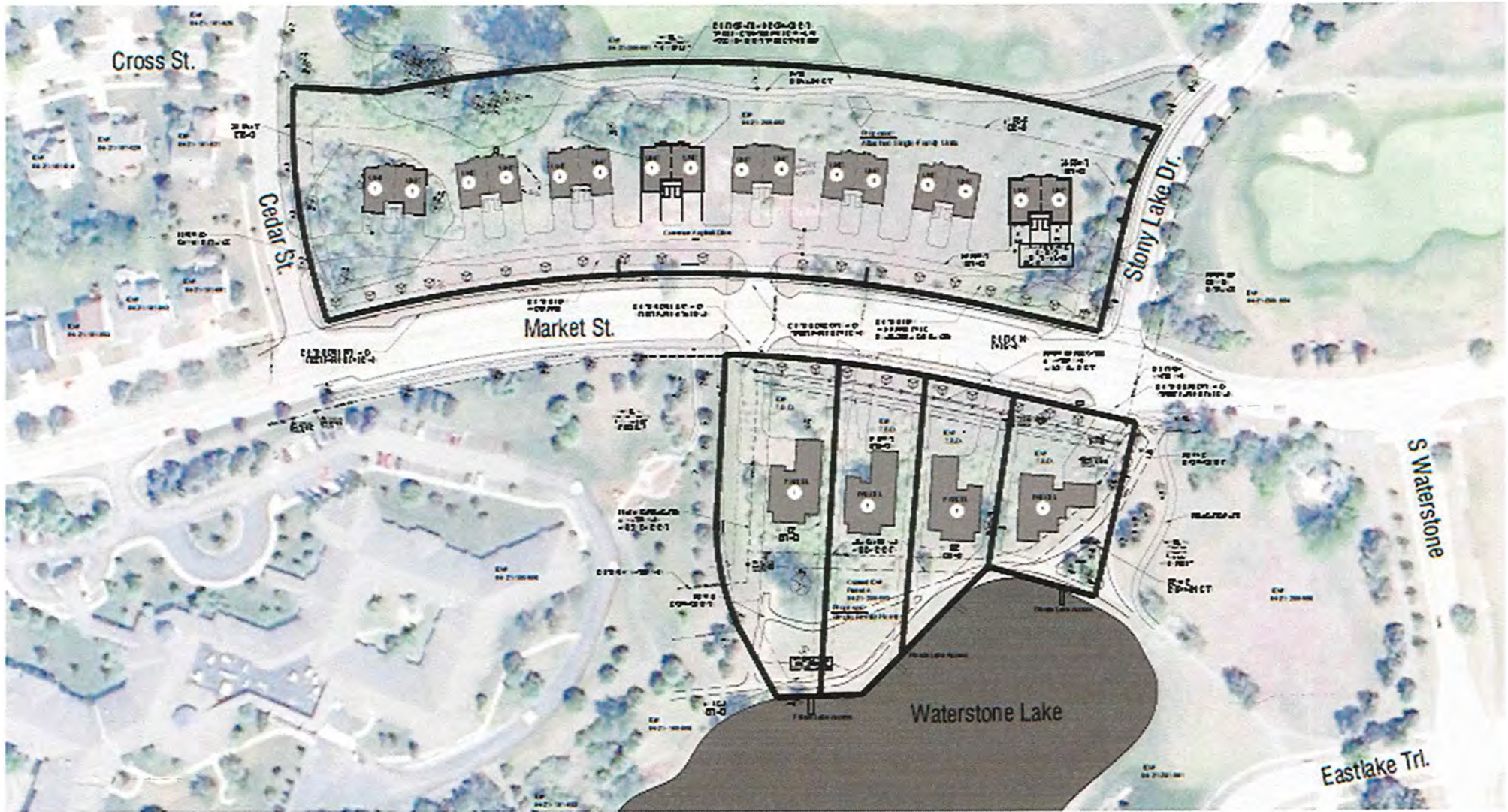
Motion to deny the proposed zoning map amendment for Parcel ID 04-21-200-005.

Thank you for time and assistance.

Respectfully,



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner



Existing Zoning



Proposed Zoning

1 Rezoning and Parcel Plan

Parcel Identification	Existing Zoning	Proposed Zoning	Area (sq. ft.)	Area (ac.)
Parcel 1	R-1A	R-1A	10,000	0.23
Parcel 2	R-1A	R-1A	10,000	0.23
Parcel 3	R-1A	R-1A	10,000	0.23
Parcel 4	R-1A	R-1A	10,000	0.23
Parcel 5	R-1A	R-1A	10,000	0.23
Parcel 6	R-1A	R-1A	10,000	0.23
Parcel 7	R-1A	R-1A	10,000	0.23
Parcel 8	R-1A	R-1A	10,000	0.23
Parcel 9	R-1A	R-1A	10,000	0.23
Parcel 10	R-1A	R-1A	10,000	0.23
Parcel 11	R-1A	R-1A	10,000	0.23
Parcel 12	R-1A	R-1A	10,000	0.23
Parcel 13	R-1A	R-1A	10,000	0.23
Parcel 14	R-1A	R-1A	10,000	0.23
Parcel 15	R-1A	R-1A	10,000	0.23
Parcel 16	R-1A	R-1A	10,000	0.23
Parcel 17	R-1A	R-1A	10,000	0.23
Parcel 18	R-1A	R-1A	10,000	0.23
Parcel 19	R-1A	R-1A	10,000	0.23
Parcel 20	R-1A	R-1A	10,000	0.23
Parcel 21	R-1A	R-1A	10,000	0.23
Parcel 22	R-1A	R-1A	10,000	0.23
Parcel 23	R-1A	R-1A	10,000	0.23
Parcel 24	R-1A	R-1A	10,000	0.23
Parcel 25	R-1A	R-1A	10,000	0.23
Parcel 26	R-1A	R-1A	10,000	0.23
Parcel 27	R-1A	R-1A	10,000	0.23
Parcel 28	R-1A	R-1A	10,000	0.23
Parcel 29	R-1A	R-1A	10,000	0.23
Parcel 30	R-1A	R-1A	10,000	0.23
Parcel 31	R-1A	R-1A	10,000	0.23
Parcel 32	R-1A	R-1A	10,000	0.23
Parcel 33	R-1A	R-1A	10,000	0.23
Parcel 34	R-1A	R-1A	10,000	0.23
Parcel 35	R-1A	R-1A	10,000	0.23
Parcel 36	R-1A	R-1A	10,000	0.23
Parcel 37	R-1A	R-1A	10,000	0.23
Parcel 38	R-1A	R-1A	10,000	0.23
Parcel 39	R-1A	R-1A	10,000	0.23
Parcel 40	R-1A	R-1A	10,000	0.23
Parcel 41	R-1A	R-1A	10,000	0.23
Parcel 42	R-1A	R-1A	10,000	0.23
Parcel 43	R-1A	R-1A	10,000	0.23
Parcel 44	R-1A	R-1A	10,000	0.23
Parcel 45	R-1A	R-1A	10,000	0.23
Parcel 46	R-1A	R-1A	10,000	0.23
Parcel 47	R-1A	R-1A	10,000	0.23
Parcel 48	R-1A	R-1A	10,000	0.23
Parcel 49	R-1A	R-1A	10,000	0.23
Parcel 50	R-1A	R-1A	10,000	0.23

Notes:

- (1) Subject to the following conditions:
 - 1.000' of the lot to be used as a 2-Car Garage
 - 2.000' of the lot to be used as a 2-Car Garage
 - 3.000' of the lot to be used as a 2-Car Garage
 - 4.000' of the lot to be used as a 2-Car Garage
 - 5.000' of the lot to be used as a 2-Car Garage
 - 6.000' of the lot to be used as a 2-Car Garage
 - 7.000' of the lot to be used as a 2-Car Garage
 - 8.000' of the lot to be used as a 2-Car Garage
 - 9.000' of the lot to be used as a 2-Car Garage
 - 10.000' of the lot to be used as a 2-Car Garage
 - 11.000' of the lot to be used as a 2-Car Garage
 - 12.000' of the lot to be used as a 2-Car Garage
 - 13.000' of the lot to be used as a 2-Car Garage
 - 14.000' of the lot to be used as a 2-Car Garage
 - 15.000' of the lot to be used as a 2-Car Garage
 - 16.000' of the lot to be used as a 2-Car Garage
 - 17.000' of the lot to be used as a 2-Car Garage
 - 18.000' of the lot to be used as a 2-Car Garage
 - 19.000' of the lot to be used as a 2-Car Garage
 - 20.000' of the lot to be used as a 2-Car Garage
 - 21.000' of the lot to be used as a 2-Car Garage
 - 22.000' of the lot to be used as a 2-Car Garage
 - 23.000' of the lot to be used as a 2-Car Garage
 - 24.000' of the lot to be used as a 2-Car Garage
 - 25.000' of the lot to be used as a 2-Car Garage
 - 26.000' of the lot to be used as a 2-Car Garage
 - 27.000' of the lot to be used as a 2-Car Garage
 - 28.000' of the lot to be used as a 2-Car Garage
 - 29.000' of the lot to be used as a 2-Car Garage
 - 30.000' of the lot to be used as a 2-Car Garage
 - 31.000' of the lot to be used as a 2-Car Garage
 - 32.000' of the lot to be used as a 2-Car Garage
 - 33.000' of the lot to be used as a 2-Car Garage
 - 34.000' of the lot to be used as a 2-Car Garage
 - 35.000' of the lot to be used as a 2-Car Garage
 - 36.000' of the lot to be used as a 2-Car Garage
 - 37.000' of the lot to be used as a 2-Car Garage
 - 38.000' of the lot to be used as a 2-Car Garage
 - 39.000' of the lot to be used as a 2-Car Garage
 - 40.000' of the lot to be used as a 2-Car Garage
 - 41.000' of the lot to be used as a 2-Car Garage
 - 42.000' of the lot to be used as a 2-Car Garage
 - 43.000' of the lot to be used as a 2-Car Garage
 - 44.000' of the lot to be used as a 2-Car Garage
 - 45.000' of the lot to be used as a 2-Car Garage
 - 46.000' of the lot to be used as a 2-Car Garage
 - 47.000' of the lot to be used as a 2-Car Garage
 - 48.000' of the lot to be used as a 2-Car Garage
 - 49.000' of the lot to be used as a 2-Car Garage
 - 50.000' of the lot to be used as a 2-Car Garage

Legend:

- Green: Residential Single-Family
- Yellow: Residential Single-Family Attached
- Orange: Residential Medium-Density
- Light Green: Residential Single-Family



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: March 31, 2025

**Rezoning Review
For
Oxford Charter Township, Michigan**

Applicant:	Designhaus
Project Name:	Market Street Rezoning
Location:	Southwest corner of Market Street and Stony Lake Drive
Parcel ID:	04-21-200-005 (Parcel A)
Parcel Size:	2.60 Gross Area/Net Area
Application Date:	March 5, 2025
Current Zoning:	C-1, Local Commercial
Action Requested:	Rezone to R1, Single Family (12,000 s.f. min.)

PROJECT DESCRIPTION

The applicant is requesting a zoning change for Parcel #04-21-200-005 to convert the permissible uses of the site from local commercial to single family residential. The rezoning application states that the purpose of the request is to erect four (4) single-family homes. The site is currently vacant with a paved trail located along the lake. The applicant has provided a conceptual plan. No formal site plan has been submitted.

Benjamin R. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Vice President*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal*
Paul Montagnano, *Principal*, Megan Masson-Minock, *Principal*, Laura Kreps, *Senior Associate*
Richard K. Carlisle, *Past President/Senior Principal*

Figure 1. below outlines the parcel requested for rezoning.

Figure 1. Aerial Photograph



Source: NearMap October, 2024

NEIGHBORING ZONING AND LAND USE

Figure 2. Zoning



Zoning Districts

- AG: Agricultural (20 ac. min.)
- SF-3: Suburban Farms (10 ac. min.)
- SF-2: Suburban Farms (5 ac. min.)
- SF-1: Suburban Farms (2.5 ac. min.)
- R-3: Single Family (1 ac. min.)
- R-2: Single Family (25,000 s.f. min.)
- R-1: Single Family (12,000 s.f. min.)
- R-1A: Single Family (6,000 s.f. min.)
- RM: Multiple Family
- MHC: Manufactured Housing Community
- PUD: Planned Unit Development
- C-1: Local Commercial**
- C-2: General Commercial
- O: Office
- PQP: Public/Quasi-Public
- I-1: Light Industrial
- I-2: General Industrial
- R: Recreation
- Gravel & Sand Overlay
- Wellhead Protection Area

The zoning and existing land uses for the subject site and surrounding parcels are identified in the following table:

Direction	Zoning	Existing Use
Subject Site	C-1, Local Commercial	Vacant
North	C-1, Local Commercial	Vacant
South	Lake / R1 - Single Family Residential	Lake / Single Family Home
East	R, Recreation	Vacant / Open Space
West	RM, Multiple Family	Elderly Housing

If approved, Parcel A (#04-21-200-005) would conform to the lot standards for the R1 district. Permitted and Special Land uses in the R1 zone are shown below.

R1 Zoning District	
Permitted Land Uses	Special Land Uses
Child or adult family day care home	Adult foster care small or large group home, serving 7 or more residents
Single-family dwelling, detached	Child or adult group day care home
State-licensed residential facility	Library, museum, or similar noncommercial cultural facility
Recreational facility for residents of a development	Public or private park, recreation activity, or conservation area
Essential services and structures, transmission and distribution lines, pipelines, telephone repeaters and related structures	Transient, temporary amusement
Municipal water treatment facility	Place of worship
Polling place	Police, fire, or emergency medical services station
Bed and breakfast residence	Private elementary, middle, or secondary school
Home occupation	Day care center
Accessory buildings, structures, or uses that are customarily incidental to permitted or special land uses	Private airport or heliport

Items to be addressed: None

NATURAL FEATURES

The site is vacant and comprised of open space and natural foliage. No natural feature information was provided in the application. Below is our observed condition of the site.

- Topography:** The site appears relatively flat.
- Wetlands:** Potential wetlands are noted throughout the site per EGLE wetland mapper.
- Woodland:** Scattered trees and foliage are found across the site.
- Soils:** Predominant soils are Droughty with earthy major components
- Water:** Waterstone Lake abuts the southern boundary line of the site.

Items to be addressed: None.

MASTER PLAN

The Township's Master Plan is a comprehensive document that includes many elements that should be considered when determining rezoning requests. Pertinent sections to review include future land uses, as well as goals, objectives and strategies of the site(s) proposed for rezoning.

The Township is currently undergoing a comprehensive update to the Master Plan. While not adopted at this time, reference to the draft Future Land Use map is made as it relates to a changing sentiment regarding the future land use of this area.

The proposed rezoning relates to the 2019 Master Plan Goals listed below:

2019 Master Plan Goals

Residential Land Use:

Objective #1: Allow for a range of housing opportunities at different densities and styles while remaining consistent with the character of surrounding areas and taking into consideration the availability of public utilities and the natural capacity of the land.

CWA Comment:

Rezoning this site from Commercial to Single-Family Residential follows a common theme presented in the 2019 Master Plan Residential Goals which is to promote thoughtful residential growth management. The site proposed for rezoning is nearby other single family residencies and a senior living center.

Objective #2: *The design and character of future residential land uses should promote the village, resort, rural and natural landscapes traditionally found in the Oxford area.*

CWA Comment:

Rezoning from Local Commercial to Single-Family Residential encourages development that is more consistent with the surrounding residential and open space uses, providing opportunities to incorporate appropriate architectural styles and preserve natural features.

2019 Future Land Use

Under the current Master Plan, the site is located in the Village Commercial district shown below:



The description for the Village Commercial is:

Village Commercial: *The Village Commercial designation includes sites for existing or future commercial development compatible with the character of the Village of Oxford. To achieve this, commercial buildings should have a strong relationship to the sidewalk and road; parking should generally be placed at the side or rear. Village Commercial areas should primarily serve the day-to-day shopping and service needs of Township residents. As such, large-format retailers ("big-box" users over 65,000 sq. ft.) and regional shopping centers should be carefully regulated.*

The current Master Plan draft Future Land Use map designates this area as Multi Family Residential. This designation indicates a potential shift in the Township's consideration for the future uses in the surrounding neighborhood and encourages commercial development along M-24.

Items to be addressed: Planning Commission to consider the current need for residential and commercial uses as it relates to the site's current zoning, 2019 future land use designations, and the 2019 Residential Goals & Objectives.

DEVELOPMENT POTENTIAL

If rezoned, the lot will allow for various residential uses noted earlier in this report regarding permitted and special land uses. Other standards related to the R1 district are outlined in Section 3.7 of the Zoning Ordinance. The applicant has indicated their intent to construct four (4) single family homes should rezoning be approved. Accounting for current housing market conditions and infrastructure, the proposed use has development potential at this location.

Items to be addressed: None

REZONING STANDARDS

In reviewing any petition for a zoning amendment, the Planning Commission shall evaluate the petition based on the criteria in Section 18.6 for map amendments and Section 18.7 for text amendments and shall make its recommendations for disposition of the petition to the Township Board following the public hearing.

Section 18.6 criteria for a proposed map amendment (rezoning) are reviewed below.

- A. *Consistency with the goals, policies, and future land use map of the Township Master Plan, including any sub-area or corridor plans. If conditions have changed since the master plan was adopted, the rezoning may be found to be consistent with recent development trends in the area.*

CWA Comment: As noted earlier in this review, the current 2019 Master Plan Future Land Use map designates this area as Village Commercial. However, the current Master Plan draft designates the site as Multi Family Residential. Current interest in commercial development has focused on M-24 and not necessarily within neighborhoods.

- B. *Compatibility of the site's physical, geological, hydrological, and other environmental features with all uses permitted in the proposed zoning district compared to uses permitted under current zoning.*

CWA Comment: The site contains potential wetlands throughout. The existing zoning of Local Commercial (C1) allows for more intensive uses than the proposed Single Family Residential zoning which could impact environmental features of the site.

- C. *The compatibility of all uses permitted in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential influence on property values compared to uses permitted under current zoning.*

CWA Comment: Properties located around the site are currently zoned for multi family and recreation, with single family nearby. The proposed site appears to be conducive to the potential use of the site as a location for several single family homes. Additionally, the uses permitted in the C1 district are more intensive than the uses permitted in the R1 district as it relates to existing surrounding development and infrastructure.

- D. *The capacity of Township utilities and services sufficient to accommodate all the uses permitted in the requested district without compromising the health, safety, and welfare of the Township.*

CWA Comment: Public water and sewer service is available in the area. We defer to the Township Engineer on the capacity of utilities to accommodate permitted uses in the R1 district.

- E. *The capacity of the street system to safely and efficiently accommodate the expected traffic generated by uses permitted in the requested zoning district.*

CWA Comment: Permitted and Special Land Uses of the site would generate different levels of traffic. However, the proposed zoning allows for less intensive uses than that of the current zoning or future land use designation. The site's location has two curb cuts along Market Street which have been planned to accommodate development.

- F. *The apparent demand for the types of uses permitted in the requested zoning district in the Township, and surrounding area, in relation to the amount of land in the Township, and surrounding area, currently zoned, and available to accommodate the demand.*

CWA Comment: R1 and R1-A zoning is prevalent within this area of the township. The area is able to meet the demand of R1 as it's current zoning allows for several more intensive uses. The region and Township have strong housing demand indicating that R1 would accommodate this need.

- G. *The boundaries of the requested zoning district are sufficient to meet the dimensional regulations for the zoning district listed in Section 3.7, Schedule of Regulations.*

CWA Comment: Parcel A (04-21-200-005) currently conforms to lot dimensional standards for R1. The site appears to be able to have lot splits, however, an official land division application would be required to confirm this.

- H. *The requested zoning district shall be more appropriate from the Township's perspective than another zoning district.*

CWA Comment: Uses in the R1 designation are in demand in areas not directly located on a major thoroughfare. Commercial, industrial, and multi family residential would be more intensive than the uses permitted in R1. Small scale commercial would be suitable in this location, however, there has been no viable application to pursue this land use. Multiple family zoning may be appropriate from the Township's perspective however lot size may restrict the marketability of developing the site as such.

- I. *The requested rezoning will not create an isolated and unplanned spot zone.*

CWA Comment: The surrounding areas are compatible with residential, or are zoned residential. The requested rezoning would not create an isolated or unplanned spot zone.

- J. *The request has not previously been submitted within the past one (1) year, unless conditions have changed, or new information has been provided.*

CWA Comment: No request has been made in the past year.

- K. *Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, and enhance the overall quality of life in Charter Township of Oxford.*

CWA Comment: R1 would increase private investment and would complement the surrounding area. We do not anticipate a negative impact on public health and safety related to most R1 uses.

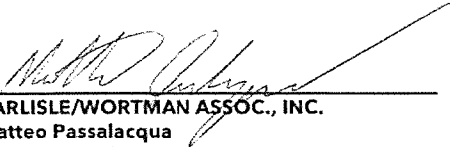
Items to be addressed: None

SUMMARY

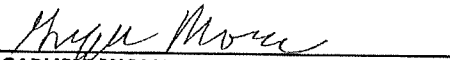
The proposed rezoning is compatible with market demands and the proposed location is conducive with uses in residential neighborhoods. The proposed rezoning is not compatible with the 2019 Master Plan Future Land Use map. However, the proposed rezoning is compatible with the surrounding uses and is less intense than the current zoning of C1.

The Planning Commission recommends the approval or denial of the rezoning to the Township Board during a public hearing. The Township Board shall have the final approval/denial decision on the rezoning petition.

Respectfully,



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner



CARLISLE/WORTMAN ASSOC., INC.
Grayson Moore
Community Planner



SHARPE ENGINEERING

101 N. WASHINGTON • OXFORD MISSOURI
63656-2102 • SHARPE-ENGINEERING.COM

Project Name: Market Street Rezoning - 005
Review Phase: Rezoning

Date Received: **March 17, 2025**
Date of Review: **March 20, 2025**

SE Project # **014.57.20**
Oxford Twp T&A Acct: **BTA25-0003**

Parcel: 04-21-200-005

Drawings Reviewed: Designhaus Rezoning & Parcel Plan – AS1.0

Review Action: No Objections

Dear Ms. Lotan,

We are in receipt of the documents submitted for the proposed rezoning of the above-noted parcels from C-1 to R-1. The property is located on the south side of Market Street between Waterstone Drive and the Independence Village senior living complex.

Along with the rezoning application, the applicant has submitted a conceptual site layout plan. No floor plans, building renderings, or engineering information has been provided, nor are they required at this time. Our office has no objections to the submitted rezoning information, but we do offer comments that will be pertinent to the parcel from an engineering perspective should this progress into a development project.

Please accept the comments noted below for your consideration. If you have any questions, please do not hesitate to contact me.

Respectfully,

Jim Sharpe
President

cc (via email): Korey Bailey – Oxford Twp PC Chairman
Matt Majestic – Oxford Fire Chief
Matteo Passalacqua – Carlisle/Wortman Assoc, Inc.
Brittney Ellis – The Kelly Firm

GENERAL INFORMATION

The project consists of the rezoning of parcel 04-21-200-005 from C-1 (Local Commercial) to R-1 (Single Family Residential). The parcel being considered is a vacant 2.6 acre parcel on the south side of Market Street adjacent to the Independence Village senior living facility and abutting Waterstone Lake. The parcel is generally open with no existing buildings and no apparent wetland areas.

SITE ELEVATIONS

- The parcel is relatively flat and appears conducive for residential home construction without the need for significant land balancing.

SANITARY SEWER

- The parcel proposed for rezoning is located within Oxford Township's sanitary sewer district. If the zoning change is approved, the existing sanitary sewer system does have capacity to support single family homes similar to the submitted Rezoning and Parcel plan.

WATER DISTRIBUTION

- The parcel proposed for rezoning is located within Oxford Township's water district. If the zoning change is approved, the existing water supply system does have capacity to support single family homes similar to the submitted Rezoning and Parcel plan.
- An existing water main and associated easement runs in an east-west direction across the parcel. If allowed to remain, the water main and easement will be located between future homes and Waterstone Lake. We recommend that this water main be relocated to the front yards along Market Street to better accommodate Township accessibility and layouts of the future residential homes.

STORM SEWER

- The parcel may require an independent storm sewer system that would discharge to Waterstone Lake. Stormwater aspects would be assessed in more detail during the site plan and engineering review phases.

PAVEMENTS, SIDEWALKS, AND CURBING

- There are existing drive approaches and on-street parking to access and support the parcel. Market Street is under the jurisdiction of the Road Commission for Oakland County (RCOC), so any proposed construction and/or modifications within the Market Street right-of-way will require approval and a permit from the RCOC.
- Existing sidewalks providing connectivity between the Independence Village complex, West Bayshore Drive, and Waterstone Park currently exist on the parcel. These sidewalks should be relocated, removed, or placed in an easement if continued pedestrian access to utilize the sidewalks is required.

PROJECT SUMMARY

In our opinion, the Township has sufficient infrastructure to service the proposed single family residential development at the proposed rezoning location based on the Rezoning and Parcel Plan provided. Site plan and engineering drawings in accordance with the Township's engineering standards and related ordinance requirements will be required if the rezoning is approved and progresses into a development project.



OXFORD FIRE DEPARTMENT

96 N. Washington St. • Oxford, Michigan, 48371
Ph. (248) 969-9483 • Fax. (248) 969-9489

March 25, 2025

Re: Rezoning Desinghaus / Lineage Homes
Parcel #04-21-200-005,
Market St. Between Stoney Lake Dr. & Cedar Street
Oxford, MI. 48371

The Oxford Fire Department has no objection or concerns to the proposed Rezoning of parcel 04-21-200-005.

Fire Marshal
BJ Frantz
bjfrantz@oxfordfiredept.com
Office: 248 969-9483
Cell: 248 916-8600





Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Rezoning Application

If rezoning request is associated with a specific project, completion of a Site Plan Application will be required.

Property Information

Street Address: Not Established	Parcel ID: Parcel A: 04-21-200-005
Legal Description: Type text here see back	
Property Dimensions: 253' x 743'	
Width at Road Frontage (feet): 441'	Depth (feet): 215'
Land Area: +/- 2.60 Acres	
Gross Area: +/- 2.60 Acres	Net Area: +/- 2.60 Acres

Rezoning Information

Site Current Land Use: Vacant Land	
Current Zoning: C-1	
Zoning of all parcels adjacent to the site and or within 300 feet of the site as listed below and shown on attached scaled drawings.	
Neighboring Parcel ID:	/ Zoning: 04-21-101-019 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-020 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-021 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-001 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-002 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-003 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-006 / MF
	04-21-251-001 / R-1
	04-21-200-005 / C-1
Write in if more listing is needed:	04-21-200-004 / R
	04-21-200-006 / R
	04-21-200-001 / R
	04-21-200-002 / C-1
	04-21-101-026 / R-1A
	04-21-101-053 / R-1A
Proposed Rezoning Designation: Parcel A: R1	
Master Plan Future Land Use Designation: Residential	

LEGAL DESCRIPTION

(Per ATA National Title Group, File No. 63--22857053--SCM, Dated November 28, 2022, Revision #1)

PARCEL A:

Commencing at a property controlling corner which is $S01^{\circ}49'06''E$ 8.43 feet from the West 1/4 corner of Section 21, Town 5 North, Range 10 East, Oxford Township, Oakland County, Michigan; thence $N01^{\circ}49'06''W$ 8.43 feet to the West 1/4 corner of said Section 21; thence along the West line of Section 21 and the centerline of Granger Road (width varies) $N01^{\circ}49'06''W$ 3106.40 feet to the Northwest corner of said Section 21; thence $N84^{\circ}28'42''E$ 3365.42 feet along the North line of said Section 21; thence $S35^{\circ}45'03''W$ 123.74 feet; thence $S54^{\circ}14'57''E$ 167.00 feet; thence $S35^{\circ}45'03''W$ 257.40 feet; thence $S54^{\circ}14'57''E$ 60.00 feet; thence $S35^{\circ}45'03''W$ 330.05 feet; thence 348.26 feet along the arc of a circular curve to the left, having a radius of 620.00 feet, central angle of $32^{\circ}11'06''$ and long chord bearing $S19^{\circ}39'30''W$ 343.71 feet; thence $S03^{\circ}33'57''W$ 126.23 feet; thence 401.56 feet along the arc of a circular curve to the right, having a radius of 1357.00 feet, central angle $16^{\circ}57'17$ seconds, and long chord bearing $S76^{\circ}41'24''E$ 400.10 feet to the Point of Beginning, said curve also being the South line of West Market Street (86 feet wide); thence 267.64 feet along the arc of a circular curve to the right, having a radius of 1357.00 feet, central angle $11^{\circ}18'01''$ and long chord bearing $S62^{\circ}33'45''E$ 267.21 feet, said curve also being the South line of said West Market Street; thence $S56^{\circ}54'44''E$ 174.25 feet along the South line of said West Market Street; thence $S33^{\circ}05'16''W$ 190.88 feet to a point on an intermediate traverse line along the Northerly shore of Waterstone Lake, said point lying $N33^{\circ}05'16''E$ 25.0 feet from the edge of water; thence along an intermediate traverse line the following three (3) courses: $N54^{\circ}11'22''W$ 117.26 feet; $S64^{\circ}34'07''W$ 169.93 feet; $N72^{\circ}05'20''W$ 90.48 feet to a point lying $N08^{\circ}36'22''W$ 26.0 feet from the water's edge; thence $N08^{\circ}36'22''W$ 84.91 feet; thence 125.74 feet along the arc of a circular curve to the right, having a radius of 260.00 feet, central angle $27^{\circ}42'32''$, and long chord bearing $N09^{\circ}11'59''E$ 124.52; thence $N23^{\circ}03'15''E$ 170.01 feet to the Point of Beginning, being apart of the Northeast 1/4 of said Section 21, Town 5 North, Range 10 East.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, April 24, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chair Bailey at 6:30 p.m.

RESPECTS TO THE FLAG

NOTING OF THE ROLL

Members Present: **David Wagner, Don Wloszek, Mark Blankenship, Patti Durr, Bob Turner, Korey Bailey**

Members Absent: Ryan Austin

Also Present: Township Planner Matteo Passalacqua, Township Planner Grayson Moore, Township Engineer Jim Sharpe, Planning & Zoning Executive Assistant Cheryl Lotan, Recording Secretary Susan McCullough, one OCTV camera operator, and 25 attendees.

APPROVAL OF AGENDA

Commissioner Wagner moved, Commissioner Durr seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, April 24, 2025, as presented.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF MINUTES

Planning Commission Regular Meeting – March 27, 2025

Commissioner Wagner moved, Commissioner Durr seconded, to approve the minutes of the regular Planning Commission meeting for March 27, 2025, as presented.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT SCHEDULED FOR PUBLIC HEARING OR ON THE AGENDA

Public comment began at 6:33 p.m.

One person spoke during public comment.

There being no further public comment, public comment ended at 6:34 p.m.

COMMISSIONERS' COMMENTS

None.

PETITIONS

Petition PC25-004

Petitioner: Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326

Public Hearing/ Motion - The petitioner is requesting a rezoning from C-1, Local Commercial to R-1, Single-Family Residential on Parcel ID 04-21-200-005, located on Market Street (approximately 2.6 acres).

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated March 31, 2025 and was available to answer any questions of the Commission regarding the application.

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated March 20, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Joe Latozas, Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326** who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Durr seconded, to open the public hearing at 6:59 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, expressed concern with the docks shown on the proposed plan. She also expressed concern about the traffic along the east side of the property.

Greg Graham, 821 Cross Circle, asked which HOA these homes would belong to and asked about the safety path that runs on the south side along the water. He expressed concern with possible increased criminal activity with the connected safety paths to Market Street.

Kitty Pugliese, 1032 Cedar Street, stated that this is the best option that has been proposed. Rezoning the property to R-1 makes more sense. She also stated that it will be a shame to lose the walking path along the lake but understands that the property will belong to the homeowner. She also expressed concern with the HOA.

Alexandra Lomasney, 621 Eastlake Trail, stated that she favors this proposal over multi-family. She asked about the retention wall on the property.

Dan Lomasney, 621 Eastlake Trail, expressed concern with which HOA these homes would be grouped into. He also stated that this is the best proposal presented to date. He stated that he would prefer to see three homes on the property and is disappointed that the property owner cleared the trees.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Durr seconded, to close the public hearing at 7:12 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated March 25, 2025 was included in the meeting packet.

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

Secretary Wloszek read an email from Patty and Larry Switaj, 583 Southshore Drive, into the record.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Durr seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township (approximately 2.60 acres), Parcel ID 04-21-200-005 from C-1 Local Commercial District to R-1 Single Family (12,000 s.f. minimum) Residential District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Turner, Durr, Blankenship, Wloszek, Wagner, Bailey

Nays: None

Absent: Austin

Motion Carried.

Petition PC25-003

Petitioner: Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326

Public Hearing/ Motion - The petitioner is requesting a rezoning from C-1, Local Commercial to RM, Multiple-Family Residential on Parcel ID 04-21-200-002, located on Market Street (approximately 4.57 acres).

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated March 31, 2025 and was available to answer any questions of the Commission regarding the application.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated March 20, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Joe Latozas, Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326** who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Blankenship seconded, to open the public hearing at 7:47 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, stated that she believes it is a risk to approve the rezoning without a site plan. She stated she would prefer to see seven buildings and expressed concern with the HOA.

Lisa Beattie, 947 Stony Lake Court, expressed concern with the curb cuts and the cut through traffic on Stony Lake Drive. She stated this is a better presentation than any previously proposed. She also stated that she would like the Stony Lake Drive sign to remain.

Maria Karisny, 1390 Glass Lake Circle, is concerned with the request to rezone the property to RM and would prefer that it be R-1. She expressed concern with the access design and the removal of the trees.

Marilyn Grant, 154 Stony Lake Drive, stated that she does not want more traffic on Stony Lake Drive and does not want construction traffic and the negative impact on the roads.

Kitty Pugliese, 1032 Cedar Street, stated she is not a fan of the multi-family unless it is necessary for the community. She would like eight buildings to be the maximum allowed but would prefer that it be rezoned to R-1.

John Karisny, 1390 Glass Lake Circle, expressed safety concerns with the cut outs and lack of access to the safety path on the other side of Market Street from the north side. He stated that traffic will be converging on one location where people would be trying to cross the street to get to the path. He also expressed concern with the parking spaces shown on Market Street.

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Blankenship seconded, to close the public hearing at 8:04 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated March 25, 2025 was included in the meeting packet.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

The Commission received no correspondence.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Turner seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township (approximately 4.57 acres), Parcel ID 04-21-200-002 from C-1 Local Commercial District to RM Multiple Family Residential District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Wloszek, Blankenship, Durr, Turner, Wagner, Blankenship

Nays: None

Absent: Austin

Motion Carried.

UNFINISHED BUSINESS

Master Plan

Planner Passalacqua reviewed the draft Master Plan and the edits that were provided by the Oxford Township Board of Trustees.

Commissioner Wagner moved, Commissioner Durr seconded, to recommend the draft Master Plan to the Township Board for approval at their next meeting.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

NEW BUSINESS

ORC 2025 Work Plan

Planner Passalacqua reviewed the ORC 2025 Work Plan.

Commissioner Wagner moved, Commissioner Blankenship seconded, to recommend the ORC 2025 Work Plan to the Township Board for approval at their next meeting.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

None.

Ordinance Review Committee

None.

PLANNER/ENGINEER REPORTS

Planner – Carlisle|Wortman

Planner Passalacqua provided a brief update on ongoing and upcoming projects.

Engineer – Sharpe Engineering

A copy of Engineer Sharpe’s written update for April 2025 was included in the packet.

ADJOURNMENT

Commissioner Wagner moved, Commissioner Blankenship seconded, to adjourn the meeting at 8:31 p.m.

Ayes: 6 Nays: 0 Absent: 1
Motion Carried.

Korey Bailey, Chair

Donald Wloszek, Secretary

Date approved: _____
smm



Building Department
Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371

Rezoning Application

Additional Information

- Three (3) scaled drawings of the site in relation to surrounding parcels (within 300 feet).
- Has the rezoning request been previously submitted in the last year?
 - If yes, have conditions changed or is new information available regarding the rezoning request?
- Proof that all property taxes and special assessments have been paid.

Applicant Information

Name: Designhaus		
Address: 3300 Auburn Rd Ste 300 Auburn Hills, MI 48326		
City:	State:	Zip code:
Phone: 248-601-4422	Email: mike@designhaus.com	
Applicant's Legal Interest in Property Architect		

Property Owner Information

- Property owner is the same as applicant (do not fill out property owner information)
- Property owner is different than the applicant (information immediately below required)

Name: Lineage Homes		
Address: 40950 Woodward Ave		
City: Bloomfield Hills, MI 48304	State:	Zip code:
Phone: 248-530-9600	Email: david@contourcompanies.com	



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371


Rezoning
 Application

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

I (we) understand that if it is determined that the application is not complete, the Township shall identify in writing what is needed to make the application complete.

I (we) authorize the employees and representatives of the Charter Township of Oxford to enter and conduct an investigation of the above referenced property.

Applicant's Signature 	Applicant's Printed Name Mike Pizzola	Date 03.05.2025
Property Owner's Signature	Property Owner's Printed Name	Date

Payment of the following fees at time of submission:

- Oxford Township Review Non-Refundable - \$1,300
- Fire Department - \$100
- Consultant Review Escrow - \$4,800
- Additional Fee's (if applicable)
 - Parks and Rec - \$50
 - Police - \$100

OFFICE USE ONLY

Date Applied	PC File Number	Escrow / T & A Account

Curtis Wright

From: Jack Curtis
Sent: Tuesday, May 6, 2025 8:06 AM
To: Curtis Wright
Cc: Danielle Smith; Brittney Kimball Ellis
Subject: Re zone of Contour parcels
Attachments: Letter re Contour Oxford Plans.05.06.25.pdf; Contour Rezoning and Parcel Plan.pdf

Curtis,

A few board members had questions regarding what would be built on the Planning Commission recommended approval rezone of the C-1 parcels numbered 04-21-200-002 and 04-21-200-005 on Market St. To address these concerns I was in communications with the developer who submitted the attached letter and proposed plans. Please include this in the May 14, 2025 Board package.

First and foremost this is a straight rezone, not a conditional rezone. This property was zoned commercial in approximately 2000 and the plans of an interior commercial area in Waterstone has proven fruitless. The Village businesses and surrounding commercial offerings, coupled with the residents concerns regarding commercial businesses in their "neighborhood" has changed the outlook for these properties since its inception 25 years ago. Several developments have been presented to the Planning Commission which included retail, retail/commercial, mixed use and high density multilevel multifamily dwellings, all to be rejected by the Planning Commission and the residents of the surrounding homes.

To address the Board members concerns, first, our building and planning officials will in the future, offer applicants of this nature, Conditional Zoning opportunities to prevent these concerns. Secondly, this developer offers reassurance to develop as presented and recommended by the Planning Commission. While the applicant was recommended to do the straight rezone, this plan cannot be read into the motion, however it does offer an opportunity to develop his property to what residents stated "the best plan so far".

Based on the recommendation of the Planning Commission and the planning process through final site plan, this proposed development will include many opportunities for the Planning Commission to ensure the Township, its residents and the community get the best plan as presented.

Hopefully this resolves any concerns the Board members may have.

Jack Curtis

Supervisor
Charter Township of Oxford
300 Dunlap Rd.

Oxford, MI 48371
(248) 628-9787 Ext. 109
jcurtis@oxfordtownship.org





VIA ELECTRONIC MAIL (jcurtis@oxfordtownship.org)

May 6, 2025

Jack Curtis
Township Supervisor
Oxford Township
300 Dunlap Road
Oxford, Michigan 48371

Re: Oasis at Waterstone

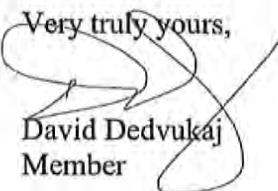
Dear Supervisor Curtis:

On April 24, 2025, the Oxford Township Planning Commission approved Contour Development Group LLC's ("Contour") concept plan for Oasis at Waterstone, such plan being prepared by Designhaus Architecture and dated February 10, 2025 ("Plan"). A copy of the Plan is enclosed herewith. As you can see, the Plan calls for the development and construction of four single family walk-out lake accessible units and sixteen attached single-family units with golf course views.

Following the grant of approval, the Township Board ("Board") expressed a concern of whether Contour would actually follow the Plan or would Contour unilaterally switch gears and build a multi-family project instead. Allow me to allay the Board's concerns. Contour has no interest in building a multi-family project at this location and is only interested in pursuing the development according to the Plans. Additionally, Contour will only be able to develop the property pursuant to final site plan approval.

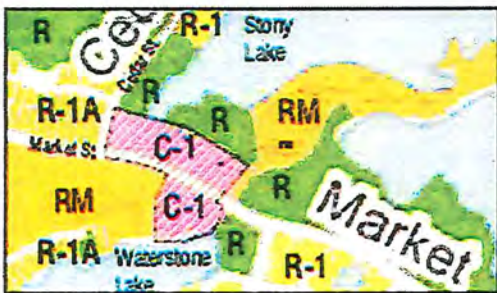
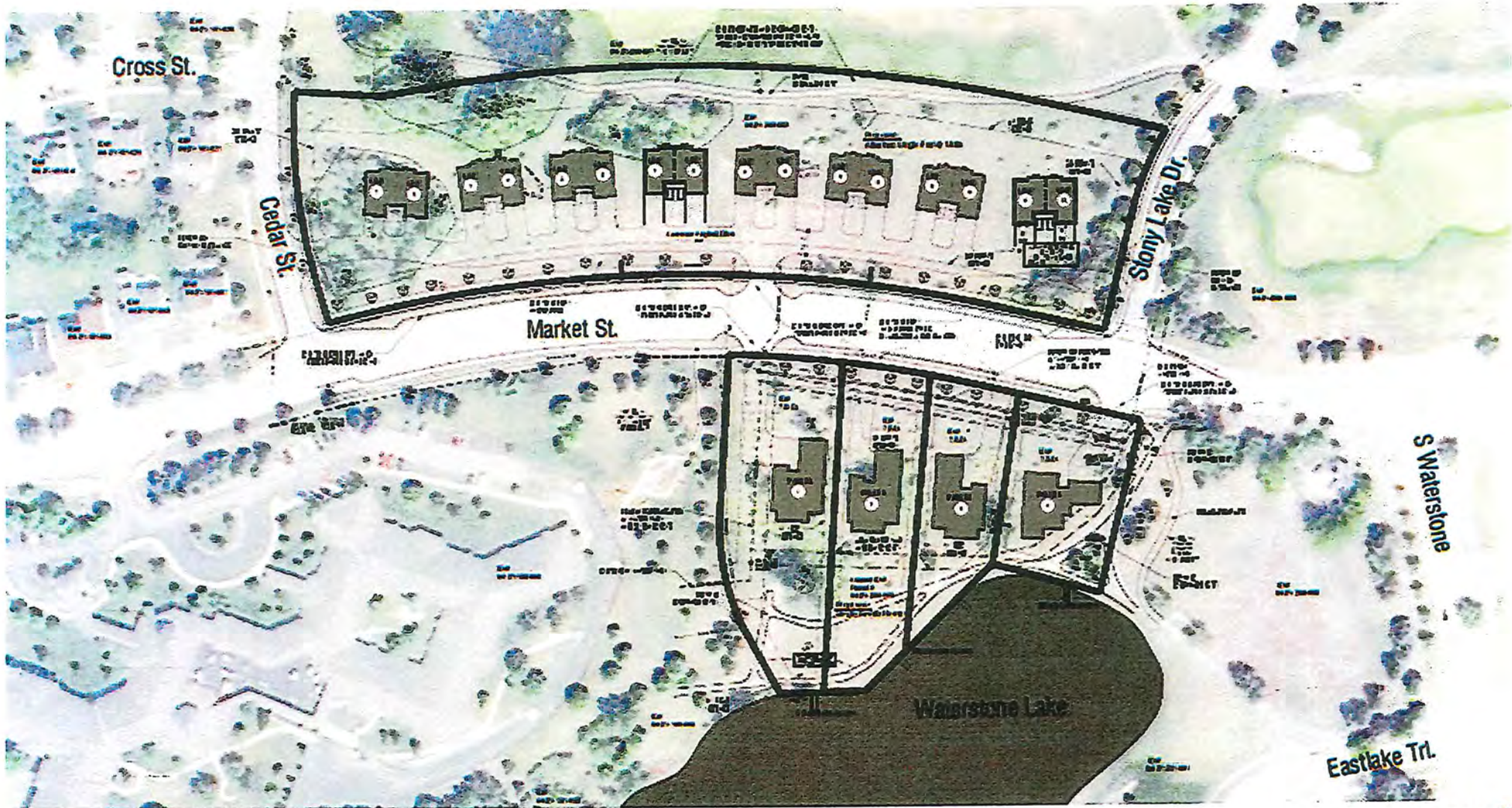
I trust the foregoing alleviates the Board's concerns. We look forward to working with Oxford Township on this project.

Very truly yours,

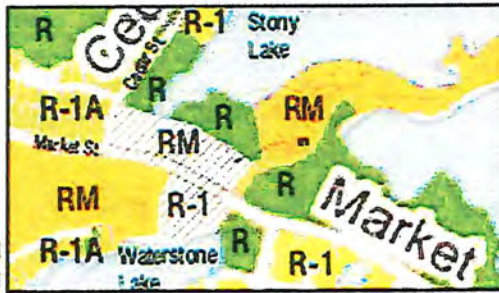


David Dedvukaj
Member

Enclosure



Existing Zoning



Proposed Zoning

1 Rezoning and Parcel Plan

Parcel ID	Area (sq ft)	Existing Zoning	Proposed Zoning	Notes
100-10-001	10,000	R-1A	R-1A	Parcel 1
100-10-002	10,000	R-1A	R-1A	Parcel 2
100-10-003	10,000	R-1A	R-1A	Parcel 3
100-10-004	10,000	R-1A	R-1A	Parcel 4
100-10-005	10,000	R-1A	R-1A	Parcel 5
100-10-006	10,000	R-1A	R-1A	Parcel 6
100-10-007	10,000	R-1A	R-1A	Parcel 7
100-10-008	10,000	R-1A	R-1A	Parcel 8
100-10-009	10,000	R-1A	R-1A	Parcel 9
100-10-010	10,000	R-1A	R-1A	Parcel 10
100-10-011	10,000	R-1A	R-1A	Parcel 11
100-10-012	10,000	R-1A	R-1A	Parcel 12
100-10-013	10,000	R-1A	R-1A	Parcel 13
100-10-014	10,000	R-1A	R-1A	Parcel 14
100-10-015	10,000	R-1A	R-1A	Parcel 15
100-10-016	10,000	R-1A	R-1A	Parcel 16
100-10-017	10,000	R-1A	R-1A	Parcel 17
100-10-018	10,000	R-1A	R-1A	Parcel 18
100-10-019	10,000	R-1A	R-1A	Parcel 19
100-10-020	10,000	R-1A	R-1A	Parcel 20

Notes:

- 100-10-001: 100-10-001 - 100-10-001
- 100-10-002: 100-10-002 - 100-10-002
- 100-10-003: 100-10-003 - 100-10-003
- 100-10-004: 100-10-004 - 100-10-004
- 100-10-005: 100-10-005 - 100-10-005
- 100-10-006: 100-10-006 - 100-10-006
- 100-10-007: 100-10-007 - 100-10-007
- 100-10-008: 100-10-008 - 100-10-008
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- 100-10-013: 100-10-013 - 100-10-013
- 100-10-014: 100-10-014 - 100-10-014
- 100-10-015: 100-10-015 - 100-10-015
- 100-10-016: 100-10-016 - 100-10-016
- 100-10-017: 100-10-017 - 100-10-017
- 100-10-018: 100-10-018 - 100-10-018
- 100-10-019: 100-10-019 - 100-10-019
- 100-10-020: 100-10-020 - 100-10-020

Scale: 1" = 100'

North Arrow: [Symbol]



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: Oxford Township Board of Trustees
FROM: Matteo Passalacqua, Associate Planner
DATE: May 5th, 2025
RE: Zoning Ordinance 67A.038 – Rezoning Request for 990 & 970 South Lapeer Road

At the April 9th, 2025 regular meeting, the Board voted to conduct a second reading of a zoning change petition for two adjacent parcels located at the northwest corner of South Lapeer Road (M-24) and West Drahner Road. The application seeks to convert the permissible uses of the site from O, Office to C2, General Commercial zoning districts. The rezoning application states that the purpose of the request is to construct a one story retail center on the site. The larger parcel contains a vacant bank building while the smaller parcel to the north contains a single family home. No formal site plan has been submitted.

At their March 13th, 2025 regular meeting, the Planning Commission voted to recommend the rezoning to the Township Board. At the second reading, the Board may vote to adopt or deny the map amendment.

Potential Motions

Motion to adopt the proposed zoning map amendment to Zoning Ordinance 67A.038 for 970 and 990 South Lapeer Road, also known as Parcel ID 04-26-353-028 and 04-26-353-029, rezoning both parcels from the O-Office zoning designation to the C2, General Commercial designation.

OR

Motion to deny the proposed zoning map amendment for 970 and 990 South Lapeer Road also known as Parcel ID 04-26-353-028 and 04-26-353-029.

Thank you for your time this evening.

Respectfully,



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner



Oxford Township Project Activity Report – May 2025

Oxford Township Municipal Projects

1. North Area Sanitary Sewer Special Assessment District:
(Authorized Amount - \$3,050,025.60 : Paid to Date - \$2,549,828.90)
 - Sewer installation between Harriett and Dunlap was substantially completed on 11/20/24.
 - Contact to remain open into 2025 until restoration can be verified.

2. Camp Oakland Pump Station:
(Authorized Amount - \$961,768.97 : Paid to Date - \$799,465.32)
 - The major construction work to upgrade the existing pump station is complete.
 - Project is fully functional and was deemed substantially complete on 12/19/24.
 - Contact to remain open into 2025 until restoration items are completed.

3. Brabb-Dewey Sanitary Sewer:
(Estimated Amount - \$2,400,000 : Paid to Date - \$0)
 - Survey and design work related to a proposed sanitary sewer project in the Brabb-Dewey subdivision is complete.
 - Permit applications have been submitted to RCOC and EGLE.
 - Awaiting deposit of grant funds before beginning bidding and construction processes.

4. Willow Lake PRV Project:
(Authorized Amount - \$768,283.00 : Paid to Date - \$0.00)
 - Design work related to an existing Pressure Reducing Valve (PRV) is complete.
 - EGLE and RCOC permits have been received.
 - Notice to proceed issued to Trojan Development via Township Board approval.
 - Construction anticipated in May 2025.

5. Seymour Lake Water Main Project:
(Authorized Amount - \$70,000.00 : Paid to Date - \$59,850.00)
 - Design for a new 16" water main from Dunlap to Sanders is complete.
 - **Permit applications submitted to RCOC and WRC have been approved.**
 - **Permit application submitted to EGLE on 3/11. Roughly 4-6 month approval process.**
 - Bidding and construction dates to be determined based on permit timing & funding.

6. Seymour Lake Road Safety Path Project (Dunlap – Sanders):
(Authorized Amount - \$21,000.00 : Paid to Date - \$0.00)
 - Survey and engineering design of Seymour Lake Road safety path is complete.
 - **Permit applications submitted to RCOC has been approved.**
 - **Engineering design of concrete bridge abutments being designed.**

7. 2024 Cemetery Paving Project:
(Authorized Amount - \$106,430.94 : Paid to Date - \$101,109.39)
 - Paving portion of project has been completed.
 - Contact to remain open into 2025 until restoration can be verified.



8. Sanitary Sewer Master Plan:

(Authorized Amount - \$15,000 : Paid to Date - \$7,500.00)

- Sharpe Engineering is in process of compiling necessary data, preparing maps, and preparing a written report pertaining to the Township's sanitary sewer system.
- Draft report to be presented to W/S Committee in spring 2025.



Oxford Township Project Activity Report – May 2025

Oxford Township Private Development Projects

1. McLaren Urgent Care:
 - Redevelopment of the existing McLaren site with new 2-story, 50k square foot building.
 - Phase 1 & Phase 2 infrastructure has been completed and accepted.
 - Record drawings and final documentation in process of being completed.
2. Sanctuary Hills:
 - Residential project consisting of 85 single family homes on south side of E. Drahner.
 - Final site plan was approved by the PC on 12/14/23.
 - Project is currently in the final engineering design phase.
 - The infrastructure construction has no estimated start date.
3. The Villages and Peninsula of Tullamore:
 - Residential project consisting of 61 single family homes and 105 condominium units located at the northeast corner of E. Drahner and Oxford Lakes Drive.
 - Project received preliminary site plan approval on 4/25/24.
 - Project is currently in the final engineering design phase.
 - The infrastructure construction has no estimated start date.
4. Enclaves of Woodbridge – Phase 3:
 - Residential condo project off Market Street consisting of 11 buildings (20 units total).
 - Project has received final site plan, engineering, and all permit approvals.
 - **Underground infrastructure construction and as-builts have been completed.**
 - **Completion of roadways expected in May.**
5. Barron Industries:
 - 17,600 SF commercial building expansion on Oakwood Road.
 - Project received final site plan approval at 12/12/24 PC meeting.
 - Project is currently in the final design and permitting phase.
6. Wellbridge of Oxford:
 - Proposed 90-bed skilled nursing and rehabilitation facility on Drahner Rd near Pontiac Street.
 - **Project received preliminary site plan approval from Planning Commission in February.**
 - **Project is currently in the final engineering design and permitting phase.**
7. Northwest corner of M24 & Drahner (Old Chase Bank):
 - **PC approved request to rezone property from O (Office) to C-2 (General Commercial) at their 3/13 meeting. Forthcoming on future TB agenda for rezoning consideration.**
8. Southwest corner of Market Street & Waterstone Drive:
 - **PC approved request to rezone property from C-1 (Local Commercial) to R-1 (Single Family Residential) at their 4/24 meeting. Forthcoming to future TB agenda for rezoning consideration.**



9. Northwest corner of Market Street & Stony Lake Drive:

- PC approved request to rezone property from C-1 (Local Commercial) to RM (Multi-Family Residential) at their 4/24 meeting. Forthcoming to future TB agenda for rezoning consideration.

10. Southwest corner of M24 & Market Street:

- PC being asked to consider a request to rezone property from C-1 (Local Commercial) to C-2 (General Commercial) at their 5/8 meeting. Forthcoming on future TB agenda for rezoning consideration.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



M. SCOTT BOWEN
DIRECTOR

March 20, 2025

VIA EMAIL: cwright@oxfordtownship.org

Curtis Wright, Clerk
Oxford Township
300 Dunlap Road
Oxford, MI 48371

Dear Mr. Wright:

The Department of Natural Resources (DNR) has, as requested by resolution from Oxford Township, investigated the need for a special local watercraft control on Indianwood Lake. This included a field investigation and a public hearing.

Local watercraft controls (LWC) are authorized through Part 801, Marine Safety, Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), only when necessary to assure compatible use and protect public safety, where enforcement of existing regulations cannot address safety issues. Other concerns such as environment, wildlife, habitat, etc. although at the core of the DNR's mission, cannot be considered as our authority is bound by the law.

The DNR finds that conditions exist that support changes to the current watercraft regulations on Indianwood Lake.

The concerns expressed were advancements in technology of electric motors that would allow them to operate at greater speeds. These technological advancements are allowing for larger and more powerful motors to be manufactured. "No gas motor" or "Electric motor only" regulations were originally put in place to ensure vessels could not generate large wakes alleviating safety concerns. Due to advancements in technology, electric motors are more powerful and allow vessels to operate at higher speeds negating the intended purpose of the electric motor only regulations. The DNR Law Enforcement Division recommends replacing existing DNR Administrative Rule 281.763.65 with a local watercraft control limiting vessels to slow-no wake speed to better address the intent of the original administrative rule, due to advancements in electric motor technology.

Attached is a copy of the proposed local watercraft control for the waters of Indianwood Lake within the jurisdiction of Oxford Township.

NREPA requires the governing body inform the Department within sixty (60) calendar days that it approves or disapproves the proposed watercraft control. The wording of any adopted ordinance by the township must be identical to the language of the

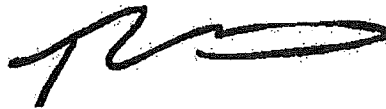
Curtis Wright, Clerk
March 20, 2025
Page 2

attached proposal. When an ordinance has been adopted, please submit proof of publication in a local newspaper to this office. Proof of publication must show the date and the name of the newspaper, in other words, the entire page, not just the article, from the local newspaper. A scanned or printed copy will be sufficient. **Once this requirement is met, the ordinance will be considered in effect, and we will notify you of our effective date.**

Please review the proposed watercraft control. I recommend contacting Orion Township administration to discuss a coordinated outcome based on their request. If there are discrepancies or inconsistencies that need to be addressed, contact my office immediately. If approved by Oxford Township, DNR Administrative Rule 281.763.65 - Operation of vessel powered by motor, will be rescinded as it will no longer be needed.

Thank you for your interest in safe boating in Michigan.

Sincerely,



Lt. Thomas R. Wanless
Boating Law Administrator
DNR, Law Enforcement Division
Recreational Safety, Education & Enforcement

Attachment

c: Sheriff Michael J. Bouchard, Oakland County
F/Lt. Todd Szyska, DNR
Cpl. Jill Miller, DNR

INDIANWOOD LAKE - WC-63-25-002 - Slow-no wake speed

On the waters of Indianwood lake, section 34, town 5 north, range 10 east, Oxford township, Oakland county, it shall be unlawful for an operator of a vessel to exceed a slow-no wake speed.

"Slow-no wake speed" means a very slow speed whereby the wake or wash created by the vessel would be minimal.

The boundaries of the area described above shall be marked with signs and/or with buoys at all points of public entry. This includes all public access sites within the area described above. It is the responsibility of Oxford township to ensure all signage, including any buoys are provided, placed, and maintained to notify boaters of this watercraft control. All buoys must be placed as provided in a permit issued by the Department of Natural Resources and be in conformance with Michigan's approved Aids to Navigation Marking System. This watercraft control is only enforceable when properly marked.



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: Oxford Township Board of Trustees

FROM: Megan Masson-Minock, AICP / Matteo Passalacqua, Associate Planner

DATE: May 5, 2025

RE: Draft Master Plan Changes

At their April 24th, 2025 regular meeting, the Planning Commission reviewed the revised 2025 draft Master Plan. Revisions related to the comments provided by the Township Board. After discussion, the Planning Commission voted to recommend the revised Master Plan be sent to the Township Board for consideration of distribution to neighboring communities.

The table below lists the edits made to the attached draft 2025 Master Plan. Please review the changes and come prepared to your upcoming meeting to vote on recommending the draft Master Plan be released to adjacent communities for review, per the Michigan Planning Enabling Act or sent back to the Planning Commission for further considerations.

Edits	Pages
Fixed formatting issues	
Changed “%” to “percent” spelled out throughout the document	
Removed hyphens in Polly Ann Trail throughout the document	
Put current Trustees and Planning Commissioners in alphabetical order.	3
Added Maps, Figure, and Tables to the Table of Contents	7
Reworded the references sentence to say “The reports listed below were referenced for this Master Plan update. The reports were cited when used.”	11
Changed “Polly Ann Trail Committee” to “Polly Ann Trailway Management Council”	13
Removed “dense” from the Residential Land Use Goal	16
Changed photo on top right	17
Swapped out photos to show mixed-uses	19

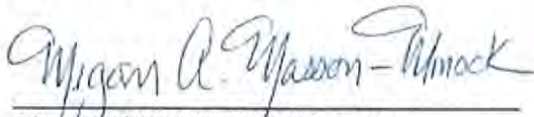
Edits	Pages
Changed Objective 1 from “Protect Oxford’s natural resource and areas by limiting development” to “Protect Oxford’s natural resources by limiting development”	20 and 99
Removed “Required” from Objective 1	21 and 101
Added a sentence to the Transportation Goal to say, “While the Township does not have authority to improve the roads, they should work with RCOC to make the transportation system more efficient.”	22 and 101
Changed a sentence under Regional Context from “The Township is approximately 35 square miles in area, excluding the Village of Oxford.” To “The Township is 33.9 square miles in area, excluding the Village of Oxford.”	25
Removed property 41, Tullamore Development from the Map and Table	31 and 33
Changed parcel id for parcels 8 and 12	32
Changed property 17 to DTE	32
Added the missing parcels that make up Property 5 in Table 1	32
Changed parcels 21 and 22 as Extractive and changed parcel numbers for parcels 40 and 41.	33
Changed “2024 Master Plan update” to “2025 Master Plan Update”	34
Removed Tullamore Development property from Table 1 and Map 2	31 and 33
Reworded the last sentence in the employment paragraph to say “The Township’s largest employment industries are concentrated in manufacturing, educational services and health care and social assistance. Retail trade, professional management, and administrative services follow.”	36
Changed 21 to Duck Lake and 24 to Indianwood Lake on the Natural Features Map. Added 2 on the map for the Paint Creek Drain.	37
Changed the last sentence in transportation and traffic to say “The RCOC has scheduled Dunlap Road for paving from the end of pavement to M-24 in 2027.”	38
Changed Map 5 to make it easier to distinguish paved and gravel roads.	39
Removed table 3 and renumbered the tables.	40

Edits	Pages
Updated the existing Land Use Map to show the single-family development by Handsome Lake, the multiple-family development by Oxford and Ray Roads, and Kellog Lake being vacant.	41
Changed "Oakwood Park" to "Oakwood Lake Township Park"	45
Rewrote the last sentence under Fire to say, "There are two (2) firefighting divisions including the Fire Suppression Division and the Fire Prevention Division."	45
Changed the elementary schools in the Township from five (5) to two (2), and the total from seven (7) to four (4).	45
Changed the Community Facilities Map to show 15 as municipality.	47
Changed "Seymour Lake Park" to "Seymour Lake Township Park"	47 and 48
Removed Scriptor Village Park from Table 5	48
Changed Stony Lake Park in Table 5 from 35 acres to 13 acres.	48
Changed Squaw Lake to Paint Lake and added acreage to Horseshoe Lake and Paint Lake	48
Added "Township" to all park names on Table 5	48
Removed "Oxford" from "Oxford Centennial Park"	48
Changed Goal 2 to say "Consider the future recreational needs of the community and develop a vision for the community parks and recreation. This will lead to future parkland dedication and development."	49
Changed Water/Sewage Districts Map to not include the homes on Mill Pond Drive that are not connected to water and sewer.	50
Added (see Map 11) to the first paragraph	53
Changed number 2 to American Aggregates of Michigan. Change Sandman site to number 8 on Extractive Sites Map.	57
Added (Map 11, p. 62) next to Future Land Use Map on top paragraph.	58
Changed Lakeland to Lakeville on Map 12	65
Changed Table 6 to Table 7 as there is a Table 6 on page 56	66
Changed the title of Map 13 to Safety Path Master Plan	67
Added Village of Oxford to the Polly Ann Trail council with representatives	68

Edits	Pages
<p>Changed the Open Space within Developments sentence from “Although not explicitly identified within the Open Space and Greenway Plan map, the importance of open space within private developments deserves consideration. While these private open spaces may not be the largest or contain the most sensitive environmental areas. Private open space often represents the closest natural areas to residents within residential developments. Thus, these areas may make the greatest difference in Township residents’ everyday lives. Corridors of undeveloped land through otherwise developed areas also provide critical wildlife sanctuary.” To “Although not explicitly identified on the Open Space and Greenway Plan map, open space within private developments deserves consideration. Open space is important because they represent a close natural area for residents within the private developments. While these private open spaces may not be the largest or contain the most sensitive environmental areas, they can make a positive impact on residents’ everyday lives. “</p>	70
<p>Corrected Lake names from Map 20 to Map 4</p>	82
<p>Removed water from the Future Land Use and Vacant Land Comparison Table</p>	88
<p>Reworded the sentence in the first paragraph to say, “The Planning Commission should annually evaluate whether zoning ordinance updates are needed for the following zoning techniques with the assistance of the Ordinance Review Committee, a subcommittee of the Planning Commission.”</p>	89
<p>Added more information on form based codes under Create a Contemporary Mixed-Use District saying “The district should incorporate “form-based” elements that focuses on the form of the building and its relationship to the public realm by regulating building heights, setbacks, massing, and design elements on the front facade. The district could also establish design standards, encourage side/rear-yard parking, promote pedestrian connectivity and pedestrian amenities, and allow for flexible setbacks smaller and/or oddly-shaped lots.”</p>	90
<p>Changed continue to renew “The Township should renew its membership with Automation Alley and maintain a close alliance with Oakland County Planning and Economic Development Services.”</p>	91

Edits	Pages
Added "from 2010-2020" to the sentence "Oxford Township has the second-highest projected population growth rate percentage in the area trailing only Oakland Township from 2010 - 2020 as seen in Table 9."	111
Updated the numbers in Table 11 to match the census data.	111
Reworded the sentence under principal arterials from "Examples include interstates like and other freeways, as well as state routes between larger cities." To "Examples include interstates, freeways, and state routes between larger cities."	122
Changed Granger to Dunlap under Traffic and Crash Counts	122

Thank you for time and assistance.



CARLISLE/WORTMAN ASSOC., INC
Megan Masson-Minock, AICP
Principal



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner

Potential Motions

“Motion to approve the 2025 draft master plan to be distributed to all entities required under the Michigan Planning Enabling Act of 2008, Section 41 for the required 63 day period.”

OR

“Motion to send the 2025 draft master plan back to the Planning Commission for consideration of potential revisions and/or comments regarding the draft plan made by the Township Board.”



Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: Oxford Charter Township Board of Trustees

FROM: Matteo Passalacqua, Associate Planner

DATE: April 29th, 2025


RE: Ordinance Review Committee Revised Workplan and Budget

At their April 24th, 2025 meeting, the Planning Commission recommended approval of the Ordinance Review Committee (ORC) revised workplan to the Township Board. The proposed workplan is attached and reflects changes requested by the Township Board during their March 12th, 2025 regular meeting. Along with these changes are additional items the ORC has elected to pursue based on feedback from Township staff and consultants. A note is provided above the workplan matrix indicating that priorities may be adjusted upon adoption of the Township's master plan. This will allow the ORC to modify its tasks based on the context of the new master plan.

The ORC is scheduled to meet on the second Thursday of each month at noon at Township Hall. We estimate that CWA will need to provide 105 – 125 hours of support to ORC meetings, drafting services, and the facilitation of passage the 2025 ORC workplan. This wide range is meant to accommodate some larger tasks that may require additional research to ensure proper drafting and adoption. We anticipate this work can be completed with a not to exceed budget of \$13,750.

We look forward to working with the ORC and Township in 2025. Let us know if you have any additional questions or additions.

Sincerely,



CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal*, Megan Masson-Minock, *Principal*, Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

Potential Motions

Motion to approve the 2025 Ordinance Review Committee workplan and budget not to exceed \$13,750.00 This \$13,750.00 amount to be expensed to account 101-701-801.000 Planner Professional Services.

OR

Motion to deny the 2025 Ordinance Review Committee workplan and budget not to exceed \$13,750.

Oxford Township Ordinance Review Committee 2025 Workplan

- Priorities are subject to amendment once 2025 Master Plan is adopted

ZONING ITEM	ORC Meeting for Initial Discussion	CWA Drafting	ORC Review Complete	Other Agency Review (Engineering, Legal, Public Safety, etc)	ORC Review Final	PC Public Hearing	BOT Meeting to Approve Readings	BOT 1 st and 2 nd Readings	BOT Meeting to Adopt / Deny	Effective Date	Comments
High Priority											
Industrial Setbacks	3/13/25	4/2/25									<i>Consideration should be given to the timeline in which future industrial zones will be added to the map and size of the lots in question.</i>
Mixed Use Zoning											<i>Due to complexity of mixed use zoning, this may require a separate budget and coordination with the Township attorney earlier in the process.</i>

ZONING ITEM	ORC Meeting for Initial Discussion	CWA Drafting	ORC Review Complete	Other Agency Review (Engineering, Legal, Public Safety, etc)	ORC Review Final	PC Public Hearing	BOT Meeting to Approve Readings	BOT 1 st and 2 nd Readings	BOT Meeting to Adopt / Deny	Effective Date	Comments
Medium Priority											
Accessory Solar Uses											<i>Current ordinance language provides regulations for large scale renewable energy systems but does not speak to small scale accessory uses.</i>

ZONING ITEM	ORC Meeting for Initial Discussion	CWA Drafting	ORC Review Complete	Other Agency Review (Engineering, Legal, Public Safety, etc)	ORC Review Final	PC Public Hearing	BOT Meeting to Approve Readings	BOT 1 st and 2 nd Readings	BOT Meeting to Adopt / Deny	Effective Date	Comments
Low Priority											
Murals											<i>Sign ordinance does not permit for the consideration or review of murals.</i>
Landscaping Standards											<i>Examine the potential for developing lists of appropriate and inappropriate species.</i>
Accessory Dwelling Units											<i>Current ordinance does not allow for accessory dwelling units, however there has been consistent interest in accessory structures on residential lots that allow for dwelling amenities.</i>

Oxford Township Ordinance Review Committee 2025 Workplan

- Priorities are subject to amendment once 2025 Master Plan is adopted

ZONING ITEM	ORC Meeting for Initial Discussion	CWA Drafting	ORC Review Complete	Other Agency Review (Engineering, Legal, Public Safety, etc)	ORC Review Final	PC Public Hearing	BOT Meeting to Approve Readings	BOT 1 st and 2 nd Readings	BOT Meeting to Adopt / Deny	Effective Date	Comments
Contingency											
Zoning Board of Appeals											<i>This has been a lower-priority item since 2022 because there are few cases heard by the Zoning Board of Appeals at this time. ZBA and CWA will monitor variance requests to identify potential patterns.</i>
Zoning Map Maintenance											<i>Significant map maintenance has been conducted in late 2022 and 2024. Map maintenance in 2025 is likely to focus more on areas to be developed in the near future and is reliant on finalization of the Master Plan.</i>

Date: May 14, 2025

To: Board of Trustees

From: Personnel Committee
(*Catherine Colvin, Susan McCullough, Curtis Wright, Vacancy*)

Re: Employee Handbook

Dear Board Members:

The Township Board authorized the Personnel Committee to propose amendments to the Oxford Township Employee Handbook ("*Handbook*").

Attached for your consideration, after analyzation of the comments and suggestions received from Township Board members, is an amended Handbook.

Also, attached is a **red-lined** copy of the Handbook highlighting the proposed amendments.

The following PROPOSED motion is offered for your consideration:

I move to approve the Oxford Township Employee Handbook with amendments to the following Sections:

**Employment of Relatives;
Non-Exempt Employees;
Operational and Working Hours;
Overtime/Compensatory Time;
Overtime;
PTO Awards
PTO Donations
Unused PTO Upon Separation from Employment;
Medical and Hospitalization Insurance;
Dental Insurance;
Tuition Reimbursement;
Mileage;
Use of Township Vehicles;
Attendance and Tardiness;
Prohibited Conduct;
Corrective or Disciplinary Action;
Access to Employee Personnel Records;
Workplace Safety;
Reporting a Violation of Illegal Harassment or Discrimination;
Internet and eMail Use;
Social Media;
Leaves of Absence;
Medical Leave (*non-FMLA*);
Voluntary Separation; and
Receipt of Employee Handbook and Employment-At-Will Statement**

to be effective May 14, 2025.

Oxford Township Employee Handbook



Adopted: Wednesday July 13, 2011
By the Charter Township of Oxford Board of Trustees

Last Amendment Adopted: May 8, 2024

Welcome to Oxford Township

This handbook contains essential information about Oxford Township policies, procedures, and the resources available to you. The purpose of the Charter Township of Oxford is to carry out mandated governmental functions of our Township and to provide other area services as determined by the Oxford Township Board of Trustees.

We are proud of our community and strive to provide assistance to our residents in a dependable and consistent manner. Oxford Township expects all of our employees to respond to resident and office needs in a courteous, friendly, and productive manner at all times. This commitment will provide our residents with the best service possible while also making our offices a great place to work. While we could not possibly cover every question or employment concern, this handbook provides a solid foundation to understanding the terms and expectation of employment.

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Applicability of Handbook

This Handbook is applicable to all Township employees including employees with signed employment agreements. To the extent the terms of an employment agreement are different than those outlined in this Handbook, the terms of the written, signed agreement will control. Except as noted below, or as specified in a particular policy of this Handbook, the provisions of this Handbook do not apply to fire department personnel, elected Township officials, members of the Township Planning Commission, members of the Zoning Board of Appeals, nor members of any similar appointed commission, board, or entity. The Unlawful Harassment policy and Limitations Period applies to all Township employees, including deputies of elected officials.

The Township Board shall be responsible for all employment conditions within the Township including, but not limited to, the hiring and discharge of full-time employees, job transfers, working conditions, and other similar responsibilities.

Amendment of Policies, Benefits, and Compensation

Oxford Township reserves the right and discretion to amend, delete, add, or change benefits, compensation, and policies at the sole discretion of the Township Board. Changes are effective as of the date adopted. Additional Township policies and procedures approved by the Township Board will be used to supplement this handbook.

Selection and Recruitment

Job Posting

All full-time, part-time, and temporary employee positions may be advertised on the Township's bulletin board, website, social media, and/or in community newspapers.

Pre-Employment Qualifications

Following an offer of employment candidates must successfully complete pre-employment screening such as eligibility for employment, physical examinations, drug screens, or background checks. Pre-employment documentation that includes medical information will be collected and maintained in separate medical files and will be treated as confidential medical records as required by law.

At-Will Employment

Oxford Township is an at-will employer. At-will means that the employment relationship is for an indefinite period of time and can be terminated by either the employer or employee at any time, with or without cause or notice. This handbook provides an overview of the terms and conditions of employment and is not to be considered as creating a contractual relationship between the employee and the Township.

No Township employee or official, except the Oxford Township Board of Trustees, in a writing signed by the Supervisor of the Board, has the authority to enter into any employment agreement on behalf of the Township for any specified period of time, pursuant to any particular conditions, or to make any agreement contrary to the terms expressed in this Handbook. Therefore, unless otherwise defined in writing as set forth herein, such relationship shall be defined as “employment at will,” where either party is free at any time to dissolve the relationship.

Equal Employment Opportunity in Hiring

The Charter Township of Oxford is an equal opportunity employer. We are committed to providing equal employment opportunities and ensuring a fair and accessible hiring process for all applicants and employees. Employment practices are based on job qualifications without regard to race, color, national origin, religion, ethnicity, age, sex, marital status, familial status, pregnancy, childbirth or related medical conditions, height, weight, genetic information, sexual orientation, gender identity, physical or mental disability, citizenship status, veteran status, uniform service member status, or any other classifications protected by applicable law.

Applicants or employees requiring accommodation due to a disability should promptly notify the Township Supervisor. The Township will utilize an interactive process to review accommodation needs and requests and will make reasonable accommodations that do not pose an undue hardship.

Employees who believe this policy has been violated should speak with their Department Head. Employees who believe their Department Head cannot or has not adequately addressed the problem may request to speak with the Township Supervisor. If the employee still believes the problem has not been adequately addressed, the employee may request to speak with the Township Board.

Disabilities and Reasonable Accommodations

The Township is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation, where appropriate, for an otherwise qualified individual to perform the essential functions of the job. Disabled employees who feel an accommodation is needed to perform their job should notify the Township Supervisor in writing of the need for reasonable accommodation.

Religious Accommodation

The Township is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. Any employee may request accommodation when their religious beliefs cause a deviation from the Township dress code or the individual's schedule, basic job duties, or other aspects of employment. The Township will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. All requests for religious accommodation should be submitted to the Township Supervisor.

Employment of Relatives

Oxford Township does not discriminate in favor of, or in opposition to, the employment or contracting of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, the Township may hire relatives of persons currently employed only when the relative is not working directly for, or supervising, a relative. Limited exceptions may be made where a close relative is employed as a Temporary Election Worker or as a Deputy.

In the event employees marry each other, or are otherwise living in the same household, resulting in a direct or indirect supervisory relationship between these individuals, one employee must be transferred to another department as soon as practicable. In the event there is no alternative position available, one of the employees must voluntarily terminate employment with the Township.

Employees are required to inform the Township of any such relationship. Decisions regarding transfer or termination will be made by the Township Board. This policy applies to all current employees and candidates for future employment.

For the purposes of this policy, a relative is defined as a spouse or significant other, parent/stepparent, child/stepchild, grandparent/child, sibling, and current in-laws (father, mother, son, daughter, sister, brother).

Employment Categories

To help clarify eligibility for certain benefits, employees are separated into employment categories.

Regular Full-Time

An individual hired to work forty (40) hours or more per week, without a specific start and end date, is considered a Regular Full-Time employee.

Full-time employees are eligible to receive fringe benefits, subject to applicable eligibility requirements.

Regular Part-Time

Individuals hired to work less than forty (40) hours a week for at least three (3) months are considered Regular Part-Time employees. Part-time employees are not eligible for healthcare or other fringe benefits, except, as required by law or as specifically described in the benefits section of this Handbook.

Part-time employees averaging more than thirty (30) hours per week may be eligible for health care benefits, subject to the terms of the benefit plan and applicable law.

Temporary

Individuals hired for a specific project or purpose with an expected start and end date are considered a Temporary employee. These positions may perform services as vacation relief staff, election poll workers, special project workers, etc.

Temporary employees are not eligible for health care or other fringe benefits, except as required by law.

Deputies of Elected Officers

Individuals appointed to the positions of Deputy Clerk, Deputy Treasurer, and Deputy Supervisor will serve at the pleasure of the respective officer. Deputies are entitled to employee fringe benefits provided to regular full-time employees, except as otherwise outlined in this Handbook or authorized by the Township Board. Deputies may be exempt or non-exempt employees, as determined by the Township.

FLSA Employment Status

Oxford Township is compliant with the Fair Labor Standards Act (FLSA) and seeks to ensure fair treatment of all employees in matters related to wages, hours, and overtime. The provisions of the FLSA established a test to determine whether or not a position is exempted from overtime.

Non-Exempt Employees

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees are paid overtime (or compensatory time) at the rate of one and one half (1 ½) times their regular pay rate for all hours worked beyond forty (40) hours in a work week.

Exempt Employees

Employees exempted from the FLSA receive a regular weekly salary for all work performed within the pay period cycle. Exempt employees are not entitled to overtime. Most managers, directors, executive officers, elective officials, political appointees, administrative professionals, and deputies are considered exempt.

The Township shall maintain accurate records of employee work hours, wages, and overtime. Department Heads are responsible for ensuring FLSA compliance.

Operational and Working Hours

The Township Board will establish the normal operating hours for the Township Office. The work week, for purposes of calculating overtime, will be Sunday to Saturday. Changes to your daily work schedule can be made by your immediate supervisor, based on the operational needs of the Township.

At an employee's request, schedule adjustments may be approved by the Department Head with notification to the Township Supervisor (i.e., FMLA, reasonable accommodation, special projects, etc.).

In the event of inclement weather or other emergency, it is at the sole discretion of the Township Supervisor to close the building.

Confidentiality and Public Disclosure

Employees are expected to maintain confidentiality of private information. At the same time, employees must be aware that as a public employer, Township records and other materials are generally subject to disclosure under Michigan's Freedom of Information Act (FOIA).

Social Security Number Privacy Act

The Township seeks to ensure, to the largest extent possible, that your Social Security number is maintained confidentially, and all components of this privacy policy are followed including the storage of this number in a physically secure manner. No employee or agent of the Township shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Michigan Social Security Number Privacy Act, or other applicable State and Federal law and this policy. Social Security numbers will not be released to anyone outside the Township, except as required or permitted by law. Access to files containing Social Security numbers shall be limited to those employees or agents who have been authorized for such access.

More than four (4) sequential digits of a Social Security number will not be included on any document mailed outside the Township, except as required or permitted by law, nor will it be publicly displayed in any manner. Social Security numbers are not to be used as passwords or identifiers for any Township computer system. The Social Security number will not be used in the ordinary course of business except as the Township may determine that it is necessary to verify an individual's identity or to administer employee benefits, such as health insurance. Any paper documents that include Social Security numbers that are discarded are to be shredded. Any Social Security number housed electronically will be disposed of by running a "data scrubbing" program before disposing of electronic storage media. Any violation of this policy will result in discipline up to and including termination of employment.

Compensation and Pay Practices

Payroll Period

All employees are paid via direct deposit. Election workers and other temporary employees may be paid outside of the standard payroll schedule and could be issued payment as early as the day following the election worked.

Timekeeping

Oxford Township keeps track of work hours for all hourly employees. Non-exempt employees must keep a time sheet showing the starting time, lunch period and other unpaid breaks, and quitting time for each workday. Employees must submit a record of hours worked to their supervisor for approval and submitted to the Clerk's office. Non-exempt employees should fill in their time sheet every day. At the end of every pay period, the payroll department will print and submit time sheet reports for hourly employees to each respective Department Head for approval.

Payroll Corrections

The Township strives to ensure employees are accurately compensated for all hours worked. If you believe that an improper deduction or payment has been made, immediately report this information to the Township Clerk's Department in writing and immediately after the suspected error has been made. Reports of improper payments or deductions will be promptly investigated.

If it is determined that an improper deduction has occurred, a payroll correction will be made to ensure appropriate compensation is provided.

Lunch and Relief

Employees have an unpaid lunch hour which may be taken in the Township lunch and break room. There is a microwave and refrigerator to use and store your items. Please be courteous of other's belongings and leave the lunchroom in neat order, cleaning after each use. Non-exempt employees should record lunch start and return times.

Lunch periods may also be flexible depending upon individual Township departmental need(s). It may be either at the request of the department or the employee/elected official and approved by the Department Head. Based on department need, this is at the total individual discretions of each Department Head on whether to utilize the provision.

Salary and Wage Rates

Employee salary and wage information shall be determined by the Board of Trustees.

Overtime/Compensatory Time

From time to time, you may be asked to work longer than your regularly scheduled shift. Advance notice will be provided, whenever possible, if extended work hours are required.

Employees shall not begin work before your normal starting time, work through your unpaid lunch period, or continue working after your normal quitting time without first getting your immediate supervisor's approval. Employees who work unapproved overtime may be subject to discipline up to and including termination.

Overtime

Non-exempt employees will receive overtime paid at one and one half (1½) times their regular hourly wage for all hours worked in excess of forty (40) hours per week. Only actual hours worked are counted in determining if you are entitled to overtime pay. Compensation for paid time off (PTO, extended leave, etc.) or holiday hours paid will not be included in calculating overtime. In other words, only actual hours worked will be used to determine eligibility for overtime pay.

Compensatory Time

From time to time, the Township may offer, or an employee may request, compensatory time off ("comp time") in lieu of overtime. Instead of overtime pay, employees may earn one and one-half (1 ½) hours of paid time off for actual hours worked in excess of forty (40) hours per week. Holiday pay will not be included for determination of hours worked for determining compensatory time.

Typically, only Regular Full-Time hourly (non-exempt) employees are eligible for compensatory time. You and your Department Head must agree to utilize comp time and you must complete written authorization for comp time in lieu of overtime. With limited exception, employees may accrue a maximum of thirty (30) hours of comp time.

Comp time must be used within ninety (90) days. At the discretion of the Township, comp time not used within 90 days may be extended or will be paid at the overtime rate. Upon separation from Township employment for any reason, unused compensatory time will be paid at the overtime rate.

Compensatory Time Off for Employees with Election Duties

During election periods, it is often necessary for employees assisting the Township Clerk with election duties to work excessive overtime hours. The amount of compensatory time off allowed for assisting with required election duties should be based on agreement between the Township Clerk and the eligible employee. If applicable, the Township Clerk should confirm agreement from the employee's Department Head before any overtime election work is performed.

Based on the workload that may be required during election preparation, deputies and non-exempt employees may accumulate more than thirty (30) hours of compensatory time. Holiday pay will not be included for determination of hours worked for determining compensatory time. When compensatory time accumulates due to election preparation, employees may carry the comp time for longer than ninety (90) days, at the discretion of the Township Clerk. Alternatively, the Clerk may determine to carry over a portion of the comp time and pay the remaining portion at the overtime rate.

While the Township does not generally allow exempt employees to earn compensatory time, for hours approved by the Clerk as election work, exempt employees may earn comp time. At the discretion of the Clerk, an exempt employee shall earn comp time hours worked in excess of forty (40) to support election duties. Upon the express approval of the Clerk, exempt employees may cash out comp time at the overtime rate, based on their regular weekly salary. Such payouts are not included for calculating retirement contributions.

Flex Time

Flex time is determined on an hour-for-hour basis and should generally be taken within the pay period following the schedule adjustment. Exempt employees are not subject to overtime and are paid a salary that generally accounts for a forty (40) hour work week. From time to time, employees may come in early or stay late and may be approved to amend their schedules so that the work week is generally kept around forty (40) hours per week.

In some instances, a non-exempt employee (i.e., hourly) may be approved to utilize flex time to accommodate an employee's scheduling needs or requests. The Township will not apply flex time to avoid payment of overtime to a non-exempt employee.

Compensation Adjustments

In an effort to provide competitive total compensation packages to attract and retain talent, a compensation committee appointed by the Board of Trustees will periodically review employee wages and fringe benefits. Annual wage increases are not promised or guaranteed to current employees. Evaluation of wages to determine any increase, whether across the board or merit based, will be based on but not limited to various following factors:

- Fund availability
- Individual performance
- Attendance records
- Recommendations of the employee’s supervisor
- Internal equity
- Comparable wage data

Paid Time Off Benefits

The Charter Township of Oxford recognizes and promotes a healthy work-life balance that enhances employee wellness and satisfaction and supports recruitment and retention of high-performing employees. With the understanding that life events can occur at planned and unplanned times, the Township provides eligible employees with paid time away from work.

Paid Time Off (PTO)

PTO provides a single pool of paid time off to use for all paid absences (i.e., vacation; child, pet, and elder care; medical and dental appointments; personal business or emergencies; etc.). We believe this approach empowers our employees to direct and manage their paid time off in the manner that best suits their individual circumstances, whether it is to tend to an unexpected illness or injury or to enjoy a planned vacation. Your PTO bank is intended to help ensure that you can receive pay when you are unable to report to work.

PTO Awards

Full-time employees will be awarded a specified number of PTO hours, generally based on years of service. Thereafter, PTO banks shall be updated each calendar year in January. Annual PTO awards will be calculated to include the number of years an employee is expected to have upon their anniversary date. PTO is not available to temporary or part-time employees.

Years of Service	Annual PTO Accrual
Less than one year	Up to 80 hours (est. 10 days), pro-rated
1-4 years	128 hours (est. 16 days)
5-9 years	180 hours (est. 22.5days)
10-14 years	220 hours (est. 27.5 days)
15-19 years	260 hours (est. 32.5 days)
20+ years	300 hours (est. 37.5 days)

PTO is paid at straight time and shall not be considered in any overtime calculation. Annual PTO awards will be pro-rated, based on actual paid service during the prior year. Employees shall receive the PTO award above, pro-rated as applicable, or as otherwise determined by the Township Board. To receive PTO hours for the month, an employee must be in a paid status for the majority of the

month, or at least eighty (80) regular hours. Please do your best to manage PTO for your personal needs throughout the year.

Example 1: Employee A is hired on August, 8. Her PTO bank will begin with 26.6 hours (e.g., 80 hours divided by 12 months=6.66 hours per month of PTO. Employee A will be employed for the 4 remaining months of her starting year, September through December. 6.666 hours per month multiplied by 4 months equals 26.6 PTO hours). In keeping with this example, next year in January, Employee A will be awarded 120 hours of PTO. If she has not used any PTO, Employee A may rollover her hours to begin the next year with 126.6 hours. Alternatively, she may cash out the 26.6 unused hours as a lump sum payment and will receive 120 hours.

Example 2: Employee B has worked for the Township for 21 years. During the current year, Employee B used 12 weeks of FMLA and an additional 12 weeks of unpaid leave. In total, Employee B missed 24 weeks of work. On January of the coming year, Employee B will be awarded 225 PTO hours (e.g., 300 hours divided by 12 months=25 hours per month of PTO. 25 hours per month multiplied by 9 months equals 225 PTO hours). Employee B was on an unpaid leave for 3 months and an FMLA leave for 3 months. The unpaid leave that was NOT protected by FMLA is excluded from Employee B's annual PTO Award. In other words, Employee B is credited with 9 months of service for his actual work in the prior calendar year.

PTO Use

Non-exempt employees are required to use PTO for all absences or missed hours of work. PTO must be exhausted before an employee may request an unpaid absence or leave. No advanced or additional paid time off will be granted. When PTO is exhausted, unpaid leave may be granted, depending on the circumstance. In accordance with the Family Medical Leave Act (FMLA), the Township shall designate all absences as FMLA, where there is an FMLA qualifying reason.

Whenever possible, PTO requests should be submitted in advance. Requests for time off extending more than five (5) consecutive days should be provided at least two (2) weeks in advance. PTO requests exceeding three (3) consecutive weeks, planned or submitted during the notice period before a voluntary separation, or before any other leave of absence must be approved by the Department Head with notice to the Supervisor. For planning purposes, you should not consider that a PTO request is approved until you have received a formal response.

PTO may be used in one (1) hour increments and may be utilized whenever a PTO balance is available. Ideally, new hires should restrict PTO usage to emergent needs until completion of six (6) months of continuous service with the Township. The new employee's Department Head shall have discretion to approve time off requests.

All employees, Exempt and Non-Exempt, shall be required to use PTO for full day absences and may be subject to corrective action for taking time off without available PTO.

All employee requests for PTO will generally be considered on a first come first serve basis. Requests will not be unreasonably denied and are subject to supervisory approval, based on department staffing needs. When more than one request is received at the same time, approvals will be first determined on operational need and then by years of service.

Unscheduled use of PTO should be submitted as soon as possible and may be counted as an unexcused

absence. Employees should provide notice of emergency and other last-minute call-offs at least one (1) hour before the start of the scheduled workday, or as soon as reasonably possible. Late calls may be counted as unexcused absence or tardy occurrence and subject to corrective action.

All unscheduled absences (paid and unpaid) will be monitored by Department Heads. In the event unscheduled absences impact operations or when an absence occurs over three consecutive calendar days, a supervisor may require that the employee provide a statement from a health care provider concerning the justification for the unscheduled absence(s) and will be maintained in your medical record file.

PTO Donations

Employees may offer or respond to a request to donate paid time to another employee. Employees receiving donated time must have exhausted all available time off banks before requesting or receiving donated time. Employees receiving and donating time shall be responsible for standard tax withholding and deductions applied to earnings. This agreement should be in writing, signed by all parties, and filed with the Clerk's office.

Unused Annual PTO

The Township provides PTO to promote employee work-life balance and expects employees to utilize the time during the year it is awarded. Up to forty (40) hours of unused PTO will be paid out at the end of the calendar year and any unused time in excess of forty (40) hours will be forfeited. However, employees may request to rollover unused PTO into the next calendar year, to cash out unused PTO, or a combination of rollover and payout. A lump sum payment, rollover, or combination shall be limited to a maximum of forty (40) PTO hours total. The request must be submitted to the Clerk's office no later than December 1st.

Lump sum payments will be calculated using the employee's regular straight time rate in effect at the time of the payment, subject to customary deductions and taxes. Lump sum payments are not part of your regular salary or wage and will not be included in determining retirement contributions.

At no time should an employee have more than forty (40) hours over their annual designated PTO award. PTO hours exceeding the maximum allowable bank shall be forfeited.

Unused PTO Upon Separation from Employment

Upon voluntary separation from Township employment, employees will receive payment for awarded but unused PTO bank balances. PTO will be paid in a lump sum at the employee's straight time rate at the time of separation, subject to standard deductions and taxes.

To be eligible for the cash payment, employees must provide at least two (2) weeks' notice of their intent to separate. The Department Head, with notice to the Township Supervisor, reserves the right to immediately accept a voluntary resignation and excuse the employee from additional service. In such event, the Township may assign any remaining PTO hours to unworked hours during the notice period.

Employees with less than one (1) year of service and those that are involuntarily discharged shall not be entitled to payment of unused PTO upon separation.

Extended Leave Bank

The Township provides an extended leave benefit bank to provide additional paid time off for personal medical events that prevents an eligible employee from performing their work duties for extended periods of time. Eligible employees include all full-time employees and deputies that have completed thirty (30) days of employment. Time off using Extended Leave shall be concurrent with FMLA leave.

Eligible employees shall earn eight (8) hours of extended illness credit for every month worked. An employee must actually work the majority of the scheduled work hours during the month to receive credit. An employee can accrue a maximum of eighty (80) hours in their extended illness bank. Credit shall not be accumulated during unpaid leaves of absence.

The Extended Leave Bank can be used when an individual submits medical certification stating the employee will be unable to perform their job responsibilities for more than five (5) days. Time off for five (5) days or less must be covered by an employee's PTO bank.

The Township may require an employee to submit a return-to-work certification where the medical provider states the employee is fit to return to work, with or without reasonable accommodation. The Township reserves the right to request a second opinion, at its own expense, with respect to determining when an eligible employee may be able to return to work and perform the essential job functions.

An eligible employee may request to have the extended leave benefit commence retroactively from the first day of absence and continue until the individual returns to work or until the employee's individual accumulated benefits are exhausted, whichever comes first.

Accumulated extended leave can be carried over from year to year up to a maximum of eighty (80) hours. The Extended Leave Bank has no cash value. Upon separation from employment for any reason, no payment will be provided for unused extended leave bank balances.

Holidays

Oxford Township observes the paid holidays listed below and closes most facilities during normal business hours. When a Township-recognized holiday falls on a Saturday, it generally will be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. The Township has full discretion, however, to close on another day.

Full-time employees and deputies are eligible for holiday pay and must work on their scheduled day that immediately precedes and follows the holiday to receive holiday pay. When PTO is approved prior to, or following, a holiday you will still receive holiday pay. Part-time and temporary employees will receive an unpaid day off on the holiday.

All holidays shall be paid at your regular straight time salary or wage. Holiday pay will not be counted as hours worked for overtime compensation purposes. Employees required to work on a holiday may be paid overtime for actual hours worked.

The following twelve (12) holidays are observed by Oxford Township:

New Year's Day

Martin Luther King Day

The Friday before Easter
Memorial Day
July 4th
Labor Day
Veterans Day

Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

A 13th Holiday Observation date may be provided, at the discretion of the Board of Trustees. The observation date, if any, will be determined by the Board.

Health and Other Insurance Benefits

Oxford Township may offer access to a health plan approved and sponsored by the Township to all eligible employees. The Township Board reserves the right to review and revise this plan from time to time as they deem necessary and is therefore subject to change.

The information in this section is only meant to serve as a quick-reference summary. In all circumstances (including, but not limited to, available benefits, eligibility criteria, enrollment date, and termination of coverage), the official written plan document adopted by the Township will control the terms and conditions of insurance provided by the Township.

The official written plan documents for insurance will always govern in the event of a conflict with any of the information provided in this section. Employees are responsible for reviewing the plan terms to ensure a full understanding of your benefits, including plan restrictions, limitations, and exclusions.

Medical and Hospitalization Insurance

The Charter Township of Oxford may provide a health plan, as approved by the Township Board of Trustees, to eligible employees. Employees electing to enroll in a Township-sponsored insurance plan may be required to contribute to monthly premiums, as determined by the Township Board, subject to its annual election under Public Act 152. Such contributions will be made through payroll deduction, unless otherwise arranged.

Opt-Out Pay In Lieu of Medical Coverage

In the event an employee has secured comparable healthcare coverage from another source, the employee may elect to receive a lump sum payment in lieu of Township contributions towards medical health care premiums. The lump sum payment will be based on forty (40%) percent of the medical insurance premium for a single subscriber. It is pro-rated and issued on a monthly basis, subject to standard IRS withholding and taxes. To be eligible for the lump sum, you must submit proof of alternative coverage.

Employees opting out must wait until the next open enrollment period to change their election, unless there is a qualifying event, including but not limited to loss of alternative coverage. If you enroll due to a qualifying event, you must repay the lump sum, pro-rated.

The intent of the opt-out benefit is to ensure the option to access medical insurance enrollment as a

component of their total compensation package. As such, an employee may be enrolled in the Township-sponsored medical insurance plan (as either a subscriber or dependent/participant), or the employee may receive the opt-out payment. No employee may receive dual benefits.

Monthly payments made in lieu of medical coverage are not included in your regular base salary or wage for the purposes of determining retirement contributions or overtime calculations.

Dental Insurance

Oxford Township may provide access to dental insurance to eligible full-time employees and their eligible dependents. Coverage for service shall be outlined in the selected plan. Employees may be required to contribute to monthly premiums, as determined by the Township Board. Such information will be shared in advance and provided to employees at annual enrollment.

Vision Insurance

Oxford Township may provide access to vision insurance to eligible full-time employees and their eligible dependents. Coverage for service shall be outlined in the selected plan. Employees may be required to contribute to monthly premiums, as determined by the Township. Such information will be shared in advance and provided to employees at annual enrollment.

Life Insurance

The Charter Township of Oxford may provide a \$50,000 term life insurance policy to full-time employees, with eligibility and benefits subject to the terms of such insurance policy.

Short-term Disability Insurance

The Charter Township of Oxford may provide short-term disability insurance benefits to Regular Full-Time Employees and Deputies, with eligibility and benefits subject to the terms of such insurance policy.

Workers Compensation

Oxford Township provides workers' disability compensation insurance in the event of a work-related injury or illness. Workers' disability compensation insurance may provide wage loss benefits to eligible employees.

Following an accident at work or upon learning about a medical situation arising out of your employment with the employer, you must immediately, or as reasonably practical, notify the Township Supervisor so that a report may be filed with Oxford Township's insurance. The Supervisor shall notify the Clerk so that the Township insurance provider can be informed.

Oxford Township will require a medical release prior to allowing the employee to return to work. Oxford Township may require that the employee submit to a necessary medical evaluation by a doctor selected by Oxford Township or Oxford Township's insurance carrier.

Retirement Savings Plan

The Charter Township of Oxford may contribute a percentage of the eligible full-time employee's regular annual salary or wage to an approved defined contribution plan.

Eligible Full-Time Employees may also make additional voluntary after-tax contributions to their account through payroll withholding in amounts ranging from one (1%) percent to ten (10%) percent of compensation, or as otherwise permitted under plan and IRS regulations.

Plan documents are available through the provider website. If anything in this handbook or related documents is contrary to the terms of the Benefit Plans, the plan document(s) will control. All Township-sponsored benefits are subject to change, as determined by the Township Board.

Miscellaneous Fringe Benefits

Tuition Reimbursement

With prior approval, employees may receive reimbursement of tuition for approved courses that directly benefit their current Township position or promotional pathway. Courses must be provided as part of a degree or certificate program from an accredited or equally recognized educational provider. Tuition reimbursement may be recommended by the Department Head or Township Supervisor and must be approved by the Township Board prior to the beginning of the course. Employees are responsible for submitting the required information in a timely manner to allow review and approval prior to the start of the course.

Tuition reimbursement will be paid after submission of sufficient documentation demonstrating successful completion of the course(s). The Township reserves the right to validate the submitted documentation.

Professional Development

It is the Township's intention to enhance the professional development of employees. The Township may periodically sponsor participation in approved learning and professional development activities. These activities (i.e., conferences, seminars, conventions, workshops, etc.) must be approved in advance by the Department Head with notification given to the Township Supervisor.

Individual Personal Business Expense Reimbursement

The Township will reimburse individuals for certain actual, reasonable, and proper expenditures incurred. An individual's use of personal funds to conduct Township business should be avoided as much as possible. Goods and services should generally be obtained by using prepayment, Township credit account, or direct billing to the Township. This shall include any expense incurred by Township employees, officials, appointees, consultants, and elected officials.

When personal funds are used for qualified Township business purposes, individuals are expected to

exercise conservative discretion in spending funds. The nature and purpose of the expense shall conform to ethical and legal standards of conduct expected of all individuals expending funds related to Township business.

All reimbursement shall require a written request accompanied by a receipt adequately describing the reimbursable item or expense.

Expense Report Submissions

Reimbursement shall be submitted on a Township Expense Report, within thirty (30) days of incurring the expense. The Township may deny reimbursement requests that are not submitted in accordance with this policy. Reimbursement requests should include the following documentation:

1. Date expense was incurred.
2. Reason/Business purpose.
3. Type of expenditure (i.e., material, meal, mileage, fee, etc.).
4. Requested reimbursement amount.
5. Receipt for expenditure. Receipts must be itemized or otherwise adequately describe the expense(s).
6. Signature with submission date by individual incurring the expense.
7. Expense account number/code.

Reimbursable Expenditures

The Township will reimburse qualified expenses. Employees should ensure the expense is included prior to making purchases with personal funds.

Mileage

Mileage reimbursement shall be based on current IRS standards at the time of the occurrence. Mileage shall not be paid to employees or Board members for traveling to attend a regular or special meeting of the Board of Trustees, or other scheduled Township Board, Township commission, or Township committee meeting(s), or regular Township business conducted within the Township/Village. Use of a personal vehicle for township business is strongly discouraged. The township provides a vehicle located at the township office for employees to use to perform township business. Mileage reimbursement for use of a personal vehicle for township business will only be approved if use of personal vehicle was necessary due to the township vehicle already being in use by another employee, or if the use of the township vehicle would cause undue hardship.

Lodging

Reimbursement for overnight lodging must be approved by the Department Head for all travel activities associated with Township business or approved professional development activities. Lodging should be reasonably priced and must be reasonably accessible from the designated event location.

Meals

Meals may be reimbursed when a Township employee is conducting approved Township business, up to a reasonable amount not to exceed thirty (\$30) dollars per person. Meals during approved overnight travel may be approved up to seventy (\$70) dollars per day, including gratuities.

All meals must be supported by itemized receipts, with gratuities not to exceed twenty (20%) percent of the total bill for food and non-alcoholic beverages. The Township will not reimburse expenses for alcoholic beverages.

Miscellaneous Items

Other reimbursable expenses may include business phone calls, entry/subscription/membership fees, approved business equipment or materials, parking, and/or tolls. Purchasing items for personal use is strictly prohibited.

Sales Tax Exempt Status for Township Purchases

All Township purchases made should always be sales tax exempt, where applicable. It is up to the individual purchaser to ensure that the Township does not pay sales taxes on any purchases. The Township will not generally reimburse the portion of the expense that is tax. Not ensuring that this provision is met may cause for the Township Supervisor to revoke an appointed official's/employee's purchasing authority.

Limitation on Reimbursable Items

The Township reserves the right to decline reimbursement for certain expenditures that are not pre-authorized, related to legitimate Township business expenses, or are otherwise determined as unreasonable, which includes but is not limited to the following examples:

- Any expense that is not normally considered to be business related.
- Any expenditure that could be construed to be personal (i.e., entertainment, golf, additional travel insurance, etc.) or an expense incurred on behalf of a family member. Purchase of clothing, toiletries, reading material or services for medical, dry cleaning, shoeshines, hair care, or other items are considered personal.
- Any expense for alcoholic beverages.
- Interest, fees, or charges on personal credit card accounts. Loss of personal funds or cash advances on personal business travel.
- Traffic or parking fines or tickets.

Use of Township Vehicles

The Township Supervisor is responsible for coordination, use, and maintenance of Township vehicles. Township vehicles are to be used only for job-related travel. Use of the seat belt is mandatory, along with following all laws relating to no texting or use of cell phones while driving. Smoking (or any use of tobacco, nicotine, or other related substances) and eating are prohibited in Township vehicles. Drivers are responsible for maintaining the cleanliness of the vehicle.

Drivers are responsible for any moving or parking fines or legal costs incurred while operating the Township vehicles. Drivers must report all accidents immediately to the appropriate law enforcement agency and to the Township Supervisor, or designee. The Township reserves the right to screen employees for substance use in the event of an accident while operating a Township vehicle. Drivers are required to report all damage or operational problems prior to or upon returning the vehicle.

Township vehicles are to be operated only by employees that have obtained approval and maintain a valid driver's license and acceptable driving record to our insurer. Changes in the driving record, suspension of driver's license, or arrest or citation for driving or operating a vehicle under the influence of any controlled substance must be reported immediately to the Township Supervisor.

Performance and Conduct Expectations

Performance Evaluations

Performance evaluations are intended to measure the quality and quantity of work you perform, your engagement and conduct, and your ability to work with others. Your evaluation should let you know areas of needed improvement in order for you to set goals for future improvement.

Upon hire, your first performance evaluation with your Department Head should take place approximately sixty (60) days after hire. Subsequent performance evaluations should take place annually during the third quarter of each calendar year (or just prior to budget month).

After reviewing your evaluation, your Department Head will ask you to sign the evaluation to acknowledge that it has been discussed with you by your Department Head and that you had an opportunity to review it. Deputies of elected officials may be evaluated by their elected official.

While a positive evaluation does not guarantee promotions or salary increases, the evaluations may be considered along with other factors that affect that decision.

Attendance and Tardiness

Reliable attendance is required to ensure efficient staffing and operations. Employees are expected to work scheduled shifts in their entirety. Unscheduled absences may be unexcused. Employees demonstrating excessive absences or patterns of absence will be subject to disciplinary action, up to and including termination.

Employees are expected to begin working at the start of the Township's business day, unless alternative arrangements are approved by the Department Head. Employees should notify their Department Head that they will be tardy as soon as possible. All occurrences may be considered unexcused. Repetitive occurrences of tardiness are subject to disciplinary action.

Standards of Conduct

Rules governing personal conduct are intended to promote the orderly and efficient operation of

Oxford Township as well as to protect the rights of all of our employees. The following list does not modify your at-will employee relationship or provide any promise or expectation of continued employment.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Oxford Township:

1. Election campaigning activity on Township property or using equipment or supplies.
2. Smoking, use of other nicotine/tobacco products, or use of similar smokeless devices anywhere in the building.
3. Conflicts of interest situations where an employee directly or indirectly benefits because of their position in the Township.
4. Violation of Township or departmental policies, including but not limited to safety rules and substance abuse.
5. Theft or deliberate and/or careless damage or destruction of any property of Oxford Township or property of any employee or patron.
6. Unauthorized use of the property, equipment, or facilities of Oxford Township.
7. Unauthorized use of Township communication devices.
8. Use of another employee's personal equipment or possessions without the employee's prior consent.
9. The use of personal phones should not interfere with Township operations or distract others.
10. Removal of any property or records from the premises of Oxford Township without permission from management personnel.
11. Insubordination, refusal or willful failure to carry out verbal or written instructions or directives of supervisory personnel.
12. Provoking or engaging in a physical fight or altercation at any time on the property of Oxford Township.
13. Engaging in conduct detrimental to the Township's reputation.
14. Falsifying or omitting pertinent information from records or revealing confidential information to unauthorized persons.
15. Manner of dress or appearance in an unprofessional or inappropriate manner while representing or tending to the business of Oxford Township.
16. Unlawful harassment or discrimination.
17. Engaging in unprofessional behavior that disrupts or interferes with Township operations.
18. Providing personal feelings, opinions, or comments on a given subject, employee, elected or appointed official when releasing information on behalf of the Township.
19. Failing to notify the Department Head within five (5) working days of any arrest for, or conviction of, serious misdemeanors or felonies involving crimes of moral turpitude.

Conduct and Behavior Expectations

The following is a non-exhaustive list of required conduct and behavior that is expected from all Oxford Township employees.

1. Demonstrate a considerate, friendly, and constructive attitude with everyone you meet and those to whom you speak.
2. Address concerns that impact your work to prevent escalation and promote an engaged workforce.
3. Present a clean and well-groomed appearance with appropriate dress.
4. Maintain confidentiality of appropriate Township business while assisting citizens with information.

5. Call in to report your absence to your Department Head or Deputy in a timely manner.
6. Provide honest information and responses that do not mislead or promote misinformation.
7. Cooperate with and participate in township investigations, as required.

Corrective or Disciplinary Action

Each Employee has an obligation to work productively and observe and follow the Township's policies, work rules, guidelines, and procedures. If your behavior interferes with the orderly and efficient operation of the Township, corrective or disciplinary action, up to and including termination, may be used to resolve the issues.

It is important to recognize that employment is, at all times, at will. As such, while the Township may wish to follow a series of disciplinary actions prior to termination of employment, the Township is not required to follow any progressive discipline pattern to address policy, conduct, or performance violations. Your Department Head will endeavor, whenever possible, to discuss performance or behavior concerns with you so that you have an opportunity to correct unacceptable behavior or performance deficits. Such attempts to improve performance should not be considered as a promise of continued employment or a commitment to issue discipline in accordance with a progressive schedule. In other words, an Employee may be discharged at any time without regard to following a prescribed set of steps, at the sole discretion of the Township Board.

Disciplinary action can take many forms, and may include verbal or written warnings, suspension without pay, or discharge. The Township will determine what appropriate disciplinary action is imposed, and we do not guarantee that one form of action will necessarily precede the other.

At its sole discretion, the Township Board may determine to end the employment relationship without providing an opportunity for corrective action. Any attempt to coach or provide corrective action is in no way a promise or guarantee of continued employment.

A copy of any written reprimands will be placed in your personnel file. Whether you agree or disagree, you must sign the document, acknowledging that you have received a copy. If you disagree with the information provided to you in the written document, you may submit up to five written pages of rebuttal which will be included as part of your permanent personnel record.

Access to Employee Personnel Records

Personnel files are maintained confidentially at the Township in electronic and/or paper format. You may examine or obtain a copy of your personnel file by submitting a written request to the Township Clerk. You may review your file up to two (2) times each year. File reviews are conducted on Township property in the presence of an official. Reviews will be scheduled during normal business hours or at another reasonable time as determined by the Township. Employees may request a copy of all or part of their personnel records and will be required to reimburse the Township for the costs of such copies.

Employment records and employee information are generally subject to disclosure under the Freedom of Information Act (FOIA). Otherwise, we will not generally disclose your file to persons outside the office. If we are asked to disclose a disciplinary report to a third party, you will be provided notice of

that disclosure request, subject to the provisions of the Bullard Plawecki Employee Right to Know Act (ERKA).

It is important that personnel files accurately reflect each employee's personal information and are up to date at all times. Employees are expected to promptly notify the Township Clerk of any change in name, address, telephone number, home address, marital status, change in legal name, change in number of dependents, change in beneficiaries, scholastic achievements, emergency contact information, or other relevant personal information.

Drug-Free Workplace

It is the intent of Oxford Township to provide a drug-free, safe, and secure work environment for our employees. Employees are encouraged to utilize Township sponsored health care and other support services to obtain information about the dangers of substance use in the workplace and to explore relevant counseling, rehabilitation, or other employee assistance that may be available.

As a recipient of federal grant funds, the Township must comply with the provisions of the Drug Free Workplace Act. Employees in violation of this policy are subject to disciplinary action, up to and including termination. To ensure a safe and efficient workplace, no employee shall possess, distribute, use, or be impaired by alcohol or any other controlled substance (even if lawful under state law but illegal under federal law) while on Township property, conducting Township business, or during working hours, including rest and meal periods.

Prohibited illegal drugs and controlled substances explicitly include substances that are illegal to sell or possess, although some may be lawful in the state to be used for recreational or medicinal purposes, as well as "legal prohibited drugs," which are any prescription or non-prescription drugs that may impair cognitive or working ability. Any employee who is taking a legally prohibited drug must notify his/her Department Head if its use is expected to adversely affect the employee's performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or non-prescription drugs they are taking may impair working ability.

In accordance with federal guidance, an employee must notify the Township within five (5) calendar days if he or she is convicted of a criminal drug violation. Such employees are subject to disciplinary action and may also be required to participate in a rehabilitation or counseling program and may be subject to follow-up testing. The Township reserves the right to modify this policy at any time in an ongoing good faith effort to meet all the requirements of the Drug-free Workplace Act.

Screening for Substance Use

Employees may be tested for the presence of drugs or alcohol under certain circumstances. Although the state has legalized marijuana for recreational and medicinal purposes, the Township is not required to allow the recreational or medicinal use of marijuana in the workplace. Use is strictly prohibited on Township property and may result in discipline, up to and including immediate discharge.

Post-Offer, Pre-Employment Medical Examination and Drug Testing

As part of the Township's hiring process, applicants are required to undergo a post-offer, pre-employment drug screen/test that is conducted by a contractor designated by the Township. An offer of employment is pending upon satisfactory completion of this examination and/or screening, and the determination by the Township and its examining physician that the person is capable of performing the responsibilities of the position that has been offered.

As a condition of continued employment, Township employees may be subject to additional substance use screening.

Reasonable Suspicion Testing

Reasonable suspicion testing will occur when management has observable or otherwise reliable reason to suspect that an employee may be in violation of this policy. In order to conduct testing for reasonable suspicion, a second observer must validate there are observable behaviors (i.e., change in speech or conduct, odor of alcohol or substance, etc.) that warrant testing for reasonable suspicion. The suspicion should be documented in writing prior to the release of the test finding. A basis for a reasonable suspicion test may include, but would not be limited to:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use.
- A pattern of abnormal conduct or erratic behavior.
- Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use; or
- Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.
- Reasonable suspicion testing does not require certainty. However, mere "hunches" or "rumors" are not sufficient to justify testing.

Post Accident Testing

In the event an employee is involved in an accident while operating Township vehicles or motorized equipment, the employee may be required to submit to post accident screening for substance use when there is reasonable evidence that the employee may have caused or contributed to a serious accident. Employees must immediately report all accidents. The Department Head, along with the Supervisor, will evaluate the situation and arrange to transport the employee for testing, as needed. An employee suspected of substance use may not operate a Township vehicle until testing results are received by the Township.

Workplace Safety

Work safely to prevent injury to yourself or others and to help prevent damage to Township equipment. The responsibility for maintaining a healthy and safe work environment is not just that of Oxford Township. To be totally effective, every employee has a responsibility to comply with all normal use safety rules and other safety rules or programs that may be established by the Township Board.

No employee should remove or modify equipment unless authorized by the Township. Proper use of seat belts in Oxford Township vehicles as prescribed by law is required. Employees are expected to

report to their Department Head any condition that may be unsafe or unhealthy.

Property Searches

As a general rule and with limited exception, there is no expectation of privacy in the workplace. Oxford Township reserves the right to search an employee, employee's work area, and an employee's vehicle located on Township property if the Township has reasonable suspicion that the "no alcohol or drugs rule" may have been violated.

Workplace Violence Prevention

The Township is concerned about the safety, health, and welfare of our employees and has adopted this policy to minimize risk of violence in our Township.

Employees who notice that a co-worker is seriously or chronically upset, angry, moody or depressed should inform their Department Head or Township Supervisor immediately. Problems could manifest themselves through impaired concentration, confusion, decreased activity, poor hygiene, poor emotional reactions, fascination with firearms, withdrawal or unusual behavioral changes.

Employees who are threatened or disturbed by coworker or customer communication actions should report the incident to the Township Supervisor or Department Head immediately. All reports will be taken seriously followed by immediate investigation and steps to prevent recurrence.

The confidentiality of all those involved will be maintained to the extent possible. Incidents will be dealt with calmly and professionally, keeping in mind that the health and well-being of all employees is paramount.

Should a crisis occur, employees should immediately contact the first available full- time Supervisor, Clerk, Treasurer, or one of the elected Trustees. If appropriate, the building should be evacuated, and law enforcement or emergency personnel should be contacted.

Open Door Dispute Resolution

Oxford Township seeks to provide good working conditions and maintain harmonious working relationships among employees and between employees and management. We encourage all employees to use an "open door" problem solving approach to address specific concerns or complaints, as well as suggestions. This approach is intended to resolve matters at the lowest level possible before escalation to better promote and practice professional communication and interactions.

With that in mind, in the event of a conflict or dispute with a fellow employee, you are encouraged to first discuss concerns directly with the employee, whenever possible. Likewise, when a fellow employee approaches you with a concern, we ask that you keep an open mind and recognize the professional courtesy extended and give consideration to the concern from your colleague's perspective. However, you can alternatively bring concerns like this directly to your immediate supervisor or Department Head whenever you feel it is most appropriate.

If you are not satisfied with the outcome in your department, or when the conflict or dispute is with your Department Head, you should inform the Township Supervisor.

If you are not satisfied with the outcome facilitated by the supervisor, or when the dispute or conflict involves the supervisor, you should submit a request to present the matter to the Board of Trustees. A Board review will not result in action that supersedes an Elected Official's statutory authority or infringes on an Elected Officer's duties.

Requests to the Board of Trustees must be in writing and submitted to the Township Clerk and/or another member of the Personnel Committee. The request should reasonably describe the matter at issue and include a summary of prior steps taken to resolve the matter, if any. You will be informed when your item is on the agenda and may request a closed session, which will be permitted, as allowed by law.

Prohibited Harassment and Discrimination

Oxford Township strives to maintain a pleasant working environment free from intimidation, humiliation, insults, and other unprofessional conduct. The Township has a strict policy against all types of workplace harassment or discrimination, especially forms of harassment and discrimination that are prohibited by state and federal laws. Harassment and discrimination is illegal when it is based upon an individual's race, color, national origin, religion, creed, age, sex, marital status, familial status, height, weight, genetic information, sexual orientation, gender identity, physical or mental disability, pregnancy, childbirth or related medical condition, citizenship status, veteran status, uniform service member status, or any other classifications or characteristics protected by applicable law. Illegal harassment is defined as unwelcomed verbal or physical conduct, or communication based on a protected characteristic when:

- Submission to the conduct or communication is made either an explicit or implicit term or condition of the working relationship.
- Submission to or rejection of the conduct or communication by an individual is used as a basis for a decision affecting that individual's working relationship with the Township; or
- The conduct or communication has the purpose or effect of unreasonably interfering with an individual's relationship with the Township or creating an intimidating, hostile or offensive work environment.

Examples of illegal sexual harassment include, but are not limited to: unwelcome, unwarranted or repeated verbal or physical sexual advances; requests for sexual favors and other verbal abuse of sexual nature including sexually explicit, provocative or suggestive statements, innuendo, or comment; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexual suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on protected characteristics other than sex include, but are not limited to, insults, verbal, written, graphic or physical conduct or communication degrading or hostile to a person which are reasonably offensive or objectionable to the recipient or which reasonably causes the recipient discomfort or humiliation, or which reasonably interferes with the recipient's work performance.

Harassment and discrimination prohibited by this policy must be distinguished from conduct or communication that, even though inappropriate, unprofessional, unpleasant or disconcerting, is not characterized as illegal because it is based on the employee's protected group or characteristic.

Inappropriate conduct and behaviors that impact an individual's work performance and status should be reported and addressed. That stated, such behaviors and conduct that are not based on an individual's membership to a protected class or based on a protected characteristic should be reported and addressed as unprofessional conduct violations rather than as illegal harassment or discrimination.

Reporting a Violation of Illegal Harassment or Discrimination

If an employee believes that they have witnessed or been the subject of illegal harassment or discrimination, the employee may contact the person and describe the behavior that is unwelcomed and ask the individual to stop.

If an employee is unwilling to approach the offender directly for any reason, or when the alleged offender has not stopped the behavior upon request, the employee has an obligation to report the alleged violation, as soon as practicable, to the Department Head, the Township Supervisor, or any other Elected Township Official. While there is no requirement that the incident is reported in writing, employees should use the Reporting Form provided by the Township, or other written report that details the nature of the harassment, dates, times, and other persons present when the harassment occurred.

An investigation of all complaints will begin promptly.

Investigation Protocol

After notification of a complaint, the Supervisor or Department Head will initiate an investigation to gather relevant facts about the complaint and provide written documentation. An investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment.

The Township will conduct all investigations as confidentially and objectively as possible, to the extent consistent with thorough investigation steps.

Resolution of Complaint Allegations

After the investigation has been completed, a determination will be made as to whether or not the complaint can be substantiated. Even when an allegation is not substantiated as illegal harassment or discrimination, the Township will not tolerate inappropriate conduct and recommend appropriate resolution of the matter.

The determination will be reported to the employee who was allegedly subjected to harassment. If the investigation establishes that unlawful harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of the working relationship, will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Township's discretion and could include but would not be limited to the following: counseling, warning, demotion, suspension, reprimand, reassignment, or transfer.

The Township encourages employees to utilize the internal process in place to address allegations of illegal harassment or discrimination. However, this policy in no way prohibits or discourages an employee from reporting their concern to the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

Good Faith Rule and False Claims

The Township takes all reports of harassment seriously and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the Township's attention in good faith. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated. Allegations made with an absence of good faith are subject to disciplinary action, up to and including discharge.

No Retaliation

The Township will not tolerate retaliation against any employee or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Township Supervisor, or to a Township Board Trustee.

Use of Township Computers, Electronics, and Digital Information

General Computer Policies

Only those persons currently employed, (or given special permission), are permitted to use any computer resources owned, rented, or leased by the Charter Township of Oxford regardless of the user's location when accessing the internet. If the account being used is one provided by the Township, only official Township business is to be conducted via that access.

Use of the Township's computer resources, or internet connections are limited to relevant Township business. Personal use of Township computers or systems for illicit purposes such as gambling, obtaining, or distributing pornographic materials, and all other illegal activity is strictly forbidden. The Township actively monitors incoming and outgoing internet traffic for this type of usage on a random basis. All files retrieved by the Township Supervisor's appointed monitor may be submitted to the Supervisor for review.

Only information systems personnel, or authorized contracted agents, may install software or hardware on any of the Township computer systems. The Township Supervisor may, at their

discretion, authorize staff to perform specific software and/or hardware installations. All other software or hardware installations are strictly prohibited.

Internet and eMail Use

Access to the internet and use of the Township's email is primarily for the exchange of information and research consistent with the business of the Township.

Employees are expected to use the internet generally for job-related activities and Township business communications. Employees shall not use the internet for inappropriate or unlawful purposes, including, but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications, and obtaining or viewing or downloading information that is unlawful obscene, indecent, vulgar, pornographic, or unrelated to Township business.

Employees may not operate a business through the Township's internet link, send or receive sexually oriented messages or images, subscribe to any non-work related list servers, send mail or other communications, files or programs containing offensive, discriminatory, or harassing statements or materials, including comments based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, height, weight, familial or marital status, pregnancy or related medical condition, arrest record, genetic information, or other characteristics protected by law. Internet and email access shall not cause interference to the network or to the work of others.

Employees should have no expectation of privacy related to internet or email usage. Internet records and records of downloaded files are not private and may be monitored by the Township. Inappropriate or unlawful use, depending on the seriousness of the infraction, can result in disciplinary action, as deemed necessary.

Like all Township records, email may constitute a public record, which is subject to disclosure under the Freedom of Information Act (FOIA), with limited exemptions. All e-mail originating from or received by the Township computer systems is Township property and there is no individual right to privacy on Township computer e-mail. Electronic mail may be monitored by the Township as deemed necessary.

Social Media

Oxford Township recognizes the importance of social media in today's communication landscape. This policy applies to all Township employees, including elected officials, volunteers, and contractors.

Only authorized employees may make social media posts on official Township accounts. Employees may not comment or post on social media as though they are representing the Township, unless officially designated to do so.

Employees shall maintain professionalism and integrity when using social media platforms and may not post or share confidential or sensitive information related to Township employees, operations, or

residents.

We ask that when utilizing social media that you clearly differentiate between personal and professional social media accounts. You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our open-door approach than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, make sure you are always truthful and accurate when posting information. Never post any information or rumors that you know to be false about the Township, fellow employees, customers, and people working on behalf of the Township.

Employees are prohibited from creating unauthorized accounts that appear to be sponsored by the Township. Do not create a link from your blog, website, or other social networking site to the Township's website without identifying yourself as a Township employee. It is best to include a statement such as "The postings on this site are my own and do not necessarily reflect the views of the Township."

Employees are encouraged to report violations of this policy. The Township prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the Township complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password. Nothing in this policy is designed to limit an employee's rights under the Public Employment Relations Act (PERA). If you have questions or need further guidance, please contact the Township Supervisor.

Leaves of Absence

The Township recognizes that employees may require a leave of absence for certain life events. The Township provides different leave options to meet employee needs. Except in emergency situations, all leaves must be approved before taking time off.

During your leave, you are responsible for keeping the Township Clerk informed of your status. You are required to report your status, current location, intent to return, and expected date of return to your Department Head every thirty (30) days, except where there is a longer duration on an FMLA certification.

Failure to return from an approved leave on the scheduled date will be considered a voluntary termination of employment, effective at the close of your shift on the third day you fail to report to work.

You may not be employed or engage in any outside employment while off on any approved leave.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. As a public employer, Oxford

Township complies with the FMLA, which provides eligible employees with up to twelve (12) weeks of unpaid leave to care for their own serious medical condition, or that of an eligible family member.

To be eligible for a leave under the FMLA you must have been employed by the Township for at least twelve (12) months. In addition, you must have at least 1,250 service hours during the twelve (12) months preceding the request. An employee may take up to twelve (12) weeks of FMLA leave during a calendar year. FMLA may be requested and authorized for one of the following qualifying reasons:

- The birth, adoption or foster placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- To care for your spouse, child or parent with a serious mental or physical health condition.
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic health condition. Other conditions may meet the definition of continuing treatment.

FMLA Eligible Family Members

For purposes of FMLA, a family member is defined as a parent, child, spouse, or "next of kin" who is a covered service member. The family member must have a physical or mental condition that warrants the employee's participation during the period of medical treatment. "Next of kin" is defined as the closest blood relative of the injured or recovering service member who is undergoing such medical treatment, recuperation, or therapy, as outlined in the FMLA.

Continuous and Intermittent Leave

Continuous Leave. You have the right to use FMLA leave in one block of time. When there is a need for leave exceeding twelve (12) weeks within a calendar year, employees may qualify for additional non-FMLA medical leave.

Intermittent Leave. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, the Township may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of

leave.

In accordance with FMLA, when spouses both work for the Township they are required to share the total number of workweeks of FMLA leave available for the following reasons:

- The birth of a child (shared 12 weeks)
- Placement of a child with the employee for adoption or foster care (shared 12 weeks)
- Care for a parent with a serious health condition (shared 12 weeks)
- Care for a military family member with a serious injury or illness (shared 26 weeks)

Compensation on Leave

FMLA provides for unpaid leave. However, the Township may, and does, require you to use available paid time for FMLA leave. Paid time includes your PTO bank, as well as your extended leave bank for absences exceeding five (5) consecutive days. By substituting leave, you continue to receive pay during the leave, but your unpaid FMLA leave available is reduced. All leaves, such as leaves taken in connection with the Short-Term Disability Insurance, other disability leave plans, or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Benefit Continuation on FMLA

During an approved Family Medical Leave, the Township will continue to make health insurance premium contributions as though you had continued to work, unless you voluntarily drop coverage during your leave. You are required to make any employee paid portion of the premium while on FMLA. Employees are expected to make arrangements with the Clerk's office to submit timely monthly payments for your portion, if any, of the health insurance premiums. To the full extent allowed under the FMLA, the Township reserves the right to recover health insurance premiums from employees who fail to return to work at the end of an FMLA-qualifying leave.

Benefits that operate on an accumulation basis (such as paid time off) on the basis of actual hours worked will not be pro-rated or reduced during an FMLA leave. However, after an FMLA expires, all unpaid time off will be used to pro-rate PTO awards.

Requests for Leave

As soon as you know that you will need time off for an FMLA Leave, continuous or intermittent, you must submit to your Department Head a completed Leave Request form. When possible, thirty (30) days' notice is required. In the event of any emergency, your request should be submitted to your supervisor not later than forty-eight (48) hours following the commencement of the injury, illness, disability, or "qualifying exigency." If you cannot contact your Department Head personally, please have someone contact him or her on your behalf.

Notice of Eligibility for FMLA

The Township will inform employees requesting leave whether or not they are eligible under the FMLA. In addition, if the Township becomes aware that an employee may have an FMLA-qualifying event, it may notify employees of eligibility. A notice of eligibility will specify any additional information required and the amount of leave available during the calendar year. We will also provide information about your rights and responsibilities.

When a leave is taken for an FMLA-qualifying reason, an employee may not refuse to take leave other than FMLA. The Township must designate leave as FMLA-whenver the FMLA criteria is met.

Medical or Other Certification

You do not have to share a medical diagnosis but must provide enough information so that the Township can determine whether the leave qualifies for FMLA protection. You must also advise us when FMLA leave was previously taken or approved for the same reason when requesting additional leave.

A health care provider's certification is required in cases of serious health conditions, whether the employee's or that of the employee's spouse, child, or parent. Certification is also required where the leave is to care for a covered service member or in cases of a "qualified exigency," as permitted by law. Except for "qualified exigency" leave, the Township also reserves the right to require, at its own cost, a second, or even third medical opinion.

Return from Leave

At the end of an FMLA leave, most employees will be restored to their same position or to an equivalent position, with equivalent pay, benefits, and other employment terms and conditions. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave. However, you are subject to the business circumstances or conditions (such as layoffs) that would have applied to you had you been working. Under limited conditions, certain "key employees" may not be reinstated. Key employees will be provided appropriate notices of this status and reinstatement in accordance with the FMLA.

Upon returning to work after an FMLA leave of absence of a week or more because of your own serious health condition, you must submit a physician's certification stating that you are physically able to return to work. Failure to submit such documentation may delay or prevent your return to work.

Failure to Return from Leave

Failure to return to work on schedule will be considered a voluntary termination of employment, effective at the close of your shift on the third day you fail to report to work. To protect your status with the Township, please follow all procedures for reporting back to work after your family or medical leave of absence.

Outside Employment on Leave

You may not be employed by anyone other than the Township while off on FMLA, or other leave. The Township is committed to complying with the FMLA. The FMLA prohibits covered employers from interfering with, restraining or denying the exercise of any right provided under the FMLA, or discharging or discriminating against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. The Township will investigate any FMLA complaints and take prompt action to resolve them.

If you have any questions or concerns about this FMLA policy or FMLA leave, please contact the Township Supervisor.

Medical Leave (non-FMLA)

An employee that is not eligible for FMLA may request Medical Leave (non-FMLA). The request for extension must be presented to the Department Head with notification to the Township Supervisor. Medical Leave (non-FMLA) must be accompanied with a certificate from the physician

stating the reason and expected duration of the leave. The forms and process used for FMLA will generally be used for all leave requests. An approved Medical Leave (non-FMLA) will not be permitted to extend beyond a total of ninety (90) days.

Continuation of Benefits (non-FMLA Medical Leave)

Employees who are on a Medical (non-FMLA) leave of absence, or any other unpaid non-FMLA leave, will receive an adjustment to their PTO for the anniversary year based on the length of the unpaid leave of absence.

Employees enrolled in Township-sponsored medical insurance coverage may continue that coverage during the unpaid leave provided the employee pays the full cost of required monthly premiums. The Township will not continue to make contributions for healthcare or other benefits while an employee is on unpaid Medical Leave (non-FMLA).

Return from Medical Leave (non-FMLA)

Employees who fail to return on the approved return date will be considered to have voluntarily resigned.

ADA Accommodation

Oxford Township is committed to ensuring that all employees are aware of their rights under the Americans with Disabilities Act (ADA). The Township fully supports and complies with the ADA, which prohibits discrimination against persons with disabilities. If you have taken a leave of absence due to a medical condition and need additional time off or modified duties due to a disability, we will treat the request as one for a reasonable accommodation under the ADA and will interactively work with you to determine if reasonable accommodations may facilitate your return to work.

Bereavement or Funeral Leave

Eligible employees will be excused from work and receive up to three (3) paid days of Bereavement Leave in the event of a death of an immediate family member. Immediate family member would include spouse, child, stepchild, mother, father, stepparent, sister, brother, stepsibling, half-sibling, grandchildren, domestic partner, grandparents, current mother-in-law, father-in-law, sister-in-law, brother-in-law.

Jury Leave

Regular full-time employees called for jury duty service shall be excused to appear in court and will be paid the difference between the employee's regular wage and the jury duty pay, excluding mileage and travel fees for all days the employee is required to appear for jury duty. Employees shall be paid at the regular rate, as if the employee had worked. As such, the payment issued for jury duty by the court must be endorsed and provided to the Township. The employee should provide the Township Clerk with verification of any pay received from the court.

An employee that is excused or released from jury duty before the end of the scheduled workday must return to work.

Military Duty Leave

Oxford Township provides military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees are eligible for military leave if they serve in the uniformed services, including active duty, training duty, or emergency active duty.

Military leave is without pay. However, employees may elect to use available PTO while on military leave, or they may take the leave as unpaid.

Employees who require leave should inform the Township Supervisor as soon as they receive their orders of the date that the employee must leave for service. Employees must provide prior oral or written notice before taking military leave, unless precluded by military necessity. The Township may request documentation for leaves exceeding thirty (30) days.

Military leave time will be counted toward benefit eligibility vesting and calculations.

Personal Leave of Absence

Oxford Township recognizes that there may be compelling personal reasons for an employee to request a leave of absence that is not related to a medical condition. An employee who has worked with the Township at least twelve (12) months may request a personal leave of absence for up to thirty (30) calendar days.

A personal leave request will be granted at the Township's sole discretion, depending on workload and business considerations. A request for leave must be in writing and submitted to and approved by the employee's Department Head and communicated to the Township Supervisor. The request should include the reason for request and the expected duration of the leave. The Township is in no way obligated to hold the position open during a personal leave.

If granted, a Personal Leave will be unpaid, and benefits will not continue to accumulate during the absence. Employees who have medical insurance coverage may continue that coverage during the leave, provided the employee pays the entire required premiums.

Victims of Crime Leave

The Township will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime or employees who are representatives of victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Township reasonable notice that leave under this policy is required.

All employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Separating from Township Employment

Employees may leave Township employment for any number of reasons and may be voluntary or involuntary.

Voluntary Separation

Voluntary separation from the Township can occur due to retirement or resignation. All voluntary separations should include at least a two (2) week written notice. An employee shall be entitled to payment of compensation due for all hours worked. The Township reserves the right to deduct monies owed to the Township at the time of termination from the final compensation check (i.e., overpayments, unreturned property, etc.).

Resigning employees or appointed officials providing at least two weeks written notice will be paid for any awarded but unused, PTO, as calculated on a prorated basis based on the date of termination. Employees that fail to provide notice shall forfeit all unused PTO.

Resignation notice should be submitted to your Department Head and/or to the Supervisor. The notice shall be in writing and will be retained in the personnel record. Your supervisor will arrange to collect all Township equipment prior to your last day of work. The Department Head, or designee, is responsible to ascertain that all Township property has been returned.

Employees electing to resign or retire are prohibited from using up PTO and remain "on the books" to extend employment benefits such as medical and hospitalization coverage. Unless explicitly authorized by the Township Board, an employee may not use PTO during the notice period prior to resignation or retirement. Employees are generally expected to work through their last day of employment. Payment for the last days worked, final calculation for unused PTO, and any in lieu of medical benefits/cash plan and other benefits, will also be included as final compensation and may be paid by the pay date following your final pay period.

Involuntary Termination or Discharge

Involuntary separation may be due to a layoff or discharge. In the event of a layoff, separated employees shall be paid all unused PTO, based on the salary or wage in effect at the time of the layoff. Employees recalled from layoff will return to Township services without loss of credited service time for the purpose of determining benefit levels (i.e., PTO award rates, etc.).

If discharged for violation of conduct or other policies, the Township will not issue payment for unused PTO.

Unemployment Insurance Agency Benefits

Upon involuntary separation of employment, you may be entitled to state and federal unemployment insurance benefits. The Township will respond to all claims received by Michigan's Unemployment Insurance Agency (UIA). Final determination of unemployment benefits shall be determined by the UIA.

Receipt of Employee Handbook and Employment-At-Will Statement

(A copy to be kept in personnel file)

This is to acknowledge that I have received a copy of the Oxford Township Employee Handbook and I understand that it contains information about the employment policies and practices of the Township. I agree to read, understand and comply with the policies described in this Employee Handbook, specifically the "Limitation Period". I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing Township may require changes from time to time. I understand that the Township Board retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Township. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I agree that any lawsuit arising out of my employment with, or my application for employment with, Oxford Township must be filed within six (6) months after the date of the employment action that is the subject of the lawsuit, or if there is a limitations period provided by law that is less than six (6) months, the shorter time frame shall apply. However, this shortened statute of limitations does not apply to applicable federal employment discrimination lawsuits, including claims under the EPA, as well as any charges filed with any state or local Fair Employment Practice Agency (FEPA) whose charges could be dually filed with EEOC, as they are exempt from any limitation period that may be referenced anywhere else within this document.

I understand that except for the policy of at-will employment, the Township reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be approved by the Township Board. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS TOWNSHIP IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE TOWNSHIP OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO

TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE TOWNSHIP IS AUTHORIZED TO ENTER INTO AN AGREEMENT, EXPRESS OR IMPLIED, WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE TOWNSHIP SUPERVISOR.

I understand that this Employee Handbook refers to current benefit plans maintained by the Township and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my Department Head,, the Treasurer, Clerk or Township Supervisor.

I acknowledge that the Township's responsibility is to present the Oxford Township Employee Handbook to each employee/appointed official. Failure to sign and/or acknowledge the Oxford Township Employee Handbook does not exempt an employee/appointed official from agreeing to abide by its contents and all current and future amendments.

DATE

EMPLOYEE SIGNATURE

Record of Amendment

Amended: June 11, 2014 (Vacations, P. 11)

Amended: December 12, 2018

Amended: January 9, 2019 (Substance Abuse, Jury Duty, Family and Medical Leave Sections)

Amended: February 13, 2019 (Employment of Relatives, and Overtime/Compensatory Time Sections)

Amended: February 12, 2020 (Paydays and Timekeeping, P. 10)

Amended: June 28, 2021 complete review and update by Attorney

Amended: October 13, 2021 (STD, Extended Time Off Allowance)

Amended: July 12, 2023 (Addition of Paid Time Off (PTO) Policy, Removal of Vacation and Personal Time Sections and Adjustment to Corresponding References, Amendment to Holidays Section for 13th Holiday.)

Amended: May 8, 2024 (Sections reorganized or renamed. Employment Basics revised to Employment Categories with subsections for full-time, part-time, temporary, deputies. FLSA Employment Status section added with subsections for FLSA non-exemption and Exempt. Operational and Working Hours added. Confidentiality and Public Disclosure section added to include previous Social Security Privacy Act sub-section. Compensation and Pay Practices Section added to include sub-sections for Payroll Period, Timekeeping, Payroll Corrections, Lunch and Relief, Salary and Wage Rates, Overtime, Compensatory Overtime, and Comp Time for Election Duties, Flex Time, Compensation Adjustments. A Paid Time Off Section was added to include sub-sections for PTO, PTO Awards, PTO Use, Donating PTO, Extended Leave Banks. Holiday section was modified. Health and Other Insurance Section added to include sub-sections on Medical and Hospitalization Insurance, Opt-Out, Dental, Vision, Life Insurance, STD, and Workers Compensation. A separate Retirement Savings Plan section was added. Miscellaneous Fringe Benefits section added to include Tuition Reimbursement and Professional Development. Individual Personal Business Expense Reimbursement was updated with sub-sections for Expense Report Submissions, Reimbursable Expenditures. Township Vehicle name change to Use of Township Vehicles. Performance and Conduct Expectations section added to include sub-sections for Performance Evaluations, Attendance and Tardiness, and Standards of Conduct. Corrective or Disciplinary Action was added followed by Access to Employee Personnel Records. Substance Abuse policy was renamed as Drug-Free Workplace to include sub-sections for Screening for Substance Use. Workplace Safety was reorganized to include subsections for Property Searches and Workplace Violence. Prohibited Harassment section updated title to include Discrimination, to include subsections for Reporting a Violation of Illegal Harassment to Discrimination, Investigation Protocols, Resolution of Complaint Allegations, Good Faith Rule and False Claims, and No Retaliation provisions. The Computers section was renamed Use of Township Computers, Electronics, and Digital Information which includes provisions for General Computer Policies, Internet and eMail Use, and Social Media. If You Need a Leave of Absence was updated to the section title of Leaves of Absence and reorganized to include sub-sections for FMLA, Medical Leave (non-FMLA), ADA Accommodation, Bereavement of Funeral Leave, Jury Leave, Military Leave, Personal Leave of Absence, Victims of Crime Leave. If You Leave Our Employment was updated to Separation from Township Employment with subsections for Voluntary and Involuntary Separation.)

Oxford Township Employee Handbook

Red-Lined Copy

Oxford Township Employee Handbook



Adopted: Wednesday July 13, 2011
By the Charter Township of Oxford Board of Trustees

Last Amendment Adopted: May 8, 2024

Welcome to Oxford Township

This handbook contains essential information about Oxford Township policies, procedures, and the resources available to you. The purpose of the Charter Township of Oxford is to carry out mandated governmental functions of our Township and to provide other area services as determined by the Oxford Township Board of Trustees.

We are proud of our community and strive to provide assistance to our residents in a dependable and consistent manner. Oxford Township expects all of our employees to respond to resident and office needs in a courteous, friendly, and productive manner at all times. This commitment will provide our residents with the best service possible while also making our offices a great place to work. While we could not possibly cover every question or employment concern, this handbook provides a solid foundation to understanding the terms and expectation of employment.

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Applicability of Handbook

This Handbook is applicable to all Township employees including employees with signed employment agreements. To the extent the terms of an employment agreement are different than those outlined in this Handbook, the terms of the written, signed agreement will control. Except as noted below, or as specified in a particular policy of this Handbook, the provisions of this Handbook do not apply to fire department personnel, elected Township officials, members of the Township Planning Commission, members of the Zoning Board of Appeals, nor members of any similar appointed commission, board, or entity. The Unlawful Harassment policy and Limitations Period applies to all Township employees, including deputies of elected officials.

The Township Board shall be responsible for all employment conditions within the Township including, but not limited to, the hiring and discharge of full-time employees, job transfers, working conditions, and other similar responsibilities.

Amendment of Policies, Benefits, and Compensation

Oxford Township reserves the right and discretion to amend, delete, add, or change benefits, compensation, and policies at the sole discretion of the Township Board. Changes are effective as of the date adopted. Additional Township policies and procedures approved by the Township Board will be used to supplement this handbook.

Selection and Recruitment

Job Posting

All full-time, part-time, and temporary employee positions may be advertised on the Township's bulletin board, website, social media, and/or in community newspapers.

Pre-Employment Qualifications

Following an offer of employment candidates must successfully complete pre-employment screening such as eligibility for employment, physical examinations, drug screens, or background checks. Pre-employment documentation that includes medical information will be collected and maintained in separate medical files and will be treated as confidential medical records as required by law.

At-Will Employment

Oxford Township is an at-will employer. At-will means that the employment relationship is for an indefinite period of time and can be terminated by either the employer or employee at any time, with or without cause or notice. This handbook provides an overview of the terms and conditions of employment and is not to be considered as creating a contractual relationship between the employee and the Township.

No Township employee or official, except the Oxford Township Board of Trustees, in a writing signed by the Supervisor of the Board, has the authority to enter into any employment agreement on behalf of the Township for any specified period of time, pursuant to any particular conditions, or to make any agreement contrary to the terms expressed in this Handbook. Therefore, unless otherwise defined in writing as set forth herein, such relationship shall be defined as “employment at will,” where either party is free at any time to dissolve the relationship.

Equal Employment Opportunity in Hiring

The Charter Township of Oxford is an equal opportunity employer. We are committed to providing equal employment opportunities and ensuring a fair and accessible hiring process for all applicants and employees. Employment practices are based on job qualifications without regard to race, color, national origin, religion, ethnicity, age, sex, marital status, familial status, pregnancy, childbirth or related medical conditions, height, weight, genetic information, sexual orientation, gender identity, physical or mental disability, citizenship status, veteran status, uniform service member status, or any other classifications protected by applicable law.

Applicants or employees requiring accommodation due to a disability should promptly notify the Township Supervisor. The Township will utilize an interactive process to review accommodation needs and requests and will make reasonable accommodations that do not pose an undue hardship.

Employees who believe this policy has been violated should speak with their Department Head. Employees who believe their Department Head cannot or has not adequately addressed the problem may request to speak with the Township Supervisor. If the employee still believes the problem has not been adequately addressed, the employee may request to speak with the Township Board.

Disabilities and Reasonable Accommodations

The Township is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation, where appropriate, for an otherwise qualified individual to perform the essential functions of the job. Disabled employees who feel an accommodation is needed to perform their job should notify the Township Supervisor in writing of the need for reasonable accommodation.

Religious Accommodation

The Township is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. Any employee may request accommodation when their religious beliefs cause a deviation from the Township dress code or the individual's schedule, basic job duties, or other aspects of employment. The Township will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. All requests for religious accommodation should be submitted to the Township Supervisor.

Employment of Relatives

Oxford Township does not discriminate in favor of, or in opposition to, the employment or contracting of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, the Township will hire relatives of persons currently employed only when the relative is not working directly for, or supervising, a relative. Limited exceptions may be made where a close relative is employed as a Temporary Election Worker or as a Deputy.

In the event employees marry each other, or are otherwise living in the same household, resulting in a direct or indirect supervisory relationship between these individuals, one employee must be transferred to another department as soon as practicable. In the event there is no alternative position available, one of the employees must voluntarily terminate employment with the Township.

Employees are required to inform the Township of any such relationship. Decisions regarding transfer or termination will be made by the Township Board. This policy applies to all current employees and candidates for future employment.

For the purposes of this policy, a relative is defined as a spouse or significant other, parent/stepparent, child/stepchild, grandparent/child, sibling, and current in-laws (father, mother, son, daughter, sister, brother).

Employment Categories

To help clarify eligibility for certain benefits, employees are separated into employment categories.

Regular Full-Time

An individual hired to work forty (40) hours or more per week, without a specific start and end date, is considered a Regular Full-Time employee.

Full-time employees are eligible to receive fringe benefits, subject to applicable eligibility requirements.

Regular Part-Time

Individuals hired to work less than forty (40) hours a week for at least three (3) months are considered Regular Part-Time employees. Part-time employees are not eligible for healthcare or other fringe benefits, except, as required by law or as specifically described in the benefits section of this Handbook.

Part-time employees averaging more than thirty (30) hours per week may be eligible for health care benefits, subject to the terms of the benefit plan and applicable law.

Temporary

Individuals hired for a specific project or purpose with an expected start and end date are considered a Temporary employee. These positions may perform services as vacation relief staff, election poll workers, special project workers, etc.

Temporary employees are not eligible for health care or other fringe benefits, except as required by law.

Deputies of Elected Officers

Individuals appointed to the positions of Deputy Clerk, Deputy Treasurer, and Deputy Supervisor will serve at the pleasure of the respective officer. Deputies are entitled to employee fringe benefits provided to regular full-time employees, except as otherwise outlined in this Handbook or authorized by the Township Board. Deputies may be exempt or non-exempt employees, as determined by the Township.

FLSA Employment Status

Oxford Township is compliant with the Fair Labor Standards Act (FLSA) and seeks to ensure fair treatment of all employees in matters related to wages, hours, and overtime. The provisions of the FLSA established a test to determine whether or not a position is exempted from overtime.

Non-Exempt Employees

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees are paid overtime (or compensatory time) at the rate of one and one half (1 ½) times their regular pay rate for all hours worked beyond forty (40) hours in a work week. ~~Non-exempt employees must "punch in" and "punch out" upon departure and arrival for their lunch hour.~~

Exempt Employees

Employees exempted from the FLSA receive a regular weekly salary for all work performed within the pay period cycle. Exempt employees are not entitled to overtime. Most managers, directors, executive officers, elective officials, political appointees, administrative professionals, and deputies are considered exempt.

The Township shall maintain accurate records of employee work hours, wages, and overtime. Department Heads are responsible for ensuring FLSA compliance.

Operational and Working Hours

The Township Board will establish the normal operating hours for the Township Office. The work week, for purposes of calculating overtime, will be Sunday to Saturday. Changes to your daily work schedule can be made by your immediate supervisor, based on the operational needs of the Township.

At an employee's request, schedule adjustments may be approved by the Department Head and with notification to the Township Supervisor (i.e., FMLA, reasonable accommodation, special projects, etc.).

In the event of inclement weather or other emergency, it is at the sole discretion of the Township Supervisor to close the building.

Confidentiality and Public Disclosure

Employees are expected to maintain confidentiality of private information. At the same time, employees must be aware that as a public employer, Township records and other materials are generally subject to disclosure under Michigan's Freedom of Information Act (FOIA).

Social Security Number Privacy Act

The Township seeks to ensure, to the largest extent possible, that your Social Security number is maintained confidentially, and all components of this privacy policy are followed including the storage of this number in a physically secure manner. No employee or agent of the Township shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Michigan Social Security Number Privacy Act, or other applicable State and Federal law and this policy. Social Security numbers will not be released to anyone outside the Township, except as required or permitted by law. Access to files containing Social Security numbers shall be limited to those employees or agents who have been authorized for such access.

More than four (4) sequential digits of a Social Security number will not be included on any document mailed outside the Township, except as required or permitted by law, nor will it be publicly displayed in any manner. Social Security numbers are not to be used as passwords or identifiers for any Township computer system. The Social Security number will not be used in the ordinary course of business except as the Township may determine that it is necessary to verify an individual's identity or to administer employee benefits, such as health insurance. Any paper documents that include Social Security numbers that are discarded are to be shredded. Any Social Security number housed electronically will be disposed of by running a "data scrubbing" program before disposing of electronic storage media. Any violation of this policy will result in discipline up to and including termination of employment.

Compensation and Pay Practices

Payroll Period

All employees are paid via direct deposit. Election workers and other temporary employees may be paid outside of the standard payroll schedule and could be issued payment as early as the day following the election worked.

Timekeeping

Oxford Township keeps track of work hours for all hourly employees. Non-exempt employees must keep a time sheet showing the starting time, lunch period and other unpaid breaks, and quitting time for each workday. Employees must submit a record of hours worked to their supervisor for approval and submitted to the Clerk's office. Non-exempt employees should fill in their time sheet every day. At the end of every pay period, the payroll department will print and submit time sheet reports for hourly employees to each respective Department Head for approval.

Payroll Corrections

The Township strives to ensure employees are accurately compensated for all hours worked. If you believe that an improper deduction or payment has been made, immediately report this information to the Township Clerk's Department in writing and immediately after the suspected error has been made. Reports of improper payments or deductions will be promptly investigated.

If it is determined that an improper deduction has occurred, a payroll correction will be made to ensure appropriate compensation is provided.

Lunch and Relief

Employees have an unpaid lunch hour which may be taken in the Township lunch and break room. There is a microwave and refrigerator to use and store your items. Please be courteous of other's belongings and leave the lunchroom in neat order, cleaning after each use. Non-exempt employees should record lunch start and return times.

Lunch periods may also be flexible depending upon individual Township departmental need(s). It may be either at the request of the department or the employee/elected official and approved by the Department Head. Based on department need, this is at the total individual discretions of each Department Head on whether to utilize the provision.

Salary and Wage Rates

Employee salary and wage information shall be determined by the Board of Trustees.

Overtime/Compensatory Time

From time to time, you may be asked to work longer than your regularly scheduled shift. Advance notice will be provided, whenever possible, if extended work hours are required.

~~You~~ **Employees** shall not begin work before your normal starting time, work through your unpaid lunch ~~hour~~ period, or continue working after your normal quitting time without first getting your immediate supervisor's approval. Employees who work unapproved overtime may be subject to discipline up to and including termination.

Overtime

Non-exempt employees will receive overtime paid at one and one half (1½) times their regular hourly wage for all hours worked in excess of forty (40) hours per week. Only actual hours worked are counted in determining if you are entitled to overtime pay. Compensation for paid time off (PTO, extended leave, etc.) or holiday hours paid will not be included in calculating overtime. In other words, only actual hours worked will be used to determine eligibility for overtime pay.

~~Exempt employees will not receive overtime pay when working more than forty (40) hours in a work week, unless explicitly authorized by the Department Head, with notice to the Township Supervisor.~~

Compensatory Time

From time to time, the Township may offer, or an employee may request, compensatory time off (“comp time”) in lieu of overtime. Instead of overtime pay, employees may earn one and one-half (1 ½) hours of paid time off for actual hours worked in excess of forty (40) hours per week. Holiday pay will not be included for determination of hours worked for determining compensatory time.

Typically, only Regular Full-Time hourly (non-exempt) employees are eligible for compensatory time. You and your Department Head must agree to utilize comp time and you must complete written authorization for comp time in lieu of overtime. With limited exception, employees may accrue a maximum of thirty (30) hours of comp time.

Comp time must be used within ninety (90) days. At the discretion of the Township, comp time not used within 90 days may be extended or will be paid at the overtime rate. Upon separation from Township employment for any reason, unused compensatory time will be paid at the overtime rate.

Compensatory Time Off for Employees with Election Duties

During election periods, it is often necessary for employees assisting the Township Clerk with election duties to work excessive overtime hours. The amount of compensatory time off allowed for assisting with required election duties should be based on agreement between the Township Clerk and the eligible employee. If applicable, the Township Clerk should confirm agreement from the employee’s Department Head before any overtime election work is performed.

Based on the workload that may be required during election preparation, deputies and non-exempt employees may accumulate more than thirty (30) hours of compensatory time. Holiday pay will not be included for determination of hours worked for determining compensatory time. When compensatory time accumulates due to election preparation, employees may carry the comp time for longer than ninety (90) days, at the discretion of the Township Clerk. Alternatively, the Clerk may determine to carry over a portion of the comp time and pay the remaining portion at the overtime rate.

While the Township does not generally allow exempt employees to earn compensatory time, for hours approved by the Clerk as election work, exempt employees may earn comp time. At the discretion of the Clerk, an exempt employee shall earn comp time hours worked in excess of forty (40) to support election duties. Upon the express approval of the Clerk, exempt employees may cash out comp time at the overtime rate, based on their regular weekly salary. Such payouts are not included for calculating retirement contributions.

Flex Time

Flex time is determined on an hour-for-hour basis and should generally be taken within the pay period following the schedule adjustment. Exempt employees are not subject to overtime and are paid a salary that generally accounts for a forty (40) hour work week. From time to time, employees may come in early or stay late and may be approved to amend their schedules so that the work week is generally kept around forty (40) hours per week.

In some instances, a non-exempt employee (i.e., hourly) may be approved to utilize flex time to accommodate an employee’s scheduling needs or requests. The Township will not apply flex time to avoid payment of overtime to a non-exempt employee.

Compensation Adjustments

In an effort to provide competitive total compensation packages to attract and retain talent, a compensation committee appointed by the Board of Trustees will periodically review employee wages and fringe benefits. Annual wage increases are not promised or guaranteed to current employees. Evaluation of wages to determine any increase, whether across the board or merit based, will be based on but not limited to various following factors:

- Fund availability
- Individual performance
- Attendance records
- Recommendations of the employee's supervisor
- Internal equity
- Comparable wage data

Paid Time Off Benefits

The Charter Township of Oxford recognizes and promotes a healthy work-life balance that enhances employee wellness and satisfaction and supports recruitment and retention of high-performing employees. With the understanding that life events can occur at planned and unplanned times, the Township provides eligible employees with paid time away from work.

Paid Time Off (PTO)

PTO provides a single pool of paid time off to use for all paid absences (i.e., vacation; child, pet, and elder care; medical and dental appointments; personal business or emergencies; etc.). We believe this approach empowers our employees to direct and manage their paid time off in the manner that best suits their individual circumstances, whether it is to tend to an unexpected illness or injury or to enjoy a planned vacation. Your PTO bank is intended to help ensure that you can receive pay when you are unable to report to work.

PTO Awards

Full-time employees will be awarded a specified number of PTO hours, generally based on years of service. Thereafter, PTO banks shall be updated each calendar year in January. Annual PTO awards will be calculated to include the number of years an employee is expected to have upon their anniversary date. PTO is not available to temporary or part-time employees.

Years of Service	Annual PTO Accrual
Less than one year	Up to 80 hours (est. 10 days), pro-rated
1-4 years	128 hours (est. 16 days)
5-9 years	180 hours (est. 22.5 days)
10-14 years	220 hours (est. 27.5 days)
15-19 years	260 hours (est. 32.5 days)
20+ years	300 hours (est. 37.5 days)

PTO is paid at straight time and shall not be considered in any overtime calculation. Annual PTO awards will be pro-rated, based on actual paid service during the prior year. Employees shall receive

the PTO award above, pro-rated as applicable, or as otherwise determined by the Township **Supervisor Board**. To receive PTO hours for the month, an employee must be in a paid status for the majority of the month, or at least eighty (80) regular hours. Please do your best to manage PTO for your personal needs throughout the year.

Example 1: Employee A is hired on August, 8. Her PTO bank will begin with 26.6 hours (e.g., 80 hours divided by 12 months=6.66 hours per month of PTO. Employee A will be employed for the 4 remaining months of her starting year, September through December. 6.666 hours per month multiplied by 4 months equals 26.6 PTO hours). In keeping with this example, next year in January, Employee A will be awarded 120 hours of PTO. If she has not used any PTO, Employee A may rollover her hours to begin the next year with 126.6 hours. Alternatively, she may cash out the 26.6 unused hours as a lump sum payment and will receive 120 hours.

Example 2: Employee B has worked for the Township for 21 years. During the current year, Employee B used 12 weeks of FMLA and an additional 12 weeks of unpaid leave. In total, Employee B missed 24 weeks of work. On January of the coming year, Employee B will be awarded 225 PTO hours (e.g., 300 hours divided by 12 months=25 hours per month of PTO. 25 hours per month multiplied by 9 months equals 225 PTO hours). Employee B was on an unpaid leave for 3 months and an FMLA leave for 3 months. The unpaid leave that was NOT protected by FMLA is excluded from Employee B's annual PTO Award. In other words, Employee B is credited with 9 months of service for his actual work in the prior calendar year.

PTO Use

Non-exempt employees are required to use PTO for all absences or missed hours of work. PTO must be exhausted before an employee may request an unpaid absence or leave. No advanced or additional paid time off will be granted. When PTO is exhausted, unpaid leave may be granted, depending on the circumstance. In accordance with the Family Medical Leave Act (FMLA), the Township shall designate all absences as FMLA, where there is an FMLA qualifying reason.

Whenever possible, PTO requests should be submitted in advance. Requests for time off extending more than five (5) consecutive days should be provided at least two (2) weeks in advance. PTO requests exceeding three (3) consecutive weeks, planned or submitted during the notice period before a voluntary separation, or before any other leave of absence must be approved by the Department Head with notice to the Supervisor. For planning purposes, you should not consider that a PTO request is approved until you have received a formal response.

PTO may be used in one (1) hour increments and may be utilized whenever a PTO balance is available. Ideally, new hires should restrict PTO usage to emergent needs until completion of six (6) months of continuous service with the Township. The new employee's Department Head shall have discretion to approve time off requests.

All employees, Exempt and Non-Exempt, shall be required to use PTO for full day absences and may be subject to corrective action for taking time off without available PTO.

All employee requests for PTO will generally be considered on a first come first serve basis. Requests will not be unreasonably denied and are subject to supervisory approval, based on department staffing needs. When more than one request is received at the same time, approvals will be first determined on operational need and then by years of service.

Unscheduled use of PTO should be submitted as soon as possible and may be counted as an unexcused absence. Employees should provide notice of emergency and other last-minute call-offs at least one (1) hour before the start of the scheduled workday, or as soon as reasonably possible. Late calls may be counted as unexcused absence or tardy occurrence and subject to corrective action.

All unscheduled absences (paid and unpaid) will be monitored by Department Heads. In the event unscheduled absences impact operations or when an absence occurs over three consecutive calendar days, a supervisor may require that the employee provide a statement from a health care provider concerning the justification for the unscheduled absence(s) and will be maintained in your medical record file.

PTO Donations

Employees may offer or respond to a request to donate paid time to another employee. Employees receiving donated time must have exhausted all available time off banks before requesting or receiving donated time. Employees receiving and donating time shall be responsible for standard tax withholding and deductions applied to earnings. This agreement should be in writing, signed by all parties, and filed with the Clerk's office.

Unused Annual PTO

The Township provides PTO to promote employee work-life balance and expects employees to utilize the time during the year it is awarded. Up to forty (40) hours of unused PTO will be paid out at the end of the calendar year and any unused time in excess of forty (40) hours will be forfeited. However, employees may request to rollover unused PTO into the next calendar year, to cash out unused PTO, or a combination of rollover and payout. A lump sum payment, rollover, or combination shall be limited to a maximum of forty (40) PTO hours total. The request must be submitted to the Clerk's office no later than December 1st.

Lump sum payments will be calculated using the employee's regular straight time rate in effect at the time of the payment, subject to customary deductions and taxes. Lump sum payments are not part of your regular salary or wage and will not be included in determining retirement contributions.

At no time should an employee have more than forty (40) hours over their annual designated PTO award. PTO hours exceeding the maximum allowable bank shall be forfeited.

Unused PTO Upon Separation from Employment

Upon voluntary separation from Township employment, employees will receive payment for awarded but unused PTO bank balances. PTO will be paid in a lump sum at the employee's straight time rate at the time of separation, subject to standard deductions and taxes.

To be eligible for the cash payment, employees must provide at least two (2) weeks' notice of their intent to separate. ~~Unless approved by the Township Supervisor, an employee may not request or use PTO after submitting such notice. The Township~~ The Department Head, with notice to the Township Supervisor, reserves the right to immediately accept a voluntary resignation and excuse the employee from additional service. In such event, the Township may assign any remaining PTO hours to unworked hours during the notice period.

Employees with less than one (1) year of service and those that are involuntarily discharged shall not be entitled to payment of unused PTO upon separation.

Extended Leave Bank

The Township provides an extended leave benefit bank to provide additional paid time off for personal medical events that prevents an eligible employee from performing their work duties for extended periods of time. Eligible employees include all full-time employees and deputies that have completed thirty (30) days of employment. Time off using Extended Leave shall be concurrent with FMLA leave.

Eligible employees shall earn eight (8) hours of extended illness credit for every month worked. An employee must actually work the majority of the scheduled work hours during the month to receive credit. An employee can accrue a maximum of eighty (80) hours in their extended illness bank. Credit shall not be accumulated during unpaid leaves of absence.

The Extended Leave Bank can be used when an individual submits medical certification stating the employee will be unable to perform their job responsibilities for more than five (5) days. Time off for five (5) days or less must be covered by an employee's PTO bank.

The Township may require an employee to submit a return-to-work certification where the medical provider states the employee is fit to return to work, with or without reasonable accommodation. The Township reserves the right to request a second opinion, at its own expense, with respect to determining when an eligible employee may be able to return to work and perform the essential job functions.

An eligible employee may request to have the extended leave benefit commence retroactively from the first day of absence and continue until the individual returns to work or until the employee's individual accumulated benefits are exhausted, whichever comes first.

Accumulated extended leave can be carried over from year to year up to a maximum of eighty (80) hours. The Extended Leave Bank has no cash value. Upon separation from employment for any reason, no payment will be provided for unused extended leave bank balances.

Holidays

Oxford Township observes the paid holidays listed below and closes most facilities during normal business hours. When a Township-recognized holiday falls on a Saturday, it generally will be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. The Township has full discretion, however, to close on another day.

Full-time employees and deputies are eligible for holiday pay and must work on their scheduled day that immediately precedes and follows the holiday to receive holiday pay. When PTO is approved prior to, or following, a holiday you will still receive holiday pay. Part-time and temporary employees will receive an unpaid day off on the holiday.

All holidays shall be paid at your regular straight time salary or wage. Holiday pay will not be counted as hours worked for overtime compensation purposes. Employees required to work on a holiday may be paid overtime for actual hours worked.

The following twelve (12) holidays are observed by Oxford Township:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
The Friday before Easter	Day after Thanksgiving
Memorial Day	Christmas Eve
July 4th	Christmas Day
Labor Day	New Year's Eve

A 13th Holiday Observation date may be provided, at the discretion of the Board of Trustees. The observation date, if any, will be determined by the Board.

Health and Other Insurance Benefits

Oxford Township may offer access to a health plan approved and sponsored by the Township to all eligible employees. The Township Board reserves the right to review and revise this plan from time to time as they deem necessary and is therefore subject to change.

The information in this section is only meant to serve as a quick-reference summary. In all circumstances (including, but not limited to, available benefits, eligibility criteria, enrollment date, and termination of coverage), the official written plan document adopted by the Township will control the terms and conditions of insurance provided by the Township.

The official written plan documents for insurance will always govern in the event of a conflict with any of the information provided in this section. Employees are responsible for reviewing the plan terms to ensure a full understanding of your benefits, including plan restrictions, limitations, and exclusions.

Medical and Hospitalization Insurance

The Charter Township of Oxford may provide a health plan, as approved by the Township Board of Trustees, to eligible employees. Employees electing to enroll in a Township-sponsored insurance plan may be required to contribute to monthly premiums, as determined by the Township Board, subject to its annual election under Public Act 152. Such contributions will be made through payroll deduction, unless otherwise arranged.

Opt-Out Pay In Lieu of Medical Coverage

In the event an employee has secured comparable healthcare coverage from another source, the employee may elect to receive a lump sum payment in lieu of Township contributions towards medical health care premiums. The lump sum payment will be based on forty (40%) percent of the medical insurance premium for a single subscriber. It is pro-rated and issued on a monthly basis, subject to standard IRS withholding and taxes. To be eligible for the lump sum, you must submit proof of alternative coverage.

Employees opting out must wait until the next open enrollment period to change their election, unless there is a qualifying event, including but not limited to loss of alternative coverage. If you enroll due to a qualifying event, you must repay the lump sum, pro-rated.

The intent of the opt-out benefit is to ensure the option to access medical insurance enrollment as a component of their total compensation package. As such, an employee may be enrolled in the Township-sponsored medical insurance plan (as either a subscriber or dependent/participant), or the employee may receive the opt-out payment. No employee may receive dual benefits.

Monthly payments made in lieu of medical coverage are not included in your regular base salary or wage for the purposes of determining retirement contributions or overtime calculations.

Dental Insurance

Oxford Township may provide access to dental insurance to eligible full-time employees and their eligible dependents. Coverage for service shall be outlined in the selected plan. Employees may be required to contribute to monthly premiums, as determined by the Township Board. Such information will be shared in advance and provided to employees at annual enrollment.

Vision Insurance

Oxford Township may provide access to vision insurance to eligible full-time employees and their eligible dependents. Coverage for service shall be outlined in the selected plan. Employees may be required to contribute to monthly premiums, as determined by the Township. Such information will be shared in advance and provided to employees at annual enrollment.

Life Insurance

The Charter Township of Oxford may provide a \$50,000 term life insurance policy to full-time employees, with eligibility and benefits subject to the terms of such insurance policy.

Short-term Disability Insurance

The Charter Township of Oxford may provide short-term disability insurance benefits to Regular Full-Time Employees and Deputies, with eligibility and benefits subject to the terms of such insurance policy.

Workers Compensation

Oxford Township provides workers' disability compensation insurance in the event of a work-related injury or illness. Workers' disability compensation insurance may provide wage loss benefits to eligible employees.

Following an accident at work or upon learning about a medical situation arising out of your employment with the employer, you must immediately, or as reasonably practical, notify the Township Supervisor so that a report may be filed with Oxford Township's insurance. The Supervisor shall notify the Clerk so that the Township insurance provider can be informed.

Oxford Township will require a medical release prior to allowing the employee to return to work. Oxford Township may require that the employee submit to a necessary medical evaluation by a doctor

selected by Oxford Township or Oxford Township's insurance carrier.

Retirement Savings Plan

The Charter Township of Oxford may contribute a percentage of the eligible full-time employee's regular annual salary or wage to an approved defined contribution plan.

Eligible Full-Time Employees may also make additional voluntary after-tax contributions to their account through payroll withholding in amounts ranging from one (1%) percent to ten (10%) percent of compensation, or as otherwise permitted under plan and IRS regulations.

Plan documents are available through the provider website. If anything in this handbook or related documents is contrary to the terms of the Benefit Plans, the plan document(s) will control. All Township-sponsored benefits are subject to change, as determined by the Township Board.

Miscellaneous Fringe Benefits

Tuition Reimbursement

With prior approval, employees may receive reimbursement of tuition for approved courses that directly benefit their current Township position or promotional pathway. Courses must be provided as part of a degree or certificate program from an accredited or equally recognized educational provider. Tuition reimbursement may be recommended by the Department Head or Township Supervisor and must be approved by the Township Board prior to the beginning of the course. Employees are responsible for submitting the required information in a timely manner to allow review and approval prior to the start of the course.

Tuition reimbursement will be paid after submission of sufficient documentation demonstrating successful completion of the course(s). The Township reserves the right to validate the submitted documentation. ~~A percentage of payment shall be made in accordance with the following grades:~~

~~A=100%~~
~~B=75%~~
~~C=50%.~~

~~All courses must be accredited degree programs. Reimbursement is denied if the individual does not successfully complete the course requirements with a 2.0 grade point average or better.~~

Professional Development

It is the Township's intention to enhance the professional development of employees. The Township may periodically sponsor participation in approved learning and professional development activities. These activities (i.e., conferences, seminars, conventions, workshops, etc.) must be approved in advance by the Department Head with notification given to the Township Supervisor.

Individual Personal Business Expense Reimbursement

The Township will reimburse individuals for certain actual, reasonable, and proper expenditures incurred. An individual's use of personal funds to conduct Township business should be avoided as much as possible. Goods and services should generally be obtained by using prepayment, Township credit account, or direct billing to the Township. This shall include any expense incurred by Township employees, officials, appointees, consultants, and elected officials.

When personal funds are used for qualified Township business purposes, individuals are expected to exercise conservative discretion in spending funds. The nature and purpose of the expense shall conform to ethical and legal standards of conduct expected of all individuals expending funds related to Township business.

All reimbursement shall require a written request accompanied by a receipt adequately describing the reimbursable item or expense.

Expense Report Submissions

Reimbursement shall be submitted on a Township Expense Report, within thirty (30) days of incurring the expense. The Township may deny reimbursement requests that are not submitted in accordance with this policy. Reimbursement requests should include the following documentation:

1. Date expense was incurred.
2. Reason/Business purpose.
3. Type of expenditure (i.e., material, meal, mileage, fee, etc.).
4. Requested reimbursement amount.
5. Receipt for expenditure. Receipts must be itemized or otherwise adequately describe the expense(s).
6. Signature with submission date by individual incurring the expense.
7. Expense account number/code.

Reimbursable Expenditures

The Township will reimburse qualified expenses. Employees should ensure the expense is included prior to making purchases with personal funds.

Mileage

Mileage reimbursement shall be based on current IRS standards at the time of the occurrence. Mileage shall not be paid to employees or Board members for traveling to attend a regular or special meeting of the Board of Trustees, or other scheduled Township Board, Township commission, or Township committee meeting(s) ~~located~~, or regular Township business conducted within the Township/Village. Use of a personal vehicle for township business is strongly discouraged. The township provides a vehicle located at the township office for employees to use to perform township business. Mileage reimbursement for use of a personal vehicle for township business will only be approved if use of personal vehicle was necessary due to the township vehicle already being in use by another employee, or if the use of the township vehicle would cause undue hardship.

Lodging

Reimbursement for overnight lodging must be approved by the Department Head for all travel activities associated with Township business or approved professional development activities. Lodging should be reasonably priced and must be reasonably accessible from the designated event location.

Meals

Meals may be reimbursed when a Township employee is conducting approved Township business, up to a reasonable amount not to exceed thirty (\$30) dollars per person. Meals during approved overnight travel may be approved up to seventy (\$70) dollars per day, including gratuities.

All meals must be supported by itemized receipts, with gratuities not to exceed twenty (20%) percent of the total bill for food and non-alcoholic beverages. The Township will not reimburse expenses for alcoholic beverages.

Miscellaneous Items

Other reimbursable expenses may include business phone calls, entry/subscription/membership fees, approved business equipment or materials, parking, and/or tolls. Purchasing items for personal use is strictly prohibited.

Sales Tax Exempt Status for Township Purchases

All Township purchases made should always be sales tax exempt, where applicable. It is up to the individual purchaser to ensure that the Township does not pay sales taxes on any purchases. The Township will not generally reimburse the portion of the expense that is tax. Not ensuring that this provision is met may be cause for the Township Supervisor to revoke an appointed official's/employee's purchasing authority.

Limitation on Reimbursable Items

The Township reserves the right to decline reimbursement for certain expenditures that are not pre-authorized, related to legitimate Township business expenses, or are otherwise determined as unreasonable, which includes but is not limited to the following examples:

- Any expense that is not normally considered to be business related.
- Any expenditure that could be construed to be personal (i.e., entertainment, golf, additional travel insurance, etc.) or an expense incurred on behalf of a family member. Purchase of clothing, toiletries, reading material or services for medical, dry cleaning, shoeshines, hair care, or other items are considered personal.
- Any expense for alcoholic beverages.
- Interest, fees, or charges on personal credit card accounts. Loss of personal funds or cash advances on personal business travel.
- Traffic or parking fines or tickets.

Use of Township Vehicles

The Township Supervisor is responsible for coordination, use, and maintenance of Township vehicles. Township vehicles are to be used only for job-related travel. Use of the seat belt is mandatory, along with following all laws relating to no texting or use of cell phones while driving. Smoking (or any use of tobacco, nicotine, or other related substances-~~is~~) and eating are prohibited in Township vehicles. Drivers are responsible for maintaining the cleanliness of the vehicle.

Drivers are responsible for any moving or parking fines or legal costs incurred while operating the Township vehicles. Drivers must report all accidents immediately to the appropriate law enforcement agency and to the Township Supervisor, or designee. The Township reserves the right to screen employees for substance use in the event of an accident while operating a Township vehicle. Drivers are required to report all damage or operational problems prior to or upon returning the vehicle.

Township vehicles are to be operated only by employees that have obtained approval and maintain a valid driver's license and acceptable driving record to our insurer. Changes in the driving record, suspension of driver's license, or arrest or citation for driving or operating a vehicle under the influence of any controlled substance must be reported immediately to the Township Supervisor.

Performance and Conduct Expectations

Performance Evaluations

Performance evaluations are intended to measure the quality and quantity of work you perform, your engagement and conduct, and your ability to work with others. Your evaluation should let you know areas of needed improvement in order for you to set goals for future improvement.

Upon hire, your first performance evaluation with your Department Head should take place approximately sixty (60) days after hire. Subsequent performance evaluations should take place annually during the third quarter of each calendar year (or just prior to budget month).

After reviewing your evaluation, your Department Head will ask you to sign the evaluation to acknowledge that it has been discussed with you by your Department Head and that you had an opportunity to review it. Deputies of elected officials may be evaluated by their elected official.

While a positive evaluation does not guarantee promotions or salary increases, the evaluations may be considered along with other factors that affect that decision.

Attendance and Tardiness

Reliable attendance is required to ensure efficient staffing and operations. Employees are expected to work scheduled shifts in their entirety. Unscheduled absences ~~will~~may be unexcused. Employees demonstrating excessive absences or patterns of absence will be subject to disciplinary action, up to and including termination.

Employees are expected to begin working at the start of the Township's business day ~~(8:00 am)~~, unless alternative arrangements are approved by the Department Head. Employees should notify their

~~supervisor~~Department Head that they will be tardy as soon as possible. All occurrences ~~will~~may be considered unexcused. Repetitive occurrences of tardiness are subject to disciplinary action.

Standards of Conduct

Rules governing personal conduct are intended to promote the orderly and efficient operation of Oxford Township as well as to protect the rights of all of our employees. The following list does not modify your at-will employee relationship or provide any promise or expectation of continued employment.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Oxford Township:

1. Election campaigning activity on Township property or using equipment or supplies.
2. Smoking, use of other nicotine/tobacco products, or use of similar smokeless devices anywhere in the building.
3. Conflicts of interest situations where an employee directly or indirectly benefits because of their position in the Township.
4. Violation of Township or departmental policies, including but not limited to safety rules and substance abuse.
5. Theft or deliberate and/or careless damage or destruction of any property of Oxford Township or property of any employee or patron.
6. Unauthorized use of the property, equipment, or facilities of Oxford Township.
7. Unauthorized use of Township communication devices.
8. Use of another employee's personal equipment or possessions without the employee's prior consent.
9. The use of personal phones should not interfere with Township operations or distract others.
10. Removal of any property or records from the premises of Oxford Township without permission from management personnel.
11. Insubordination, refusal or willful failure to carry out verbal or written instructions or directives of supervisory personnel.
12. Provoking or engaging in a physical fight or altercation at any time on the property of Oxford Township.
13. Engaging in conduct detrimental to the Township's reputation.
14. Falsifying or omitting pertinent information from records or revealing confidential information to unauthorized persons.
15. Manner of dress or appearance in an unprofessional or inappropriate manner while representing or tending to the business of Oxford Township.
16. Unlawful harassment or discrimination.
17. Engaging in unprofessional behavior that disrupts or interferes with Township operations.
18. Providing personal feelings, opinions, or comments on a given subject, employee, elected or appointed official when releasing information on behalf of the Township.
19. Failing to notify the ~~Township~~Department Head, within five (5) working days, of any arrest for, or conviction of, serious misdemeanors or felonies involving crimes of moral turpitude.

Conduct and Behavior Expectations

The following is a non-exhaustive list of required conduct and behavior that is expected from all Oxford Township employees.

1. Demonstrate a considerate, friendly, and constructive attitude with everyone you meet and

- those to whom you speak.
2. Address concerns that impact your work to prevent escalation and promote an engaged workforce.
 3. Present a clean and well-groomed appearance with appropriate dress.
 4. Maintain confidentiality of appropriate Township business while assisting citizens with information.
 5. Call in to report your absence to your Department Head or Deputy in a timely manner.
 6. Provide honest information and responses that do not mislead or promote misinformation.
 7. Cooperate with and participate in township investigations, as required.

Corrective or Disciplinary Action

Each Employee has an obligation to work productively and observe and follow the Township's policies, work rules, guidelines, and procedures. If your behavior interferes with the orderly and efficient operation of the Township, corrective or disciplinary action, up to and including termination, may be used to resolve the issues.

It is important to recognize that employment is, at all times, at will. As such, while the Township may wish to follow a series of disciplinary actions prior to termination of employment, the Township is not required to follow any progressive discipline pattern to address policy, conduct, or performance violations. Your Department Head will endeavor, whenever possible, to discuss performance or behavior concerns with you so that you have an opportunity to correct unacceptable behavior or performance deficits. Such attempts to improve performance should not be considered as a promise of continued employment or a commitment to issue discipline in accordance with a progressive schedule. In other words, an Employee may be discharged at any time without regard to following a prescribed set of steps, at the sole discretion of the Township Board.

Disciplinary action can take many forms, and may include verbal or written warnings, suspension without pay, or discharge. The Township will determine what appropriate disciplinary action is imposed, and we do not guarantee that one form of action will necessarily precede the other.

At its sole discretion, the Township Board may determine to end the employment relationship without providing an opportunity for corrective action. Any attempt to coach or provide corrective action is in no way a promise or guarantee of continued employment.

A copy of any written reprimands will be placed in your personnel file. Whether you agree or disagree, you must sign the document, acknowledging that you have received a copy. If you disagree with the information provided to you in the written document, you may submit up to five written pages of rebuttal which will be included as part of your permanent personnel record.

Access to Employee Personnel Records

Personnel files are maintained confidentially at the Township in electronic and/or paper format. You may examine or obtain a copy of your personnel file by submitting a written request to the Township Clerk. You may review your file up to two (2) times each year. File reviews are conducted on Township property in the presence of an official. Reviews will be scheduled during normal business hours or at another reasonable time as determined by the Township. Employees may request a copy

of all or part of their personnel records and will be required to reimburse the Township for the costs of such copies.

Employment records and employee information are generally subject to disclosure under the Freedom of Information Act (FOIA). Otherwise, we will not generally disclose your file to persons outside the office. If we are asked to disclose a disciplinary report to a third party, you will be provided notice of that disclosure request, subject to the provisions of the Bullard Plawecki Employee Right to Know Act (ERKA).

It is important that personnel files accurately reflect each employee's personal information and are up to date at all times. Employees are expected to promptly notify the Township Clerk of any change in name, address, telephone number, home address, marital status, change in legal name, change in number of dependents, change in beneficiaries, scholastic achievements, emergency contact information, or other relevant personal information.

Drug-Free Workplace

It is the intent of Oxford Township to provide a drug-free, safe, and secure work environment for our employees. Employees are encouraged to utilize Township sponsored health care and other support services to obtain information about the dangers of substance use in the workplace and to explore relevant counseling, rehabilitation, or other employee assistance that may be available.

As a recipient of federal grant funds, the Township must comply with the provisions of the Drug Free Workplace Act. Employees in violation of this policy are subject to disciplinary action, up to and including termination. To ensure a safe and efficient workplace, no employee shall possess, distribute, use, or be impaired by alcohol or any other controlled substance (even if lawful under state law but illegal under federal law) while on Township property, conducting Township business, or during working hours, including rest and meal periods.

Prohibited illegal drugs and controlled substances explicitly include substances that are illegal to sell or possess, although some may be lawful in the state to be used for recreational or medicinal purposes, as well as "legal prohibited drugs," which are any prescription or non-prescription drugs that may impair cognitive or working ability. Any employee who is taking a legally prohibited drug must notify his/her Department Head if its use is expected to adversely affect the employee's performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or non-prescription drugs they are taking may impair working ability.

In accordance with federal guidance, an employee must notify the Township within five (5) calendar days if he or she is convicted of a criminal drug violation. Such employees are subject to disciplinary action and may also be required to participate in a rehabilitation or counseling program and may be subject to follow-up testing. The Township reserves the right to modify this policy at any time in an ongoing good faith effort to meet all the requirements of the Drug-free Workplace Act.

Screening for Substance Use

Employees may be tested for the presence of drugs or alcohol under certain circumstances. Although the state has legalized marijuana for recreational and medicinal purposes, the Township is not

required to allow the recreational or medicinal use of marijuana in the workplace. Use is strictly prohibited on Township property and may result in discipline, up to and including immediate discharge.

Post-Offer, Pre-Employment Medical Examination and Drug Testing

As part of the Township's hiring process, applicants are required to undergo a post-offer, pre-employment drug screen/test that is conducted by a contractor designated by the Township. An offer of employment is pending upon satisfactory completion of this examination and/or screening, and the determination by the Township and its examining physician that the person is capable of performing the responsibilities of the position that has been offered.

As a condition of continued employment, Township employees may be subject to additional substance use screening.

Reasonable Suspicion Testing

Reasonable suspicion testing will occur when management has observable or otherwise reliable reason to suspect that an employee may be in violation of this policy. In order to conduct testing for reasonable suspicion, a second observer must validate there are observable behaviors (i.e., change in speech or conduct, odor of alcohol or substance, etc.) that warrant testing for reasonable suspicion. The suspicion should be documented in writing prior to the release of the test finding. A basis for a reasonable suspicion test may include, but would not be limited to:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use.
- A pattern of abnormal conduct or erratic behavior.
- Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use; or
- Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.
- Reasonable suspicion testing does not require certainty. However, mere "hunches" or "rumors" are not sufficient to justify testing.

Post Accident Testing

In the event an employee is involved in an accident while operating Township vehicles or motorized equipment, the employee may be required to submit to post accident screening for substance use when there is reasonable evidence that the employee may have caused or contributed to a serious accident. Employees must immediately report all accidents. The Department Head, along with the Supervisor, will evaluate the situation and arrange to transport the employee for testing, as needed. An employee suspected of substance use may not operate a Township vehicle until testing results are received by the Township.

Workplace Safety

Work safely to prevent injury to yourself or others and to help prevent damage to Township

equipment. The responsibility for maintaining a healthy and safe work environment is not just that of Oxford Township. To be totally effective, every employee has a responsibility to comply with all normal use safety rules and other safety rules or programs that may be established by the Township Board.

No employee should remove or modify equipment unless authorized by the Township. Proper use of seat belts in Oxford Township vehicles as prescribed by law is required. Employees are expected to report to their Department Head any condition that may be unsafe or unhealthy.

Property Searches

As a general rule and with limited exception, there is no expectation of privacy in the workplace. Oxford Township reserves the right to search an employee, employee's work area, and an employee's vehicle located on Township property if the Township has reasonable suspicion that the "no alcohol or drugs rule" may have been violated.

Workplace Violence Prevention

The Township is concerned about the safety, health, and welfare of our employees and has adopted this policy to minimize risk of violence in our Township.

Employees who notice that a co-worker is seriously or chronically upset, angry, moody or depressed should inform their Department Head or Township Supervisor immediately. Problems could manifest themselves through impaired concentration, confusion, decreased activity, poor hygiene, poor emotional reactions, fascination with firearms, withdrawal or unusual behavioral changes.

Employees who are threatened or disturbed by coworker or customer communication actions should report the incident to the Township Supervisor or Department Head immediately. All reports will be taken seriously followed by immediate investigation and steps to prevent recurrence.

The confidentiality of all those involved will be maintained to the extent possible. Incidents will be dealt with calmly and professionally, keeping in mind that the health and well-being of all employees is paramount.

Should a crisis occur, employees should immediately contact the first available full-time Supervisor, Clerk, Treasurer, or one of the elected Trustees. If appropriate, the building should be evacuated, and law enforcement or emergency personnel should be contacted.

Open Door Dispute Resolution

Oxford Township seeks to provide good working conditions and maintain harmonious working relationships among employees and between employees and management. We encourage all employees to use an "open door" problem solving approach to address specific concerns or complaints, as well as suggestions. This approach is intended to resolve matters at the lowest level possible before escalation to better promote and practice professional communication and interactions.

With that in mind, in the event of a conflict or dispute with a fellow employee, you are encouraged to first discuss concerns directly with the employee, whenever possible. Likewise, when a fellow employee approaches you with a concern, we ask that you keep an open mind and recognize the professional courtesy extended and give consideration to the concern from your colleague's perspective. However, you can alternatively bring concerns like this directly to your immediate supervisor or Department Head whenever you feel it is most appropriate.

If you are not satisfied with the outcome in your department, or when the conflict or dispute is with your Department Head, you should inform the Township Supervisor.

If you are not satisfied with the outcome facilitated by the supervisor, or when the dispute or conflict involves the supervisor, you should submit a request to present the matter to the Board of Trustees. A Board review will not result in action that supersedes an Elected Official's statutory authority or infringes on an Elected Officer's duties.

Requests to the Board of Trustees must be in writing and submitted to the Township Clerk and/or another member of the Personnel Committee. The request should reasonably describe the matter at issue and include a summary of prior steps taken to resolve the matter, if any. You will be informed when your item is on the agenda and may request a closed session, which will be permitted, as allowed by law.

Prohibited Harassment and Discrimination

Oxford Township strives to maintain a pleasant working environment free from intimidation, humiliation, insults, and other unprofessional conduct. The Township has a strict policy against all types of workplace harassment or discrimination, especially forms of harassment and discrimination that are prohibited by state and federal laws. Harassment and discrimination is illegal when it is based upon an individual's race, color, national origin, religion, creed, age, sex, marital status, familial status, height, weight, genetic information, sexual orientation, gender identity, physical or mental disability, pregnancy, childbirth or related medical condition, citizenship status, veteran status, uniform service member status, or any other classifications or characteristics protected by applicable law. Illegal harassment is defined as unwelcomed verbal or physical conduct, or communication based on a protected characteristic when:

- Submission to the conduct or communication is made either an explicit or implicit term or condition of the working relationship.
- Submission to or rejection of the conduct or communication by an individual is used as a basis for a decision affecting that individual's working relationship with the Township; or
- The conduct or communication has the purpose or effect of unreasonably interfering with an individual's relationship with the Township or creating an intimidating, hostile or offensive work environment.

Examples of illegal sexual harassment include, but are not limited to: unwelcome, unwarranted or repeated verbal or physical sexual advances; requests for sexual favors and other verbal abuse of sexual nature including sexually explicit, provocative or suggestive statements, innuendo, or comment; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexual suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on protected characteristics other than sex include, but are not limited to, insults, verbal, written, graphic or physical conduct or communication degrading or hostile to a person which are reasonably offensive or objectionable to the recipient or which reasonably causes the recipient discomfort or humiliation, or which reasonably interferes with the recipient's work performance.

Harassment and discrimination prohibited by this policy must be distinguished from conduct or communication that, even though inappropriate, unprofessional, unpleasant or disconcerting, is not characterized as illegal because it is based on the employee's protected group or characteristic.

Inappropriate conduct and behaviors that impact an individual's work performance and status should be reported and addressed. That stated, such behaviors and conduct that are not based on an individual's membership to a protected class or based on a protected characteristic should be reported and addressed as unprofessional conduct violations rather than as illegal harassment or discrimination.

Reporting a Violation of Illegal Harassment or Discrimination

If an employee believes that they have witnessed or been the subject of illegal harassment or discrimination, the employee may contact the person and describe the behavior that is unwelcomed and ask the individual to stop.

If an employee is unwilling to approach the offender directly for any reason, or when the alleged offender has not stopped the behavior upon request, the employee has an obligation to report the alleged violation, as soon as practicable, to the Department Head, the Township Supervisor, or any other Elected Township Official. While there is no requirement that the incident is reported in writing, employees should use the Reporting Form provided by the Township, or other written report that details the nature of the harassment, dates, times, and other persons present when the harassment occurred.

An investigation of all complaints will begin promptly.

Investigation Protocol

After notification of a complaint, the Supervisor or Department Head will initiate an investigation to gather relevant facts about the complaint and provide written documentation. An investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment.

The Township will conduct all investigations as confidentially and objectively as possible, to the extent consistent with thorough investigation steps.

Resolution of Complaint Allegations

After the investigation has been completed, a determination will be made as to whether or not the complaint can be substantiated. Even when an allegation is not substantiated as illegal harassment or

discrimination, the Township will not tolerate inappropriate conduct and recommend appropriate resolution of the matter.

The determination will be reported to the employee who was allegedly subjected to harassment. If the investigation establishes that unlawful harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of the working relationship, will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Township's discretion and could include but would not be limited to the following: counseling, warning, demotion, suspension, reprimand, reassignment, or transfer.

The Township encourages employees to utilize the internal process in place to address allegations of illegal harassment or discrimination. However, this policy in no way prohibits or discourages an employee from reporting their concern to the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

Good Faith Rule and False Claims

The Township takes all reports of harassment seriously and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the Township's attention in good faith. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated. Allegations made with an absence of good faith are subject to disciplinary action, up to and including discharge.

No Retaliation

The Township will not tolerate retaliation against any employee or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Township Supervisor, or to a Township Board Trustee.

Use of Township Computers, Electronics, and Digital Information

General Computer Policies

Only those persons currently employed, (or given special permission), are permitted to use any computer resources owned, rented, or leased by the Charter Township of Oxford regardless of the user's location when accessing the internet. If the account being used is one provided by the Township, only official Township business is to be conducted via that access.

Use of the Township's computer resources, or internet connections are limited to relevant Township business. Personal use of Township computers or systems for illicit purposes such as gambling,

obtaining, or distributing pornographic materials, and all other illegal activity is strictly forbidden. The Township actively monitors incoming and outgoing internet traffic for this type of usage on a random basis. All files retrieved by the Township Supervisor's appointed monitor may be submitted to the Supervisor for review.

Only information systems personnel, or authorized contracted agents, may install software or hardware on any of the Township computer systems. The Township Supervisor may, at their discretion, authorize staff to perform specific software and/or hardware installations. All other software or hardware installations are strictly prohibited.

Internet and eMail Use

Access to the internet and use of the Township's email is primarily for the exchange of information and research consistent with the business of the Township.

Employees are expected to use the internet generally for job-related activities and Township business communications. Employees shall not use the internet for inappropriate or unlawful purposes, including, but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications, and obtaining or viewing or downloading information that is unlawful obscene, indecent, vulgar, pornographic, or unrelated to Township business.

Employees may not operate a business through the Township's internet link, send or receive sexually oriented messages or images, subscribe to any non-work related list servers, send mail or other communications, files or programs containing offensive, discriminatory, or harassing statements or materials, including comments based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, height, weight, familial or marital status, pregnancy or related medical condition, arrest record, genetic information, or other characteristics protected by law. Internet and email access shall not cause interference to the network or to the work of others.

Employees should have no expectation of privacy related to internet or email usage. Internet records and records of downloaded files are not private and may be monitored by the Township. Inappropriate or unlawful use, depending on the seriousness of the infraction, can result in disciplinary action, as deemed necessary.

Like all Township records, email may constitute a public record, which is subject to disclosure under the Freedom of Information Act (FOIA), with limited exemptions. All e-mail originating from or received by the Township computer systems is Township property and there is no individual right to privacy on Township computer e-mail. Electronic mail may be monitored by ~~your supervisor;~~ Department Head or Township Supervisor of the Township; as deemed necessary.

Social Media

Oxford Township recognizes the importance of social media in today's communication landscape. This policy applies to all Township employees, including elected officials, volunteers, and contractors.

Only authorized employees may make social media posts on official Township accounts. Employees may not comment or post on social media as though they are representing the Township, unless officially designated to do so.

Employees shall maintain professionalism and integrity when using social media platforms and may not post or share confidential or sensitive information related to Township employees, operations, or residents.

We ask that when utilizing social media that you clearly differentiate between personal and professional social media accounts. You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our open-door approach than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, make sure you are always truthful and accurate when posting information. Never post any information or rumors that you know to be false about the Township, fellow employees, customers, and people working on behalf of the Township.

Employees are prohibited from creating unauthorized accounts that appear to be sponsored by the Township. Do not create a link from your blog, website, or other social networking site to the Township's website without identifying yourself as a Township employee. It is best to include a statement such as "The postings on this site are my own and do not necessarily reflect the views of the Township."

~~You must refrain from using social media while on working time, unless authorized by the Township.~~

Employees are encouraged to report violations of this policy. The Township prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the Township complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password. Nothing in this policy is designed to limit an employee's rights under the Public Employment Relations Act (PERA). If you have questions or need further guidance, please contact the Township Supervisor.

Leaves of Absence

The Township recognizes that employees may require a leave of absence for certain life events. The Township provides different leave options to meet employee needs. Except in emergency situations, all leaves must be approved before taking time off.

During your leave, you are responsible for keeping the Township Clerk informed of your status. You are required to report your status, current location, intent to return, and expected date of return to your supervisor/Department Head every thirty (30) days, except where there is a longer duration on an FMLA certification.

Failure to return from an approved leave on the scheduled date will be considered a voluntary

termination of employment, effective at the close of your shift on the third day you fail to report to work.

You may not be employed or engage in any outside employment while off on any approved leave.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. As a public employer, Oxford Township complies with the FMLA, which provides eligible employees with up to twelve (12) weeks of unpaid leave to care for their own serious medical condition, or that of an eligible family member.

To be eligible for a leave under the FMLA you must have been employed by the Township for at least twelve (12) months. In addition, you must have at least 1,250 service hours during the twelve (12) months preceding the request. An employee may take up to twelve (12) weeks of FMLA leave during a calendar year. FMLA may be requested and authorized for one of the following qualifying reasons:

- The birth, adoption or foster placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- To care for your spouse, child or parent with a serious mental or physical health condition.
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic health condition. Other conditions may meet the definition of continuing treatment.

FMLA Eligible Family Members

For purposes of FMLA, a family member is defined as a parent, child, spouse, or "next of kin" who is a covered service member. The family member must have a physical or mental condition that warrants the employee's participation during the period of medical treatment. "Next of kin" is defined as the closest blood relative of the injured or recovering service member who is undergoing such medical treatment, recuperation, or therapy, as outlined in the FMLA.

Continuous and Intermittent Leave

Continuous Leave. You have the right to use FMLA leave in one block of time. When there is a need for leave exceeding twelve (12) weeks within a calendar year, employees may qualify for additional non-FMLA medical leave.

Intermittent Leave. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, the Township may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

In accordance with FMLA, when spouses both work for the Township they are required to share the total number of workweeks of FMLA leave available for the following reasons:

- The birth of a child (shared 12 weeks)
- Placement of a child with the employee for adoption or foster care (shared 12 weeks)
- Care for a parent with a serious health condition (shared 12 weeks)
- Care for a military family member with a serious injury or illness (shared 26 weeks)

Compensation on Leave

FMLA provides for unpaid leave. However, the Township may, and does, require you to use available paid time for FMLA leave. Paid time includes your PTO bank, as well as your extended leave bank for absences exceeding five (5) consecutive days. By substituting leave, you continue to receive pay during the leave, but your unpaid FMLA leave available is reduced. All leaves, such as leaves taken in connection with the Short-Term Disability Insurance, other disability leave plans, or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Benefit Continuation on FMLA

During an approved Family Medical Leave, the Township will continue to make health insurance premium contributions as though you had continued to work, unless you voluntarily drop coverage during your leave. You are required to make any employee paid portion of the premium while on FMLA. Employees are expected to make arrangements with the Clerk's office to submit timely monthly payments for your portion, if any, of the health insurance premiums. To the full extent allowed under the FMLA, the Township reserves the right to recover health insurance premiums from employees who fail to return to work at the end of an FMLA-qualifying leave.

Benefits that operate on an accumulation basis (such as paid time off) on the basis of actual hours worked will not be pro-rated or reduced during an FMLA leave. However, after an FMLA expires, all unpaid time off will be used to pro-rate PTO awards.

Requests for Leave

As soon as you know that you will need time off for an FMLA Leave, continuous or intermittent, you must submit to your Department Head a completed Leave Request form. When possible, thirty (30) days' notice is required. In the event of any emergency, your request should be submitted to your supervisor not later than forty-eight (48) hours following the commencement of the injury, illness, disability, or "qualifying exigency." If you cannot contact your Department Head personally, please have someone contact him or her on your behalf.

Notice of Eligibility for FMLA

The Township will inform employees requesting leave whether or not they are eligible under the FMLA. In addition, if the Township becomes aware that an employee may have an FMLA-qualifying event, it may notify employees of eligibility. A notice of eligibility will specify any additional information required and the amount of leave available during the calendar year. We will also provide information about your rights and responsibilities.

When a leave is taken for an FMLA-qualifying reason, an employee may not refuse to take leave other than FMLA. The Township must designate leave as FMLA-whenver the FMLA criteria is met.

Medical or Other Certification

You do not have to share a medical diagnosis but must provide enough information so that the Township can determine whether the leave qualifies for FMLA protection. You must also advise us when FMLA leave was previously taken or approved for the same reason when requesting additional leave.

A health care provider's certification is required in cases of serious health conditions, whether the employee's or that of the employee's spouse, child, or parent. Certification is also required where the leave is to care for a covered service member or in cases of a "qualified exigency," as permitted by law. Except for "qualified exigency" leave, the Township also reserves the right to require, at its own cost, a second, or even third medical opinion.

Return from Leave

At the end of an FMLA leave, most employees will be restored to their same position or to an equivalent position, with equivalent pay, benefits, and other employment terms and conditions. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave. However, you are subject to the business circumstances or conditions (such as layoffs) that would have applied to you had you been working. Under limited conditions, certain "key employees" may not be reinstated. Key employees will be provided appropriate notices of this status and reinstatement in accordance with the FMLA.

Upon returning to work after an FMLA leave of absence of a week or more because of your own serious health condition, you must submit a physician's certification stating that you are physically able to return to work. Failure to submit such documentation may delay or prevent your return to work.

Failure to Return from Leave

Failure to return to work on schedule will be considered a voluntary termination of employment, effective at the close of your shift on the third day you fail to report to work. To protect your status with the Township, please follow all procedures for reporting back to work after your family or medical leave of absence.

Outside Employment on Leave

You may not be employed by anyone other than the Township while off on FMLA, or other leave. The Township is committed to complying with the FMLA. The FMLA prohibits covered employers from interfering with, restraining or denying the exercise of any right provided under the FMLA, or discharging or discriminating against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. The Township will investigate any FMLA complaints and take prompt action to resolve them.

If you have any questions or concerns about this FMLA policy or FMLA leave, please contact the Township Supervisor.

Medical Leave (non-FMLA)

An employee that is not eligible for FMLA may request Medical Leave (non-FMLA). The request for extension must be presented to the ~~Township Supervisor~~ Department Head with notification to the Township Supervisor. Medical Leave (non-FMLA) must be accompanied with a certificate from the physician stating the reason and expected duration of the leave. The forms and process used for FMLA will generally be used for all leave requests. An approved Medical Leave (non-FMLA) will not be permitted to extend beyond a total of ninety (90) days.

Continuation of Benefits (non-FMLA Medical Leave)

Employees who are on a Medical (non-FMLA) leave of absence, or any other unpaid non-FMLA leave, will receive an adjustment to their PTO for the anniversary year based on the length of the unpaid leave of absence.

Employees enrolled in Township-sponsored medical insurance coverage may continue that coverage during the unpaid leave provided the employee pays the full cost of required monthly premiums. The Township will not continue to make contributions for healthcare or other benefits while an employee is on unpaid Medical Leave (non-FMLA).

Return from Medical Leave (non-FMLA)

Employees who fail to return on the approved return date will be considered to have voluntarily resigned.

ADA Accommodation

Oxford Township is committed to ensuring that all employees are aware of their rights under the Americans with Disabilities Act (ADA). The Township fully supports and complies with the ADA, which prohibits discrimination against persons with disabilities. If you have taken a leave of absence due to a medical condition and need additional time off or modified duties due to a disability, we will treat the request as one for a reasonable accommodation under the ADA and will interactively work with you to determine if reasonable accommodations may facilitate your return to work.

Bereavement or Funeral Leave

Eligible employees will be excused from work and receive up to three (3) paid days of Bereavement Leave in the event of a death of an immediate family member. Immediate family member would include spouse, child, stepchild, mother, father, stepparent, sister, brother, stepsibling, half-sibling, grandchildren, domestic partner, grandparents, current mother-in-law, father-in-law, sister-in-law, brother-in-law.

Jury Leave

Regular full-time employees called for jury duty service shall be excused to appear in court and will be paid the difference between the employee's regular wage and the jury duty pay, excluding mileage

and travel fees for all days the employee is required to appear for jury duty. Employees shall be paid at the regular rate, as if the employee had worked. As such, the payment issued for jury duty by the court must be endorsed and provided to the Township. The employee should provide the Township Clerk with verification of any pay received from the court.

An employee that is excused or released from jury duty before the end of the scheduled workday must return to work.

Military Duty Leave

Oxford Township provides military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees are eligible for military leave if they serve in the uniformed services, including active duty, training duty, or emergency active duty.

Military leave is without pay. However, employees may elect to use available PTO while on military leave, or they may take the leave as unpaid.

Employees who require leave should inform the Township Supervisor as soon as they receive their orders of the date that the employee must leave for service. Employees must provide prior oral or written notice before taking military leave, unless precluded by military necessity. The Township may request documentation for leaves exceeding thirty (30) days.

Military leave time will be counted toward benefit eligibility vesting and calculations.

Personal Leave of Absence

Oxford Township recognizes that there may be compelling personal reasons for an employee to request a leave of absence that is not related to a medical condition. An employee who has worked with the Township at least twelve (12) months may request a personal leave of absence for up to thirty (30) calendar days.

A personal leave request will be granted at the Township's sole discretion, depending on workload and business considerations. A request for leave must be in writing and submitted to and approved by the employee's Department Head and communicated to the Township Supervisor. The request should include the reason for request and the expected duration of the leave. The Township is in no way obligated to hold the position open during a personal leave.

If granted, a Personal Leave will be unpaid, and benefits will not continue to accumulate during the absence. Employees who have medical insurance coverage may continue that coverage during the leave, provided the employee pays the entire required premiums.

Victims of Crime Leave

The Township will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime or employees who are representatives of victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Township reasonable notice that leave under this policy is required.

All employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Separating from Township Employment

Employees may leave Township employment for any number of reasons and may be voluntary or involuntary.

Voluntary Separation

Voluntary separation from the Township can occur due to retirement or resignation. All voluntary separations should include at least a two (2) week written notice. An employee shall be entitled to payment of compensation due for all hours worked. The Township reserves the right to deduct monies owed to the Township at the time of termination from the final compensation check (i.e., overpayments, unreturned property, etc.).

Resigning employees or appointed officials providing at least two weeks written notice will be paid for any awarded but unused, PTO, as calculated on a prorated basis based on the date of termination. Employees that fail to provide notice shall forfeit all unused PTO.

Resignation notice should be submitted to your Department Head and/or to the Supervisor. The notice shall be in writing and will be retained in the personnel record. Your supervisor will arrange to collect all Township equipment prior to your last day of work. The Department Head, or designee, is responsible to ascertain that all Township property has been returned.

Employees electing to resign or retire are prohibited from using up PTO and remain "on the books" to extend employment benefits such as medical and hospitalization coverage. Unless explicitly authorized by the Township ~~Supervisor~~ Board, an employee may not use PTO during the notice period prior to resignation or retirement. Employees are generally expected to work through their last day of employment. Payment for the last days worked, final calculation for unused PTO, and any in lieu of medical benefits/cash plan and other benefits, will also be included as final compensation and may be paid by the pay date following your final pay period.

Involuntary Termination or Discharge

Involuntary separation may be due to a layoff or discharge. In the event of a layoff, separated employees shall be paid all unused PTO, based on the salary or wage in effect at the time of the layoff. Employees recalled from layoff will return to Township services without loss of credited service time for the purpose of determining benefit levels (i.e., PTO award rates, etc.).

If discharged for violation of conduct or other policies, the Township will not issue payment for unused PTO.

Unemployment Insurance Agency Benefits

Upon involuntary separation of employment, you may be entitled to state and federal unemployment

insurance benefits. The Township will respond to all claims received by Michigan's Unemployment Insurance Agency (UIA). Final determination of unemployment benefits shall be determined by the UIA.

Receipt of Employee Handbook and Employment-At-Will Statement

(A copy to be kept in personnel file)

This is to acknowledge that I have received a copy of the Oxford Township Employee Handbook and I understand that it contains information about the employment policies and practices of the Township. I agree to read, understand and comply with the policies described in this Employee Handbook, specifically the "Limitation Period". I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing Township may require changes from time to time. I understand that the Township Board retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Township. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I agree that any lawsuit arising out of my employment with, or my application for employment with, Oxford Township must be filed within six (6) months after the date of the employment action that is the subject of the lawsuit, or if there is a limitations period provided by law that is less than six (6) months, the shorter time frame shall apply. However, this shortened statute of limitations does not apply to applicable federal employment discrimination lawsuits, including claims under the EPA, as well as any charges filed with any state or local Fair Employment Practice Agency (FEPA) whose charges could be dually filed with EEOC, as they are exempt from any limitation period that may be referenced anywhere else within this document.

I understand that except for the policy of at-will employment, the Township reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be approved by the Township Board. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS TOWNSHIP IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE TOWNSHIP OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO

TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE TOWNSHIP IS AUTHORIZED TO ENTER INTO AN AGREEMENT, EXPRESS OR IMPLIED, WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE TOWNSHIP SUPERVISOR.

I understand that this Employee Handbook refers to current benefit plans maintained by the Township and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my ~~supervisor~~ Department Head, or a member of management, the Treasurer, Clerk or Township Supervisor.

I acknowledge that the Township's responsibility is to present the Oxford Township Employee Handbook to each employee/appointed official. Failure to sign and/or acknowledge the Oxford Township Employee Handbook does not exempt an employee/appointed official from agreeing to abide by its contents and all current and future amendments.

DATE

EMPLOYEE SIGNATURE

Record of Amendment

Amended: June 11, 2014 (Vacations, P. 11)

Amended: December 12, 2018

Amended: January 9, 2019 (Substance Abuse, Jury Duty, Family and Medical Leave Sections)

Amended: February 13, 2019 (Employment of Relatives, and Overtime/Compensatory Time Sections)

Amended: February 12, 2020 (Paydays and Timekeeping, P. 10)

Amended: June 28, 2021 complete review and update by Attorney

Amended: October 13, 2021 (STD, Extended Time Off Allowance)

Amended: July 12, 2023 (Addition of Paid Time Off (PTO) Policy, Removal of Vacation and Personal Time Sections and Adjustment to Corresponding References, Amendment to Holidays Section for 13th Holiday.)

Amended: May 8, 2024 (Sections reorganized or renamed. Employment Basics revised to Employment Categories with subsections for full-time, part-time, temporary, deputies. FLSA Employment Status section added with subsections for FLSA non-exemption and Exempt. Operational and Working Hours added. Confidentiality and Public Disclosure section added to include previous Social Security Privacy Act sub-section. Compensation and Pay Practices Section added to include sub-sections for Payroll Period, Timekeeping, Payroll Corrections, Lunch and Relief, Salary and Wage Rates, Overtime, Compensatory Overtime, and Comp Time for Election Duties, Flex Time, Compensation Adjustments. A Paid Time Off Section was added to include sub-sections for PTO, PTO Awards, PTO Use, Donating PTO, Extended Leave Banks. Holiday section was modified. Health and Other Insurance Section added to include sub-sections on Medical and Hospitalization Insurance, Opt-Out, Dental, Vision, Life Insurance, STD, and Workers Compensation. A separate Retirement Savings Plan section was added. Miscellaneous Fringe Benefits section added to include Tuition Reimbursement and Professional Development. Individual Personal Business Expense Reimbursement was updated with sub-sections for Expense Report Submissions, Reimbursable Expenditures. Township Vehicle name change to Use of Township Vehicles. Performance and Conduct Expectations section added to include sub-sections for Performance Evaluations, Attendance and Tardiness, and Standards of Conduct. Corrective or Disciplinary Action was added followed by Access to Employee Personnel Records. Substance Abuse policy was renamed as Drug-Free Workplace to include sub-sections for Screening for Substance Use. Workplace Safety was reorganized to include subsections for Property Searches and Workplace Violence. Prohibited Harassment section updated title to include Discrimination, to include subsections for Reporting a Violation of Illegal Harassment to Discrimination, Investigation Protocols, Resolution of Complaint Allegations, Good Faith Rule and False Claims, and No Retaliation provisions. The Computers section was renamed Use of Township Computers, Electronics, and Digital Information which includes provisions for General Computer Policies, Internet and eMail Use, and Social Media. If You Need a Leave of Absence was updated to the section title of Leaves of Absence and reorganized to include sub-sections for FMLA, Medical Leave (non-FMLA), ADA Accommodation, Bereavement of Funeral Leave, Jury Leave, Military Leave, Personal Leave of Absence, Victims of Crime Leave. If You Leave Our Employment was updated to Separation from Township Employment with subsections for Voluntary and Involuntary Separation.)

Date: May 14, 2025

To: Board of Trustees

From: Personnel Committee
(Catherine Colvin, Susan McCullough, Curtis Wright, Vacancy)

Re: Oxford Township Office Hours

Dear Board Members:

One of the items presented by the Township Board to the Personnel Committee (“Committee”) was to consider changing the Oxford Township Office hours of operation.

The Committee researched the Oakland County Municipalities (Cities, Townships, Villages) hours of operation.

There are 62 Municipalities in Oakland County. (The City of Fenton was not included in the analysis.) Oxford Township is currently 23rd in Oakland County population with 18,927 residents. Attached are the details of the Oakland County Municipalities’ hours of operation.

This is a summary broken down:

<u>Average</u> <u>Population:</u>	<u>Weekly</u> <u>Avg. Hrs. Open</u>	<u>Closed</u> <u>on Friday</u>
Cities (31) = 25,496	39.73	9
Townships (20) = 23,468	39.88	9
Villages (10) = 4,003	35.85	5

Lunch periods were not included in the average weekly hours of operation. So there is an assumption the total hours of operation are reduced between 2-5 hours depending on a ½ hour lunch period or a one-hour lunch period.

Also, there have only been a handful of people coming into the Oxford Township Office on a Friday for business.

Based on this data, the Committee is recommending an adjustment to the Oxford Township Office hours of operation on an experimental basis.

The following PROPOSED motion is offered for consideration:

I move that effective Monday, May 26, 2025 through Saturday, September 13, 2025 the Charter Township of

Oxford Office, located at 300 Dunlap Road, hours of operation will be as follows:

Monday: 8:00 a.m. to 5:30 p.m.
Tuesday: 8:00 a.m. to 5:30 p.m.
Wednesday: 8:00 a.m. to 5:30 p.m.
Thursday: 8:00 a.m. to 5:30 p.m.
Friday: Closed
Saturday: Closed
Sunday: Closed

Lunch periods will be reduced from one (1) hour to one half (1/2) hour Monday through Thursday.

Further, Oxford Township Non-Exempt employees, with the exception of the Executive and Administrative Assistant to the Oakland County Sheriff's Office Sub-Station, shall have their hourly rate of pay adjusted to match their salary rate per the approved 2025 General Appropriations Act.

Further, at the Wednesday, September 10, 2025 Regular Meeting, the Charter Township of Oxford Board of Trustees will determine whether to extend the above stated hours of operation or change the hours and days of operation.

Oakland County Municipalities Hours of Operation - Hours								
							Total	
Population	Cities	Monday	Tuesday	Wednesday	Thursday	Friday	Hours***	Comments
76,618	Southfield	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
76,300	Rochester Hills	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
66,243	Novi	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
61,606	Pontiac	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
24,360	Auburn Hills	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
21,813	Birmingham	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
13,035	Rochester	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
29,560	Oak Park	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-4:00	44	Open 8:00-4:00 every other Friday
87,294	Troy	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	
28,468	Madison Heights	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	Closed for lunch 11:30-12:30 Daily
15,194	Berkley	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	42.5	Closed for lunch 1:00-2:00 Daily
11,746	South Lyon	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	42.5	
6,388	Huntington Woods	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	42.5	Closed for lunch 1:00-2:00 Daily
4,460	Bloomfield Hills	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	
4,088	Lathrup Village	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	
3,326	Northville	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	
7,250	Walled lake	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	CLOSED	42	
17,193	Wixom	7:15-5:30	7:15-5:30	7:15-5:30	7:15-5:30	CLOSED	41	
83,986	Farmington Hills	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	40	
11,597	Farmington	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	40	
11,389	Clawson	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	CLOSED	40	
2,238	Orchard Lake	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	40	
58,211	Royal Oak	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-12:00	38	
19,190	Ferndale	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	CLOSED	38	
14,983	Hazel Park	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	CLOSED	38	
2,764	Keego Harbor	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	CLOSED	36	
2,627	Pleasant Ridge	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	CLOSED	34	
1,723	Sylvan lake	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	CLOSED	34	
928	Clarkston	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	CLOSED	32	
287	Lake Angelus	By Appt.	By Appt.	By Appt.	By Appt.	By Appt.		
764,865	= Total Population					Total Hrs. =	1,192.00	
25,496	= Avg. Population					Avg. Hrs. =	39.73	
							Total	
Population	Villages	Monday	Tuesday	Wednesday	Thursday	Friday	Hours***	Comments
6,520	Millford	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-4:00	44	
10,584	Beverly Hills	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	
5,997	Holly	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	CLOSED	40	
4,544	Wolverine Lake	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	40	
3,139	Franklin	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	40	
2,876	Lake Orion	7:00-4:30	7:00-4:30	7:00-4:30	7:00-4:30	CLOSED	38	
3,492	Oxford	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	CLOSED	36	
1,124	Bingham Farms	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	35	
1,376	Ortonville	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	CLOSED	28	
377	Leonard	CLOSED	9:00-2:00	9:00-2:00	9:00-2:00	CLOSED	15	
40,029	= Total Population					Total Hrs. =	358.50	
4,003	= Avg. Population					Avg. Hrs. =	35.85	

Oakland County Municipalities Hours of Operation - Hours								
							Total	
Population	Townships	Monday	Tuesday	Wednesday	Thursday	Friday	Hours***	Comments
70,565	Waterford	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	Labor Day to Memorial Day
70,565	Waterford	7:30-4:30	7:30-4:30	7:30-4:30	7:30-4:30	7:30-4:30	45	Memerial Day to Labor Day
30,950	White Lake	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
18,927	Oxford	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	
65,888	West Bloomfield	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	
20,067	Oakland	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	
5,879	Addison	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	7:30-4:00	42.5	
39	Southfield	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	42.5	Incl. Bev. Hills, Bingham Farms, and Franklin
44,253	Bloomfield	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	CLOSED	42	
36,686	Independence	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	CLOSED	42	
19,172	Highland	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:00-4:00	42	
38,514	Commerce	7:15-5:30	7:15-5:30	7:15-5:30	7:15-5:30	CLOSED	41	
35,330	Orion	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	40	
23,271	Lyon	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-12:00	40	
14,703	Springfield	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	40	
10,570	Milford	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	CLOSED	40	
14,008	Brandon	8:30-5:00	8:30-5:00	8:30-7:00	8:30-5:00	CLOSED	36	
6,009	Holly	8:30-4:30	8:30-4:30	8:30-6:00	8:30-4:30	CLOSED	33.5	
6,188	Rose	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	CLOSED	32	
5,912	Groveland	9:00-4:00	9:00-4:00	9:00-7:00	9:00-4:00	CLOSED	31	
2,374	Royal Oak	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	CLOSED	28	Treasurer's Office open 1:00-5:00
60	Novi	?	?	?	?	?	?	
*** =	Lunch Period unknown							
							837.50	= Total Hrs.
469,365	= Total Population						39.88	= Avg. Hrs.
22,351	= Avg. Population							
1,274,259	= Total County Population							
20,889	= Avg Municipality Population							

Oakland County Municipalities Hours of Operation - Alphabetical								Total	
Population	Cities	Monday	Tuesday	Wednesday	Thursday	Friday	Hours***	Comments	
24,360	Auburn Hills	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
15,194	Berkley	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	42.5	Closed for lunch 1:00-2:00 Daily	
21,813	Birmingham	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
4,460	Bloomfield Hills	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5		
928	Clarkston	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	CLOSED	32		
11,389	Clawson	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	CLOSED	40		
11,597	Farmington	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	40		
83,986	Farmington Hills	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	40		
19,190	Ferndale	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	CLOSED	38		
14,983	Hazel Park	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	CLOSED	38		
6,388	Huntington Woods	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	42.5	Closed for lunch 1:00-2:00 Daily	
2,764	Keego Harbor	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	CLOSED	36		
287	Lake Angelus	By Appt.	By Appt.	By Appt.	By Appt.	By Appt.			
4,088	Lathrup Village	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5		
28,468	Madison Heights	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5	Closed for lunch 11:30-12:30 Daily	
3,326	Northville	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5		
66,243	Novi	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
29,560	Oak Park	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-4:00	44	Open 8:00-4:00 every other Friday	
2,238	Orchard Lake	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	40		
2,627	Pleasant Ridge	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	CLOSED	34		
61,606	Pontiac	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
13,035	Rochester	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
76,300	Rochester Hills	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
58,211	Royal Oak	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-12:00	38		
76,618	Southfield	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
11,746	South Lyon	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	42.5		
1,723	Sylvan lake	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	CLOSED	34		
87,294	Troy	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5		
7,250	Walled lake	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	CLOSED	42		
17,193	Wixom	7:15-5:30	7:15-5:30	7:15-5:30	7:15-5:30	CLOSED	41		
Townships	Monday	Tuesday	Wednesday	Thursday	Friday	Hours***	Comments		
5,879	Addison	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	7:30-4:00	42.5		
44,253	Bloomfield	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	CLOSED	42		
14,008	Brandon	8:30-5:00	8:30-5:00	8:30-7:00	8:30-5:00	CLOSED	36		
38,514	Commerce	7:15-5:30	7:15-5:30	7:15-5:30	7:15-5:30	CLOSED	41		
5,912	Groveland	9:00-4:00	9:00-4:00	9:00-7:00	9:00-4:00	CLOSED	31		
19,172	Highland	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:00-4:00	42		
6,009	Holly	8:30-4:30	8:30-4:30	8:30-6:00	8:30-4:30	CLOSED	33.5		
36,686	Independence	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	CLOSED	42		
23,271	Lyon	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-12:00	40		
10,570	Milford	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	CLOSED	40		
60	Novi	?	?	?	?	?	?		
20,067	Oakland	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5		
35,330	Orion	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	40		
18,927	Oxford	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
6,188	Rose	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	CLOSED	32		
2,374	Royal Oak	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	CLOSED	28	Treasurer's Office open 1:00-5:00	
39	Southfield	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	42.5	Incl. Bev. Hills, Bingham Farms, and Franklin	
14,703	Springfield	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	40		
70,565	Waterford	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45	Labor Day to Memorial Day	
	Waterford	7:30-4:30	7:30-4:30	7:30-4:30	7:30-4:30	7:30-4:30	45	Memerial Day to Labor Day	
65,888	West Bloomfield	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5		
30,950	White Lake	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	45		
Villages	Monday	Tuesday	Wednesday	Thursday	Friday	Hours***	Comments		
10,584	Beverly Hills	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	42.5		
1,124	Bingham Farms	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	35		
3,139	Franklin	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	40		
5,997	Holly	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	CLOSED	40		
2,876	Lake Orion	7:00-4:30	7:00-4:30	7:00-4:30	7:00-4:30	CLOSED	38		
377	Leonard	CLOSED	9:00-2:00	9:00-2:00	9:00-2:00	CLOSED	15		
6,520	Millford	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-4:00	44		
1,376	Ortonville	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	CLOSED	28		
3,492	Oxford	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	CLOSED	36		
4,544	Wolverine Lake	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	40		
***	=	Lunch Period unknown							