

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

NOTICE AND AGENDA

Date: Wednesday, July 10, 2024

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 June 12, 2024
 - Approval of Closed Session Township Board Meeting Minutes June 12, 2024
 - Regular Bills through July 5, 2024
 - Approval of Consultant Bills July 5, 2024
 - Committee Reports
 - Building Department Activity Report
 - Revenue and Expenditure Report through June 30, 2024
6. Public comment on items not on the agenda
7. Board of Trustees Comments
8. Presentation: 2023 Audited Financial Report – Rana Emmons PSLZ, CPAs
9. PURPOSE:

OPEN SESSION: To meet in Open Session to entertain a motion and take a Roll Call vote (2/3 majority needed) regarding calling a Closed Session for the following purpose:

Discussion of written legal opinion regarding the following:

- Potential purchase of property pursuant to MCL 15.268(1)(d), and MCL 15.268(1)(h).

OPEN SESSION: Motion to return to Open Session for the purpose of possible Board action with regard to the above Closed Session item.

10. First Reading:
 - a. Soil Erosion Ordinance 129.001 – Supervisor Curtis / Building Official London
11. Fire Department
12. Sharpe Engineering Report
13. Unfinished Business
 - a. OCSO Sub-Station Buildout Approval of Bid – Supervisor Curtis
 - b. Single Waste Hauler Ballot Language – Trustee Nold
 - c. Website Recommendation – Trustee Charles
14. New Business
 - a. Cedar-Long-Tan Lakes Special Assessment District – Clerk Wright
 - b. Clinton River Watershed Council Agreement – Tim London
 - c. Parking Lot Improvements – Trustee Nold
 - d. Oakland-Macomb Interceptor Drain Drainage District (“OMIDDD”) Series 2024 Bond – Trustee Nold
15. Items Removed from Consent Agenda for Action or Discussion
16. Public Comment
17. Board of Trustees Comments
18. 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, JUNE 12, 2024

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, June 12, 2024 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, Charles, Nold, Ferrari, Payne, Colvin, Curtis

Members Absent: None.

Also Present: Township Attorney Ellis, Fire Chief Majestic, Building Official London, Communications and Grants Manager Carnacchio, Executive Assistant Smith, Recording Secretary McCullough, one camera person (OCTV), and 10 residents.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Charles seconded, to approve the June 12, 2024 agenda as presented.

Ayes: 7 Nays: 0 Absent: 0

Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Payne seconded, to approve the June 12, 2024 Consent Agenda including the following:

1. Regular Township Board meeting minutes dated May 8, 2024
2. Special Township Board meeting minutes dated May 15, 2024
3. Closed Session Township Board meeting minutes dated May 15, 2024
4. Treasurer Reports for January, February and March 2024
5. Clerk Reports for January, February and March 2024
6. Regular Bills through June 7, 2024
7. Consultant Bills through June 7, 2024
8. Committee Reports

Roll call:

Ayes: Colvin, Payne, Nold, Ferrari, Wright, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

One resident spoke during this portion of public comment.

BOARD OF TRUSTEE COMMENTS

Trustee Charles shared that Glenn Pape, former executive director of the DDA, passed away recently.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, JUNE 12, 2024

Trustee Charles stated that the Website Committee will be bringing a recommendation to the Board at the July 10, 2024 meeting.

Trustee Charles shared that the Oxford Addison Youth Assistance (OAYA) will have booths at the Concerts in the Park each week, as well as at the Farmers' Market.

Clerk Wright stated that the Clerk's office is getting busy with the August 6, 2024 Primary election.

Trustee Colvin shared that the DDA will have Concerts in the Park each Thursday throughout the summer at Centennial Park, as well as line dancing lessons in Washington Square each Tuesday.

RESOLUTION IN RECOGNITION OF BOB GERDS

Treasurer Ferrari moved, Trustee Nold seconded, to adopt the Resolution in Recognition of Bob Gerds as presented.

Roll call:

Ayes: Wright, Ferrari, Charles, Nold, Payne, Colvin, Curtis

Nays: None

Absent: None

Motion Carried.

Supervisor Curtis called a five-minute recess at 6:40 p.m. The meeting reconvened at 6:45 p.m.

CLOSED SESSION (6:46 p.m.)

Treasurer Ferrari moved, Trustee Nold seconded, to meet in Closed Session for the purpose of discussion of written legal opinions regarding the following:

- Potential litigation pursuant to MCL 15.268(h), and MCL 15.243(g); and
- Potential purchase of property pursuant to MCL 15.268(1)(d) and MCL 15.268(1)(h).

with attendance to include the Charter Township of Oxford Board of Trustees, Township Attorney Ellis, Executive Assistant Smith, and Recording Secretary McCullough.

Roll call:

Ayes: Colvin, Payne, Nold, Ferrari, Wright, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

Trustee Payne moved, Trustee Colvin seconded, to return to Open Session at 7:13 p.m. for the purpose of possible Board action regarding the above Closed Session items.

Roll call:

Ayes: Wright, Charles, Colvin, Payne, Nold, Ferrari, Curtis

Nays: None

Absent: None

Motion Carried.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, JUNE 12, 2024

Treasurer Ferrari moved, Trustee Nold seconded, to amend the agenda to add item 12.a. and move everything down accordingly, to be Consideration for the Recission of the Authorization for Litigation Pertaining to the Library Board Candidates.

Roll call:

Ayes: Charles, Nold, Payne, Colvin, Ferrari, Wright, Curtis

Nays: None

Absent: None

Motion Carried.

FIRE DEPARTMENT

None.

SHARPE ENGINEERING REPORT

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

UNFINISHED BUSINESS

Consideration for the Recission of the Authorization for Litigation Pertaining to the Library Board Candidates

Treasurer Ferrari moved, Trustee Nold seconded, to rescind the prior motion authorizing litigation against the County with regard to the striking of library board candidates from the ballot and authorize the Township Attorney to draft a letter to the County setting forth the Township's concerns with the handling of election issues.

Roll call:

Ayes: Colvin, Payne, Nold, Ferrari, Wright, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

Single Waste Hauler Recommendation

Trustee Nold moved, Trustee Payne seconded, to authorize the single hauler subcommittee to draft proposed ballot language for placement on the general election ballot for consideration by the Board of Trustees on the July 10, 2024 agenda, which shall allow voters to determine whether to have a single waste hauler service for all of Oxford.

Roll call:

Ayes: None

Nays: Colvin, Nold, Payne, Ferrari, Wright, Charles, Curtis

Absent: None

Motion Failed.

Trustee Nold moved, Trustee Payne seconded, to authorize the single waste hauler committee to draft proposed ballot language for placement on the general election ballot for consideration by the Board of Trustees on the July 10, 2024 agenda, which shall allow voters to determine whether to have a single waste hauler service for all of Oxford Township, excluding the Village of Oxford.

Roll call:

Ayes: Colvin, Ferrari, Charles, Payne, Nold, Wright, Curtis

Nays: None

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, JUNE 12, 2024

Absent: None

Motion Carried.

Trustee Nold moved, Trustee Payne seconded, to accept the response to Request for Proposal submitted by Priority Waste to be Oxford Township's single hauler conditioned upon a majority of Township voters voting in favor of having a single waste hauler service for all of Oxford Township, excluding the Village of Oxford.

Roll call:

Ayes: Nold, Payne, Wright, Ferrari, Charles, Colvin, Curtis

Nays: None

Absent: None

Motion Carried.

American Rescue Plan Act ("ARPA") Funding Recommendation

Clerk Wright moved, Trustee Charles seconded, to approve the reallocation of the American Rescue Plan Act Ray Road Safety Path project funds in the amount of \$10,000.00 to the Cemetery Maintenance Fund, and to approve the reallocation of any remaining American Rescue Plan Act legal fees to the Cemetery Maintenance Fund.

Roll call:

Ayes: Colvin, Payne, Nold, Ferrari, Wright, Charles, Curtis

Nays: None

Absent: None

Motion Carried.

2024 Graveling of Additional Oxford Township Roads

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees formally approves the 2024 additional gravel road program of Gardner Road and Delano Road as outlined by RCOC's Colin Campbell in a total amount of \$85,689.24. If this work cannot be done in 2024, then these gravel roads are to be addressed in 2025. These funds are to be expensed to the Roads Fund, account number 204-440-969.000.

Roll call:

Ayes: Charles, Wright, Ferrari, Nold, Payne, Colvin, Curtis

Nays: None

Absent: None

Motion Carried.

NEW BUSINESS

MI Switch Business Phone System

Treasurer Ferrari moved, Trustee Nold seconded, to approve the renewal Agreement between MI Switch Communications and the Charter Township of Oxford for a duration of three years in the amount of \$668.44 per month. This amount is to be expensed to account number 101-265-853.000 Telephone, and further authorize Supervisor Jack Curtis to sign the Agreement on behalf of the Charter Township of Oxford.

Roll call:

Ayes: Nold, Ferrari, Charles, Wright, Colvin, Payne, Curtis

Nays: None

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, JUNE 12, 2024

Absent: None

Motion Carried.

Set First Reading for Soil Erosion Ordinance 129.001

Treasurer Ferrari moved, Trustee Nold seconded, to set a First Reading of the Soil Erosion and Sediment Control Ordinance No. 129.001 for the July 10, 2024 Oxford Township Board of Trustee regular meeting.

Roll call:

Ayes: Payne, Colvin, Charles, Wright, Ferrari, Nold, Curtis

Nays: None

Absent: None

Motion Carried.

Meals on Wheels Contract

Treasurer Ferrari moved, Supervisor Curtis seconded, to approve the Memorandum of Understanding between Love Inc. of North Oakland County and the Charter Township of Oxford for the purpose of providing Meals-on-Wheels services to Oxford Township residents, conditioned upon Love Inc. providing evidence of adequate insurance coverage as required under the MOU, and authorize the Township Supervisor to execute the same. These funds are to be expensed to 101-995-965.865.

Roll call:

Ayes: Ferrari, Wright, Charles, Colvin, Payne, Nold, Curtis

Nays: None

Absent: None

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

Three citizens spoke during this portion of public comment.

BOARD OF TRUSTEES COMMENTS

Treasurer Ferrari stated that he has been happy with Community Waste as his trash hauler, and he wishes they had bid on the project.

Supervisor Curtis asked members of the Single Waste Hauler Committee to address the following questions:

1. Whether the rates will be included in the ballot proposal;
2. Was the community involved in the bidding process;
3. Will the proposed language be presented at the July meeting;
4. The validity of the process;
5. Will there only be one choice for the community.

Trustee Nold stated that the cost of all five years of the contract will be included in the ballot proposal. Clerk Wright stated the ballot language will be prepared by legal counsel.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, JUNE 12, 2024

Clerk Wright explained that all meetings of the Single Waste Hauler Committee have been public meetings, with notice of said meetings posted and minutes of the meetings are a matter of public record. The Committee meetings have all been formally posted and open to the public.

Clerk Wright stated that it is the goal of the Committee to provide proposed ballot language to the Township Board at the July 10, 2024 regular Township Board meeting, to be submitted to Oakland County by the August 13, 2024 deadline.

Supervisor Curtis stated that there has been no impropriety on the part of the members of the Single Waste Hauler Committee. The process has been handled with complete transparency.

Supervisor Curtis explained that *single* hauler means one hauler for the community.

ADJOURNMENT

Treasurer Ferrari moved, Trustee Payne seconded, to adjourn the meeting at 7:50 p.m.

Ayes: 7 Nays: 0 Absent: 0

Motion Carried.

Jack Curtis, Supervisor

Curtis Wright, Clerk

Approved:
/s/mm

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES CLOSED SESSION
MEETING, WEDNESDAY, JUNE 12, 2024

Minutes of the Charter Township of Oxford Board of Trustees Closed Session meeting held June 12, 2024 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan, 48371.

On Wednesday, June 12, 2024, the Charter Township of Oxford Board of Trustees held a Regular Meeting and approved going into a Closed Session for the purpose of discussion of written legal opinions regarding the following:

- Potential litigation pursuant to MCL 15.038(h), and MCL 15.243(g); and
- Potential purchase of property pursuant to MCL 15.268(1)(d) and MCL 15.268(1)(h).

Attendance to include the Charter Township of Oxford Board of Trustees, Township Attorney Ellis, Executive Assistant Smith, and Recording Secretary McCullough.

Members Present: Wright, Colvin, Charles, Ferrari, Nold, Payne, Curtis

Members Absent: None

Also Present: Township Attorney Brittney Ellis, Executive Assistant Smith, and Recording Secretary Susan McCullough.

Privileged and confidential discussion was had by Board members regarding confidential legal opinions.

Trustee Payne moved, Trustee Colvin seconded, to return to Open Session at 7:13 p.m. for the purpose of possible Board action regarding the above Closed Session items.

Roll call:

Ayes: Wright, Charles, Colvin, Payne, Nold, Ferrari, Curtis

Nays: None

Absent: None

Motion Carried.

Jack Curtis, Supervisor

Curtis Wright, Clerk

Date Approved
/smm

TO: Board of Trustees
 FROM: Curtis W. Wright

TOTAL MONTHLY BILLS
JUNE 2024

101	General Fund	\$ 255,275.14	\$ 12,585.00
204	Road Fund	\$ -	\$ -
206	Oxford Fire Department Fund	\$ 59,008.81	\$ 742.50
207	Police (OCSO) Fund	\$ 219,852.28	\$ -
208	Parks & Recreation Fund	\$ 64,442.76	\$ -
209	Cemetery Maintenance Fund	\$ -	\$ -
239	Telecommunications Fund	\$ -	\$ -
249	Building Department Fund	\$ 1,643.00	\$ 17,899.00
296	Oxford Community Television Fund	\$ 9,596.14	\$ 88.44
297	Safety Path Fund	\$ 115,289.90	\$ -
298	Polly Ann Trail Fund	\$ 4,444.34	\$ 2,700.00
308	Parks Debt Fund	\$ 400.00	\$ -
590	Sewer Fund	\$ 343,191.15	\$ 1,129,733.06
591	Water Fund	\$ 400.00	\$ 7,977.50
701	Trust & Agency Fund	\$ 40,498.10	\$ 2,557.50
703	Tax Fund	\$ -	\$ -
805	SAD Bonds Construction Fund	\$ -	\$ 21,700.00
855	SAD Bonds Debt Fund	\$ 186,390.59	\$ -
	Payroll (General Fund)	\$ 82,914.45	\$ -
	Payroll (Fire Department Fund)	\$ 192,119.26	\$ -
	Payroll (Parks & Recreation Fund)	\$ 58,272.63	\$ -
	Payroll (Oxford Community Television Fund)	\$ 19,671.63	\$ -
TOTAL		\$ 1,653,410.18	\$ 1,195,983.00

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
06/14/2024	CD	S	125154	SUMMARY CD 06/14/2024	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		829,059.37
100-000-084.101			DUE FROM GENERAL FUND	54,271.60	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	59,008.81	
100-000-084.207			DUE FROM POLICE	215,801.68	
100-000-084.208			DUE FROM PARKS & REC	21,172.89	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	1,500.27	
100-000-084.296			DUE FROM CABLE	861.02	
100-000-084.297			DUE FROM SAFETY PATH	115,289.90	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	4,344.34	
100-000-084.590			DUE FROM SEWER	130,320.17	
100-000-084.701			DUE FROM TRUST & AGENCY	40,498.10	
100-000-084.855			DUE FROM SAD BONDS DEBT	185,990.59	
101-000-202.000			ACCOUNTS PAYABLE	54,271.60	
101-000-215.000			DUE TO		54,271.60
206-000-202.000			ACCOUNTS PAYABLE	59,008.81	
206-000-215.000			DUE TO CLEARING FUND		59,008.81
207-000-202.000			ACCOUNTS PAYABLE	215,801.68	
207-000-215.000			DUE TO CLEARING FUND		215,801.68
208-000-202.000			ACCOUNTS PAYABLE	21,172.89	
208-000-215.000			DUE TO CLEARING FUND		21,172.89
249-000-202.000			ACCOUNTS PAYABLE	1,500.27	
249-000-215.000			DUE TO CLEARING FUND		1,500.27
296-000-202.000			ACCOUNTS PAYABLE	861.02	
296-000-215.000			DUE TO CLEARING FUND		861.02
297-000-202.000			ACCOUNTS PAYABLE	115,289.90	
297-000-215.000			DUE TO CLEARING FUND		115,289.90
298-000-202.000			ACCOUNTS PAYABLE	4,344.34	
298-000-215.000			DUE TO CLEARING FUND		4,344.34
590-000-202.000			ACCOUNTS PAYABLE	130,320.17	
590-000-215.000			DUE TO CLEARING FUND		130,320.17
701-000-202.000			ACCOUNTS PAYABLE	40,498.10	
701-000-215.000			DUE TO OTHER FUNDS		40,498.10
855-000-202.000			ACCOUNTS PAYABLE	185,990.59	
855-000-215.000			DUE TO CLEARING FUND		185,990.59
				<u>1,658,118.74</u>	<u>1,658,118.74</u>
				<u>1,658,118.74</u>	<u>1,658,118.74</u>

PRE-PAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
06/14/2024	029	70933	ADKISON, NEED & ALLEN, & RENTROP	LEGAL FEES	826.000	257	187.50
				LEGAL FEES	826.000	257	87.50
				CHECK 029 70933 TOTAL FOR FUND 101:			<u>275.00</u>
06/14/2024	029	70937*#	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	262	54.98
				OFFICE SUPPLIES	728.000	267	166.38
				OFFICE SUPPLIES	728.000	267	13.27
				OFFICE SUPPLIES	728.000	267	10.60
				CHECK 029 70937 TOTAL FOR FUND 101:			<u>245.23</u>
06/14/2024	029	70938*#	AMERICAN CONTAINER SERVICES	TRASH DISPOSAL	929.000	265	82.00
				TRASH DISPOSAL	929.000	265	82.00
				TRASH DISPOSAL	929.000	265	82.00
				TRASH DISPOSAL	929.000	265	82.00
				CHECK 029 70938 TOTAL FOR FUND 101:			<u>328.00</u>
06/14/2024	029	70941	APPLIED INNOVATION	MAINTENANCE EQUIPMENT	933.000	267	164.25
06/14/2024	029	70949*#	CARDMEMBER SERVICE	DUE FROM OC-WEST NILE VIR	072.006	000	1,966.27
				DUE FROM OC-WEST NILE VIR	072.006	000	1,946.11
				MISCELLANEOUS	962.000	101	24.99
				MEALS/LODGING EXPENSE	860.001	253	7.20
				MEALS/LODGING EXPENSE	860.001	253	27.32
				MEALS/LODGING EXPENSE	860.001	253	20.54
				MEALS/LODGING EXPENSE	860.001	253	22.59
				MEALS/LODGING EXPENSE	860.001	253	48.34
				MEALS/LODGING EXPENSE	860.001	253	374.85
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	253	200.00
				MAINTENANCE BLDG/GROUNDS	931.000	265	50.48
				INTERNET FEES	970.004	265	33.90
				POSTAGE	730.000	267	16.37
				MAINTENANCE/GAS VEHICLE	934.000	267	82.00
				MAINTENANCE/GAS VEHICLE	934.000	267	77.50
				MISCELLANEOUS	962.000	267	19.99
				RELATIONS - WEST NILE PROGRAM	880.001	531	37.97

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK 029 70949 TOTAL FOR FUND 101:			4,956.42
06/14/2024	029	70953	CHRISTOPHER CARNACCHIO	MILEAGE EXPENSE	860.000	171	22.78
				MILEAGE EXPENSE	860.000	171	29.48
				CHECK 029 70953 TOTAL FOR FUND 101:			52.26
06/14/2024	029	70960*#	DTE ENERGY	UTILITIES STREET LIGHTS	926.000	448	1,246.39
06/14/2024	029	70965	FLAGPOLES ETC.	MISCELLANEOUS	962.000	265	230.24
06/14/2024	029	70967	FP FINANCE PROGRAM	POSTAGE	730.000	267	237.00
06/14/2024	029	70972	GENESEE VALLEY VAULT, INC	FEEES CEMETERY OPENING/CLOSING	712.011	567	600.00
				FEEES CEMETERY OPENING/CLOSING	712.011	567	2,450.00
				CHECK 029 70972 TOTAL FOR FUND 101:			3,050.00
06/14/2024	029	70977*#	HI-HILL LAWN SERVICE	MAINTENANCE GROUNDS	932.001	265	239.58
06/14/2024	029	70978#	HI-TECH SYSTEM SERVICE, INC	MISCELLANEOUS	962.000	253	1,064.81
				MAINTENANCE EQUIPMENT	933.000	267	2,773.25
				MAINTENANCE EQUIPMENT	933.000	267	108.00
				MAINTENANCE EQUIPMENT	933.000	267	108.00
				CHECK 029 70978 TOTAL FOR FUND 101:			4,054.06
06/14/2024	029	70982*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	270	41.74
06/14/2024	029	70984*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	265	1,465.16
06/14/2024	029	71003	MICHIGAN TOWNSHIPS ASSOCIATION	EDUCATION WORKSHOPS AND CONFERENCES	957.000	215	200.00
06/14/2024	029	71005	MIKE IAFRATE	MILEAGE EXPENSE	860.000	701	386.59
06/14/2024	029	71016	OAKLAND SCHOOLS	OFFICE SUPPLIES	728.000	267	135.00
06/14/2024	029	71022	OXFORD TWP PARKS AND RECREATION	MAINTENANCE SAFETY PATH	933.297	231	162.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
06/14/2024	029	71025	PLM LAKE & LAND MANAGEMENT	PAINT LAKE/CLEAR LK S.A.D.	962.021	572	1,893.75
06/14/2024	029	71036#	STAPLES	MISCELLANEOUS	962.000	171	922.14
				OFFICE SUPPLIES	728.000	262	82.79
				CHECK 029 71036 TOTAL FOR FUND 101:			<u>1,004.93</u>
06/14/2024	029	71041	STRICTLY STONE	ARPA EXPENSES	962.002	267	31,298.08
06/14/2024	029	71042	SUPERIOR FIRE PROTECTION	MAINTENANCE BLDG/GROUNDS	931.000	265	600.00
06/14/2024	029	71043#	SUSAN MCCULLOUGH	RECORDING SECRETARY	827.000	101	140.00
				RECORDING SECRETARY	827.000	701	140.00
				CHECK 029 71043 TOTAL FOR FUND 101:			<u>280.00</u>
06/14/2024	029	71051	VC3, INC	MAINTENANCE EQUIPMENT	933.000	267	295.50
06/14/2024	029	71055#	VIEW NEWSPAPER GROUP	LEGAL NOTICES	903.000	101	126.40
				LEGAL NOTICES	903.000	701	197.50
				CHECK 029 71055 TOTAL FOR FUND 101:			<u>323.90</u>
06/14/2024	029	71057	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,106.52
				Total for fund 101 GENERAL FUND			54,271.60

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
06/14/2024	029	70931	ACCUMED GROUP	UNALLOCATED COST RECOVERY BILLING	802.001	357	3,975.07
06/14/2024	029	70932	ADDISON DISPOSAL SERVICES	TRASH DISPOSAL	929.000	357	88.00
06/14/2024	029	70935	ALADDIN'S CLEANING & RESTORATION	BUILDING MAINTENANCE - LABOR	748.001	357	656.00
06/14/2024	029	70937*#	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	357	13.22
				OFFICE SUPPLIES	728.000	357	9.98
				OFFICE SUPPLIES	728.000	357	39.19
				OFFICE SUPPLIES	728.000	357	5.86
				OFFICE SUPPLIES	728.000	357	22.85
				OFFICE SUPPLIES	728.000	357	42.55
				OPERATING SUPPLIES-FIRE	742.001	357	13.48
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	170.90
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	227.92
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	105.18
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	37.72
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	21.61
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	28.46
				MEMBERSHIP DUES	829.000	357	179.00
				CHECK 029 70937 TOTAL FOR FUND 206:			<u>917.92</u>
06/14/2024	029	70938*#	AMERICAN CONTAINER SERVICES	TRASH DISPOSAL	929.000	357	100.00
				TRASH DISPOSAL	929.000	357	100.00
				CHECK 029 70938 TOTAL FOR FUND 206:			<u>200.00</u>
06/14/2024	029	70939	AMERICAN GENERATORS SALES & SERV	BUILDING MAINTENANCE - LABOR	748.001	357	475.00
				BUILDING MAINTENANCE - LABOR	748.001	357	475.00
				CHECK 029 70939 TOTAL FOR FUND 206:			<u>950.00</u>
06/14/2024	029	70942	AUTOZONE, INC	VEHICLE MAINTENANCE-FIRE	791.001	357	171.99
06/14/2024	029	70944	BOSTICK TRUCK CENTER LLC	VEHICLE MAINTENANCE (LABOR) MEDICAL	934.002	357	650.00
06/14/2024	029	70945	BOUND TREE MEDICAL, LLC	OFFICE SUPPLIES	728.000	357	2.35
				UNIFORM EXPENSE UNIFORMS	731.000	357	176.36

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				UNIFORM EXPENSE UNIFORMS	731.000	357	139.90
				UNIFORM EXPENSE UNIFORMS	731.000	357	124.78
				OPERATING SUPPLIES-MEDICAL	742.000	357	480.19
				CHECK 029 70945 TOTAL FOR FUND 206:			<u>923.58</u>
06/14/2024	029	70947	BURDICK STREET LANDSCAPE SUPPLY	MAINTENANCE EQUIPMENT (LABOR)	933.000	357	10.00
06/14/2024	029	70961	EDGAR SEDANO-RODRIGUEZ	PERSONNEL FULL TIME	704.010	357	358.27
06/14/2024	029	70970*#	GA BUSINESS PURCHASER LLC	SECURITY SYSTEM (BLDG)	850.000	357	1,372.20
06/14/2024	029	70977*#	HI-HILL LAWN SERVICE	GROUNDS MAINTENANCE	932.001	357	1,080.00
06/14/2024	029	70981	IMPERIALDADE	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	467.78
				VEHICLE MAINTENANCE-FIRE	791.001	357	75.62
				CHECK 029 70981 TOTAL FOR FUND 206:			<u>543.40</u>
06/14/2024	029	70982*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	357	127.66
06/14/2024	029	70996	KNOX COMPANY	EQUIPMENT	744.000	357	2,545.00
06/14/2024	029	71008	MUNICIPAL EMERGENCY SERVICES, IN	TURN-OUT GEAR	743.000	357	3,250.00
06/14/2024	029	71010	NES PLUMBING, LLC	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	1,494.05
				BUILDING MAINTENANCE - LABOR	748.001	357	687.50
				CHECK 029 71010 TOTAL FOR FUND 206:			<u>2,181.55</u>
06/14/2024	029	71011	NYE UNIFORM	UNIFORMS-PAID ON CALL	754.000	357	552.55
06/14/2024	029	71012	OAKLAND COMMUNITY COLLEGE	EDUCATION TRAINING	957.001	357	350.00
06/14/2024	029	71014*#	OAKLAND COUNTY TREASURER	DISPATCHING	805.000	357	7,609.33
06/14/2024	029	71015	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	1,342.59
06/14/2024	029	71027	PRESSURE VESSEL TESTING	EQUIPMENT	744.000	357	175.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				MAINTENANCE EQUIPMENT (LABOR)	933.000	357	312.50
				CHECK 029 71027 TOTAL FOR FUND 206:			<u>487.50</u>
06/14/2024	029	71029	R & R FIRE TRUCK REPAIR	VEHICLE MAINTENANCE-MEDICAL	791.003	357	6,437.90
06/14/2024	029	71030	RICHARD DVORAK	MILEAGE EXPENSE	860.000	357	43.55
06/14/2024	029	71033	RYAN MCLEOD	EDUCATION TRAINING	957.001	357	103.42
06/14/2024	029	71037	STATE OF MICHIGAN	UNALLOCATED COST RECOVERY BILLING	802.001	357	1,040.82
06/14/2024	029	71039	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE-FIRE	791.001	357	547.44
06/14/2024	029	71040	STONES ACE OF OXFORD	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	271.32
06/14/2024	029	71048*#	TOOL SPORT & SIGN CO, INC	UNIFORM EXPENSE UNIFORMS	731.000	357	36.00
				UNIFORMS-PAID ON CALL	754.000	357	32.00
				CHECK 029 71048 TOTAL FOR FUND 206:			<u>68.00</u>
06/14/2024	029	71049	TRUGREEN PROCESSING CENTER	GROUNDS MAINTENANCE	932.001	357	252.72
				GROUNDS MAINTENANCE	932.001	357	398.35
				GROUNDS MAINTENANCE	932.001	357	171.27
				GROUNDS MAINTENANCE	932.001	357	398.35
				CHECK 029 71049 TOTAL FOR FUND 206:			<u>1,220.69</u>
06/14/2024	029	71054	VFIS	INSURANCE LIABILITY-VFIS	955.000	357	4,869.18
				INSURANCE FIREFIGHTERS	955.010	357	4,147.82
				FLEET INSURANCE	955.020	357	9,017.00
				CHECK 029 71054 TOTAL FOR FUND 206:			<u>18,034.00</u>
06/14/2024	029	71056	VILLAGE OF OXFORD	UTILITIES SEWER/WATER	927.000	357	183.08
				UTILITIES WATER	927.001	357	229.48
				CHECK 029 71056 TOTAL FOR FUND 206:			<u>412.56</u>
06/14/2024	029	71058	WONDER CLEANERS	DRY CLEANING	723.000	357	486.50
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			59,008.81

07/01/2024 10:11 AM
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CHECK NUMBER 70931 - 71058
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
06/14/2024	029	70982*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	302	4.91
06/14/2024	029	70984*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	302	976.77
06/14/2024	029	71014*#	OAKLAND COUNTY TREASURER	WAGES OVERTIME	709.001	302	10,821.73
				CONTRACT O.C.S.D.	711.001	302	203,998.27
				CHECK 029 71014 TOTAL FOR FUND 207:			<u>214,820.00</u>
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			215,801.68

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 CHECK NUMBER 70931 - 71058
 Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
06/14/2024	029	70934	AIRGAS USA, LLC	RENTAL FEES EQUIPMENT SEYMOUR LAKE PA	943.661	757	40.36
06/14/2024	029	70936	AMAZING ATHLETES	PROF/CONT YOUTH SPORTS MISC.	816.633	752	512.00
06/14/2024	029	70946	BRENDA SUMEY	PROF/CONT ART	816.650	752	175.00
				PROF/CONT ART	816.650	752	70.00
				CHECK 029 70946 TOTAL FOR FUND 208:			<u>245.00</u>
06/14/2024	029	70948	CARDCONNECT	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	25.00
06/14/2024	029	70951*#	CHARTER COMMUNICATIONS	TELEPHONE	853.000	751	169.98
06/14/2024	029	70952	CHERYL GOODWIN	PROF/CONT SENIOR HEALTH & WELLNESS	816.403	758	392.70
06/14/2024	029	70959	DETROIT TIGERS INC	PROF/CONT TRAVEL	816.671	758	946.00
06/14/2024	029	70960*#	DTE ENERGY	UTILITIES - ELECTRIC - SEYMOUR LAKE P	921.661	767	21.35
06/14/2024	029	70964	EXCITE TOURS, LLC	PROF/CONT TRAVEL	816.671	758	2,317.10
06/14/2024	029	70969	FUN EXPRESS LLC	OPER. SUPPLIES SUMMER CAMP	740.550	752	406.11
06/14/2024	029	70974	HALL'S LOCKSMITH SERVICE	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	22.50
06/14/2024	029	70975	HEALTH QUEST	PROF/CONT FITNESS	816.647	752	412.80
06/14/2024	029	70979	HOME DEPOT CREDIT SERVICES	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	68.82
				COMMUNITY GARDEN EXPENSES	932.107	757	187.50
				CHECK 029 70979 TOTAL FOR FUND 208:			<u>256.32</u>
06/14/2024	029	70982*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	751	4.91
06/14/2024	029	70983	J & T ELECTRICAL SUPPLY, INC.	INSURANCE CLAIMS	952.000	757	393.26
06/14/2024	029	70985#	JAY'S SEPTIC TANK SERVICE	PROF/CONT SEYMOUR CELEBRATION	816.620	752	1,973.00
				RENTAL FEES EQUIPMENT SEYMOUR LAKE PA	943.661	757	110.00
				RENTAL FEES EQUIPMENT POWELL LAKE PAR	943.662	757	110.00
				CHECK 029 70985 TOTAL FOR FUND 208:			<u>2,193.00</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
06/14/2024	029	70992	JOHN OCHAB	REFUND TRAVEL TRIPS	964.671	758	18.00
06/14/2024	029	70993	JOHNSTON PHOTOGRAPHY	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	360.00
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	300.00
				CHECK 029 70993 TOTAL FOR FUND 208:			<u>660.00</u>
06/14/2024	029	70997	KYLE NIEMI	REFUND YOUTH SOFTBALL	964.621	752	70.00
06/14/2024	029	70999	LIVESTOCK NUTRITION COMPANY	FERTILIZER	737.000	757	1,120.00
06/14/2024	029	71006	MILES LAWRENCE	PROF/CONT YOUTH SPORTS MISC.	816.633	752	385.00
06/14/2024	029	71009	NAEIR	MEMBERSHIP DUES	829.000	751	595.00
06/14/2024	029	71014*#	OAKLAND COUNTY TREASURER	MAINTENANCE BUILDINGS - STONY	931.660	757	60.00
06/14/2024	029	71018	OTC BRANDS, INC	OPER. SUPPLIES SUMMER CAMP	740.550	752	787.54
06/14/2024	029	71020	OXFORD FIRE DEPARTMENT	OPER. SUPPLIES SUMMER CAMP	740.550	752	300.00
				PROF/CONT SAFETY CLASSES	816.651	752	340.00
				CHECK 029 71020 TOTAL FOR FUND 208:			<u>640.00</u>
06/14/2024	029	71032	ROUTE 23	PROF/CONT TRAVEL	816.671	758	1,400.00
06/14/2024	029	71035	SPENCER OIL CO	GAS/DIESEL SEYMOUR	934.661	757	240.65
				GAS/DIESEL SEYMOUR	934.661	757	806.75
				CHECK 029 71035 TOTAL FOR FUND 208:			<u>1,047.40</u>
06/14/2024	029	71045	THOMAS COATOAM	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	710.00
06/14/2024	029	71047	TOM DECKER	PROF/CONT SENIOR ATHLETICS	816.401	758	157.50
06/14/2024	029	71048*#	TOOL SPORT & SIGN CO, INC	OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	1,812.50
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	420.00
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	2,237.13
				CHECK 029 71048 TOTAL FOR FUND 208:			<u>4,469.63</u>
06/14/2024	029	71050	U.S. BANK EQUIPMENT FINANCE	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	438.58

07/01/2024 10:11 AM
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CHECK NUMBER 70931 - 71058
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
06/14/2024	029	71053#	VERIZON WIRELESS	CELL PHONES	854.000	752	102.34
				CELL PHONES	854.000	757	102.34
				CELL PHONES	854.000	758	51.17
				CHECK 029 71053 TOTAL FOR FUND 208:			<hr/> 255.85
				Total for fund 208 PARKS & RECREATION FUND			21,172.89

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
06/14/2024	029	70949*#	CARDMEMBER SERVICE	MEMBERSHIP DUES	829.000	289	383.00
06/14/2024	029	70968	FUERST PLUMBING	Generator	492.000	000	50.00
				Inspection Mileage	677.025	000	5.00
				CHECK 029 70968 TOTAL FOR FUND 249:			<u>55.00</u>
06/14/2024	029	70982*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	289	12.27
06/14/2024	029	70990	JIM SMITHER	MILEAGE EXPENSE	860.000	289	350.00
06/14/2024	029	70991	JODY KINJORSKI	MILEAGE EXPENSE	860.000	289	350.00
06/14/2024	029	71023	PATRICK H PAYNE	MILEAGE EXPENSE	860.000	289	350.00
				Total for fund 249 BUILDING DEPARTMENT FUND			1,500.27

07/01/2024 10:11 AM
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CHECK NUMBER 70931 - 71058
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
06/14/2024	029	70951*#	CHARTER COMMUNICATIONS	INTERNET FEES	853.001	296	725.07
06/14/2024	029	70958	DAVID F KENNY	POSTAGE	730.000	296	2.11
06/14/2024	029	70970*#	GA BUSINESS PURCHASER LLC	SERVICES PROFESSIONAL	819.001	296	83.84
06/14/2024	029	71034	SARAH MACY	OFFICE SUPPLIES	728.000	296	50.00
Total for fund 296 CABLE TV FUND							861.02

07/01/2024 10:11 AM
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CHECK NUMBER 70931 - 71058
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 297 SAFETY PATH FUND							
06/14/2024	029	70943	BIRMINGHAM SEALCOAT	RESTORATION	811.000	852	115,289.90
Total for fund 297 SAFETY PATH FUND							115,289.90

07/01/2024 10:11 AM
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CHECK NUMBER 70931 - 71058
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 298 POLLY ANN TRAIL FUND							
06/14/2024	029	70950	CARDMEMBER SERVICE	POSTAGE	730.000	853	13.60
				TELEPHONE	853.000	853	20.00
				MAINTENANCE OF GROUNDS	932.000	853	13.82
				MAINTENANCE OF GROUNDS	932.000	853	7.97
				MAINTENANCE OF GROUNDS	932.000	853	1,124.78
				MAINTENANCE OF GROUNDS	932.000	853	60.83
				FUEL AND OIL	934.000	853	46.73
				MISC ADVERTISING AND WEB	962.011	853	21.36
				WADE SULLIVAN MEMORIAL RIDE EXPENSES	962.031	853	204.00
				CHECK 029 70950 TOTAL FOR FUND 298:			<u>1,513.09</u>
06/14/2024	029	70998	LINDA MORAN SERVICES, LLC	CONTRACTED SERVICES PATC	824.000	853	2,700.00
06/14/2024	029	71031	ROBERT BROOKS	MAINTENANCE OF GROUNDS	932.000	853	131.25
				Total for fund 298 POLLY ANN TRAIL FUND			4,344.34

07/01/2024 10:11 AM
User: SMCCULLOUGH
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CHECK NUMBER 70931 - 71058
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
06/14/2024	029	70949*#	CARDMEMBER SERVICE	CAMP OAKLAND PUMP STATION PROJECT	973.004	527	5.10
06/14/2024	029	71014*#	OAKLAND COUNTY TREASURER	FEES COUNTY USAGE	800.003	527	130,315.07
Total for fund 590 SEWER FUND							130,320.17

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
06/14/2024	029	70940	Anywhere Lombardo	BC006-24 - PB23-0180	283.000	000	9,150.00
06/14/2024	029	70954	Classic Remodeling	BC090-17 - PB0089-17	283.000	000	100.00
06/14/2024	029	70955	CLEARVIEW HOMES, LLC	BC009-24 - PB23-0172	283.000	000	6,153.70
				BC012-16 - PB0009-16	283.000	000	300.00
				BPP24-0001 - PB23-0171	283.500	000	1,477.40
				CHECK 029 70955 TOTAL FOR FUND 701:			<u>7,931.10</u>
06/14/2024	029	70956	Coy Construction	BC168-21 - PB0164-21	283.000	000	100.00
				BC180-14 - PB0183-14	283.000	000	100.00
				BC129-18 - PB0136-18	283.000	000	100.00
				CHECK 029 70956 TOTAL FOR FUND 701:			<u>300.00</u>
06/14/2024	029	70957	Dave Rowls	BC149-21 - PB0146-21	283.000	000	100.00
06/14/2024	029	70962	Elizabeth Fowler	BC212-15 - PB0194-15	283.000	000	700.00
06/14/2024	029	70963	Evan Heinze	BC043-22 - PB22-0040	283.000	000	100.00
06/14/2024	029	70966	Foundation Systems of Michigan I	BC126-20 - PB0117-20	283.000	000	100.00
06/14/2024	029	70971	Gardner Builders Inc	BC113-15 - PB0097-15	283.000	000	100.00
06/14/2024	029	70973	Glen Arbor Building LLC	BC001-24 - PB22-0011	283.000	000	400.00
				BC012-22 - PB22-0011	283.000	000	700.00
				CHECK 029 70973 TOTAL FOR FUND 701:			<u>1,100.00</u>
06/14/2024	029	70976	Henry Yandt Construction LLC	BSEC001-23 - PSE23-0014	283.000	000	5,000.00
06/14/2024	029	70986	JEFF LAWRENCE CARPENTRY	BC157-20 - PB0146-20	283.000	000	100.00
06/14/2024	029	70987	Jeffrey A. Ennis and Nancy L. En	BSER039-23 - PZ23-0035	283.000	000	600.00
06/14/2024	029	70988	Jeffry & Catherine Vecore	BSER079-22 - PSE22-0057	283.000	000	500.00
06/14/2024	029	70989	Jeffry & Catherine Vecore	BC140-22 - PB22-0133	283.000	000	500.00
06/14/2024	029	70994	KELLEY, SEAN	BC142-15 - PB0126-15	283.000	000	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
06/14/2024	029	70995	Kenneth Stire	BC090-18 - PB0097-18	283.000	000	100.00
06/14/2024	029	71000	Marty & Susan Stephenson	BC055-20 - PB0046-20			** VOIDED **
06/14/2024	029	71001	MB Enterprises	BC207-22 - PB22-0205	283.000	000	100.00
06/14/2024	029	71002	Michael Jerry	BC011-15 - PB0009-15	283.000	000	100.00
06/14/2024	029	71004	MIDWEST POOLS INC	BC255-16 - PB0272-16	283.000	000	100.00
06/14/2024	029	71007	MS Pools	BC063-20 - PB0053-20	283.000	000	100.00
06/14/2024	029	71013	OAKLAND COUNTY ANIMAL CONTROL	DOG LICENSE FEES	279.000	000	10,547.00
06/14/2024	029	71017	Oasis Custom Pools & Spas Inc	BC065-16 - PB0051-16	283.000	000	100.00
06/14/2024	029	71019	Overland Contracting Inc.	BC084-18 - PB0092-18	283.000	000	100.00
06/14/2024	029	71021	OXFORD TOWNSHIP GENERAL FUND	DOG LICENSE FEES	279.000	000	1,270.00
06/14/2024	029	71024	Peter Denicola	BC151-20 - PB0137-20	283.000	000	100.00
				BC197-17 - PB0218-17	283.000	000	100.00
				CHECK 029 71024 TOTAL FOR FUND 701:			<u>200.00</u>
06/14/2024	029	71026	Power Home Solar, LLC	BC211-18 - PB0221-18	283.000	000	100.00
				BC013-21 - PB0013-21	283.000	000	100.00
				CHECK 029 71026 TOTAL FOR FUND 701:			<u>200.00</u>
06/14/2024	029	71028	Princeton Management	BC196-22 - PB22-0196	283.000	000	100.00
06/14/2024	029	71038	STEFFES, PAUL A	BC120-20 - PB0111-20	283.000	000	100.00
06/14/2024	029	71044	Tarr's Service Inc.	BDEMO003-15 - PD0004-15	283.000	000	200.00
06/14/2024	029	71046	Tim French Construction	BC038-19 - PB0029-19	283.000	000	200.00
06/14/2024	029	71052	VELASCO, EMMA	BC159-20 - PB0148-20	283.000	000	100.00
				Total for fund 701 TRUST & AGENCY FUND			40,098.10

07/01/2024 10:11 AM
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CHECK NUMBER 70931 - 71058
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 855 NAD SEWER S/A DEBT FUND							
06/14/2024	029	70980#	HUNTINGTON NATIONAL BANK	NORTH AREA SAD BOND INTEREST	664.009	000	50,990.59
				PRINCIPAL PAYMENT	991.000	907	135,000.00
				CHECK 029 70980 TOTAL FOR FUND 855:			<u>185,990.59</u>
				Total for fund 855 NAD SEWER S/A DEBT FUND			185,990.59
			TOTAL - ALL FUNDS				828,659.37

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

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

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
06/28/2024	CD	S	125604	SUMMARY CD 06/28/2024	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		471,372.84
100-000-084.101			DUE FROM GENERAL FUND	201,003.54	
100-000-084.207			DUE FROM POLICE	4,050.60	
100-000-084.208			DUE FROM PARKS & REC	43,269.87	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	142.73	
100-000-084.296			DUE FROM CABLE	8,735.12	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	100.00	
100-000-084.308			DUE FROM PARKS DEBT FUND	400.00	
100-000-084.590			DUE FROM SEWER	212,870.98	
100-000-084.591			DUE FROM WATER	400.00	
100-000-084.855			DUE FROM SAD BONDS DEBT	400.00	
101-000-202.000			ACCOUNTS PAYABLE	201,003.54	
101-000-215.000			DUE TO		201,003.54
207-000-202.000			ACCOUNTS PAYABLE	4,050.60	
207-000-215.000			DUE TO CLEARING FUND		4,050.60
208-000-202.000			ACCOUNTS PAYABLE	43,269.87	
208-000-215.000			DUE TO CLEARING FUND		43,269.87
249-000-202.000			ACCOUNTS PAYABLE	142.73	
249-000-215.000			DUE TO CLEARING FUND		142.73
296-000-202.000			ACCOUNTS PAYABLE	8,735.12	
296-000-215.000			DUE TO CLEARING FUND		8,735.12
298-000-202.000			ACCOUNTS PAYABLE	100.00	
298-000-215.000			DUE TO CLEARING FUND		100.00
308-000-202.000			ACCOUNTS PAYABLE	400.00	
308-000-215.000			DUE TO CLEARING FUND		400.00
590-000-202.000			ACCOUNTS PAYABLE	212,870.98	
590-000-215.000			DUE TO CLEARING FUND		212,870.98
591-000-202.000			ACCOUNTS PAYABLE	400.00	
591-000-215.000			DUE TO CLEARING FUND		400.00
855-000-202.000			ACCOUNTS PAYABLE	400.00	
855-000-215.000			DUE TO CLEARING FUND		400.00
				942,745.68	942,745.68
				942,745.68	942,745.68

PRE-PAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
06/28/2024	029	71059	AARON'S LAWN IN ORDER LLC	CONTRACT CEMETERY MAINTENANCE	825.000	567	6,666.67
06/28/2024	029	71060	ADVANCED MARKETING PARTNERS, INC	DATA PROCESSING	814.000	253	2,151.80
06/28/2024	029	71062	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	171	58.00
06/28/2024	029	71063	AMERICAN LEGION POST 108	MISCELLANEOUS	962.000	567	705.91
06/28/2024	029	71066	APPLIED INNOVATION	MAINTENANCE EQUIPMENT	933.000	267	177.11
06/28/2024	029	71067	AQUA-WEED CONTROL INC	CEDAR/LONG/TAN-TRI LAKE S.A.D.	962.018	572	892.50
06/28/2024	029	71068	BOUND TREE MEDICAL, LLC	MAINTENANCE GENERAL	932.000	567	357.49
06/28/2024	029	71070	CHRISTOPHER CARNACCHIO	MISCELLANEOUS	962.000	171	5.29
06/28/2024	029	71081	FOREST GREEN LAWN SERVICES INC	MAINTENANCE GROUNDS	932.001	265	900.00
06/28/2024	029	71084	GENESEE VALLEY VAULT, INC	FEES CEMETERY OPENING/CLOSING	712.011	567	300.00
06/28/2024	029	71085	GREAT LAKES CONTRACTING SOLUTION	ARPA EXPENSES	962.002	267	19,818.75
06/28/2024	029	71088	HART INTERCIVIC, INC	MAINTENANCE EQUIPMENT	933.000	262	6,140.00
06/28/2024	029	71092	J.C. EHRlich	MAINTENANCE BLDG/GROUNDS	931.000	265	92.97
06/28/2024	029	71097	JOSEPH G. FERRARI	MILEAGE EXPENSE	860.000	253	24.12
06/28/2024	029	71098*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	270	389.92
06/28/2024	029	71099	LOVE INC OF NORTH OAKLAND COUNTY	CONTRIBUTION TO LOVE INC	965.865	995	1,141.67
06/28/2024	029	71104*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	265	616.56
06/28/2024	029	71108	OAKLAND COUNTY TREASURER	CONTRACT OAKLAND COUNTY	711.000	257	155,884.61
06/28/2024	029	71114	OXFORD TOWNSHIP GENERAL FUND	MISCELLANEOUS	962.000	253	100.00
06/28/2024	029	71117	PLM LAKE & LAND MANAGEMENT	PAINT LAKE/CLEAR LK S.A.D.	962.021	572	3,333.00
06/28/2024	029	71119	PRINTING SYSTEMS	OFFICE SUPPLIES	728.000	262	140.65
06/28/2024	029	71129	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,106.52

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP

CHECK NUMBER 71059 - 71130

Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 101 GENERAL FUND

Total for fund 101 GENERAL FUND

201,003.54

07/01/2024 10:14 AM
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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
06/28/2024	029	71061	AKA ARCHITECTS INC	SUBSTATION EXPANSION	976.002	302	3,991.00
06/28/2024	029	71098*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	302	59.60
Total for fund 207 POLICE CONTRACTING (OCSO) FU							4,050.60

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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
 CHECK NUMBER 71059 - 71130
 Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
06/28/2024	029	71064	ANDRE NAVARRE	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	580.00
06/28/2024	029	71065	ANNE EARLE	REFUND TRAVEL TRIPS	964.671	758	135.00
06/28/2024	029	71069	BRIAN DUERDEN	MAINTENANCE UNIFORMS	936.000	757	110.00
06/28/2024	029	71071	CORINA CHAMARRO	REFUND TRAVEL TRIPS	964.671	758	125.00
06/28/2024	029	71072	CUSTOM THREADS & SPORTS	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	3,260.00
06/28/2024	029	71073	DAN SULLIVAN	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	417.00
06/28/2024	029	71074	DANIELLE SMITH	RECORDING SECRETARY	827.000	751	140.00
06/28/2024	029	71075	DAVE HERRICK	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	600.00
06/28/2024	029	71076#	DAWN MEDICI	OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	100.00
				SENIOR ATHLETICS SUPPLIES	728.401	758	60.00
				CHECK 029 71076 TOTAL FOR FUND 208:			160.00
06/28/2024	029	71078	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	364.00
06/28/2024	029	71079	EVERETT ROPER	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	650.00
06/28/2024	029	71080#	FIRSTNET - AT&T MOBILITY	CELL PHONES	854.000	751	83.60
				OPER. SUPPLIES SUMMER CAMP	740.550	752	42.33
				CHECK 029 71080 TOTAL FOR FUND 208:			125.93
06/28/2024	029	71082	FUN EXPRESS LLC	OPER. SUPPLIES SUMMER CAMP	740.550	752	95.80
				OPER. SUPPLIES SUMMER CAMP	740.550	752	42.74
				OPER. SUPPLIES SUMMER CAMP	740.550	752	53.06
				CHECK 029 71082 TOTAL FOR FUND 208:			191.60
06/28/2024	029	71083	GAYLE T BAILEY	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	1,097.60
06/28/2024	029	71087	HALL'S LOCKSMITH SERVICE	OPER. SUPPLIES SUMMER CAMP	740.550	752	38.00
06/28/2024	029	71089	HARTSIG SUPPLY	SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	6,110.00
06/28/2024	029	71090	HI-TECH SYSTEM SERVICE, INC	COMPUTER SUPPLIES	741.000	751	2,781.83

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
				COMPUTER PROGRAMMING	970.003	751	1,254.00
				CHECK 029 71090 TOTAL FOR FUND 208:			<u>4,035.83</u>
06/28/2024	029	71091	INDEPENDENCE VILLAGE OF OXFORD	SENIOR ENRICHMENT SUPPLIES	728.402	758	280.00
06/28/2024	029	71093#	JAY'S SEPTIC TANK SERVICE	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	530.00
				MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	1,250.00
				MAINTENANCE RENTAL HOUSE EXPENSES	931.664	757	469.50
				RENTAL FEES EQUIPMENT POWELL LAKE PAR	943.662	757	110.00
				CHECK 029 71093 TOTAL FOR FUND 208:			<u>2,359.50</u>
06/28/2024	029	71095	JEREMY'S LAWN & TREE	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	550.00
06/28/2024	029	71100	LYDIA RAMIREZ	REFUND TRAVEL TRIPS	964.671	758	125.00
06/28/2024	029	71101	MICHIGAN ASSOC OF SENIOR CENTERS	EDUCATION WORKSHOPS AND CONFERENCES	957.000	758	75.00
06/28/2024	029	71102	MICHIGAN YOUTH SOCCER LEAGUE	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	3,150.00
06/28/2024	029	71103	MICHIGAN YOUTH SOCCER LEAGUE	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	6,415.00
06/28/2024	029	71104*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	751	194.23
06/28/2024	029	71105	MSTS RECEIVABLES LLC	MAINTENANCE HAND TOOLS	932.102	757	11.96
06/28/2024	029	71106	NOAH GROVE	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	570.00
06/28/2024	029	71107	NRPA	MEMBERSHIP DUES	829.000	751	180.00
06/28/2024	029	71109	OHS BASEBALL	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	1,399.20
06/28/2024	029	71110	OHS GIRLS BASKETBALL	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	2,313.60
06/28/2024	029	71111	OHS GIRLS SOFTBALL	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	1,623.20
06/28/2024	029	71112	OHS VOLLEYBALL	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	1,792.00
06/28/2024	029	71113	OXFORD BASEBALL	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	1,399.20
06/28/2024	029	71115*#	PATRIOT FIRE EXTINGUISHERS LLC	MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	298.85

07/01/2024 10:14 AM
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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
06/28/2024	029	71120	ROBIN PYKE	COMMUNITY GARDEN EXPENSES	932.107	757	150.00
06/28/2024	029	71122	SHARON MCQUEEN	REFUND TRAVEL TRIPS	964.671	758	130.00
06/28/2024	029	71123	SPENCER OIL CO	GAS/DIESEL SEYMOUR	934.661	757	110.43
				GAS/DIESEL SEYMOUR	934.661	757	894.48
				CHECK 029 71123 TOTAL FOR FUND 208:			<u>1,004.91</u>
06/28/2024	029	71124#	STONES ACE OF OXFORD	MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	110.76
				OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	19.99
				SPLASH PARK MAINTENANCE EXPENSES	975.002	757	17.76
				CHECK 029 71124 TOTAL FOR FUND 208:			<u>148.51</u>
06/28/2024	029	71126	TOOL SPORT & SIGN CO, INC	OPER. SUPPLIES SUMMER CAMP	740.550	752	63.75
				OPER. SUPPLIES YOUTH VOLLEYBALL	740.628	752	326.00
				CHECK 029 71126 TOTAL FOR FUND 208:			<u>389.75</u>
06/28/2024	029	71130	ZACHARY DELEARY	OPER. SUPPLIES YOUTH SPORTS CAMP	740.632	752	570.00
				Total for fund 208 PARKS & RECREATION FUND			43,269.87

07/01/2024 10:14 AM
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CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
06/28/2024	029	71098*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	289	142.73
Total for fund 249 BUILDING DEPARTMENT FUND							142.73

07/01/2024 10:14 AM
User: SMCCULLOUGH
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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
06/28/2024	029	71077	DECKER AGENCY, LLC	INSURANCE LIABILITY	955.000	296	8,442.00
06/28/2024	029	71094	JEBEDIAH CALHOUN	MILEAGE EXPENSE	860.000	296	34.17
06/28/2024	029	71096	JOSEPH CALHOUN	MILEAGE EXPENSE	860.000	296	23.45
06/28/2024	029	71115*#	PATRIOT FIRE EXTINGUISHERS LLC	SERVICES PROFESSIONAL	819.001	296	48.50
06/28/2024	029	71125	T-MOBILE	INTERNET FEES	853.001	296	187.00
Total for fund 296 CABLE TV FUND							8,735.12

07/01/2024 10:14 AM
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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 298 POLLY ANN TRAIL FUND							
06/28/2024	029	71121	ROSATI, SCHULTZ, JOPPICH, AMTSBUECH	SERVICES PROFESSIONAL	819.000	853	100.00
Total for fund 298 POLLY ANN TRAIL FUND							100.00

07/01/2024 10:14 AM
User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 308 PARKS DEBT FUND							
06/28/2024	029	71116*#	PFM FINANCIAL ADVISORS LLC	MISCELLANEOUS	962.000	906	400.00
Total for fund 308 PARKS DEBT FUND							400.00

07/01/2024 10:14 AM
User: SMCCULLOUGH
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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
06/28/2024	029	71086	GREAT LAKES WATER AUTHORITY	FEES COUNTY USAGE	800.003	527	1,204.84
06/28/2024	029	71118	POSTMASTER	POSTAGE	730.000	527	1,686.52
06/28/2024	029	71127	TROJAN DEVELOPMENT CO., INC.	CAMP OAKLAND PUMP STATION PROJECT	973.004	527	209,881.36
06/28/2024	029	71128	VILLAGE OF OXFORD	FEES M-24 USAGE	800.002	527	98.26
Total for fund 590 SEWER FUND							212,870.98

07/01/2024 10:14 AM
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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
06/28/2024	029	71116*#	PFM FINANCIAL ADVISORS LLC	MISCELLANEOUS	962.000	538	400.00
Total for fund 591 WATER FUND							400.00

07/01/2024 10:14 AM
User: SMCCULLOUGH
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CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71059 - 71130
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 855 NAD SEWER S/A DEBT FUND							
06/28/2024	029	71116*#	PFM FINANCIAL ADVISORS LLC	MISCELLANEOUS	962.000	907	400.00
Total for fund 855 NAD SEWER S/A DEBT FUND							400.00
TOTAL - ALL FUNDS							471,372.84

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

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

Payroll Liability

Total Cash Required		\$38,050.30
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$26,555.07
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$11,495.23
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		\$38,050.30

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.

TOWNSHIP PREPAIDS

Payroll Liability

Total Cash Required		\$44,864.15
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$32,029.97
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$12,834.18
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		\$44,864.15

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.

TOWNSHIP PREPAIDS

Statistical Summary

Company: 7TH - CHARTER TOWN Service Center: 0056 Great Lakes Status: Under Review
 Week#: 23 Pay Date: 06/06/2024 P/E Date: 06/01/2024
 Qtr/Year: 2/2024 Run Time/Date: 11:15:13 AM EDT 06/03/2024

Taxes Debited	Federal Income Tax	8,367.69
	Earned Income Credit Advances	0.00
	Social Security - EE	4,451.81
	Social Security - ER	4,575.82
	Social Security Adj - EE	0.00
	Medicare - EE	1,041.11
	Medicare - ER	1,070.15
	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	2,832.18
	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 Cares Fund - EE	0.00
	Transit Tax - EE	0.00
	Workers' Benefit Fund Assessment - EE	0.00
	Workers' Benefit Fund Assessment - ER	0.00
	Local Income Tax	0.00
	School District Tax	0.00
	Total Taxes Debited	22,338.76
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX	50,766.06
	Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX	688.67
	Total Amount Debited From Your Account	73,793.49
Bank Debits & Other Liability	Checks	0.00
	Adjustments/Prepay/Voids	0.00
Taxes- Your Responsibility	None this payroll	

**FIRE DEPT
PREPAIDS**

Total Liability	73,793.49
	73,793.49
	73,793.49
	73,793.49

Statistical Summary

Company: 7TH - CHARTER TOWN Service Center: 0056 Great Lakes
 Week#: 25 Pay Date: 06/20/2024
 Qtr/Year: 2/2024 Run Time/Date: 11:45:20 AM EDT 06/17/2024

Status: Under Review
 P/E Date: 06/15/2024

Taxes Debited	Federal Income Tax	13,044.19	
	Earned Income Credit Advances	0.00	
	Social Security - EE	7,006.26	
	Social Security - ER	7,130.29	7,130.29
	Social Security Adj - EE	0.00	
	Medicare - EE	1,638.61	
	Medicare - ER	1,667.57	1,667.57
	Medicare Adj - EE	0.00	8,797.86
	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	4,602.99	
	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	179.26	179.26
	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 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		
Total Taxes Debited		35,269.17	
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXX	82,367.93	
	Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXX	688.67	
	Total Amount Debited From Your Account		118,325.77
Bank Debits & Other Liability	Checks	0.00	
	Adjustments/Prepay/Voids	0.00	
Taxes- Your Responsibility	None this payroll		
			118,325.77

**FIRE DEPT
 PREPAIDS**

Payroll Liability

Total Cash Required		\$22,615.51
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$16,631.99
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$5,983.52
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		\$22,615.51

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.

PARKS & REC PREPAIDS

Payroll Liability

Total Cash Required		\$35,657.12
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$26,641.81
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$9,015.31
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		\$35,657.12

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.

PARKS & REC PREPAIDS

Payroll Liability

Total Cash Required		\$9,882.42
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$7,617.47
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$2,264.95
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		\$9,882.42

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.

CABLE PREPAIDS

Payroll Liability

Total Cash Required		\$9,789.21
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$7,555.26
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$2,233.95
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		\$9,789.21

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.

**CABLE
PREPAIDS**

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
07/10/2024	CD	S	125684	SUMMARY CD 07/10/2024	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		1,195,983.00
100-000-084.101			DUE FROM GENERAL FUND	12,585.00	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	742.50	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	17,899.00	
100-000-084.296			DUE FROM CABLE	88.44	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	2,700.00	
100-000-084.590			DUE FROM SEWER	1,129,733.06	
100-000-084.591			DUE FROM WATER	7,977.50	
100-000-084.701			DUE FROM TRUST & AGENCY	2,557.50	
100-000-084.805			DUE FROM SAD BONDS CONSTRUCTION	21,700.00	
101-000-202.000			ACCOUNTS PAYABLE	12,585.00	
101-000-215.000			DUE TO		12,585.00
206-000-202.000			ACCOUNTS PAYABLE	742.50	
206-000-215.000			DUE TO CLEARING FUND		742.50
249-000-202.000			ACCOUNTS PAYABLE	17,899.00	
249-000-215.000			DUE TO CLEARING FUND		17,899.00
296-000-202.000			ACCOUNTS PAYABLE	88.44	
296-000-215.000			DUE TO CLEARING FUND		88.44
298-000-202.000			ACCOUNTS PAYABLE	2,700.00	
298-000-215.000			DUE TO CLEARING FUND		2,700.00
590-000-202.000			ACCOUNTS PAYABLE	1,129,733.06	
590-000-215.000			DUE TO CLEARING FUND		1,129,733.06
591-000-202.000			ACCOUNTS PAYABLE	7,977.50	
591-000-215.000			DUE TO CLEARING FUND		7,977.50
701-000-202.000			ACCOUNTS PAYABLE	2,557.50	
701-000-215.000			DUE TO OTHER FUNDS		2,557.50
805-000-202.000			ACCOUNTS PAYABLE	21,700.00	
805-000-215.000			DUE TO CLEARING FUND		21,700.00
				<u>2,391,966.00</u>	<u>2,391,966.00</u>
				<u>2,391,966.00</u>	<u>2,391,966.00</u>

TO BE PAIDS

07/02/2024 02:21 PM
User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71131 - 71144
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
07/10/2024	029	71131*#	CARLISLE/WORTMAN ASSOCIATES	PLANNER/PROF. SERVICES PLANNER	801.000	701	937.50
				PLANNER/PROF. SERVICES MASTER PLAN	801.001	701	2,870.00
				PLANNER/PROF. SERVICES	801.009	701	2,535.00
				PLANNER/PROF. SERVICES	801.009	701	2,000.00
				PLANNER/PROF. SERVICES	801.009	701	3,542.50
				CHECK 029 71131 TOTAL FOR FUND 101:			<u>11,885.00</u>
07/10/2024	029	71142*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	447	700.00
				Total for fund 101 GENERAL FUND			12,585.00

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71131 - 71144
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
07/10/2024	029	71142*#	SHARPE ENGINEERING	CAPITAL OUTLAY	970.001	357	742.50
Total for fund 206 OXFORD FIRE DEPARTMENT FUND							742.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
07/10/2024	029	71135	JIM SMITHER	FEES HEATING INSPECTOR	712.002	289	3,200.00
				FEES BUILDING INSPECTOR	712.009	289	105.00
				CHECK 029 71135 TOTAL FOR FUND 249:			<u>3,305.00</u>
07/10/2024	029	71136*#	JODY KINJORSKI	FEES PLUMBING INSPECTOR	712.004	289	1,650.00
				FEES BUILDING INSPECTOR	712.009	289	105.00
				CHECK 029 71136 TOTAL FOR FUND 249:			<u>1,755.00</u>
07/10/2024	029	71141	PAYNE ELECTRIC LLC	FEES ELECTRIC INSPECTORS	712.001	289	3,145.00
				FEES BUILDING INSPECTOR	712.009	289	50.00
				CHECK 029 71141 TOTAL FOR FUND 249:			<u>3,195.00</u>
07/10/2024	029	71142*#	SHARPE ENGINEERING	ENGINEER INSPECTOR FEE	712.010	289	607.50
				SOIL EROSION INSPECTOR	712.013	289	2,782.50
				CHECK 029 71142 TOTAL FOR FUND 249:			<u>3,390.00</u>
07/10/2024	029	71143	TIM BERGER	FEES BUILDING INSPECTOR	712.009	289	2,100.00
07/10/2024	029	71144	TOM BERGER	FEES BUILDING INSPECTOR	712.009	289	4,154.00
				Total for fund 249 BUILDING DEPARTMENT FUND			17,899.00

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71131 - 71144
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
07/10/2024	029	71132	DANIEL ZWIEZ	MILEAGE EXPENSE	860.000	296	24.12
07/10/2024	029	71133	DAVID F KENNY	MILEAGE EXPENSE	860.000	296	21.44
07/10/2024	029	71134	JEBEDIAH CALHOUN	MILEAGE EXPENSE	860.000	296	21.44
07/10/2024	029	71137	KYLE SNAGE	MILEAGE EXPENSE	860.000	296	21.44
Total for fund 296 CABLE TV FUND							88.44

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71131 - 71144
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 298 POLLY ANN TRAIL FUND							
07/10/2024	029	71138	LINDA MORAN SERVICES, LLC	CONTRACTED SERVICES PATC	824.000	853	2,700.00
Total for fund 298 POLLY ANN TRAIL FUND							2,700.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
07/10/2024	029	71136*#	JODY KINJORSKI	INSPECTOR FEES	712.000	527	100.00
07/10/2024	029	71139	O.C.W.R.C.	FEES COUNTY USAGE	800.003	527	234,975.00
07/10/2024	029	71140	OAKLAND COUNTY TREASURER	FEES COUNTY USAGE	800.003	527	130,315.07
				FEES COUNTY USAGE	800.003	527	130,315.07
				FEES COUNTY USAGE	800.003	527	118,177.38
				FEES COUNTY USAGE	800.003	527	117,742.51
				FEES COUNTY USAGE	800.003	527	130,315.07
				FEES COUNTY USAGE	800.003	527	130,315.07
				FEES COUNTY USAGE	800.003	527	130,315.07
				INTEREST PAYMENT	993.000	527	2,390.32
				CHECK 029 71140 TOTAL FOR FUND 590:			<u>889,885.56</u>
07/10/2024	029	71142*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	527	470.00
				CAMP OAKLAND PUMP STATION PROJECT	973.004	527	4,302.50
				CHECK 029 71142 TOTAL FOR FUND 590:			<u>4,772.50</u>
				Total for fund 590 SEWER FUND			1,129,733.06

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71131 - 71144
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
07/10/2024	029	71136*#	JODY KINJORSKI	INSPECTOR FEES	712.000	538	150.00
07/10/2024	029	71142*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	538	3,927.50
				WATER LINE EXTENSIONS	972.000	538	3,900.00
				CHECK 029 71142 TOTAL FOR FUND 591:			<u>7,827.50</u>
				Total for fund 591 WATER FUND			7,977.50

07/02/2024 02:21 PM
User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP

CHECK NUMBER 71131 - 71144

Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
07/10/2024	029	71131*#	CARLISLE/WORTMAN ASSOCIATES	BTA23-0009	283.001	000	250.00
				Consultation (Escrow)	283.001	000	105.00
				BTA24-0003	283.001	000	1,387.50
				CHECK 029 71131 TOTAL FOR FUND 701:			<u>1,742.50</u>
07/10/2024	029	71142*#	SHARPE ENGINEERING	BTA23-0001	283.001	000	315.00
				BTA24-0003	283.001	000	500.00
				CHECK 029 71142 TOTAL FOR FUND 701:			<u>815.00</u>
				Total for fund 701 TRUST & AGENCY FUND			2,557.50

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User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 71131 - 71144
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 805 NAD SEWER S/A CONSTRUCTION FUND							
07/10/2024	029	71142*#	SHARPE ENGINEERING	CONTRACTOR FEES	821.013	543	21,700.00
Total for fund 805 NAD SEWER S/A CONSTRUCTION F							21,700.00
TOTAL - ALL FUNDS							1,195,983.00

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

Committee and Representative Reports

July 10, 2024 *(Reports not submitted highlighted)*

American Rescue Plan Act

Capital Improvement

Cemetery

Community Development Block Grant (CDBG)

Election Commission

Hazardous Waste (NO Haz)

Highway / Roads

Master Plan Steering Committee

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 Trail

Safety Path

Salary Compensation

Single Waste Hauler

Southeast Michigan Council of Governments *(SEMCOG)*

Spongy Moth

Union Negotiations

Village of Oxford Planning Commission

Water & Sewer

Web Site

Zoning Board of Appeals (ZBA)

American Rescue Plan Act Committee Report

Date: July 10, 2024

To: Board of Trustees

From: American Rescue Plan Act ("ARPA") Committee
(*Jon Nold, Margie Payne, Danielle Smith, Curtis Wright*)

Re: ARPA Update

Dear Board Members:

- The ARPA Committee has not met since May 29, 2024.
- ARPA funds have been totally allocated or reallocated to meet the December 31, 2024 deadline.
- ARPA Funds must be expended by December 31, 2026.
- The list of ARPA projects and allocated funds is attached for your review.

CHARTER TOWNSHIP OF OXFORD

Date: July 10, 2024

To: Board of Trustees

From: Capital Improvement Committee
(Jack Curtis, Catherine Colvin, Jon Nold)

Re. Capital Improvement Committee Update

Dear Board Members:

The committee has met and is making the following recommendation, to select Brenca as the contractor to perform the basement build-out and the Sheriff substation expansion.

Continuing the cost investigation on the Township main office interior update for safety and efficiency.

Work has begun on the Audio-visual upgrades to the Board room and the conference room.
Completion

Water/drinking fountain for Helen Smith park has been delivered, working to get it installed.

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

CEMETERY COMMITTEE REPORT

Date: July 10, 2024

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 Cemetery Wall restoration project continues in progress.
- Several projects are being considered including:
 - paving the Oxford Cemetery on the north side;
 - tree removal;
 - a new sign installed at Mt. Pleasant Cemetery.
- There are plans for an event to celebrate the 100th anniversary of the Oxford Cemetery Mausoleum that was built in 1924. The event date to be determined.
- The Oxford Historical Society is planning a cemetery tour in October 2024 highlighting selected individuals buried in the Oxford Cemetery. The event date to be determined.

ELECTION COMMISSION

Date: July 10, 2024

To: Board of Trustees

From: Election Commission
(Rod Charles; Jonathan Nold; Curtis Wright)

Re: Election Commission Report

Dear Board Members:

- The full Election Commission met on June 26, 2024 and:

Witnessed the Public Accuracy Test *(30 different ballot styles were tested to confirm the accuracy of the voting tabulators to be used for the August 6, 2024 Primary Election.)*

Appointed the Election Inspectors for the August 6, 2024 Primary Election.

Appointed the Receiving Board for the August 6, 2024 Primary Election.

- There are two (2) remaining elections in 2024:
 - Primary Election Tuesday, August 6, 2024
 - General Election Tuesday, November 5, 2024
- The Election Commission will be meeting:
 - before September 6, 2024 to authorize an Absent Voter Counting Board for the November 5, 2024 General Election;
 - before October 15, 2024 to appoint Election Inspectors and the Receiving Board for the November 5, 2024 General Election.

CHARTER TOWNSHIP OF OXFORD

Date: July 10, 2024

To: Board of Trustees

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

Re: Highway/Roads Committee
Update

Dear Board Members:

The Highway and Roads Committee met June 27, 2024, and discussed future road improvement projects to submit for funding through the Federal Transportation Improvement Program. These projects for Oxford Township, if they qualify, will be considered for construction in fiscal years 2028 and 2029.

Road graveling by the Road Commission for Oakland County is scheduled to begin in mid-July 2024. The following Roads are scheduled for gravel placement:

- Coats Road
- Delano Road
- Gardner Road
- Ray Road
- Thomas Road
- Thomas Subdivision

July 10, 2024

To: Board of Trustees

From: Ordinance Review Committee
(Bob Turner, Korey Bailey, Jonathan Nold and Megan Masson-Minock)

Please review the attached meeting specifics

Ordinance Review Committee Minutes

Thursday, June 13, 2024

Oxford Township Hall

Meeting started at noon

Attendees: Chair Robert Turner, Corey Bailey, Jon Nold, Tim London (Township Building Official), Pat Payne (Electrical Inspector) and Megan Masson-Minock (planning consultant).

1) Review and approval of Minutes from May 9, 2024

Mr. Turner asked for two amendments to the minutes.

Mr. Nold made a motion to approve as amended, Mr. Bailey seconded the motion.

Motion passed 3-0.

2) Zoning Amendment Criteria - Proposed Amendments

The Committee reviewed the proposed amendments and asked for changes to be made. The Committee asked for the updated version to be sent the Township Attorney for review.

3) EV Parking/Charging Station Discussion

The Committee reviewed electric vehicle zoning regulations from the City of Ann Arbor, the City of Dexter and Orion Township. Mr. London and Mr. Payne shared that they did not feel requiring EV spots was appropriate, but they would like requirements for EV charging stations in commercial parking lots to be protected with bollards for the like. During the meeting, the Committee asked Ms. Masson-Minock to see if Oxford Village had EV regulations, which they did not.

The Committee would like to have design regulations for EV stations when proposed and to have time restrictions so that the EV spaces would not be monopolized. The Committee identified the following portions of the zoning text to be incorporated into draft amendments: design requirements from the City of Ann Arbor, the allowance for "roughing in" EV charging infrastructure from the City of Dexter, location requirements for accessible EV charging stations from the City of Dexter, definitions as applicable from the City of Dexter, and permitted location language from Orion Township.

Based on the Committee's input, Ms. Masson-Minock will draft amendments for review at the next meeting. In the meanwhile, members will do research. The Committee agreed that the Building Official and the Code Enforcement Officer should review the proposed amendments.

4) Other items

Chair Turner asked that the ORC work plan be updated and included in future ORC packets. Ms. Masson-Minock offered to make it a standing item on future ORC agendas as well.

The Committee appreciated that Ms. Lotan had made hard copies of the packet for the meeting.

5) Next meeting: July 11, 2024

The Committee agreed to meet at Township Hall at noon.

To: Oxford Township Board of Trustees

From: Catherine Colvin

Date: July 1, 2024

Re: Oxford Cable TV Commission

The Oxford TV Cable Commission met on June 24, 2024.

Some items discussed:

OCTV will be drafting a new interlocal agreement for the communities it represents. The current agreement expires in 2025. A subcommittee will meet in August to discuss.

To: Oxford Township Board of Trustees
From: Catherine Colvin
Date: July 1, 2024
Re: Oxford DDA

The DDA Board met on June 17, 2024. Some items discussed:

The Oxford DDA won an award for Business Retention and Attraction at the Oakland County Mainstreet Award ceremony.

Concerts in the Park, Line Dancing Lessons, Wine Down Wednesdays and car shows have begun and will continue all summer. Summer markets in Washington Square will begin in July.

A strategic planning session for all DDA Board and Committee members will be held on July 29, 2024.

Please see <https://downtownoxford.info> for more information.

To: Oxford Township Board of Trustees

From: Catherine Colvin

Date: July 1, 2024

Re: Personnel Committee

The Personnel Committee has not met and has no new assignments at this time.

July 10, 2024

To: Board of Trustees

From: Oxford Township Planning Commission
(Jonathan Nold Oxford Township Board Representative)

Please review the attached agenda

**CHARTER TOWNSHIP OF OXFORD
PLANNING COMMISSION REGULAR MEETING
NOTICE AND AGENDA**

Date: Thursday, June 13, 2024

Time: 7:00 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. Conflicts of Interest/Ex-Parte Contact
6. Approval of Minutes – Planning Commission Regular Meeting – 05/23/24
7. Public comment on items not scheduled for Public Hearing or on this agenda.
8. Commissioners' Comments
9. Public Hearing

Zoning ordinance Text Amendments to update Article 2 with a definition of correlated color temperature, and Section 10.2 to allow LED exterior lighting, regulate correlated color temperature, require method for controlling or adjusting lighting, prohibit excessive lighting and exempt allowed sign lighting.

10. Unfinished Business
 - A. Master Plan Update
11. New Business
 - A. Discussion of Renewable Energy Legislation
12. Communications and/or Committee Reports
 - A. Economic Development Committee
 - B. Ordinance Review Committee
13. Planner/Engineer Reports
 - A. Carlisle|Wortman
 - B. Sharpe Engineering
14. 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, ext. 108 as soon as possible to allow the Township sufficient time to have available the aids and services.

Korey Bailey, Chair
Planning Commission
Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371
(248) 628-9787

POLLY ANN TRAIL

Date: July 10, 2024

To: Board of Trustees

From: Polly Ann Trailway Management Council ("*Council*") Representatives
(*Jonathan Nold; Curtis Wright*)

Re: Polly Ann Trail

Dear Board Members:

- The June 19, 2024 Council Meeting Agenda is attached showing the items addressed.
- The Justin Shilling Memorial Pollinator Garden project located by the White Pine Roasters building in the Village of Oxford continues.
- The gazebo has been ordered. It will be erected at Water Depot (*near Clarkston Road and Joslyn Road*) in Orion Township.
- Polly Ann Trail improvements have started to utilize the \$62,000.00 Grant funding awarded from the MDNR.
- The next Council Meeting is 3:00 p.m. Wednesday, August 21, 2024 at the Charter Township of Orion 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 – June 19, 2024; 3:00 pm

Oxford Township Board Room
300 Dunlap Road, Oxford, MI 48371

PATMC Council Members:

Addison Township.: **Ed Brakefield** (Vice-Chairman); **Bruce Pearson** (Treasurer)
Orion Township.....: **Matt Pfeiffer**; **Aaron Whatley**
Oxford Township.....: **Curtis Wright** (Chairman); **Jonathan Nold**
Village of Leonard...: **Mike McDonald** (Secretary)
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 May 15, 2024 Meeting Minutes
 - b. Treasurer's Report
 1. Approval of Bills to be paid = \$24,527.34 for May 2024
 2. Receive and File Financial Reports for May 2024
 - c. Trail Manager Report for June 2024
- 6. Public Comment**
- 7. Citizen Representative Report**
- 8. Unfinished Business**
 - a. 539 Joslyn Road Property – Next Step(s)
 - b. Outstanding Items List
- 9. New Business**
- 10. Public Comment**
- 11. Council Member Comments**
- 12. Adjournment**

Next regular meeting: August 21, 2024 Orion Township Offices

The Polly Ann Trailway Management Council consists of less than a quorum of the Township Boards or Village Councils. Other Board or Council members may be present in the audience, and may participate in the meeting as members of the audience. (Oxford Village, Oxford Township, Leonard Village, Orion Township, Addison Township)

The Polly Ann Trailway Management Council will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and Audio tapes of the printed materials being considered at

CHARTER TOWNSHIP OF OXFORD

Date: July 10, 2024

To: Board of Trustees

From: Salary Compensation Committee
(Catherine Colvin, Jack Curtis, Curtis Wright)

Re: Salary Compensation Committee Update

Dear Board Members:

The committee has not met and does not have anything to report at this time. The committee welcomes any feedback and/or recommendations. Thank you.

July 10, 2024

To: Board of Trustees

From: Single Waste Hauler Committee
(Jonathan Nold, Margie Payne, and Curtis Wright)

Voter Ballot language is on the July 10 meeting agenda for Board discussion

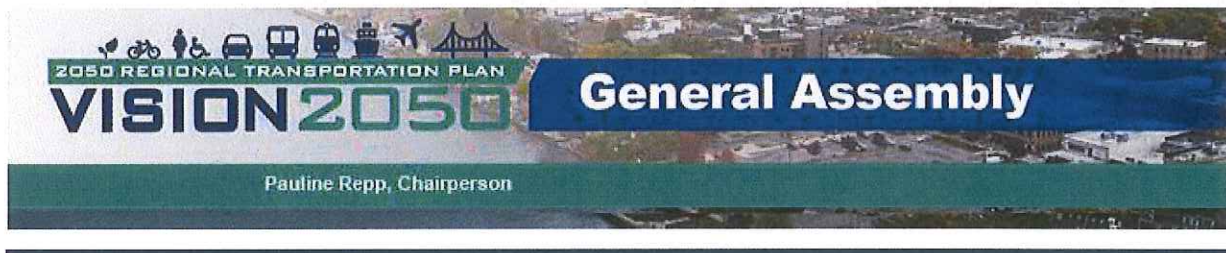
Curtis Wright

From: Joseph Ferrari
Sent: Wednesday, July 3, 2024 2:44 PM
To: Curtis Wright
Subject: FW: Thank you for your interest!

Hi Curtis-Please include in our next board meeting consent agenda. Thanks, Joe.

Joseph G. Ferrari, Treasurer
300 Dunlap Rd.
Oxford, MI 48371
248-628-9787, ext. 105 (work)
248-933-4183 (cell)
jferrari@oxfordtownship.org

From: Southeast Michigan Council of Governments <communications@semcog.org>
Sent: Wednesday, July 3, 2024 1:32 PM
To: Joseph Ferrari <JFerrari@oxfordtownship.org>
Subject: Thank you for your interest!



[View this email in a web browser.](#)

General Assembly follow-up

Thank you for your interest in SEMCOG's General Assembly meeting at One Campus Martius on June 27, 2024. We hope you found the meeting informative and enjoyable. For the materials from the meeting, please see below:

- [Presentation Slides](#)
- [Meeting Agenda](#)
- [Event Photos](#)

Your feedback is important to us, please take a moment to provide your input on SEMCOG's annual meeting.

Take survey



Left to right: Anne Marie Graham-Hudak, Canton Township Supervisor, SEMCOG Vice Chair; Diana McKnight-Morton, Washtenaw Community College Trustee, SEMCOG Vice Chair; Mandy Grewal, Pittsfield Township Supervisor, SEMCOG Chair; Pauline Repp, Mayor of Port Huron, SEMCOG Immediate Past Chair; Michelle Nard, Macomb County Commissioner, SEMCOG Vice Chair; Gwen Markham, Oakland County Commissioner, SEMCOG Vice Chair; and Amy O'Leary, SEMCOG Executive Director

2024-2025 leadership

At the meeting, a slate of candidates were elected with representatives from cities, townships, counties, and education. The officers represent various geographic areas of the seven-county Southeast Michigan region.

The complete list of officers – which officially began its new term on July 1, is comprised of: **Mandy Grewal**, PhD, Chairperson, Pittsfield Township Supervisor; **Gwen Markham**, First Vice Chairperson, Oakland County Commissioner (becomes Chairperson when Grewal's term as Township Supervisor ends later this year); **Anne Marie Graham-Hudak**, Vice Chairperson, Canton Township Supervisor; **Laura Kropp**, Vice Chairperson, Mount Clemens Mayor; **Diana McKnight-Morton**, Vice Chairperson, Washtenaw Community College Trustee; **Michelle Nard**, Vice Chairperson, Macomb County Commissioner; and **Pauline Repp**, Immediate Past Chairperson, Port Huron Mayor.

Read the full news release

2050 Regional Transportation Plan adopted

SEMCOG has officially adopted Vision 2050, the Regional Transportation Plan for Southeast Michigan. This comprehensive plan outlines a \$38 billion investment across approximately 570 projects aimed at enhancing the region's transportation infrastructure through 2050. Vision 2050 addresses various challenges and opportunities such as demographic shifts, technological advancements, and funding constraints. It aims to improve safety, accessibility, and sustainability while fostering economic growth, community connectivity, and environmental stewardship. The plan emphasizes collaboration among stakeholders to ensure equitable access and efficient transportation management across the region. SEMCOG thanks all its members, partners, staff, and additional stakeholders for your ongoing efforts to shape and realize Vision 2050.

[Read the full news release](#)



Left to right: Pauline Repp, 2023-2024 SEMCOG Chairperson; Alicia Bradford, Parks Director, Wayne County; Andrew Kandrevas, Director of Public Services, Wayne County; and Eric Sabree, Treasurer, Wayne County

Wayne County recognized with the 2024 Regional Showcase Award

Wayne County received SEMCOG's 2024 Regional Showcase Award for the Ford Fair Lane Estate Fishway project in Dearborn, MI. This initiative restored fish passage around Henry Ford's historic dam in the Rouge River after over a century, enhancing biodiversity and allowing migratory fish access. The project, supported by various agencies and non-profits, marks a significant step in environmental conservation and regional cooperation.

[Read the full news release](#)



Left to right: Pauline Repp, Gabriel Erlich, Donald Grimes, Amy O'Leary, Al Haidous, and Pauline Repp

Congratulations Regional Ambassadors

SEMCOG has named Abdul "Al" Haidous, Wayne County Commissioner, and the Research Seminar in Quantitative Economics (RSQE) at the University of Michigan Regional Ambassadors for Southeast Michigan for their significant contributions to Southeast Michigan. Al Haidous was recognized for his extensive public service and expertise in areas crucial to SEMCOG's mission, including transportation and economic development. RSQE, known for its economic forecasting prowess, has partnered with SEMCOG for over 40 years, providing valuable insights into the region's economic trends.

[Read the full news release](#)

AxMITax Poses Significant Threat to Communities

An ongoing effort known as "Ax MI Tax" aims to eliminate all real and personal property taxes in Michigan. This ballot initiative is being pursued by individuals who say they "don't care" about the services that would be lost if they are successful, an approach that devalues the importance of all community services in the State of Michigan.

[Learn more](#)

Handouts and resources shared at the meeting

- [SEMCOG What's Next](#)
- [SEMCOG Year in Review 2023-2024](#)
 - SEMCOG highlights from January 2023 - June 2024.
- [Historical Population and Employment by Minor Civil Division, Southeast Michigan](#)

- [Environmental Justice Technical Analysis June 2024](#)
- [Priority Climate Action Plan Executive Summary](#)
- [Air Quality Tip Card](#)

2024 Member Meetups

Please join us for our upcoming SEMCOG's member meetups. These events will bring together SEMCOG members to network with peers; provide input into regional strategic planning; showcase regional successes; and highlight various quality-of-life amenities of Southeast Michigan.

- [Downtown Howell](#) Howell
July 10, 2024, 3 - 4:30 p.m.
Explore Downtown Howell with us and City of Howell staff! We will tour multiple downtown locations to learn about the city's impressive placemaking efforts.
- [Detroit International Wildlife Refuge](#)
Detroit
September 18, 2024, 3 - 4:30 p.m.
Join us on a walking tour of the Detroit International Wildlife Refuge and Visitor Center in the City of Trenton. Learn how the refuge enhances nature-based placemaking through land conservation, wildlife preservation, and recreational opportunities such as fishing, hiking, and kayaking.

Upcoming Meetings

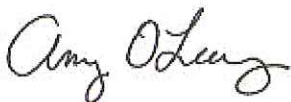
[Executive Committee Meeting](#) - Register now - Friday, July 26, 2024 - SEMCOG Office, 1001 Woodward Ave., Suite 1400, Detroit, MI 48226

[General Assembly](#) - Save the date on your calendar - Thursday, October 24, 2024

Upcoming Events/Training Opportunities

- July 9: [Justice40 Communities Task Force Meeting - Four](#)
- July 10: [Transportation Safety Action Committee](#)
- July 10: [Member Meetup: Downtown Howell](#)
- July 17: [Legislative Policy Platform Task Force](#)
- July 18: [Southeast Michigan Communicators Network](#)
- July 18: [Transportation Coordinating Council](#)
- August 7: [Economic Development - "Place" Forum](#)

Thank you for your participation at SEMCOG, and please enjoy a safe and happy Independence Day.



Amy O'Leary
Executive Director, SEMCOG

SEMCOG regularly documents its meetings and events with photos/videos. If you attend, your image may be used in future promotional materials. This may include - but is not limited to - social media, printed material, YouTube videos, and more. Thank you for your understanding, and [please contact us](#) to let us know if you would prefer not to be photographed.



SEMCOG - Southeast Michigan Council of Governments
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[Website](#)

SEMCOG is a regional planning partnership of governmental units serving 4.8 million people in the seven-county region of Southeast Michigan striving to enhance the region's quality of life. Regional Update is a publication of SEMCOG, financed through funds from state and federal grants and dues from member communities.

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Mandy Grewal Chairperson Supervisor, Pittsfield Township	Gwen Markham First Vice Chair Commissioner, Oakland County	Anne Marie Graham-Hudak Vice Chairperson Supervisor, Canton Township	Laura Kropp Vice Chairperson Mayor, City of Mount Clemens	Diana McKnight- Morton Vice Chairperson Trustee, Washtenaw Community College	Michelle Nard Vice Chairperson Commissioner, Macomb County	Pauline Repp Immediate Past Chair Mayor, City of Port Huron	Amy O'Leary Executive Director
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SPONGY MOTH COMMITTEE

Date: July 10, 2024

To: Board of Trustees

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

Re: Spongy Moths

Dear Board Members:

- The Spongy Moth Committee has not met.
- Nothing new to report.
- There will be no further action by the Spongy Moth Committee until further directed by the Township Board of Trustees.

July 10, 2024

To: Board of Trustees

From: Village of Oxford Planning Commission
(Jonathan Nold Oxford Township Representative)

Please see attached meeting agenda

PLANNING COMMISSION
June 18, 2024 - 7:00 p.m.
REGULAR MEETING MINUTES
Meeting Location = 22 W Burdick Street, Oxford, MI • Tel: (248) 628-2543
www.thevillageofoxford.org

1. **CALL TO ORDER** The meeting convened at 7:01 p.m.
2. **RESPECTS TO THE FLAG**
3. **ROLL CALL:** Members Present: 5. Scott Flynn, CJ Gozdor, Jon Nold, Leslie Pielack, Tom Schultz. Absent: 2. Justin Ballard, Maureen Helmuth. Staff Present: Recording Secretary Tere Onica, Village Manager Joe Madore, Planner Mario Ortega.
4. **APPROVAL OF AGENDA:** Meeting Agenda June 18, 2024.
MOTION: by Schultz/Pielack approving the June 18, 2024, agenda as presented.
All in favor. Motion adopted.
5. **APPROVAL OF MEETING MINUTES:** May 7, 2024, Regular Meeting Minutes.
MOTION: by Flynn/Gozdor approving the May 7, 2024, meeting minutes as presented.
All in favor. Motion adopted.
6. **PUBLIC HEARING:**
 - a.) **Special Use Signs** Pursuant to Zoning Ordinance Section 7.4.8(F)(2)(b). 51 S. Washington. Maximum Surface Display of a Projecting Wall Sign.
MOTION: by Schultz/Flynn to open the Public Hearing at 7:04 p.m. Motion adopted by voice vote. Ayes: 5. Pielack, Schultz, Flynn, Gozdor, Nold. Nays: 0. Absent: 2. Ballard, Helmuth.

PUBLIC COMMENTS: None.

MOTION by Flynn/Pielack to close the public hearing at 7:04 p.m. All in favor. Motion adopted.

- b.) **Conditional Rezoning**-Conditional Rezoning from R-1 Residential to RM Multi-family, Owner-Occupied Townhouse Style Units. 147 S. Washington, also known as the Washington Triangle. PID # PO-04-27-278-020. Applicant: Gravel Development Group, LLC.
MOTION: by Flynn/Gozdor to open the public hearing at 7:05 p.m.
Roll Call Vote: Ayes: 5. Flynn Helmuth, Schultz, Gozdor, Nold. Nays: 0. Absent: 2. Ballard, Pielack.

PUBLIC COMMENTS:

208 Minnetonka- Notification to residents.

196 Minnetonka- Opposed to Conditional Rezoning. Negative impact on property values.

26 Lincoln- Opposed to Conditional Rezoning.

184 Minnetonka- Opposed to Conditional Rezoning. Traffic. Safety.

34 Lincoln- Opposed to Conditional Rezoning. Encroaching on neighboring property.

MOTION: by Flynn/Schultz to close the public hearing. All in favor. Motion adopted.
The Public Hearing closed at 7: 19 p.m.

7.) **CORRESPONDENCE:** None.

8.) **CALL TO PUBLIC:** Repeat comments on traffic and the decision process for the proposed Conditional Rezoning.

9.) **NEW BUSINESS:**

- a. **PC 24-07, Special Sign Use, 51 S. Washington St. Suite A, Oxford, MI. 48371. PID # PO- 04-27-202-035. Zoning C-1 Core, Commercial District.** Applicant Kal Mansour. The Good Egg Breakfast Café, owner Familia Properties, LLC. Planner Ortega discussed the McKenna Special Use Sign Review dated June 10, 2024, with commissioners. The proposed sign will not obscure the vision of drivers or block the view of adjacent signage. Approval was recommended contingent upon the installation of a photometric sensor with an automatic dimmer to control luminance with a level not to exceed 100 cd/m2 or NITs from dusk to dawn.

Commissioners discussed the proposed size of the sign and background material. The background is black metal and is opaque. The size is half the size of the previous sign for the 5-1 Diner. Kal Mansour, the applicant representing the owners responded to concerns, the sign design and the sign's luminance.

MOTION: by Flynn/Pielack to approve the Special Sign Use application for 51 S. Washington St. Suite A, Oxford, MI. 48371. PID # PO-04-27-202-035 limiting the Special Use Sign approval to the Good Egg Sign contingent upon the McKenna review letter dated June 10, 2024, including the recommendation to control the sign's luminance level based on ambient light levels as discussed and provided in the McKenna review letter.

Roll Call Vote: Ayes: 5. Schultz, Flynn, Gozdor, Pielack, Nold. Nays: 0.

Absent: 2. Ballard, Helmuth. Special Sign Use application is approved as stipulated.

- b. **PC 24-08, Conditional Rezoning Request.** Area known as the South Washington Triangle. Parcel ID# PO-04-27-278-020. Zoning: R-1 Single Family District. Conditional rezoning from R-1 Residential to RM Multi-family, owner-occupied townhouse style units. Applicant: Gravel Development Group, LLC. Planner Ortega reviewed the request for a Conditional Rezoning to amend the Official Zoning Map from R-1, Single Family Residential to RM, Multiple Family Residential. Planner Ortega explained the difference between a Standard Rezoning versus a Conditional Rezoning. The Conditional Rezoning is highly specific to the development being proposed for the site. Fifteen dwelling units per acre are permitted by right, but the applicant's proposal restricts the density to 8.3 units per acre. The site would be developed with four 4-unit townhouses and two 8-unit townhouses. The applicant submitted a conceptual site plan, but the application being considered by the Planning Commission is for a Conditional Rezoning request. If approval is granted, the Planning Commission makes the

recommendation to the Village Council for final review and decision (the next council meeting is scheduled for July 9, 2024). If the Village Council grants approval, the applicant would then return to the Planning Commission for a full Site Plan Review.

Applicant Brett Nixon, his business partner and Andrew Miller from Designhaus were present to discuss the concept and respond to questions and concerns. The proposed concept was found to be consistent with the Village of Oxford Future Land Use Plan and the South Washington Redevelopment Plan. It is compatible with existing and adjacent uses and the transitional zoning pattern of the Village. There were seven areas of findings supporting the recommendation to approve the Conditional Rezoning.

Additional public comments were brief and allowed for clarification to public inquiry.

MOTION: by Flynn/Gozdor to recommend to the Village Council approval for the request for a Conditional Rezoning for the area known as the South Washington Triangle. Parcel ID # PO-04-27-278-020, 147 S. Washington Street with conditions as outlined in the June 11, 2024, McKenna Review Letter.

Roll Call Vote: Ayes: 5. Schultz, Gozdor, Pielack, Flynn Nold. Nays: 0.

Absent: 2. Ballard, Helmuth. Motion adopted.

10.) OLD BUSINESS:

a.Landscaping Ordinance Amendments- Review and Discussion. Commissioners will review at the next meeting.

11.) PUBLIC COMMENT:

12.) CONSULTANT & ADMINISTRATION COMMENTS-

13.) COMMISSIONER COMMENTS

Oxford Township Planning Commission-Update by Commissioner Nold.

ZBA-No meeting.

DDA – Update by DDA Chair.

14.) ADJOURNMENT: With no further business to discuss, the meeting was adjourned at 8:43 p.m.

MOTION: by Schultz/Flynn. All in favor. Meeting adjourned.

Respectfully submitted,
Tere Onica, Recording Secretary

The Township Board is welcome to attend any Village of Oxford Planning Commission meetings. They are held at the Council Chambers – 22 W. Burdick St., Oxford Michigan on the 1st and 3rd Tuesday of each month as schedule permits. Meetings are held at 7:00 p.m.

May 8, 2024

To: Board of Trustees

From: Water & Sewer Committee
(Colvin, Ferrari, Nold)

Please review the attached Water and Sewer committee meeting - preliminary meeting minutes

A meeting of the Charter Township of Oxford Water and Sewer Committee ("Committee") was held Thursday, June 18, 2024 at the Oxford Township Hall, 300 Dunlap Road, Oxford, MI 48371.

Members Present: Colvin, Ferrari, Nold

Members Absent: None

Also Present: Engineer Jim Sharpe

Tim Artes, Oakland County Water Resources Commission
("WRC")

Zach Earp, WRC
Raphael Chirolla, WRC
Karen Warren, WRC
Fire Marshall BJ Frantz

The meeting was called to order by Chairman Nold at 9:30 a.m.

APPROVAL OF AGENDA

Committee Member Ferrari moved, and Colvin seconded to approve the June 18, 2024 Water and Sewer Committee Meeting Agenda as presented.

Ayes: 3 Nays: 0 Absent: 0

Motion Carried.

APPROVAL OF MAY 7, 2024 MEETING MINUTES

Committee Member Ferrari moved, and Colvin seconded to approve the May 7, 2024 Water and Sewer Committee Meeting Minutes as presented.

Ayes: 3

Nays: None

Absent: None

Motion Carried

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

BUSINESS

NORTH AREA SANITARY SEWER SPECIAL ASSESSMENT DISTRICT

Construction has started. Engineer Sharpe stated the contractor started at the south end and are working their way north.. Engineer Sharpe is working with golf course to schedule date to cross golf course tunnel. It will be several months before the project is completed.

CAMP OAKLAND PUMP STATION

Per Engineer Sharpe, Trojan Development has begun. WRC did some videotaping and found some corrosion in the pipe, and this has been corrected. The contractor is on site full time now. . The project is expected to be completed in June 2024.

FUTURE OMIDDD, COSDS, AND CRWRRF BONDS

No new information.

PREPAY OMID ODOR CONTROL PROJECT

Oxford Township has the option to pre-pay this bond. The committee decided to pre-pay due to the small dollar amount of the bond. Council member Ferrari made a motion to recommend to the Township Board that we pre-pay the bond in the amount of \$138,894, Chairman Nold seconded.

Ayes – 3 Nays – 0 Absent 0 Motion carried.

PRESSURE REDUCING VALVE AT WILLOW LAKE SUBDIVISION UPDATE

Engineer Sharpe should have plan design drawing complete by the end of the week and send to WRC for final reviews. Construction to begin in late Fall or early Winter.. Cost estimates are between \$100k and \$500k.

DISCUSSION OF O.C.S. WATER TAPS ON DRAHNER ROAD

Tim Artes stated testing was completed, service was connected and meters were installed. The account should be active.

OXFORD WOODS WATER VESSEL REFURBISHMENT UPDATE

Should be out to bid soon, Construction should be completed over Fall and Winter and completed by Spring 2025. Vessels need refurbishment to filter iron and arsenic. Projected budget \$200k per vessel for 2 years.

BRABB-DEWEY EXTENSION

Engineer Sharpe stated that the design for the project is complete. Oxford Township has secured \$1.75M grant. Oxford Township must contribute \$437.5K. Total project cost will be more than \$2.187M. Carnacchio continues to work through process and collect all necessary documents required by the federal government. Engineer Sharpe to revisit full estimate for project and smaller group will meet to discuss options for moving forward.

LAKESVIEW ATS

Drew Sandahl (WRC) was not available. Will address at next meeting.

LAKES OF INDIANWOOD CAPITAL IMPROVEMENTS

Council Member Ferrari requested that Drew Sandahl (WRC) provide written updates on Lakesview ATS and Lakes of Indianwood Capital Improvements projects.

57 BROOKFIELD DRIVE

The issues at the address have been resolved.

MDOT SANITARY SEWER COST

Engineer Sharpe prepared a draft letter to MDOT regarding the amount MDOT has charged Oxford Township for this project. The charge was significantly higher than the original estimate. Chairman Nold would like to include Supervisor Curtis in the decision.

OTHER SEWER SYSTEM ISSUES

No comments.

OTHER WATER SYSTEM ISSUES

Warmer weather could cause concerns. No issues yet. Oxford Township representatives met with Camp Oakland personnel to address concerns. Oxford Township has opportunity to fund gate on Camp Oakland property. Camp Oakland will grant access to Oxford Township. Chairman Nold will request Supervisor Curtis gain agreement on Oxford Township's obligation.

COMMITTEE / ENGINEER COMMENTS

Raphael Chirolla asked if Oxford Township was going to raise water rates. Chairman Nold stated no, the Committee will revisit both water and sewer rates this in the Fall.

SCHEDULING THE NEXT WATER AND SEWER COMMITTEE MEETING DATE AND TIME

The next Committee meeting is scheduled for 9:30 a.m. Tuesday July 16, 2024.

ADJOURNMENT

Vice Chairman Ferrari moved, and Secretary Colvin seconded to adjourn the meeting at 10:09 a.m.

Ayes: 3 Nays: 0 Absent: 0
Motion Carried.

Jon Nold, Chairman

Catherine L. Colvin, Secretary

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

<u>Permits Issued</u>	<u>Q-1</u>	<u>Q-2</u>	<u>YTD</u>
Res - Single Family Home	29	19	48
Res - Multiple Family	0	6	6
Commercial	3	5	8
Industrial	0	0	0
Building	23	53	76
Electrical	88	104	192
Mechanical	93	136	229
Plumbing	35	58	93
Water	33	20	53
Sewer	30	16	46
Change of Occupancy	0	0	0
Soil Erosion	24	29	53
Grading	9	18	27
Total Permits Issued All Categories	367	458	825
<u>On-Line Services Used</u>			
Permits	166	227	393
Inspections Scheduled	339	415	754
<u>Construction Plan Reviews</u>	56	85	141
<u>Inspections</u>			
Building	285	466	751
Electrical	177	194	371
Mechanical	181	215	396
Plumbing	137	153	290
Soil Erosion	291	389	680
Grading	26	26	52
Total Inspections	1097	1443	2540
			0
<u>Certificates of Occupancy</u>			
Temporary	16	0	16
Full	0	26	26
<u>FOIA Requests</u>	6	10	16

User: CWRIGHT

DB: Oxford Township

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024		ACTIVITY FOR MONTH 06/30/24 INCR (DECR)	YTD BALANCE 06/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Dept 000							
101-000-400.000	OPENING FUND BALANCE	1,300,000.00	1,300,000.00	0.00	0.00	1,300,000.00	0.00
101-000-402.000	CURRENT TAX REVENUES	950,000.00	950,000.00	23,977.76	973,380.24	(23,380.24)	102.46
101-000-412.000	DELINQUENT TAXES	600.00	600.00	194.40	1,725.63	(1,125.63)	287.61
101-000-434.000	TRAILER PARK FEES	5,000.00	5,000.00	0.00	1,640.50	3,359.50	32.81
101-000-445.000	PENALTIES	5,000.00	5,000.00	0.00	6,783.04	(1,783.04)	135.66
101-000-448.001	SUMMER TAX COLLECTION	41,000.00	41,000.00	8,903.00	8,903.00	32,097.00	21.71
101-000-451.000	LAKE MICKELSON S.A.D.	21,850.00	21,850.00	361.16	21,850.00	0.00	100.00
101-000-452.000	CEDAR/LONG/TAN-TRI LAKE S.A.D.	30,850.00	30,850.00	3,758.96	33,850.00	(3,000.00)	109.72
101-000-453.000	MISCELLANEOUS SQUAW LAKE CANAL S.A.D.	4,916.00	4,916.00	187.80	4,916.26	(0.26)	100.01
101-000-454.000	MISCELLANEOUS SQUAW LK/CLEAR LK S.A.D.	14,125.00	14,125.00	385.23	14,125.00	0.00	100.00
101-000-458.000	ASSESSMENT FOR ELKVIEW	8,355.00	8,355.00	0.00	8,355.97	(0.97)	100.01
101-000-478.000	SOLICITATION PERMITS	0.00	0.00	100.00	300.00	(300.00)	100.00
101-000-485.000	SOLICITATION PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
101-000-497.000	ZONING PERMIT	0.00	0.00	3,960.00	15,845.00	(15,845.00)	100.00
101-000-500.000	DOG LICENSES	1,300.00	1,300.00	1,270.00	1,270.00	30.00	97.69
101-000-522.000	CDBG REVENUE	20,000.00	20,000.00	5,304.00	5,304.00	14,696.00	26.52
101-000-573.000	LOCAL COMMUNITY STABILIZATION REVENUES	50,000.00	50,000.00	(89,358.63)	51,688.62	(1,688.62)	103.38
101-000-574.000	CONSTITUTIONAL TAX	1,975,000.00	1,975,000.00	0.00	1,028,185.00	946,815.00	52.06
101-000-574.001	EVIP STATE FUNDING	30,000.00	30,000.00	0.00	34,296.00	(4,296.00)	114.32
101-000-579.000	LIQUOR LICENSE FEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-000-613.000	LOT SPLITS	0.00	0.00	0.00	50.00	(50.00)	100.00
101-000-613.001	BOARD OF APPEALS	2,500.00	2,500.00	0.00	2,050.00	450.00	82.00
101-000-616.000	TOWNSHIP ADMIN FEE	1,500.00	1,500.00	0.00	500.00	1,000.00	33.33
101-000-616.001	ADMINISTRATION FEE PC/ZBA	900.00	900.00	0.00	200.00	700.00	22.22
101-000-617.000	SPEC BRD/COMM MEETING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-000-626.000	BUILDING APPLICATION FEES	5,000.00	5,000.00	240.00	1,160.00	3,840.00	23.20
101-000-626.002	LAND IMPROVEMENT APP FEE	0.00	0.00	0.00	0.00	0.00	0.00
101-000-633.000	FILING FEE FOR TWP OFFICE CANDIDATES	700.00	700.00	0.00	700.00	0.00	100.00
101-000-634.000	REVENUE COPIES/AGENDAS/MINUTES	0.00	0.00	0.00	94.00	(94.00)	100.00
101-000-634.001	CEMETERY SALE OF GRAVES	5,200.00	5,200.00	0.00	9,200.00	(4,000.00)	176.92
101-000-634.002	CEMETERY FOUNDATION REVENUE	3,000.00	3,000.00	144.00	1,879.20	1,120.80	62.64
101-000-634.003	CEMETERY OPENING/CLOSING	13,000.00	13,000.00	3,250.00	8,700.00	4,300.00	66.92
101-000-665.001	INTEREST (HATTIE LENHOFF)	0.00	0.00	0.00	1,366.49	(1,366.49)	100.00
101-000-665.100	CLEARING FUND INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
101-000-665.200	INTEREST SAVINGS ACCOUNT	0.00	0.00	0.00	147,025.29	(147,025.29)	100.00
101-000-665.701	INTEREST T&A	0.00	0.00	0.00	0.00	0.00	0.00
101-000-665.703	INTEREST TAX	25,000.00	25,000.00	0.00	149,493.54	(124,493.54)	597.97
101-000-677.000	reimbursement FROM EMPLOYEE	0.00	0.00	0.00	0.00	0.00	0.00
101-000-677.001	reimbursement FROM SEWER FUND	7,600.00	7,600.00	0.00	0.00	7,600.00	0.00
101-000-677.002	reimbursement CABLE TV	4,100.00	4,100.00	0.00	0.00	4,100.00	0.00
101-000-677.005	reimbursement WORKERS COMP	0.00	0.00	0.00	0.00	0.00	0.00
101-000-677.007	reimbursement ASSESSING	15,000.00	15,000.00	0.00	499.17	14,500.83	3.33
101-000-677.008	reimbursement BUILDING PERMIT	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
101-000-677.009	reimbursement EMPLOYEE - FIRE MEDICAL	0.00	0.00	0.00	1,257.88	(1,257.88)	100.00
101-000-677.010	reimbursement VILLAGE FIRE MEDICAL	0.00	0.00	0.00	261.95	(261.95)	100.00
101-000-677.011	reimbursement EMPLOYEE - POLICE MEDICAL	0.00	0.00	598.89	6,446.14	(6,446.14)	100.00
101-000-677.012	reimbursement VILLAGE POLICE MEDICAL	0.00	0.00	0.00	1,277.75	(1,277.75)	100.00
101-000-677.019	reimbursement PARKS & REC	5,100.00	5,100.00	0.00	0.00	5,100.00	0.00
101-000-677.020	reimbursement polly ann trailways	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
101-000-677.022	REIMBURSEMENT FROM FIRE FUND (213)	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-000-677.030	MILEAGE	0.00	0.00	175.00	665.00	(665.00)	100.00
101-000-677.100	REIMBURSEMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
101-000-678.021	REIMBURSEMENT/POLICE CONTRACTING RENT	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
101-000-680.000	MISCELLANEOUS INCOME	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-000-699.000	TRANSFER FROM	175,000.00	175,000.00	0.00	0.00	175,000.00	0.00

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DB: Oxford Township

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024		ACTIVITY FOR MONTH 06/30/24 INCR (DECR)	YTD BALANCE 06/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Net - Dept 000		4,785,196.00	4,785,196.00	(36,548.43)	2,545,244.67	2,239,951.33	
Dept 101 - TOWNSHIP BOARD							
101-101-703.000	WAGES ELECTED OFFICIAL SALARIES	30,000.00	30,000.00	4,860.00	22,680.00	7,320.00	75.60
101-101-827.000	RECORDING SECRETARY	2,000.00	2,000.00	140.00	840.00	1,160.00	42.00
101-101-829.000	MEMBERSHIP DUES	13,000.00	13,000.00	0.00	11,857.63	1,142.37	91.21
101-101-860.000	MILEAGE EXPENSE	1,500.00	1,500.00	0.00	628.06	871.94	41.87
101-101-860.001	MEALS/LODGING EXPENSE	2,500.00	2,500.00	0.00	1,141.00	1,359.00	45.64
101-101-903.000	LEGAL NOTICES	2,500.00	2,500.00	126.40	1,311.40	1,188.60	52.46
101-101-957.000	EDUCATION WORKSHOPS AND CONFERENCES	2,500.00	2,500.00	0.00	1,285.00	1,215.00	51.40
101-101-962.000	MISCELLANEOUS	1,000.00	1,000.00	24.99	24.99	975.01	2.50
Net - Dept 101 - TOWNSHIP BOARD		(55,000.00)	(55,000.00)	(5,151.39)	(39,768.08)	(15,231.92)	
Dept 171 - SUPERVISOR							
101-171-702.001	WAGES COMMUNICATIONS & GRANTS MANAGER	0.00	0.00	6,229.48	40,491.62	(40,491.62)	100.00
101-171-703.000	WAGES ELECTED OFFICIAL SALARIES	105,000.00	105,000.00	7,223.24	46,951.06	58,048.94	44.72
101-171-707.000	WAGES & FEES TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00
101-171-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	0.00	0.00	4,745.00	30,842.50	(30,842.50)	100.00
101-171-713.001	BENEFITS ACCRUED VACATION	0.00	0.00	0.00	0.00	0.00	0.00
101-171-829.000	MEMBERSHIP DUES	500.00	500.00	0.00	180.00	320.00	36.00
101-171-860.000	MILEAGE EXPENSE	1,000.00	1,000.00	52.26	1,539.51	(539.51)	153.95
101-171-860.001	MEALS/LODGING EXPENSE	3,000.00	3,000.00	0.00	3,375.21	(375.21)	112.51
101-171-957.000	EDUCATION WORKSHOPS AND CONFERENCES	3,500.00	3,500.00	0.00	2,215.00	1,285.00	63.29
101-171-962.000	MISCELLANEOUS	15,000.00	15,000.00	985.43	2,286.52	12,713.48	15.24
Net - Dept 171 - SUPERVISOR		(128,000.00)	(128,000.00)	(19,235.41)	(127,881.42)	(118.58)	
Dept 202 - ACCOUNTING SERVICES							
101-202-807.000	AUDIT FEES	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
Net - Dept 202 - ACCOUNTING SERVICES		(8,500.00)	(8,500.00)	0.00	0.00	(8,500.00)	
Dept 215 - CLERK							
101-215-703.000	WAGES ELECTED OFFICIAL SALARIES	98,000.00	98,000.00	7,189.32	46,730.58	51,269.42	47.68
101-215-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	0.00	0.00	4,374.40	28,309.60	(28,309.60)	100.00
101-215-709.000	WAGES DEPUTY	0.00	0.00	6,229.48	40,491.62	(40,491.62)	100.00
101-215-827.000	RECORDING SECRETARY	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00
101-215-829.000	MEMBERSHIP DUES	1,000.00	1,000.00	0.00	615.00	385.00	61.50
101-215-860.000	MILEAGE EXPENSE	2,000.00	2,000.00	0.00	630.07	1,369.93	31.50
101-215-860.001	MEALS/LODGING EXPENSE	4,000.00	4,000.00	0.00	1,355.88	2,644.12	33.90
101-215-957.000	EDUCATION WORKSHOPS AND CONFERENCES	2,500.00	2,500.00	200.00	1,090.00	1,410.00	43.60
101-215-962.000	MISCELLANEOUS	12,000.00	12,000.00	0.00	3,331.00	8,669.00	27.76
Net - Dept 215 - CLERK		(121,900.00)	(121,900.00)	(17,993.20)	(122,553.75)	653.75	
Dept 231 - UNALLOCATED							
101-231-933.297	MAINTENANCE SAFETY PATH	75,000.00	75,000.00	0.00	756.00	74,244.00	1.01
Net - Dept 231 - UNALLOCATED		(75,000.00)	(75,000.00)	0.00	(756.00)	(74,244.00)	

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DB: Oxford Township

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/24 INCR (DECR)	YTD BALANCE 06/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BGDG USED
Fund 101 - GENERAL FUND							
Dept 247 - BOARD OF REVIEW							
101-247-703.001	WAGES BOARD MEMBER FEES	3,500.00	3,500.00	0.00	3,600.00	(100.00)	102.86
101-247-860.000	MILEAGE EXPENSE	100.00	100.00	0.00	22.78	77.22	22.78
101-247-860.001	MEALS/LODGING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
101-247-903.000	LEGAL NOTICES	400.00	400.00	0.00	331.80	68.20	82.95
101-247-957.000	EDUCATION WORKSHOPS AND CONFERENCES	300.00	300.00	0.00	300.00	0.00	100.00
101-247-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 247 - BOARD OF REVIEW		(4,300.00)	(4,300.00)	0.00	(4,254.58)	(45.42)	
Dept 253 - TREASURER							
101-253-703.000	WAGES ELECTED OFFICIAL SALARIES	98,000.00	98,000.00	7,010.70	45,569.55	52,430.45	46.50
101-253-707.000	WAGES & FEES TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00
101-253-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	0.00	0.00	4,539.20	29,336.80	(29,336.80)	100.00
101-253-709.000	WAGES DEPUTY	0.00	0.00	6,018.78	39,122.07	(39,122.07)	100.00
101-253-814.000	DATA PROCESSING	10,000.00	10,000.00	2,151.80	5,649.71	4,350.29	56.50
101-253-829.000	MEMBERSHIP DUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-253-860.000	MILEAGE EXPENSE	900.00	900.00	24.12	54.94	845.06	6.10
101-253-860.001	MEALS/LODGING EXPENSE	2,000.00	2,000.00	500.84	530.84	1,469.16	26.54
101-253-957.000	EDUCATION WORKSHOPS AND CONFERENCES	3,000.00	3,000.00	200.00	579.00	2,421.00	19.30
101-253-962.000	MISCELLANEOUS	25,000.00	25,000.00	1,164.81	4,799.67	20,200.33	19.20
Net - Dept 253 - TREASURER		(139,900.00)	(139,900.00)	(21,610.25)	(125,642.58)	(14,257.42)	
Dept 257 - ASSESSOR							
101-257-711.000	CONTRACT OAKLAND COUNTY	160,000.00	160,000.00	155,884.61	155,884.61	4,115.39	97.43
101-257-819.000	SERVICES PROFESSIONAL	0.00	0.00	0.00	0.00	0.00	0.00
101-257-826.000	LEGAL FEES	5,000.00	5,000.00	275.00	2,350.00	2,650.00	47.00
101-257-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 257 - ASSESSOR		(165,000.00)	(165,000.00)	(156,159.61)	(158,234.61)	(6,765.39)	
Dept 262 - ELECTIONS							
101-262-707.000	WAGES & FEES TEMPORARY	16,800.00	16,800.00	481.25	2,929.63	13,870.37	17.44
101-262-712.000	ELECTION INSPECTOR FEES	41,100.00	41,100.00	0.00	8,725.00	32,375.00	21.23
101-262-728.000	OFFICE SUPPLIES	12,000.00	12,000.00	278.42	10,173.15	1,826.85	84.78
101-262-730.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
101-262-860.000	MILEAGE EXPENSE	500.00	500.00	0.00	179.96	320.04	35.99
101-262-860.001	MEALS/LODGING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
101-262-890.000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
101-262-903.000	LEGAL NOTICES	1,200.00	1,200.00	0.00	426.60	773.40	35.55
101-262-933.000	MAINTENANCE EQUIPMENT	18,000.00	18,000.00	6,140.00	11,424.00	6,576.00	63.47
101-262-957.000	EDUCATION WORKSHOPS AND CONFERENCES	4,200.00	4,200.00	0.00	1,200.00	3,000.00	28.57
101-262-962.000	MISCELLANEOUS	1,500.00	1,500.00	0.00	1,071.02	428.98	71.40
101-262-977.000	EQUIPMENT ACQUISITION	0.00	0.00	0.00	547.93	(547.93)	100.00
Net - Dept 262 - ELECTIONS		(95,300.00)	(95,300.00)	(6,899.67)	(36,677.29)	(58,622.71)	
Dept 265 - TWP BUILDING & GROUNDS							
101-265-740.000	OPER. SUPPLIES BUILDING	0.00	0.00	0.00	0.00	0.00	0.00
101-265-831.000	JANITORIAL SERVICE	12,000.00	12,000.00	1,465.16	8,790.96	3,209.04	73.26
101-265-853.000	TELEPHONE	22,000.00	22,000.00	876.61	14,341.87	7,658.13	65.19
101-265-921.000	UTILITIES - ELECTRIC BLDG	16,000.00	16,000.00	1,242.58	8,056.01	7,943.99	50.35

User: CWRIGHT

DB: Oxford Township

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024		ACTIVITY FOR MONTH 06/30/24 INCR (DECR)	YTD BALANCE 06/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
101-265-923.000	UTILITIES - HEAT	7,000.00	7,000.00	180.99	3,848.20	3,151.80	54.97
101-265-927.000	UTILITIES SEWER/WATER	3,000.00	3,000.00	0.00	1,270.06	1,729.94	42.34
101-265-927.001	UTILITIES WATER	3,000.00	3,000.00	0.00	829.70	2,170.30	27.66
101-265-929.000	TRASH DISPOSAL	2,000.00	2,000.00	328.00	764.00	1,236.00	38.20
101-265-931.000	MAINTENANCE BLDG/GROUNDS	23,000.00	23,000.00	858.53	16,339.09	6,660.91	71.04
101-265-932.001	MAINTENANCE GROUNDS	15,000.00	15,000.00	1,139.58	5,195.61	9,804.39	34.64
101-265-933.000	MAINTENANCE EQUIPMENT	5,000.00	5,000.00	0.00	2,590.63	2,409.37	51.81
101-265-962.000	MISCELLANEOUS	5,000.00	5,000.00	230.24	395.24	4,604.76	7.90
101-265-970.004	INTERNET FEES	1,000.00	1,000.00	33.90	204.50	795.50	20.45
101-265-976.000	ADDITIONS & IMPROVEMENTS	5,000.00	5,000.00	0.00	107,951.52	(102,951.52)	2,159.03
101-265-977.000	EQUIPMENT ACQUISITION	0.00	0.00	0.00	1,097.00	(1,097.00)	100.00
Net - Dept 265 - TWP BUILDING & GROUNDS		(119,000.00)	(119,000.00)	(6,355.59)	(171,674.39)	52,674.39	
Dept 266 - LEGAL FEES							
101-266-826.000	LEGAL FEES	70,000.00	70,000.00	4,275.00	23,820.00	46,180.00	34.03
Net - Dept 266 - LEGAL FEES		(70,000.00)	(70,000.00)	(4,275.00)	(23,820.00)	(46,180.00)	
Dept 267 - GENERAL ADMINISTRATION							
101-267-728.000	OFFICE SUPPLIES	10,000.00	10,000.00	325.25	2,405.08	7,594.92	24.05
101-267-730.000	POSTAGE	10,000.00	10,000.00	253.37	4,178.02	5,821.98	41.78
101-267-804.000	CODIFICATION OF ORDINANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-267-810.000	PROPERTY TAX STONY LAKE	12,100.00	12,100.00	0.00	0.00	12,100.00	0.00
101-267-821.002	EVIP EXPENDITURES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-267-861.000	CONTRACTED SERVICES	10,000.00	10,000.00	0.00	7,500.00	2,500.00	75.00
101-267-880.000	PUBLIC RELATIONS	60,000.00	60,000.00	0.00	4,792.27	55,207.73	7.99
101-267-890.000	CONTINGENCY	284,336.77	284,336.77	0.00	0.00	284,336.77	0.00
101-267-903.000	LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00
101-267-933.000	MAINTENANCE EQUIPMENT	25,000.00	25,000.00	3,626.11	23,897.74	1,102.26	95.59
101-267-934.000	MAINTENANCE/GAS VEHICLE	3,000.00	3,000.00	159.50	311.55	2,688.45	10.39
101-267-955.000	INSURANCE LIABILITY	25,000.00	25,000.00	0.00	16,884.54	8,115.46	67.54
101-267-962.000	MISCELLANEOUS	6,500.00	6,500.00	19.99	2,960.79	3,539.21	45.55
101-267-962.001	OPIOID SETTLEMENT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
101-267-970.003	COMPUTER PROGRAMMING	3,000.00	3,000.00	0.00	1,135.00	1,865.00	37.83
Net - Dept 267 - GENERAL ADMINISTRATION		(468,936.77)	(468,936.77)	(4,384.22)	(64,064.99)	(404,871.78)	
Dept 270 - HUMAN RESOURCES							
101-270-715.000	S.S.EMPLOYER SHARE	49,000.00	49,000.00	4,861.53	31,365.66	17,634.34	64.01
101-270-716.000	INSURANCE MEDICAL	250,000.00	250,000.00	15,048.19	153,168.37	96,831.63	61.27
101-270-716.001	INSURANCE MEDICAL - OLD FIRE FUND	5,000.00	5,000.00	2,055.34	5,812.24	(812.24)	116.24
101-270-716.002	INSURANCE MEDICAL - OLD POLICE FUND	20,000.00	20,000.00	188.22	7,892.90	12,107.10	39.46
101-270-717.000	LIFE INSURANCE	4,500.00	4,500.00	0.00	2,057.62	2,442.38	45.72
101-270-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	80,000.00	80,000.00	8,173.96	54,952.56	25,047.44	68.69
101-270-720.000	MICH EMPLOY SECURITY COMM	2,500.00	2,500.00	97.33	2,488.24	11.76	99.53
101-270-815.000	CONTRACTED PAYROLL	5,000.00	5,000.00	361.80	2,775.08	2,224.92	55.50
Net - Dept 270 - HUMAN RESOURCES		(416,000.00)	(416,000.00)	(30,786.37)	(260,512.67)	(155,487.33)	
Dept 446 - HWY/RD MAINTENANCE							
101-446-969.000	HWY/RD MAINTENANCE CONTR	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00

User: CWRIGHT

DB: Oxford Township

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024	2024	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 06/30/24 INCR (DECR)	06/30/2024 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Net - Dept 446 - HWY/RD MAINTENANCE		(50,000.00)	(50,000.00)	0.00	0.00	(50,000.00)	
Dept 447 - ENGINEERING							
101-447-821.000	ENGINEERING FEES - GENERAL	12,500.00	12,500.00	700.00	4,200.00	8,300.00	33.60
101-447-821.004	ENGINEERING FEES - STORMWATER MGMT.	2,500.00	2,500.00	0.00	500.00	2,000.00	20.00
101-447-821.007	ENGINEERING FEES - WELLHEAD PROTECTION	3,000.00	3,000.00	0.00	7,000.00	(4,000.00)	233.33
Net - Dept 447 - ENGINEERING		(18,000.00)	(18,000.00)	(700.00)	(11,700.00)	(6,300.00)	
Dept 448 - STREETLIGHTS							
101-448-926.000	UTILITIES STREET LIGHTS	12,000.00	12,000.00	1,246.39	9,082.34	2,917.66	75.69
Net - Dept 448 - STREETLIGHTS		(12,000.00)	(12,000.00)	(1,246.39)	(9,082.34)	(2,917.66)	
Dept 531 - COMMUNITY PROJECTS							
101-531-803.000	SPONGY MOTH SPRAYING	0.00	0.00	0.00	0.00	0.00	0.00
101-531-880.001	RELATIONS - WEST NILE PROGRAM	200.00	200.00	37.97	37.97	162.03	18.99
Net - Dept 531 - COMMUNITY PROJECTS		(200.00)	(200.00)	(37.97)	(37.97)	(162.03)	
Dept 567 - CEMETERY							
101-567-712.011	FEES CEMETERY OPENING/CLOSING	12,000.00	12,000.00	3,350.00	8,174.00	3,826.00	68.12
101-567-712.012	FEES CEMETERY - FOUNDATION EXPENSE	2,500.00	2,500.00	0.00	1,164.00	1,336.00	46.56
101-567-825.000	CONTRACT CEMETERY MAINTENANCE	85,000.00	85,000.00	6,666.67	40,000.02	44,999.98	47.06
101-567-903.000	LEGAL NOTICES	100.00	100.00	0.00	94.80	5.20	94.80
101-567-921.000	UTILITIES - ELECTRIC BLDG	600.00	600.00	18.21	314.84	285.16	52.47
101-567-927.000	UTILITIES SEWER/WATER	1,000.00	1,000.00	0.00	217.20	782.80	21.72
101-567-932.000	MAINTENANCE GENERAL	6,000.00	6,000.00	357.49	1,542.44	4,457.56	25.71
101-567-962.000	MISCELLANEOUS	1,000.00	1,000.00	705.91	705.91	294.09	70.59
Net - Dept 567 - CEMETERY		(108,200.00)	(108,200.00)	(11,098.28)	(52,213.21)	(55,986.79)	
Dept 572 - SPECIAL ASSESSMENTS							
101-572-962.012	MISCELLANEOUS OAK RIDGE RD S.A.D.	0.00	0.00	0.00	0.00	0.00	0.00
101-572-962.017	MISC LAKE MICKELSON SAD (2016)	21,850.00	21,850.00	0.00	0.00	21,850.00	0.00
101-572-962.018	CEDAR/LONG/TAN-TRI LAKE S.A.D.	30,850.00	30,850.00	892.50	892.50	29,957.50	2.89
101-572-962.019	PAINT LAKE CANAL S.A.D.	4,916.00	4,916.00	0.00	3,204.00	1,712.00	65.17
101-572-962.021	PAINT LAKE/CLEAR LK S.A.D.	14,125.00	14,125.00	5,226.75	9,191.00	4,934.00	65.07
Net - Dept 572 - SPECIAL ASSESSMENTS		(71,741.00)	(71,741.00)	(6,119.25)	(13,287.50)	(58,453.50)	
Dept 694 - COMMUNITY DEVELOPMENT BLOCK GRANT							
101-694-802.000	UNALLOCATED CDBG EXPENSES	20,000.00	20,000.00	0.00	5,304.00	14,696.00	26.52
Net - Dept 694 - COMMUNITY DEVELOPMENT BLOCK GRANT		(20,000.00)	(20,000.00)	0.00	(5,304.00)	(14,696.00)	
Dept 695 - SOCIAL SERVICES							
101-695-860.002	MILEAGE/MEALS ON WHEELS	3,000.00	3,000.00	0.00	1,262.52	1,737.48	42.08
101-695-861.001	CONTRACTED SERVICES NOTA	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
101-695-881.002	CONTRIBUTIONS YOUTH ASSISTANCE	13,500.00	13,500.00	0.00	12,890.47	609.53	95.48

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024		ACTIVITY FOR MONTH 06/30/24 INCR (DECR)	YTD BALANCE 06/30/2024		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET		NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	
Fund 101 - GENERAL FUND									
101-995-965.209	CONTRIBUTION TO CEMETERY FUND	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00		0.00
101-995-965.297	CONTRIBUTION TO SAFETY PATH FUND	1,100,000.00	1,100,000.00	0.00	0.00	1,100,000.00	0.00		0.00
101-995-965.298	CONTRIBUTION TO POLLY ANN TRAIL	22,000.00	22,000.00	0.00	26,620.00	(4,620.00)			121.00
101-995-965.865	CONTRIBUTION TO LOVE INC	0.00	0.00	1,141.67	1,141.67	(1,141.67)			100.00
Net - Dept 995 - TRANSFER TO OTHER FUNDS		(1,897,000.00)	(1,897,000.00)	(1,141.67)	(415,708.67)	(1,481,291.33)			
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		4,785,196.00	4,785,196.00	(36,548.43)	2,545,244.67	2,239,951.33			53.19
TOTAL EXPENDITURES		4,396,627.77	4,396,627.77	314,738.86	1,792,129.08	2,604,498.69			40.76
NET OF REVENUES & EXPENDITURES		388,568.23	388,568.23	(351,287.29)	753,115.59	(364,547.36)			193.82

Date: July 10, 2024

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: 2023 Audited Financial Report

Dear Board Members:

Rana Emmons, Partner with PSLZ, CPA's is scheduled to present the 2023 Audited Financial Report for the Charter Township of Oxford at the July 10, 2024 Board Meeting.

A copy of the 2023 Audited Financial Report is attached for your review.

The following 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, 2023 as presented.

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

AUDITED FINANCIAL REPORT

**For the Fiscal Year Ended
December 31, 2023**

CHARTER TOWNSHIP OF OXFORD
For the Year Ended December 31, 2023

Table of Contents

	<u>Page</u>
Independent Auditor's Report	1-3
Management's Discussion and Analysis	4-10
Basic Financial Statements:	
Government Wide Financial Statements:	
Statement of Net Position.....	11
Statement of Activities.....	12
Fund Financial Statements:	
Balance Sheet – Governmental Funds.....	13-14
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds.....	15-16
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	17
Statement of Net Position – Proprietary Funds.....	18
Statement of Revenues, Expenses, and Changes In Net Position – Proprietary Funds.....	19
Statement of Cash Flows – Proprietary Funds	20
Statement of Fiduciary Net Position	21
Statement of Changes in Net Position – Fiduciary Funds	21
Notes to Financial Statements.....	22-47

CHARTER TOWNSHIP OF OXFORD
For the Year Ended December 31, 2023

Table of Contents

	<u>Page</u>
Required Supplementary Information:	
Schedule of Changes in the Net Pension Liability and Related Ratios.....	48
Schedule of Township Pension Contributions.....	49
Schedule of Changes in the Net OPEB Liability and Related Ratios.....	50
Schedule of Township OPEB Contributions.....	51
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	52-53
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Police Contracting Special Revenue Fund	54
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Parks and Recreation Special Revenue Fund.....	55
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Fire Special Revenue Fund	56
Statement of Revenues, Expenditures and Changes in Fund Balance – Library Special Revenue Fund.....	57
Other Supplementary Information:	
Combining and Individual Fund Statements and Schedules:	
Combining Balance Sheet – Nonmajor Governmental Funds	58
Combining Statement of Revenues, Expenditures and Changes in Fund Balance – Nonmajor Governmental Funds.....	59
Combining Balance Sheet – Nonmajor Special Revenue Funds	60-61
Combining Statement of Revenues, Expenditures and Changes in Fund Balance – Nonmajor Special Revenue Funds.....	62-63
Balance Sheet – Component Unit	64
Statement of Revenues, Expenditures and Changes in Fund Balance – Component Unit.....	65
Internal Control and Compliance:	
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	66-67

PSLZ PLLC

Certified Public Accountants

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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, 2023, 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, 2023, 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) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Independent 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.

Independent 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 and *Government Auditing Standards* 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 and *Government Auditing Standards*, 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.

Board of Trustees
Charter Township of Oxford

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 20, 2024, on our consideration of the Township's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.

Respectfully,

A handwritten signature in black ink, appearing to read "PSLZ PLLC".

PSLZ PLLC
Certified Public Accountants

June 20, 2024

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, 2023.

Financial Highlights

- The assets of Charter Township of Oxford exceeded its liabilities at the close of the most recent fiscal year by \$50,483,562 (*net position*). Of this amount, \$10,191,464 (*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 \$15,831,826, an increase of \$975,038 in comparison with the prior year. Approximately 33 percent of this amount, \$5,294,379 is *available for spending* at the government's discretion (*unrestricted fund balance*).
- Charter Township of Oxford's total long-term debt decreased by \$664,072, which reflects additional Oakland Macomb Interceptor Drain debt of \$189,664 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 \$50,483,562 at the close of the most recent fiscal year.

A significant portion of Charter Township of Oxford's net position (61 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	
	2023	2022	2023	2022	2023	2022
Current and Other Assets	\$ 29,639,659	\$ 28,596,559	\$ 6,907,301	\$ 5,883,739	\$ 36,546,960	\$ 34,480,298
Capital Assets	16,572,176	14,785,664	21,232,569	20,999,714	37,804,745	35,785,378
Total Assets	46,211,835	43,382,223	28,139,870	26,883,453	74,351,705	70,265,676
Deferred Outflows	547,955	1,595,625	-	-	547,955	1,595,625
Long-term Liabilities						
Outstanding	3,371,244	2,381,340	6,498,962	6,964,229	9,870,206	9,345,569
Other Liabilities	1,616,586	2,426,925	637,434	386,002	2,254,020	2,812,927
Total Liabilities	4,987,830	4,808,265	7,136,396	7,350,231	12,124,226	12,158,496
Deferred Inflows	12,191,247	11,312,846	100,625	115,000	12,291,872	11,427,846
Net Position:						
Net Investment in						
Capital Assets	15,887,176	13,885,664	14,733,607	14,035,485	30,620,783	27,921,149
Restricted	10,487,447	9,573,228	-	-	10,487,447	9,573,228
Unrestricted	3,206,090	5,397,845	6,169,242	5,382,737	9,375,332	10,780,582
Total Net Position	\$ 29,580,713	\$ 28,856,737	\$ 20,902,849	\$ 19,418,222	\$ 50,483,562	\$ 48,274,959

An additional portion of Charter Township of Oxford's net position (21 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (\$9,375,332) may be used to meet the government's ongoing obligations to citizens and creditors.

The governmental net position increased by \$723,976 during the current fiscal year and the business-type net position increased by \$1,484,627, as presented:

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Program Revenues:						
Charges for Services	\$ 3,236,396	\$ 3,024,423	\$ 3,772,386	\$ 3,661,422	\$ 7,008,782	\$ 6,685,845
Operating Grants & Contrib.	341,970	707,055	-	-	341,970	707,055
Capital Grants & Contrib.	972,955	133,882	949,063	689,134	1,922,018	823,016
General Revenues:						
Property Taxes	11,352,101	10,839,663	-	-	11,352,101	10,839,663
State Shared Revenues	2,507,824	2,626,261	-	-	2,507,824	2,626,261
Investment Earnings	1,112,426	190,261	269,493	50,957	1,381,919	241,218
Other	310,932	322,810	-	-	310,932	322,810
Total Revenues	<u>19,834,604</u>	<u>17,844,355</u>	<u>4,990,942</u>	<u>4,401,513</u>	<u>24,825,546</u>	<u>22,245,868</u>
Program Expenses:						
General Government	2,205,303	2,756,520	-	-	2,205,303	2,756,520
Public Safety	12,403,201	9,054,358	-	-	12,403,201	9,054,358
Public Works	659,423	516,573	-	-	659,423	516,573
Health and Welfare	91,984	88,104	-	-	91,984	88,104
Planning and Zoning	223,455	155,780	-	-	223,455	155,780
Recreation and Cultural	3,510,968	3,466,270	-	-	3,510,968	3,466,270
Interest on Long-Term Debt	16,294	20,812	-	-	16,294	20,812
Water and Sewer	-	-	3,506,315	3,466,785	3,506,315	3,466,785
Total Expenses	<u>19,110,628</u>	<u>16,058,417</u>	<u>3,506,315</u>	<u>3,466,785</u>	<u>22,616,943</u>	<u>19,525,202</u>
Change in Net Position	<u>\$ 723,976</u>	<u>\$ 1,785,938</u>	<u>\$ 1,484,627</u>	<u>\$ 934,728</u>	<u>\$ 2,208,603</u>	<u>\$ 2,720,666</u>

Business-type activities. Business-type activities increased Charter Township of Oxford's net position by \$1,484,627, as compared to a \$934,728 increase in the prior year. The water fund had an operating loss of \$464,798 in the current year, as compared to an operating loss of \$489,521 in the prior year. The sewer fund had an operating loss of \$69,878 in 2023 as compared to operating loss of \$74,552 in 2022. Also, water and sewer tap fee revenues decreased by \$359,929 over the prior year which reflects an increase in property developments within the Township.

Financial Analysis of the Government's Funds

Governmental funds. The focus of 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 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 \$15,831,826, an increase of \$975,038 in comparison with the prior year. The *unrestricted fund balance*, which is the amount available for spending at the government's discretion, represents 33% 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 \$5,294,379. The fund balance of Charter Township of Oxford's general fund increased by \$10,819 during the current fiscal year. General Fund operating revenues reflected an increase of \$325,325 in interest earnings. General Fund expenditures increased \$680,023 over the prior year. The General Fund also transferred \$250,000 to the Cemetery Maintenance Fund, \$300,000 to the Fire Fund, \$300,000 to the Road Fund, and \$300,000 to the Safety Path Fund. The Township received a total of \$2,031,365 of American Rescue Plan Act (ARPA) funds, of which \$1,309,176 has been spent through 2023.

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 \$6,169,242 at the end of the year, which is a \$786,505 increase in unrestricted net position. Water and sewer tap fees totaled \$949,063 which is an increase of \$359,929 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, new Oakland-Macomb Interceptor bonds are being anticipated, and the Township Board will need to consider whether user rates or sewer debt service charges may need to be increased.

General Fund Budgetary Highlights

The differences between the beginning and final budgets represent an increase in budgeted revenues of \$1,253,121, which includes a \$38,000 increase for state shared revenues and a \$309,000 increase in interest income. Budgeted expenditures were increased \$1,680,713 including an increase of \$230,000 for building and grounds including a new pocket park, an increase of \$125,000 in planning, and an increase of \$390,000 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, 2023, amounts to \$37,804,745 (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 \$2,019,367 due to capital asset additions less annual depreciation expense. Significant capital improvements and purchases in 2023 included the Ray Road and Lakeville safety paths, the purchase of a new fire truck, parking lot improvements, and a new pocket park.

Long-term debt. At the end of the current fiscal year, Charter Township of Oxford had total bonded debt outstanding of \$7,183,962, which consisted of \$685,000 Park General Obligation bonds, \$4,090,000 Water General Obligation bonds, and \$2,408,962 for the Oakland-Macomb Interceptor 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 2024 based on current economic projections. The Township has adopted a balanced budget in the General Fund for fiscal year 2024 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, 2023

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 17,227,048	\$ 6,066,758	\$ 23,293,806	\$ 240,360
Receivables (net of allowance for uncollectibles):				
Accounts	171,364	840,543	1,011,907	-
Taxes	12,191,247	-	12,191,247	-
Prepaid Expenses	50,000	-	50,000	-
Capital Assets (net of Accumulated Depreciation)	16,572,176	21,232,569	37,804,745	9,529
Total Assets	<u>46,211,835</u>	<u>28,139,870</u>	<u>74,351,705</u>	<u>249,889</u>
<u>DEFERRED OUTFLOWS</u>				
Deferred Outflows related to Pensions	547,955	-	547,955	-
<u>LIABILITIES</u>				
Accounts Payable	894,397	637,434	1,531,831	-
Unearned Revenue-ARPA	722,189	-	722,189	-
Noncurrent Liabilities:				
Net Pension Liability	2,146,791	-	2,146,791	-
Other Postemployment Benefit Liability	326,822	-	326,822	-
Compensated Absences	212,631	-	212,631	-
Due within one year	220,000	679,916	899,916	-
Due in more than one year	465,000	5,819,046	6,284,046	-
Total Liabilities	<u>4,987,830</u>	<u>7,136,396</u>	<u>12,124,226</u>	<u>-</u>
<u>DEFERRED INFLOWS</u>				
Property Taxes Collected for the following year	12,191,247	-	12,191,247	-
Deferred Charge on Bond Refundings	-	100,625	100,625	-
Total Deferred Inflows	<u>12,191,247</u>	<u>100,625</u>	<u>12,291,872</u>	<u>-</u>
<u>NET POSITION</u>				
Net Investment in Capital Assets	15,887,176	14,733,607	30,620,783	9,529
Restricted	9,671,315	-	9,671,315	-
Unrestricted	4,022,222	6,169,242	10,191,464	240,360
Total Net Position	<u>\$ 29,580,713</u>	<u>\$ 20,902,849</u>	<u>\$ 50,483,562</u>	<u>\$ 249,889</u>

CHARTER TOWNSHIP OF OXFORD
Statement of Activities
For the Year Ended December 31, 2023

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	\$ 2,205,303	\$ 178,706	\$ 22,492	\$ 235,774	\$ (1,768,331)	\$ -	\$ (1,768,331)	\$ -
Public Safety	12,403,201	2,054,840	48,758	240,911	(10,058,692)	-	(10,058,692)	-
Public Works	659,423	-	79,318	472,063	(108,042)	-	(108,042)	-
Health and Welfare	91,984	-	-	-	(91,984)	-	(91,984)	-
Planning and Zoning	223,455	56,680	-	-	(166,775)	-	(166,775)	-
Recreation and Cultural	3,510,968	946,170	191,402	24,207	(2,349,189)	-	(2,349,189)	-
Interest on Long-Term Debt	16,294	-	-	-	(16,294)	-	(16,294)	-
Total Governmental Activities	<u>19,110,628</u>	<u>3,236,396</u>	<u>341,970</u>	<u>972,955</u>	<u>(14,559,307)</u>	<u>-</u>	<u>(14,559,307)</u>	<u>-</u>
Business-type Activities:								
Water	641,924	1,037,163	-	462,003	-	857,242	857,242	-
Sewer	2,864,391	2,735,223	-	487,060	-	357,892	357,892	-
Total Business-type Activities	<u>3,506,315</u>	<u>3,772,386</u>	<u>-</u>	<u>949,063</u>	<u>-</u>	<u>1,215,134</u>	<u>1,215,134</u>	<u>-</u>
Total Primary Government	<u>\$ 22,616,943</u>	<u>\$ 7,008,782</u>	<u>\$ 341,970</u>	<u>\$ 1,922,018</u>	<u>(14,559,307)</u>	<u>1,215,134</u>	<u>(13,344,173)</u>	<u>-</u>
Component Unit - Trailway	<u>\$ 78,814</u>	<u>\$ -</u>	<u>\$ 75,171</u>	<u>\$ 32,592</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>28,949</u>
		General Revenues:						
		Property Taxes			11,352,101	-	11,352,101	-
		State Shared Revenue			2,507,824	-	2,507,824	-
		Franchise Fees			310,932	-	310,932	-
		Unrestricted Investment Earnings			1,112,426	269,493	1,381,919	12,752
		Total General Revenues			<u>15,283,283</u>	<u>269,493</u>	<u>15,552,776</u>	<u>12,752</u>
		Change in Net Position			723,976	1,484,627	2,208,603	41,701
		Net Position - Beginning			<u>28,856,737</u>	<u>19,418,222</u>	<u>48,274,959</u>	<u>208,188</u>
		Net Position - Ending			<u>\$ 29,580,713</u>	<u>\$ 20,902,849</u>	<u>\$ 50,483,562</u>	<u>\$ 249,889</u>

CHARTER TOWNSHIP OF OXFORD

Balance Sheet
Governmental Funds
December 31, 2023

	<u>General</u>	<u>Police Contracting</u>	<u>Parks and Recreation</u>	<u>Fire</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 6,154,319	\$ 3,515,180	\$ 613,293	\$ 3,695,352
Receivables (net of allowance for uncollectibles):				
Accounts	83,635	-	19,105	-
Taxes	979,858	3,666,490	1,067,282	4,842,086
Advance to Other Fund	-	-	-	-
Prepaid Expenditures	-	-	-	-
Total Assets	<u>\$ 7,217,812</u>	<u>\$ 7,181,670</u>	<u>\$ 1,699,680</u>	<u>\$ 8,537,438</u>
<u>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE</u>				
Liabilities:				
Accounts Payable	\$ 221,386	\$ 568,246	\$ -	\$ 99,420
Advance from Other Fund	-	-	-	816,132
Unearned Revenue	722,189	-	-	-
Deferred Inflows:				
Deferred Tax Revenue	979,858	3,666,490	1,067,282	4,842,086
Total Liabilities and Deferred Inflows	<u>1,923,433</u>	<u>4,234,736</u>	<u>1,067,282</u>	<u>5,757,638</u>
Fund Balances:				
Nonspendable	-	-	-	-
Restricted	-	2,946,934	632,398	2,779,800
Unrestricted:				
Unassigned	5,294,379	-	-	-
Total Fund Balances	<u>5,294,379</u>	<u>2,946,934</u>	<u>632,398</u>	<u>2,779,800</u>
Total Liabilities, Deferred Inflows and Fund Balances	<u>\$ 7,217,812</u>	<u>\$ 7,181,670</u>	<u>\$ 1,699,680</u>	<u>\$ 8,537,438</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>
\$ 1,525,029	\$ 1,723,875	\$ 17,227,048
-	68,624	171,364
1,426,464	209,067	12,191,247
-	816,132	816,132
<u>50,000</u>	<u>-</u>	<u>50,000</u>
\$ <u>3,001,493</u>	\$ <u>2,817,698</u>	\$ <u>30,455,791</u>

\$ -	\$ 5,345	\$ 894,397
-	-	816,132
-	-	722,189
<u>1,426,464</u>	<u>209,067</u>	<u>12,191,247</u>
<u>1,426,464</u>	<u>214,412</u>	<u>14,623,965</u>
50,000	816,132	866,132
1,525,029	1,787,154	9,671,315
-	-	5,294,379
<u>1,575,029</u>	<u>2,603,286</u>	<u>15,831,826</u>

\$ 3,001,493 \$ 2,817,698

16,572,176
547,955
(2,146,791)
(326,822)
(897,631)
\$ 29,580,713

CHARTER TOWNSHIP OF OXFORD
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2023

	<u>General</u>	<u>Police Contracting</u>	<u>Parks and Recreation</u>	<u>Fire</u>
<u>Revenues</u>				
Property Taxes	\$ 915,273	\$ 3,399,731	\$ 1,010,739	\$ 4,493,257
Licenses and Permits	43,970	-	-	-
Intergovernmental:				
Federal, State and Local	3,014,614	112,630	43,271	128,304
Charges for Services	171,453	237,061	906,374	1,152,326
Fines and Forfeitures	-	40,640	-	-
Franchise Fees	-	-	-	-
Special Assessments	79,318	-	-	-
Interest	396,855	256,386	49,777	252,711
Other	43,170	-	121,518	8,118
Total Revenues	<u>4,664,653</u>	<u>4,046,448</u>	<u>2,131,679</u>	<u>6,034,716</u>
<u>Expenditures</u>				
Current:				
General Government	2,955,528	-	-	-
Public Safety	-	3,647,207	-	5,674,090
Public Works	232,867	-	-	-
Health and Welfare	91,984	-	-	-
Planning and Zoning	223,455	-	-	-
Recreation and Cultural	-	-	1,749,145	-
Other	-	-	-	-
Debt Service:				
Principal	-	-	-	-
Interest and Other Charges	-	-	-	-
Capital Outlay	-	-	307,800	816,132
Total Expenditures	<u>3,503,834</u>	<u>3,647,207</u>	<u>2,056,945</u>	<u>6,490,222</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>1,160,819</u>	<u>399,241</u>	<u>74,734</u>	<u>(455,506)</u>
<u>Other Financing Sources (Uses)</u>				
Transfers In	-	-	-	300,000
Transfers Out	(1,150,000)	-	-	-
Total Other Financing Sources (Uses)	<u>(1,150,000)</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Net Change in Fund Balances	10,819	399,241	74,734	(155,506)
Fund Balances - Beginning	<u>5,283,560</u>	<u>2,547,693</u>	<u>557,664</u>	<u>2,935,306</u>
Fund Balances - Ending	<u>\$ 5,294,379</u>	<u>\$ 2,946,934</u>	<u>\$ 632,398</u>	<u>\$ 2,779,800</u>

Library	Other Governmental Funds	Total Governmental Funds
\$ 1,323,755	\$ 209,346	\$ 11,352,101
-	595,718	639,688
107,753	85,722	3,492,294
-	69,359	2,536,573
31,808	-	72,448
-	310,932	310,932
-	-	79,318
92,036	64,661	1,112,426
63,063	2,955	238,824
<u>1,618,415</u>	<u>1,338,693</u>	<u>19,834,604</u>
-	-	2,955,528
-	553,396	9,874,693
-	426,556	659,423
-	-	91,984
-	-	223,455
1,351,443	-	3,100,588
-	318,390	318,390
-	215,000	215,000
-	16,294	16,294
280,279	-	1,404,211
<u>1,631,722</u>	<u>1,529,636</u>	<u>18,859,566</u>
<u>(13,307)</u>	<u>(190,943)</u>	<u>975,038</u>
-	850,000	1,150,000
-	-	(1,150,000)
-	850,000	-
(13,307)	659,057	975,038
<u>1,588,336</u>	<u>1,944,229</u>	<u>14,856,788</u>
<u>\$ 1,575,029</u>	<u>\$ 2,603,286</u>	<u>\$ 15,831,826</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, 2023

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

Net change in fund balances - total governmental funds	\$	975,038
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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	2,684,516
Depreciation Expense	(898,004)

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	215,000
Increase in Compensated Absences	(16,195)

Change in Net Pension Liability		(2,220,532)
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Change in Net Other Postemployment Benefit Liability		<u>(15,847)</u>
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Change in net position in governmental activities	\$	<u><u>723,976</u></u>
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CHARTER TOWNSHIP OF OXFORD
Statement of Net Position
Proprietary Funds
December 31, 2023

	Business-type Activities - Enterprise Funds		
	Sewer	Water	Total
<u>ASSETS</u>			
Current Assets:			
Cash	\$ 2,652,084	\$ 3,414,674	\$ 6,066,758
Accounts Receivable	840,543	-	840,543
Total Current Assets	3,492,627	3,414,674	6,907,301
Fixed Assets:			
Land	-	367,557	367,557
Water Mains	-	21,295,870	21,295,870
Sewer Mains	13,340,028	-	13,340,028
Accumulated Depreciation	(7,052,083)	(6,718,803)	(13,770,886)
Net Fixed Assets	6,287,945	14,944,624	21,232,569
Total Assets	9,780,572	18,359,298	28,139,870
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts Payable	633,104	4,330	637,434
Bonds Payable	154,916	525,000	679,916
Total Current Liabilities	788,020	529,330	1,317,350
Noncurrent Liabilities:			
Bonds Payable	2,254,046	3,565,000	5,819,046
Total Liabilities	3,042,066	4,094,330	7,136,396
<u>DEFERRED INFLOWS</u>			
Deferred Charge on Refunding Bonds	-	100,625	100,625
<u>NET POSITION</u>			
Net Investment in Capital Assets	3,878,983	10,854,624	14,733,607
Unrestricted	2,859,523	3,309,719	6,169,242
Total Net Position	\$ 6,738,506	\$ 14,164,343	\$ 20,902,849

CHARTER TOWNSHIP OF OXFORD
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2023

	Business-type Activities - Enterprise Funds		
	Sewer	Water	Total
Operating Revenues:			
Charges for Services	\$ 2,735,223	\$ 17,851	\$ 2,753,074
Operating Expenses:			
Operations & Maintenance	2,597,886	53,564	2,651,450
Depreciation Expense	207,215	429,085	636,300
Total Operating Expenses	2,805,101	482,649	3,287,750
Operating Income(Loss)	(69,878)	(464,798)	(534,676)
Nonoperating Revenues (Expenses):			
Debt Surcharge	-	1,019,312	1,019,312
Interest Income	108,235	161,258	269,493
Interest Expense	(59,290)	(159,275)	(218,565)
Total Nonoperating Revenues (Expenses)	48,945	1,021,295	1,070,240
Income (Loss) Before Contributions	(20,933)	556,497	535,564
Capital Contributions	487,060	462,003	949,063
Net Income	466,127	1,018,500	1,484,627
Net Position - January 1	6,272,379	13,145,843	19,418,222
Net Position - December 31	\$ 6,738,506	\$ 14,164,343	\$ 20,902,849

CHARTER TOWNSHIP OF OXFORD
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2023

	Business-type Activities - Enterprise Funds		
	Sewer	Water	Total
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
Receipts from customers and users	\$ 2,721,655	\$ 17,851	\$ 2,739,506
Payments to suppliers	(2,347,784)	(52,234)	(2,400,018)
Net Cash Provided (Used) by Operating Activities	373,871	(34,383)	339,488
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</u>			
Capital Contributions	487,060	462,003	949,063
Debt Surcharge	-	1,019,312	1,019,312
Construction of Assets	(189,664)	(679,491)	(869,155)
Proceeds from Contract Debt	189,664	-	189,664
Principal Paid on Debt	(144,931)	(510,000)	(654,931)
Interest Paid on Debt	(59,290)	(173,650)	(232,940)
Net Cash Provided (Used) by Capital and Related Financing Activities	282,839	118,174	401,013
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
Interest Earned	108,235	161,258	269,493
Net Increase (Decrease) in Cash and Cash Equivalents	764,945	245,049	1,009,994
Cash and Cash Equivalents, Beginning	1,887,139	3,169,625	5,056,764
Cash and Cash Equivalents, Ending	\$ 2,652,084	\$ 3,414,674	\$ 6,066,758
<u>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:</u>			
Operating Income (Loss)	\$ (69,878)	\$ (464,798)	\$ (534,676)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
Depreciation and Amortization Expense	207,215	429,085	636,300
(Increase) Decrease in Accounts Receivable	(13,568)	-	(13,568)
Increase (Decrease) in Accounts Payable	250,102	1,330	251,432
Net Cash Provided (Used) by Operating Activities	\$ 373,871	\$ (34,383)	\$ 339,488

CHARTER TOWNSHIP OF OXFORD
Statement of Fiduciary Net Position
Fiduciary Funds
December 31, 2023

	<u>Custodial Funds</u>
ASSETS	
Cash	\$ <u>3,937,045</u>
LIABILITIES	
Due to Other Governmental Units	3,071,412
Deposits and Escrows	<u>865,633</u>
Total Liabilities	<u>3,937,045</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, 2023

	<u>Custodial Funds</u>
Additions:	
Deposits and Escrows Collected	\$ 554,209
Taxes Collected for Other Governments	<u>30,334,030</u>
Total Additions	<u>30,888,239</u>
Deductions:	
Deposits and Escrows Refunded	554,209
Payments of Taxes to Other Governments	<u>30,334,030</u>
Total Deductions	<u>30,888,239</u>
Change in Net Position	\$ <u><u>-</u></u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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. For the fiscal year ended December 31, 2023, the Charter Township of Oxford provided \$67,174 to the Authority. 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, 2023

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, 2023

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 capital project fund accounts for the construction of the new township administrative building.
- 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, 2023

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, 2023

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, 2023

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. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

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.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

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

5. Long-term Obligations – Continued

Long-term liabilities expected to be financed from proprietary funds are reported as liabilities in those funds.

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, 2023

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. In accordance with State law, prior to December 15, 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 and October to obtain taxpayer comment.
3. Prior to December 15, 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. The Township does not employ encumbrance accounting as an extension of formal budgetary integration in the governmental funds.
8. Budgeted amounts are reported as originally adopted and as amended by the Township Board. The budget was amended during fiscal year 2023.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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, 2023.

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.

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, 2023, the Township's book balance of its deposits was \$27,230,851. The bank balance was \$27,898,405 of which \$778,000 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, 2023

III. DETAILED NOTES ON ALL FUNDS – Continued

A. Deposits and Investments – Continued

At December 31, 2023, the carrying amount and bank balance of the component unit of the Charter Township of Oxford, the Polly Ann Trailway Management Council, was \$240,360, of which \$841 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	\$ 24,588,560	70 days
Oakland County Investment Pool	2,497	266 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	\$ 24,588,560	AAAm
Oakland County Investment Pool	2,497	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 88 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, 2023

III. DETAILED NOTES ON ALL FUNDS – Continued

B. Capital Assets

Capital asset activity for the year ended December 31, 2023 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	19,115,620	781,960	-	19,897,580
Vehicles	3,734,848	870,328	(121,673)	4,483,503
Machinery and Equipment	3,115,428	399,252	-	3,514,680
Infrastructure	1,832,749	632,976	-	2,465,725
	<u>27,798,645</u>	<u>2,684,516</u>	<u>(121,673)</u>	<u>30,361,488</u>
Less: Accumulated Depreciation:				
Building and Land Improvements	(7,712,858)	(562,867)	-	(8,275,725)
Vehicles	(3,523,448)	(96,082)	121,673	(3,497,857)
Machinery and Equipment	(2,325,649)	(136,856)	-	(2,462,505)
Infrastructure	(821,306)	(102,199)	-	(923,505)
	<u>(14,383,261)</u>	<u>(898,004)</u>	<u>121,673</u>	<u>(15,159,592)</u>
Governmental Activities Capital Assets, net	<u>\$ 14,785,664</u>	<u>\$ 1,786,512</u>	<u>\$ -</u>	<u>\$ 16,572,176</u>

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

General Government	\$ 211,089
Public Safety	280,804
Recreation and Cultural	406,111
	<u>\$ 898,004</u>

	Beginning Balance	Additions	Deletions	Ending Balance
Business-type Activities:				
Capital Assets, not depreciated:				
Land	\$ 367,557	\$ -	\$ -	\$ 367,557
Capital Assets, being depreciated:				
Infrastructure	33,766,743	869,155	-	34,635,898
Less: Accumulated Depreciation:				
Infrastructure	(13,134,586)	(636,300)	-	(13,770,886)
Business-type Activities Capital Assets, net	<u>\$ 20,999,714</u>	<u>\$ 232,855</u>	<u>\$ -</u>	<u>\$ 21,232,569</u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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
Trailway Improvements	47,751	-	-	47,751
Less: Accumulated Depreciation	<u>(96,735)</u>	<u>(7,097)</u>	<u>-</u>	<u>(103,832)</u>
Component Unit, Capital Assets, net	<u>\$ 16,626</u>	<u>\$ (7,097)</u>	<u>\$ -</u>	<u>\$ 9,529</u>

D. 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	\$ 300,000
Road Fund	General Fund	300,000
Cemetery Maintenance Fund	General Fund	250,000
Safety Path Fund	General Fund	300,000
		<u>\$ 1,150,000</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, 2023

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, 2023:

	Balance Jan 1, 2023	Additions	Reductions	Balance Dec 31, 2023	Due Within One Year
Governmental Activities:					
General Obligation Bonds	\$ 900,000	\$ -	\$ 215,000	\$ 685,000	\$ 220,000
Compensated Absences	196,436	16,195	-	212,631	-
	<u>\$ 1,096,436</u>	<u>\$ 16,195</u>	<u>\$ 215,000</u>	<u>\$ 897,631</u>	<u>\$ 220,000</u>
Business Activities:					
General Obligation Bonds	\$ 4,600,000	\$ -	\$ 510,000	\$ 4,090,000	\$ 525,000
Interceptor Drain 2010A	322,977	-	32,407	290,570	33,253
Interceptor Drain 2013A	1,069,840	-	79,737	990,103	81,387
Interceptor Drain 2019A	85,007	-	9,190	75,817	9,674
Interceptor Drain 2020A	886,405	-	23,597	862,808	24,809
Interceptor Drain 2020B	-	189,664	-	189,664	5,793
	<u>\$ 6,964,229</u>	<u>\$ 189,664</u>	<u>\$ 654,931</u>	<u>\$ 6,498,962</u>	<u>\$ 679,916</u>

The following is a summary of general obligation debt outstanding of the Township as of December 31, 2023:

	Number of Issues	Interest Rate	Maturing Through	Principal Outstanding
Governmental Activities:				
General Obligation Bonds	1	2.12%	2026	<u>\$ 685,000</u>
Business Activities:				
General Obligation Bonds	1	2.00%-4.00%	2030	\$ 4,090,000
Interceptor Drain Bonds	5	1.85%-5.00%	2043	<u>2,408,962</u>
				<u>\$ 6,498,962</u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

III. DETAILED NOTES ON ALL FUNDS – Continued

E. Long-Term Debt – Continued

The annual debt service requirements to maturity for debt outstanding as of December 31, 2023 are as follows:

<u>Year Ended</u>	<u>Governmental Activities</u>		<u>Business Activities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 220,000	\$ 12,190	\$ 679,916	\$ 221,027
2025	230,000	7,420	699,190	202,917
2026	235,000	2,491	736,812	176,999
2027	-	-	762,023	149,485
2028	-	-	792,563	120,996
2029-2033	-	-	2,185,313	223,583
2034-2038	-	-	450,693	52,652
2039-2043	-	-	192,452	12,064
	<u>\$ 685,000</u>	<u>\$ 22,101</u>	<u>\$ 6,498,962</u>	<u>\$ 1,159,723</u>

F. 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, 2022, but recognized revenue in the year ending December 31, 2023, 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 2024 \$12,191,247

- 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 at December 31, 2023 is \$100,625.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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, 2023, 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	\$ -	\$ -	\$ -	\$ -	50,000	\$ 816,132	\$ 866,132
Restricted for:							
Police	-	2,946,934	-	-	-	-	2,946,934
Parks & Recreation	-	-	632,398	-	-	-	632,398
Fire & EMS	-	-	-	2,779,800	-	-	2,779,800
Library	-	-	-	-	1,525,029	-	1,525,029
Debt Service	-	-	-	-	-	28,212	28,212
Building Dept.	-	-	-	-	-	347,528	347,528
Cable Television	-	-	-	-	-	345,025	345,025
Roads	-	-	-	-	-	261,503	261,503
Cemetery	-	-	-	-	-	363,663	363,663
Safety Path	-	-	-	-	-	397,968	397,968
Telecommunication	-	-	-	-	-	43,255	43,255
Total Restricted	-	2,946,934	632,398	2,779,800	1,575,029	2,603,286	10,537,447
Unassigned	5,294,379	-	-	-	-	-	5,294,379
Total Fund Balance	\$ 5,294,379	\$ 2,946,934	\$ 632,398	\$ 2,779,800	\$ 1,575,029	\$ 2,603,286	\$ 15,831,826

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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 2022 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>.2050</u>
		11.5640

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, 2023

IV. OTHER INFORMATION – Continued

A. Defined Benefit Plan – Fire Department – Continued

Employees Covered by Benefit Terms

At the December 31, 2022 measurement date, the following employees were covered by the benefit terms:

Inactive plan members or beneficiaries currently receiving benefits	18
Inactive plan members entitled to but not yet receiving benefits	1
Active Plan Members	<u>23</u>
Total Employees covered by MERS	<u>42</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, 2023, 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, 2023 was determined using a measure of the total pension liability and the plan net position as of December 31, 2022. The December 31, 2022 total pension liability was determined by an actuarial valuation performed as of that date.

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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, 2022	\$ 7,985,683	\$ 7,011,754	\$ 973,929
Service Cost	296,441	-	296,441
Interest	578,063	-	578,063
Contributions-Employer	-	524,023	(524,023)
Contributions-Employee	-	106,942	(106,942)
Net Investment Income	-	(729,655)	729,655
Differences between Expected and Actual Experience	186,376	-	186,376
Benefit Payments, including refunds	(321,242)	(321,242)	-
Administrative Expenses	-	(13,292)	13,292
Net Changes	<u>739,638</u>	<u>(433,224)</u>	<u>1,172,862</u>
Balance at December 31, 2022	<u>\$ 8,725,321</u>	<u>\$ 6,578,530</u>	<u>\$ 2,146,791</u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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, 2023, 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	\$ -	\$ 619,847
Differences between expected and actual experience	165,368	-
Differences in Assumptions	364,050	-
Employer contributions to the plan subsequent to the measurement date	<u>638,384</u>	<u>-</u>
Total	<u>\$ 1,167,802</u>	<u>\$ 619,847</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 (\$638,384), which will impact the net pension liability in fiscal year 2024, rather than pension expense.

<u>Years Ending December 31</u>	<u>Amount</u>
2024	\$ 121,655
2025	21,364
2026	(93,299)
2027	(171,211)
2028	31,062

Actuarial Assumptions

The total pension liability in the December 31, 2022 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	7.00%

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

IV. OTHER INFORMATION – Continued

A. Defined Benefit Plan – Fire Department – Continued

Mortality rates were based on the RP=2014 Healthy Annuitant Mortality Tables of a 50 percent male and 50 percent female blend with rates multiplied by 105%. For disabled retirees, the 50% Male and 50% Female blend of the RP-2014 Disabled Retiree Mortality Tables.

The actuarial assumptions used in the December 31, 2022 valuation were based on the results of the most recent actuarial experience study from 2015.

Discount Rate

The discount rate used to measure the total pension liability was 7.25 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, 2022, the measurement date, for each major asset class are summarized in the following table:

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

IV. OTHER INFORMATION – Continued

A. Defined Benefit Plan – Fire Department – Continued

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

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 7.25 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 (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension Liability	\$ <u>3,345,367</u>	\$ <u>2,146,791</u>	\$ <u>1,151,049</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, 2023

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	\$135,820	\$66,977	\$48,174
Employee Contribution	\$ 40,025	\$3,919	N/A

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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, 2023 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, 2023

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, 2023	\$ 313,548	\$ 2,573	\$ 310,975
Service Cost	-	-	-
Interest Cost	13,113	-	13,113
Difference between expected and actual experience	10,123	-	10,123
Change in Assumptions	11,586	-	11,586
Net Investment Income	-	433	(433)
Employer Contributions	-	18,588	(18,588)
Benefit Payments	(18,588)	(18,588)	-
Administrative Expenses	-	(46)	46
Net Changes	<u>16,234</u>	<u>387</u>	<u>15,847</u>
Balance at December 31, 2023	<u>\$ 329,782</u>	<u>\$ 2,960</u>	<u>\$ 326,822</u>

Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of December 31, 2023. The following actuarial assumptions were applied:

Actuarial Cost Method	Entry-age normal
Discount Rate	4.00%
Investment Rate of Return	6.90%
Retirement Age Eligibility	Participation limited to 3 retirees (and one spouse) 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 4.00% 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, 2023

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, 2023 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%	7.80%
Global Fixed Income	26.0%	4.80%
Private Investments	5.0%	6.90%
Diversifying Strategies	5.0%	6.30%

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 4.00 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>370,056</u>	\$ <u>326,822</u>	\$ <u>291,363</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>291,271</u>	\$ <u>326,822</u>	\$ <u>369,300</u>

CHARTER TOWNSHIP OF OXFORD
Notes to Financial Statements
December 31, 2023

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.

E. Subsequent Event

In February 2024, the Township issued the 2024 limited tax general obligation special assessment bonds in the amount of \$3,360,000. The bonds are to be used for the construction of certain sanitary sewer system improvements in the North Area Sanitary Sewer Special Assessment District. The bonds are payable semi-annually over 15 years at interest rates of 4.00% to 4.125% and mature in 2038.

F. Upcoming Accounting Pronouncements

The Governmental Accounting Standards Board has issued Statement No. 101, *Compensated Absences*, which updates the recognition and measurement guidance for compensated absences as well as the disclosure requirements. This statement requires that the compensated absence liability be recognized for leave that has not been used and leave that has been used but not yet paid in cash or settled through noncash means. This statement is effective for the Township's financial statements beginning with the fiscal year ending December 31, 2024.

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 (schedule is built prospectively upon implementation of GASB 68)

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total Pension Liability:									
Service Cost	\$ 296,441	\$ 254,241	\$ 180,708	\$ 167,519	\$ 149,629	\$ 143,676	\$ 123,853	\$ 110,653	\$ 116,095
Interest	578,063	546,216	492,368	469,990	438,153	416,107	389,203	365,955	350,646
Differences between actual and expected experience	186,376	(53,506)	72,190	84,248	119,961	14,370	102,349	63,650	-
Change in assumptions	-	338,365	247,050	198,273	-	-	-	207,240	-
Change in benefits	-	-	-	-	-	-	-	(37,112)	-
Benefit payments, including refunds	(321,242)	(319,123)	(322,004)	(323,956)	(313,459)	(289,655)	(288,400)	(287,121)	(269,797)
Net Change in Total Pension Liability	739,638	766,193	670,312	596,074	394,284	284,498	327,005	423,265	196,944
Total Pension Liability, Beginning of year	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	\$ 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	\$ 524,023	\$ 704,544	\$ 437,026	\$ 830,649	\$ 484,857	\$ 482,772	\$ 249,413	\$ 183,900	\$ 176,962
Contributions - Employee	106,942	90,446	76,027	69,721	61,556	59,169	57,372	24,632	24,918
Net Investment Income (Loss)	(729,655)	840,831	651,128	542,642	(149,003)	426,642	309,498	(41,537)	171,455
Administrative Expenses	(13,292)	(9,659)	(9,966)	(9,253)	(7,221)	(6,722)	(6,101)	(6,120)	(6,292)
Benefit payments, including refunds	(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	(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	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	\$ 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	\$ 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	75.4%	87.8%	79.0%	74.4%	63.2%	66.3%	57.1%	54.4%	62.3%
Covered Employee Payroll	\$ 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	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>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>	<u>2014</u>
Actuarially determined contribution	\$ 530,153	\$ 544,412	\$ 427,543	\$ 284,964	\$ 250,033	\$ 239,221	\$ 270,672	\$ 226,491	\$ 186,263	\$ 181,601
Contributions in relation to the actuarially determined contribution	<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>	<u>181,601</u>
Contribution Excess (Deficiency)	<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>	<u>\$ -</u>
Covered Employee Payroll	\$ 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	\$ 1,014,816
Contributions as a Percentage of Covered Employee Payroll	49.2%	34.2%	47.6%	30.6%	66.0%	41.3%	42.8%	19.3%	17.7%	17.9%

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 16 years

Asset Valuation Method 5 year smoothed market

Salary Increases 3.00% including inflation

Investment Rate of Return 7.00%

Retirement Age Experience based tables of rates that are specific to the type of eligibility condition

Mortality 50% Male - 50% Female blend of the RP-2014 Healthy Annuitant Mortality Tables, with rates multiplied by 105%; RP-2014 Employee Mortality Tables; and RP-2014 Juvenile Mortality Tables

CHARTER TOWNSHIP OF OXFORD
Required Supplemental Information
Schedule of Changes in the Net OPEB Liability and Related Ratios
Last Ten Fiscal Years (schedule is built prospectively upon implementation of GASB 75)

	<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	13,113	9,538	9,591	13,843	17,696	17,976	18,014
Differences between expected and actual experience	10,123	(61)	(29,178)	(5,337)	(127,525)	-	-
Changes in actuarial assumptions	11,586	(112,756)	(37,905)	79,850	(5,227)	-	-
Benefit payments	<u>(18,588)</u>	<u>(14,165)</u>	<u>(16,890)</u>	<u>(15,178)</u>	<u>(21,988)</u>	<u>(23,565)</u>	<u>(22,883)</u>
Net Change in Total OPEB Liability	16,234	(117,444)	(74,382)	73,178	(137,044)	(5,589)	(4,869)
Total OPEB Liability, Beginning of year	<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>\$ 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	\$ 433	\$ (370)	\$ 319	\$ 286	\$ 254	\$ -	\$ 302
Contributions - Employer	18,588	14,165	16,890	15,178	21,988	23,565	22,883
Benefit payments	(18,588)	(14,165)	(16,890)	(15,178)	(21,988)	(23,565)	(22,883)
Administrative Expenses	<u>(46)</u>	<u>(42)</u>	<u>(39)</u>	<u>(37)</u>	<u>(24)</u>	<u>-</u>	<u>(10)</u>
Net Change in Plan Fiduciary Net Position	387	(412)	280	249	230	-	292
Plan Fiduciary Net Position, Beginning of year	<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>\$ 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>\$ 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	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
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

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

	<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>	<u>2014</u>
Actuarially determined contribution	\$ 27,302	\$ 29,625	\$ 33,323	\$ 30,696	\$ 34,990	\$ 32,890	\$ 36,597	\$ 42,916	\$ 42,916	\$ 42,916
Contributions in relation to the actuarially determined contribution	<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>	<u>32,531</u>
Contribution Excess (Deficiency)	<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>	<u>\$ (10,385)</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	4.00%
Investment Rate of Return	6.90%
Retirement Age	Participation limited to 3 retirees (and one spouse) 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, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 904,800	\$ 913,459	\$ 915,273	\$ 1,814
Licenses and Permits	1,300	42,410	43,970	1,560
Intergovernmental - Federal	20,000	28,654	898,748	870,094
Intergovernmental - State	2,060,000	2,101,832	2,115,866	14,034
Charges for Services	93,500	160,304	171,453	11,149
Special Assessments	77,818	79,318	79,318	-
Interest	28,000	337,490	396,855	59,365
Other	-	775,072	43,170	(731,902)
Total Revenues	<u>3,185,418</u>	<u>4,438,539</u>	<u>4,664,653</u>	<u>226,114</u>
Expenditures:				
General Government:				
Township Board	22,200	64,717	61,597	3,120
Supervisor	256,000	228,290	228,290	-
Clerk	246,343	227,755	222,444	5,311
Treasurer	243,500	233,000	226,757	6,243
Assessor	156,000	151,778	152,553	(775)
Board of Review	3,850	4,132	3,962	170
Elections	27,350	51,043	51,445	(402)
Township Building & Grounds	97,500	390,661	391,574	(913)
Professional Fees	77,500	71,700	60,640	11,060
Administration	83,100	900,030	1,078,691	(178,661)
Human Resources	385,700	444,500	477,575	(33,075)
Total General Government	<u>1,599,043</u>	<u>2,767,606</u>	<u>2,955,528</u>	<u>(187,922)</u>
Public Works:				
Engineering	13,000	21,950	21,050	900
Street Lighting	10,000	14,000	13,893	107
Community Projects	100,100	698	693	5
Cemetery	93,100	100,370	97,469	2,901
Special Assessments	38,612	63,090	65,599	(2,509)
Safety Path Maintenance	-	18,000	14,198	3,802
Polly Ann Trailway	20,000	20,000	19,965	35
Total Public Works	<u>274,812</u>	<u>238,108</u>	<u>232,867</u>	<u>5,241</u>
Health and Welfare:				
Citizen Programs/CDBG	15,000	19,937	19,937	-
Social Services	82,150	98,000	72,047	25,953
Total Health and Welfare	<u>97,150</u>	<u>117,937</u>	<u>91,984</u>	<u>25,953</u>
Planning and Zoning:				
Planning Commission	105,500	230,817	208,373	22,444
Zoning Board of Appeals	6,050	18,800	15,082	3,718
Total Planning and Zoning	<u>111,550</u>	<u>249,617</u>	<u>223,455</u>	<u>26,162</u>
Total Expenditures	<u>2,082,555</u>	<u>3,373,268</u>	<u>3,503,834</u>	<u>(130,566)</u>

(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, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Excess (Deficiency) of Revenues Over Expenditures	\$ 1,102,863	\$ 1,065,271	\$ 1,160,819	\$ 95,548
Other Financing Uses: Transfers Out	<u>(767,000)</u>	<u>(1,157,000)</u>	<u>(1,150,000)</u>	<u>7,000</u>
Net Change in Fund Balance	<u>\$ 335,863</u>	<u>\$ (91,729)</u>	10,819	<u>\$ 102,548</u>
Fund Balance - January 1			<u>5,283,560</u>	
Fund Balance - December 31			<u>\$ 5,294,379</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, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 3,391,000	\$ 3,398,205	\$ 3,399,731	\$ 1,526
Intergovernmental-State	89,000	112,629	112,630	1
Charges for Services	130,500	462,060	237,061	(224,999)
Fines and Forfeitures	31,000	37,825	40,640	2,815
Interest	6,000	223,000	256,386	33,386
Total Revenues	<u>3,647,500</u>	<u>4,233,719</u>	<u>4,046,448</u>	<u>(187,271)</u>
Expenditures:				
Public Safety	<u>3,647,500</u>	<u>4,230,719</u>	<u>3,647,207</u>	<u>583,512</u>
Excess (Deficiency) of Revenue Over Expenditures	\$ <u>-</u>	\$ <u>3,000</u>	399,241	\$ <u>396,241</u>
Fund Balance - January 1			<u>2,547,693</u>	
Fund Balance - December 31			\$ <u><u>2,946,934</u></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, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 935,500	\$ 935,500	\$ 1,010,739	\$ 75,239
Intergovernmental-State	5,000	5,000	43,271	38,271
Charges for Services	704,450	704,450	906,374	201,924
Interest	6,000	6,000	49,777	43,777
Other	4,050	4,050	121,518	117,468
Total Revenues	<u>1,655,000</u>	<u>1,655,000</u>	<u>2,131,679</u>	<u>476,679</u>
Expenditures:				
Recreation	1,530,000	1,530,000	1,749,145	(219,145)
Capital Outlay	125,000	125,000	307,800	(182,800)
Total Expenditures	<u>1,655,000</u>	<u>1,655,000</u>	<u>2,056,945</u>	<u>(401,945)</u>
Excess (Deficiency) of Revenue Over Expenditures	\$ <u>-</u>	\$ <u>-</u>	74,734	\$ <u>74,734</u>
Fund Balance - January 1			<u>557,664</u>	
Fund Balance - December 31			<u>\$ 632,398</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, 2023

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues:				
Property Taxes	\$ 4,300,000	\$ 4,491,429	\$ 4,493,257	\$ 1,828
Intergovernmental-State	100,000	128,304	128,304	-
Charges for Services	504,600	1,192,475	1,152,326	(40,149)
Interest	25,000	217,451	252,711	35,260
Other	500	8,118	8,118	-
Total Revenues	<u>4,930,100</u>	<u>6,037,777</u>	<u>6,034,716</u>	<u>(3,061)</u>
Expenditures:				
Public Safety	5,703,860	6,252,341	5,674,090	578,251
Capital Outlay	1,007,000	1,007,000	816,132	190,868
Total Expenditures	<u>6,710,860</u>	<u>7,259,341</u>	<u>6,490,222</u>	<u>769,119</u>
Excess (Deficiency) of Revenue Over Expenditures	(1,780,760)	(1,221,564)	(455,506)	766,058
Other Financing Sources:				
Transfers In	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ (1,480,760)</u>	<u>\$ (921,564)</u>	(155,506)	<u>\$ 766,058</u>
Fund Balance - January 1			<u>2,935,306</u>	
Fund Balance - December 31			<u>\$ 2,779,800</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, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Property Taxes	\$ 1,315,000	\$ 1,323,210	\$ 1,323,755	\$ 545
Intergovernmental-State	70,000	107,753	107,753	-
Fines	27,000	31,873	31,808	(65)
Grants and Donations	6,000	23,067	23,267	200
Interest	8,000	86,000	92,036	6,036
Other	4,001	39,001	39,796	795
Total Revenues	<u>1,430,001</u>	<u>1,610,904</u>	<u>1,618,415</u>	<u>7,511</u>
Expenditures:				
Operating	1,405,001	1,372,013	1,351,443	20,570
Capital Outlay	25,000	331,000	280,279	50,721
Total Expenditures	<u>1,430,001</u>	<u>1,703,013</u>	<u>1,631,722</u>	<u>71,291</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ (92,109)</u>	(13,307)	<u>\$ 78,802</u>
Fund Balance - January 1			<u>1,588,336</u>	
Fund Balance - December 31			<u>\$ 1,575,029</u>	

OTHER SUPPLEMENTARY INFORMATION

CHARTER TOWNSHIP OF OXFORD
Combining Balance Sheet
Nonmajor Governmental Funds
December 31, 2023

	<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	\$ 1,667,663	\$ 28,212	\$ 28,000	\$ 1,723,875
Accounts Receivable	68,624	-	-	68,624
Taxes Receivable	-	209,067	-	209,067
Advance to Other Fund	816,132	-	-	816,132
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Assets	<u>\$ 2,552,419</u>	<u>\$ 237,279</u>	<u>\$ 28,000</u>	<u>\$ 2,817,698</u>
 <u>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE</u>				
Liabilities:				
Accounts Payable	\$ 5,345	\$ -	\$ -	\$ 5,345
Deferred Inflows:				
Deferred Tax Revenue	-	209,067	-	209,067
Fund Balance:				
Nonspendable	816,132	-	-	816,132
Restricted	1,730,942	28,212	28,000	1,787,154
Total Fund Balance	<u>2,547,074</u>	<u>28,212</u>	<u>28,000</u>	<u>2,603,286</u>
Total Liabilities and Fund Balance	<u>\$ 2,552,419</u>	<u>\$ 237,279</u>	<u>\$ 28,000</u>	<u>\$ 2,817,698</u>

CHARTER TOWNSHIP OF OXFORD
Combining Statement of Revenues, Expenditures and Changes in Fund Balance
Nonmajor Governmental Funds
For the Year Ended December 31, 2023

	Special Revenue	Debt Service- Park Bond	Permanent Fund- Cemetery	Total Nonmajor Governmental Funds
<u>Revenues:</u>				
Property Taxes	\$ -	\$ 209,346	\$ -	\$ 209,346
Licenses and Permits	595,718	-	-	595,718
Intergovernmental	70,913	14,809	-	85,722
Charges for Services	69,359	-	-	69,359
Franchise Fees	310,932	-	-	310,932
Interest	62,445	2,216	-	64,661
Other	2,955	-	-	2,955
Total Revenues	<u>1,112,322</u>	<u>226,371</u>	<u>-</u>	<u>1,338,693</u>
<u>Expenditures:</u>				
Public Safety	553,396	-	-	553,396
Public Works	426,556	-	-	426,556
Other	318,390	-	-	318,390
Debt Service:				
Principal	-	215,000	-	215,000
Interest and Other Charges	-	16,294	-	16,294
Total Expenditures	<u>1,298,342</u>	<u>231,294</u>	<u>-</u>	<u>1,529,636</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(186,020)</u>	<u>(4,923)</u>	<u>-</u>	<u>(190,943)</u>
Other Financing Sources(Uses):				
Transfers In	<u>850,000</u>	<u>-</u>	<u>-</u>	<u>850,000</u>
Net Change in Fund Balances	663,980	(4,923)	-	659,057
Fund Balances - January 1	<u>1,883,094</u>	<u>33,135</u>	<u>28,000</u>	<u>1,944,229</u>
Fund Balances - December 31	<u>\$ 2,547,074</u>	<u>\$ 28,212</u>	<u>\$ 28,000</u>	<u>\$ 2,603,286</u>

CHARTER TOWNSHIP OF OXFORD
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2023

<u>ASSETS</u>	<u>Building</u>	<u>Cable Television</u>	<u>Road</u>
Cash	\$ 352,689	\$ 276,485	\$ 261,503
Accounts Receivable	-	68,624	-
Advance to Other Fund	<u>816,132</u>	<u>-</u>	<u>-</u>
Total Assets	<u>\$ 1,168,821</u>	<u>\$ 345,109</u>	<u>\$ 261,503</u>
 <u>LIABILITIES AND FUND BALANCE</u>			
Liabilities:			
Accounts Payable	\$ <u>5,161</u>	\$ <u>84</u>	\$ <u>-</u>
Fund Balance:			
Nonspendable	816,132	-	-
Restricted	<u>347,528</u>	<u>345,025</u>	<u>261,503</u>
Total Fund Balance	<u>1,163,660</u>	<u>345,025</u>	<u>261,503</u>
Total Liabilities and Fund Balance	<u>\$ 1,168,821</u>	<u>\$ 345,109</u>	<u>\$ 261,503</u>

<u>Cemetery Maintenance</u>	<u>Safety Path</u>	<u>Telecom- munication</u>	<u>Total</u>
\$ 335,663	\$ 397,968	\$ 43,355	\$ 1,667,663
-	-	-	68,624
-	-	-	<u>816,132</u>
<u>\$ 335,663</u>	<u>\$ 397,968</u>	<u>\$ 43,355</u>	<u>\$ 2,552,419</u>
\$ -	\$ -	\$ 100	\$ 5,345
-	-	-	816,132
<u>335,663</u>	<u>397,968</u>	<u>43,255</u>	<u>1,730,942</u>
<u>335,663</u>	<u>397,968</u>	<u>43,255</u>	<u>2,547,074</u>
<u>\$ 335,663</u>	<u>\$ 397,968</u>	<u>\$ 43,355</u>	<u>\$ 2,552,419</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, 2023

	<u>Building</u>	<u>Cable Television</u>	<u>Road</u>
Revenues:			
Licenses and Permits	\$ 595,718	\$ -	\$ -
Intergovernmental	-	-	-
Charges for Services	69,359	-	-
Franchise Fees	-	310,932	-
Interest	27,152	13,042	1,286
Other	-	1,579	-
Total Revenues	<u>692,229</u>	<u>325,553</u>	<u>1,286</u>
Expenditures:			
Current:			
Public Safety	553,396	-	-
Public Works	-	-	103,769
Other	-	318,390	-
Total Expenditures	<u>553,396</u>	<u>318,390</u>	<u>103,769</u>
Excess (Deficiency) of Revenues Over Expenditures	138,833	7,163	(102,483)
Other Financing Sources:			
Transfers In	<u>-</u>	<u>-</u>	<u>300,000</u>
Net Change in Fund Balance	138,833	7,163	197,517
Fund Balance - January 1	<u>1,024,827</u>	<u>337,862</u>	<u>63,986</u>
Fund Balance - December 31	<u>\$ 1,163,660</u>	<u>\$ 345,025</u>	<u>\$ 261,503</u>

<u>Cemetery Maintenance</u>	<u>Safety Path</u>	<u>Telecom- munication</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ 595,718
-	50,000	20,913	70,913
-	-	-	69,359
-	-	-	310,932
4,590	16,347	28	62,445
1,000	376	-	2,955
<u>5,590</u>	<u>66,723</u>	<u>20,941</u>	<u>1,112,322</u>
-	-	-	553,396
7,529	287,509	27,749	426,556
-	-	-	318,390
<u>7,529</u>	<u>287,509</u>	<u>27,749</u>	<u>1,298,342</u>
(1,939)	(220,786)	(6,808)	(186,020)
<u>250,000</u>	<u>300,000</u>	<u>-</u>	<u>850,000</u>
248,061	79,214	(6,808)	663,980
<u>87,602</u>	<u>318,754</u>	<u>50,063</u>	<u>1,883,094</u>
<u>\$ 335,663</u>	<u>\$ 397,968</u>	<u>\$ 43,255</u>	<u>\$ 2,547,074</u>

CHARTER TOWNSHIP OF OXFORD
Component Unit - Polly Ann Trailway Management Council
Balance Sheet
December 31, 2023

Assets

Cash	\$ <u>240,360</u>
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Liabilities and Fund Balance

Liabilities:

Accounts Payable	\$ -
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Fund Balance	<u>240,360</u>
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Total Liabilities and Fund Balance	\$ <u>240,360</u>
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Reconciliation to Statement of Net Position (page 11):

Fund Balance at December 31, 2023	\$ 240,360
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Capital Assets used in governmental activities are not financial resources and therefore, are not reported in the funds.	<u>9,529</u>
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Net Position of Governmental Activities-Component Unit	\$ <u>249,889</u>
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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, 2023

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
<u>Revenues</u>				
Contributions - Orion Township	\$ 33,338	\$ 33,338	\$ 33,338	\$ -
Contributions - Oxford Township	19,965	19,965	19,965	-
Contributions - Village of Oxford	4,046	4,046	4,046	-
Contributions - Addison Township	14,546	14,546	14,546	-
Contributions - Village of Leonard	3,105	3,105	3,105	-
Grants	-	-	15,067	15,067
Donations	-	-	17,525	17,525
Interest Income	300	300	12,752	12,452
Other	-	-	171	171
Total Revenues	75,300	75,300	120,515	45,215
<u>Expenditures</u>				
Contracted Services	32,400	32,400	28,667	3,733
Professional Services	6,000	6,000	1,100	4,900
Insurance	3,000	3,000	3,149	(149)
Telephone	350	350	207	143
Utilities	1,200	1,200	878	322
Facilities	3,105	3,105	3,105	-
Grounds Maintenance	15,000	15,000	22,643	(7,643)
Equipment and Hardware	6,500	6,500	5,583	917
Grant Expenses	5,000	5,000	3,109	1,891
Miscellaneous	7,445	7,445	3,276	4,169
Total Expenditures	80,000	80,000	71,717	8,283
Net Change in Fund Balance	\$ (4,700)	\$ (4,700)	48,798	\$ 53,498
Fund Balance - Beginning			191,562	
Fund Balance - Ending			\$ 240,360	
<u>Reconciliation to Statement of Activities (pages 12):</u>				
Net Change in Fund Balance at December 31, 2023			\$ 48,798	
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.				
	Capital Outlay		-	
	Depreciation Expense		(7,097)	
Change in Net Position-Component Unit			\$ 41,701	

PSLZ PLLC

Certified Public Accountants

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Kevin F. Kurkie, C.P.A.

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on An Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Trustees
Charter Township of Oxford, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the Charter Township of Oxford, Michigan, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents, and have issued our report thereon dated June 20, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Township's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully,

A handwritten signature in black ink, appearing to read "PSLZ PLLC", written in a cursive style.

PSLZ PLLC
Certified Public Accountants

June 20, 2024

Date: July 10, 2024

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: First Reading for Soil Erosion and Sediment Control Ordinance 129.001

Dear Board Members:

Building Official Tim London is requesting to remove the fee schedule from the Soil Erosion and Sediment Control Ordinance and have the fees set by Resolution.

Attached is a summary letter from Megan Masson-Minock and a draft copy of the amendments to the Ordinance highlighted in red.

If the Township Board is in favor to move forward, the following PROPOSED motion is offered for consideration:

I move to set a Second Reading and possible adoption of the Soil Erosion and Sediment Control Ordinance 129.001 for the August 14, 2024 Oxford Township Board of Trustees Regular Meeting.



Carlisle | Wortman
ASSOCIATES, INC.

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

TO: Oxford Township Supervisor Jack Curtis & Oxford Township Clerk Curtis Wright

CC: Oxford Township Building Official Tim London & Oxford Township Attorney Brittney Kimball Ellis

FROM: Megan Masson-Minock, AICP

DATE: April 4, 2024

RE: Ordinance Amendments - Soil Erosion Permit Fees

The Building Department requested that Section 22-302 of the Oxford Township Code of Ordinances be amended to eliminate the specific fee amounts for permit and inspection fees for soil erosion and sedimentation control. The Ordinance Review Committee (ORC) reviewed this proposal at its March 14, 2024 meeting and asked for the attached amendments to be forwarded to the Township Board for review and approval.

When reviewing the proposed amendments, please note that:

- Text proposed to be deleted is shown in red, strike through text: **example**

Please let us know if you have any questions or edits.

Sincerely,

CARLISLE/WORTMAN ASSOC., INC
Megan Masson-Minock, AICP
Principal

Draft Amendments to Article VI - Soil Erosion and Sedimentation Control
Section 22-302. Permit and inspection fees.

Sec. 22-302. Permit and inspection fees.

Soil erosion permit and inspection fees shall be established by the township board of trustees and shall bear a reasonable relationship to the cost, including overhead, of the service or act. ~~The following fee schedule is applied to soil erosion permit and inspection fees:~~

~~(1) Residential/single lot permits:~~

- ~~a. Annual plan review and inspection fee: \$250.00.~~
- ~~b. Additional inspections/re-inspections: \$100.00 per inspection.~~
- ~~c. Bond: \$500.00.~~

~~(2) Commercial permits:~~

- ~~a. Plan review fee: \$250.00.~~
- ~~b. Annual inspection fee: \$1,500.00.~~
- ~~c. Additional inspections/re-inspections: \$100.00 per inspection.~~
- ~~d. Bond: \$5,000.00.~~



Oxford Township Project Activity Report – July 2024

Oxford Township Municipal Projects

1. North Area Sanitary Sewer Special Assessment District:
 - Sewer installation between Harriett and E. Market is complete.
 - Sewer installation between E. Market and Ray is on-going.
 - Project completion date scheduled for October 2024.
2. Camp Oakland Pump Station:
 - Construction work to upgrade the existing pump station is on-going.
 - Existing wetwell has been removed and bypass pumping is in use.
 - DTE & Consumers Energy work scheduled for late July.
 - Substantial completion scheduled for August 2024.
3. Lakeville Road Safety Path Project:
 - Safety path has been paved and is available for pedestrian use.
 - Punchlist items have been completed and final payment is in process.
4. Brabb-Dewey Engineering Design Grant:
 - Survey and design work related to a proposed sanitary sewer project in the Brabb-Dewey subdivision is complete.
 - Awaiting deposit of grant funds before beginning bid and construction process.
5. Seymour Lake Safety Path Project:
 - Survey and engineering design of Seymour Lake Road safety path (Sanders to Seymour Lake Park) is complete.
 - Bidding and construction dates to be determined based on funding.
6. Willow Lake PRV Project:
 - Design work related to an existing Pressure Reducing Valve (PRV) at the southeast corner of Willow Lake Drive & State Street is in process.
 - Design completion expected July 2024.
 - Permitting and bidding to occur July – October 2024.
 - Construction anticipated around November 2024.
7. Seymour Lake Water Main Project:
 - Design for a new 16" water main from Dunlap to Sanders approved by Twp Board.
 - Design completion expected by August 1.
 - Permits to be submitted and obtained in fall of 2024.
 - Bidding and construction dates to be determined based on funding.
8. 2024 Safety Path Maintenance Project:
 - Repair existing safety paths on Pontiac Street, North Oxford Road, and Lakeville Road
 - Construction has been completed.
 - Punchlist items to be completed in July.



Oxford Township Private Development Projects

1. 653 S. Lapeer Road:
 - Development of new marijuana dispensary.
 - Construction of underground utilities and asphalt complete.
 - Building interior being completed with anticipated Grand Opening in **Summer 2024**.
2. 280 N. Lapeer Road (Frequency Wellness):
 - Development of new marijuana dispensary.
 - Construction of final asphalt surface to be completed 1st week of May.
 - Building interior being completed with anticipated Grand Opening in **Summer 2024**.
3. McLaren Urgent Care:
 - Redevelopment of the existing McLaren site with new 2-story, 50k square foot building.
 - Phase 1 site utilities have been completed.
 - Remaining infrastructure to be completed following demolition of existing building.
 - Building interior being completed with anticipated Grand Opening in **Fall 2024**.
4. 411 N. Oxford Road:
 - Upgrades to existing building and site at 411 N. Oxford Rd.
 - Construction of underground utilities and parking lot complete.
 - Building interior being completed with anticipated Grand Opening in **Fall 2024**
5. Sanctuary Hills:
 - Residential project consisting of 85 single family homes on south side of E. Drahner.
 - Applicant is currently in the final engineering design process.
 - Clearing of trees on the property has been completed.
 - Infrastructure construction anticipated to begin in fall 2024.
6. 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.
 - Engineering design and permit process forthcoming.
 - Infrastructure construction scheduled to begin in fall 2024.
7. **Enclaves of Woodbridge – Phase 3:**
 - **Residential condo project off Market Street consisting of 11 buildings (20 units total).**
 - **Applicant is currently in the preliminary site plan phase of the process.**
 - **Infrastructure construction anticipated to begin in fall 2024.**

CHARTER TOWNSHIP OF OXFORD

Date: July 10, 2024

To: Board of Trustees

From: Capital Improvement Committee

Re: OCSO Oxford Twp. Substation Expansion bid award

Dear Board Members:

Attached for your consideration is the committee's recommendation to accept Brencal Contractors' bid proposal to execute the approved construction plans provided by Auger Klein Aller Architects Inc. This plan is to expand the Oakland County Sheriff's Office Oxford Township Substation and build out the empty space under the Township Board room.

Brencal Contracting is the lowest price qualified bidder and is recommended by our architect advisor AKA Architects inc.

Not included in these specifications are repairs that can be handled by a contingency fund such as drywall, painting and floor repairs to the vestibule of the current substation.

The following motion is offered for consideration:

I MOVE TO ACCEPT AND APPROVE BRENCAL CONTRACTING IN THE AMOUNT OF \$494,440. 00 AS THE QUALIFIED BIDDER AND RECOMMENDED CONTRACTOR OF AKA ARCHITECTS. THIS WORK ENCOMPASES THE EXPANSION OF THE OCSO SUBSTATION AND THE RENOVATION OF THE CHARTER TOWNSHIP OF OXFORD VACANT LOWER-LEVEL SPACE. ALL WORK WILL BE DONE ACCORDING TO THE AKA ARCHITECTS SPECIFICATIONS FOR THIS EXPANSION. THE CAPITAL IMPROVEMENT TEAM IS ALSO SEEKING AN ADDITIONAL \$50,000 FOR CONTINGENCIES FOR UNSEEN EXPENSES NOT IDENTIFIED IN THE EXPANSION. THESE EXPENDITURES TOTLALING \$544,440.00 WILL BE CHARGE TO ACCOUNT NUMBER 207-302976.002 SUBSTATION EXPANSION.

Jack Curtis

From: Steve Auger <S.Auger@AKA-Architects.net>
Sent: Tuesday, May 28, 2024 8:41 AM
To: Jack Curtis
Subject: Oxford Township Bid Award Meeting

Jack, I have to cancel my participation in the meeting this week do to a funeral for a friend of mine. I am available Friday morning if you wish for me to attend.

In our professional opinion Brencal is the lowest qualified bidder, and is who we would recommend moving forward with. The next steps would be to inform Brencal of your decision and make public on MITN the bid spreadsheet. Next steps with Brencal, as outlined in the Bid Form, would be for Oxford Township to issue a Letter of Intent to enter into contract with Brencal and for Brencal to provide additional information as outlined in the specifications to:

- Designate the work to be performed by their own forces
- Provide names of manufactures and suppliers to be used in the Work
- Names of entities (sub-contractors) who they propose to do the Work.
- Provide construction schedule
- Provide Schedule of Values (breakdown of each sub-trade and their contract amount).

Let me know how you would like to proceed. Sorry for this inconvenience.

AKA **30**
ARCHITECTS **YEARS**

FOUNDED 1994

AUGER KLEIN ALLER
ARCHITECTS INC.

STEVE AUGER AIA
PRINCIPAL

248.814.9160 OFFICE
248.287.7278 DIRECT
WWW.AKA-ARCHITECTS.NET

303 E. THIRD STREET, STE. 100
ROCHESTER, MI 48307

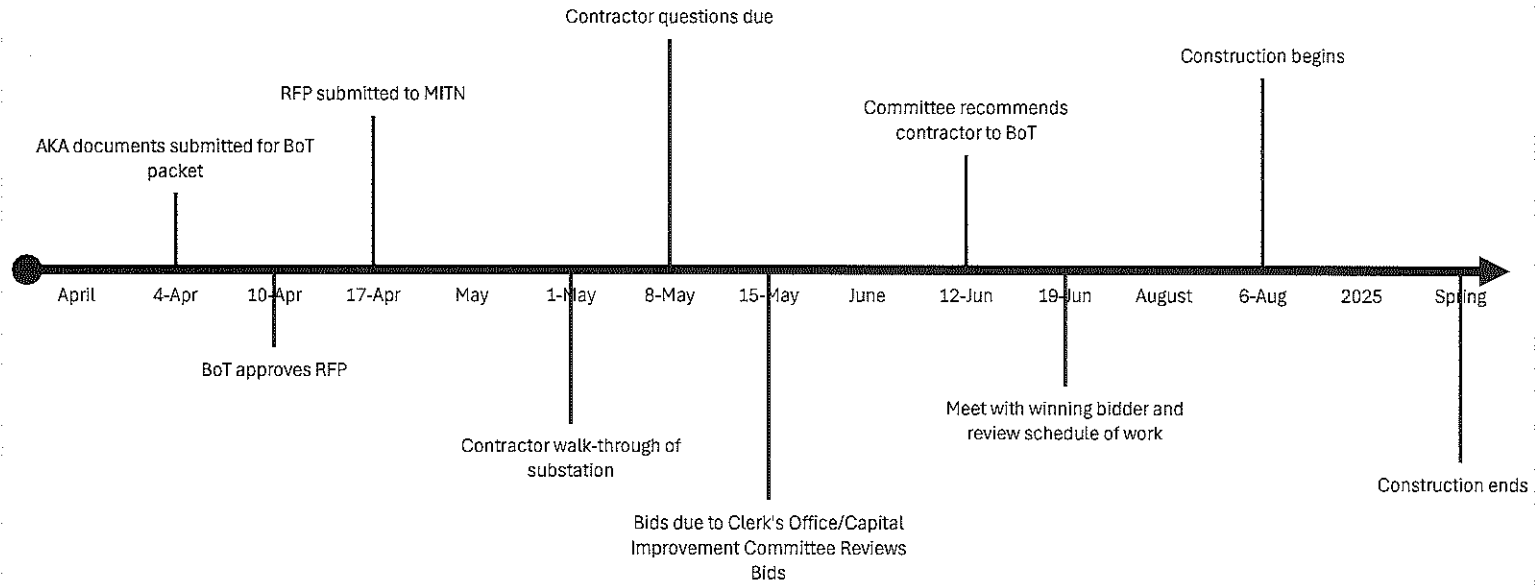


Oxford Township Offices – Oakland County Sheriff Substation

5/15/2024 3 PM BID OPENING

Bidder	Bid Amount	Effective Bid	Voluntary Alternates	% Cost Own Forces	% Cost Sub-Contractors	Project Duration Consecutive Days	Addendum Acknowledgement	Walk Through Attendance	Labor & Material Performance Bond	Contract Security	Substitutions	Contact	Comments
AR Brouwer	\$ 485,000.00	\$ 509,000.00	Add \$24,000 hardware	10%	10%	120 days	Yes	Yes	\$ 6,200	Yes	None	Steve Brouwer	Building Permit Fees excluded. Prevailing wage excluded
Bernco Inc.	\$ 530,000.00	\$ 524,000.00	hardware included	15%	15%	112 days	Yes	Yes	\$ 5,028	Yes	None	Bernard Cattiverá	Includes allowances for \$3,000 Permits & Fees; \$3,000 arc-flash study. Excludes testing & asbestos abatement
Brenca Contractors	\$ 470,440.00	\$ 494,440.00	Add \$24,000 hardware	15%	15%	3 Months	Yes	Yes	\$ 4,658	Yes	None	Brian Bricket	Clarified (via email) as 92 days and no permit/testing allowances
South East Commercial Interiors	\$ 738,660.00			5%	10%	75 days	Yes	Yes	\$ 18,250	Yes	None	Greg Kaer	
Winstar Contracting	\$ 658,500.00			20%	15%	130 days	Yes	Yes	Incomplete	Yes	None	Vinay Shenoy	walk tile, electrical, doors & hardware. Start date 9/12 finish 12/20/24

Substation Expansion Timeline



01.0000	GENERAL NOTES
01.0100	EXISTING CONDITIONS
01.0200	DEMOLITION
01.0300	CONCRETE
01.0400	MASSING
01.0500	FOUNDATION
01.0600	WALLS
01.0700	FLOORS
01.0800	ROOFING
01.0900	MECHANICAL
01.1000	ELECTRICAL
01.1100	PAINTS & FINISHES
01.1200	IRON & STEEL
01.1300	GLASS
01.1400	WOOD
01.1500	OTHER FINISHES
01.1600	MECHANICAL
01.1700	ELECTRICAL
01.1800	PAINTS & FINISHES
01.1900	IRON & STEEL
01.2000	GLASS
01.2100	WOOD
01.2200	OTHER FINISHES
01.2300	MECHANICAL
01.2400	ELECTRICAL
01.2500	PAINTS & FINISHES
01.2600	IRON & STEEL
01.2700	GLASS
01.2800	WOOD
01.2900	OTHER FINISHES
01.3000	MECHANICAL
01.3100	ELECTRICAL
01.3200	PAINTS & FINISHES
01.3300	IRON & STEEL
01.3400	GLASS
01.3500	WOOD
01.3600	OTHER FINISHES
01.3700	MECHANICAL
01.3800	ELECTRICAL
01.3900	PAINTS & FINISHES
01.4000	IRON & STEEL
01.4100	GLASS
01.4200	WOOD
01.4300	OTHER FINISHES
01.4400	MECHANICAL
01.4500	ELECTRICAL
01.4600	PAINTS & FINISHES
01.4700	IRON & STEEL
01.4800	GLASS
01.4900	WOOD
01.5000	OTHER FINISHES

SHEET INDEX
Sheet No. Sheet Description
Drawing Issued For Reference Only

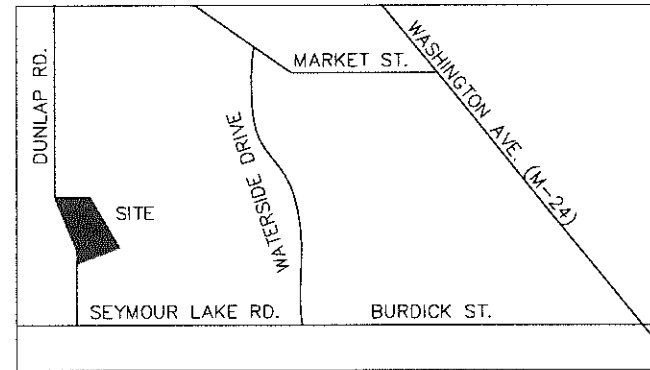
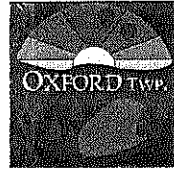
A.000	ARCHITECTURAL
A.001	COVER SHEET
A.002	PROJECT DATA
A.003	LIFE SAFETY
A.004	SPECIFICATIONS
A.100	FLOOR PLAN
A.110	FIRST FLOOR PLAN
A.200	INTERIOR ELEVATIONS
A.300	INTERIOR SECTIONS
A.400	REFLECTED CEILING PLAN
A.700	SCHEDULES

M.000	MECHANICAL / PLUMBING
M.001	INDEX SYMBOLS & ABBREVIATIONS
M.002	STANDARD MATERIALS SCHEDULES
M.003	SPECIFICATIONS
M.004	SPECIFICATIONS
M.005	SPECIFICATIONS
M.100	MECHANICAL INSTALLATION PLAN
M.200	PLUMBING PLAN
M.400	MECHANICAL PLAN
M.500	DETAILS AND DIAGRAMS
M.700	SCHEDULES
M.800	TEMPERATURE CONTROLS

E.000	ELECTRICAL
E.001	ELECTRICAL LEGEND, SYMBOLS & NOTES
E.002	BASEWAY / CONDUIT / CABLE APPLICATION SCHEDULES
E.003	ELECTRICAL SPECIFICATIONS
E.100	OVERALL FIRST FLOOR ELECTRICAL PLAN
E.101	PARTIAL FIRST FLOOR POWER PLAN
E.102	PARTIAL FIRST FLOOR LIGHTING PLAN
E.500	ELECTRICAL STANDARD CIRCUITING & CONDUIT BOND SCHEDULES
E.501	PANEL SCHEDULES



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ROCHESTER, MI 48307
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Location Map
No Scale

04.04.24
BIDDING

Project

Oxford Twp. Sub-Station Expansion and Lower Level Build-Out

300 Dunlap St.
Oxford, MI 48371

AKA Architects Inc. Project Number 2321.00

M / E / P Engineer

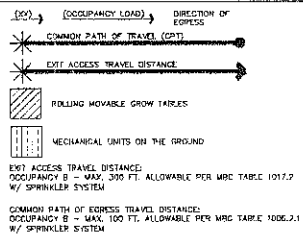
Greenpath Design
139 W Liberty Street
Plymouth, MI 48170

voice 248-310-7286

Oxford Twp. Sub-Station 2321.00

AUGER KLEIN ALLER
ARCHITECTS INC.
303 E. THIRD STREET SUITE 100
ROCHESTER, MI 48307
248.314.5150

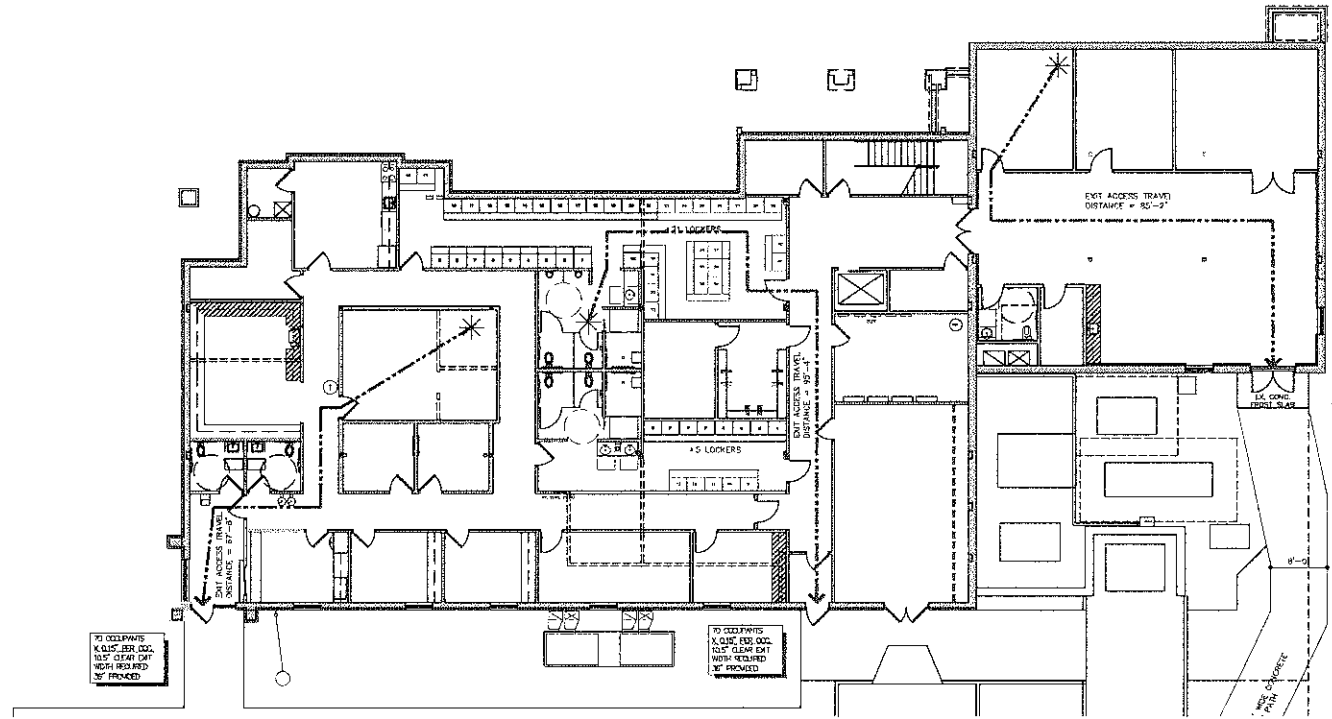
LIFE SAFETY LEGEND



EXIT ACCESS TRAVEL DISTANCE:
 OCCUPANCY B - MAX. 300 FT. ALLOWABLE PER MRC TABLE 1017.2
 W/ SPRINKLER SYSTEM
 COMMON PATH OF EGRESS TRAVEL DISTANCE:
 OCCUPANCY B - MAX. 100 FT. ALLOWABLE PER MRC TABLE 1006.2.1
 W/ SPRINKLER SYSTEM
 NOTE:
 SEE ELECTRICAL SHEETS FOR EXIT SIGN LOCATIONS

OCCUPANT LOAD

CONSTRUCTION TYPE: 2B
 BUILDING TOTAL: 17,860 GROSS SQUARE FEET (GSF)
 FUNCTION OF SPACE PER 100A.1.2:
 BUSINESS (B) = 100 GROSS
 STORAGE (S) = 300 GROSS
 USE & OCCUPANCY:
 BUSINESS (B) = 3817 SF/100 GROSS = 38 OCCUPANTS
 MENS LOCKER ROOM = 719 SF/15 GROSS = 48 OCCUPANTS
 WOMENS LOCKER ROOM = 102 SF/15 GROSS = 7 OCCUPANTS
 STORAGE (S) = 1181 SF/300 GROSS = 4 OCCUPANTS
 TOTAL OCCUPANT LOAD FOR ENTIRE BUILDING PER MRC: = 70 OCCUPANTS



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PROJECT:
 Oxford Township
 Hall Renovation

300 Dunlap Rd.
 Oxford, MI 48371

DATE ISSUED: 01.13.24
 ISSUED FOR: BIDS & PERMITS
 04.04.24 ROOFING

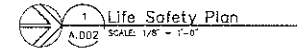
DRAWN: AKA
 CHECKED: CA
 APPROVED: SA

SHEET:
 Life Safety Plan

scale as shown

FILE NUMBER:
 2321

SHEET NUMBER:
 A.002



GENERAL CONSTRUCTION NOTES

1. ALL DIMENSIONS TO FINISH FACE OF WALL UNLESS NOTED OTHERWISE (U.N.O.)
2. CONTRACTOR SHALL COORD W/ MECH. ELEC. PLUMB'G CONTR'S LOCATION OF DUCTS, PIPES, BOYER, CHASIS, CONDUIT, ETC. NEW P TO BE TYPICAL/BLIND. DESIGN-BUILD SUB-CONTRACTORS ARE RESPONSIBLE FOR THE CONSTRUCTION OF MANSION, SPECIFICATIONS AND OBTAINING PERMITS FOR THEIR SCOPE OF WORK.
3. ALL BLOCK'S & PLYMG. TO BE FIRE RETARDANT-TREATED.
4. ALL CURRED & FRAMED WALLS SHALL HAVE FIRE BLOCK'S AS REQ'D BY CODE.
5. ALL MATERIALS SHALL BE INSTALLED PER MANUFACTURERS SPECIFICATIONS. CONTRACTOR'S RESPONSIBLE FOR ALL WARRANTIES, MATERIALS AND METHODS.
6. ALL GYPSUM WALL BOARD (GWB.) TO BE 5/8" TYPE "X" U.N.O.
7. ALL NEW PARTITIONS AND WALLS TO MATCH EXISTING. VERIFY THICKNESS OF EXIST PARTITIONS IN FIELD.
8. FINISHES FOR ALL NEW PARTITIONS, FLOORS, DOORS, BASE BROS. TRIMS, PATCH AND REPAIR WORK TO BE COORDINATED W/ OWNER.
9. ALL INTERIOR FINISHES AND TRIM SHALL BE CLASS A.
10. VERIFY LOCATIONS OF ALL NEW RELOCATED AND EXIST. ELECTRICAL, COMMUNICATION, COMPUTER OUTLETS, THERMOSTATS, CABLE TV, OUTLETS AND SWITCHES FOR LIGHTING WITH TENANT. NOTE: INSTALL ALL OUTLETS 18" A.F.F.
11. MAINTAIN CONTINUOUS 3 HOUR SEPARATION BETWEEN FLOORS. ALL EXTERIOR WALLS TO HAVE 5/8" TYPE "X" GWB. IF EXIST'G 5/8" GWB IS NOT DETERMINED AS TYPE "X", REPLACE W/ 5/8" TYPE "X" GWB.
12. ANY STORAGE ROOM 100 SQUARE FEET OR MORE, OR STORAGE OF COMBUSTIBLE MATERIALS, MUST BE SEPARATED BY MIN 1 HOUR RESISTIVE CONSTRUCTION.
13. ALL GYPSUM WALL BOARD DROPPED CEILING SYSTEMS ARE TO BE SUPPORTED BY 2X WOOD FRAMING SYSTEM, TYP.

ACCESSORY LEGEND

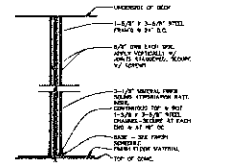
- A WALL MOUNTED PAPER TOWEL DISPENSER
- B WALL MOUNTED FRAMELESS MIRROR
- C 4" STAINLESS STEEL FRASH CRUSHMET
- D WALL MOUNTED SOAP DISPENSER
- E ADA GRAB BARS
- F TOILET PAPER HOLDER
- G REMAINING NAPKIN DISPOSAL

WALL LEGEND	
	EXISTING WALL TO REMAIN
	EXISTING WALL TO BE REMOVED
	PROPOSED STUB WALL
	ROCK WEIR
	CONCRETE BLOCK MASONRY
	TOWERED CONCRETE FOUNDATION WALL
	3/4" PLYWOOD BEHIND GWB
	TRIM EXTRUSION

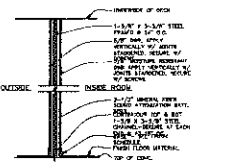
KEYED NOTES

- 1 S.S. CORNER GUARD MIN. 4" HIGH FROM F.F. - TYP

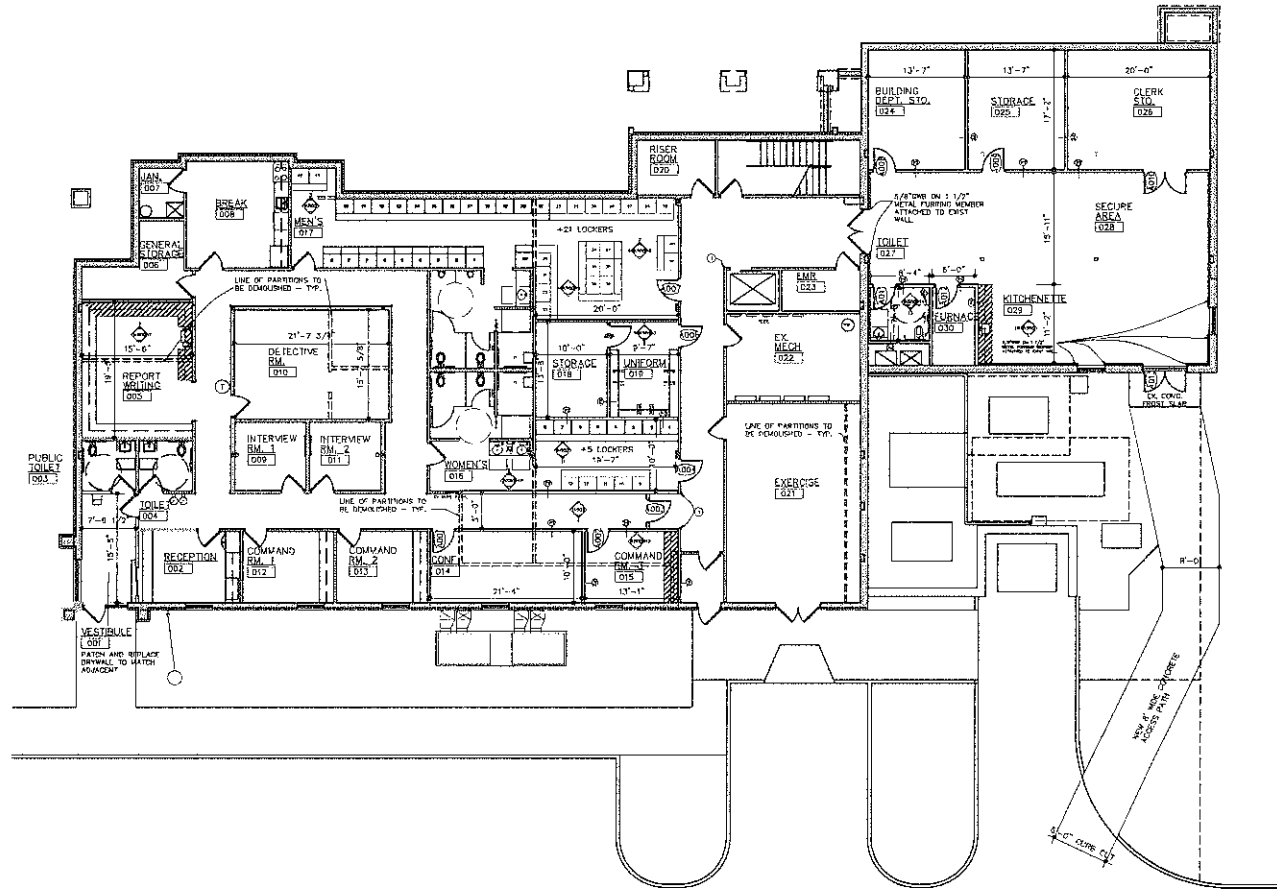
NOTE: PROVIDE CONCL. SLAB CONTROL JOINTS TO MATCH EXIST'G & EXIST'G COLS & COL LINES. SEE DET 1/7 SHT 5-104.



P-2 SECTION
SCALE 1/2" = 1'-0"



P-4 SECTION
SCALE 1/2" = 1'-0"



Approved Scheme Floor Plan
A.100 SCALE: 1/8" = 1'-0"



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248.814.6180

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PROJECT:
Oxford Township Hall Renovation

300 Dunlap Rd
Oxford, MI 48371

DATE ISSUED	ISSUED FOR
09.22.23	CLIENT REVIEW
08.27.24	CLIENT REVIEW
11.02.21	OWNER DD FINAL
11.17.23	OWNER REVIEW
12.1.23	MEP REVIEW
01.10.24	BRS & PERMITS
04.04.24	BIDDING

DRAWN	AKA
CHECKED	SA
APPROVED	SA

SHEET
Floor Plan

SCALE AS SHOWN

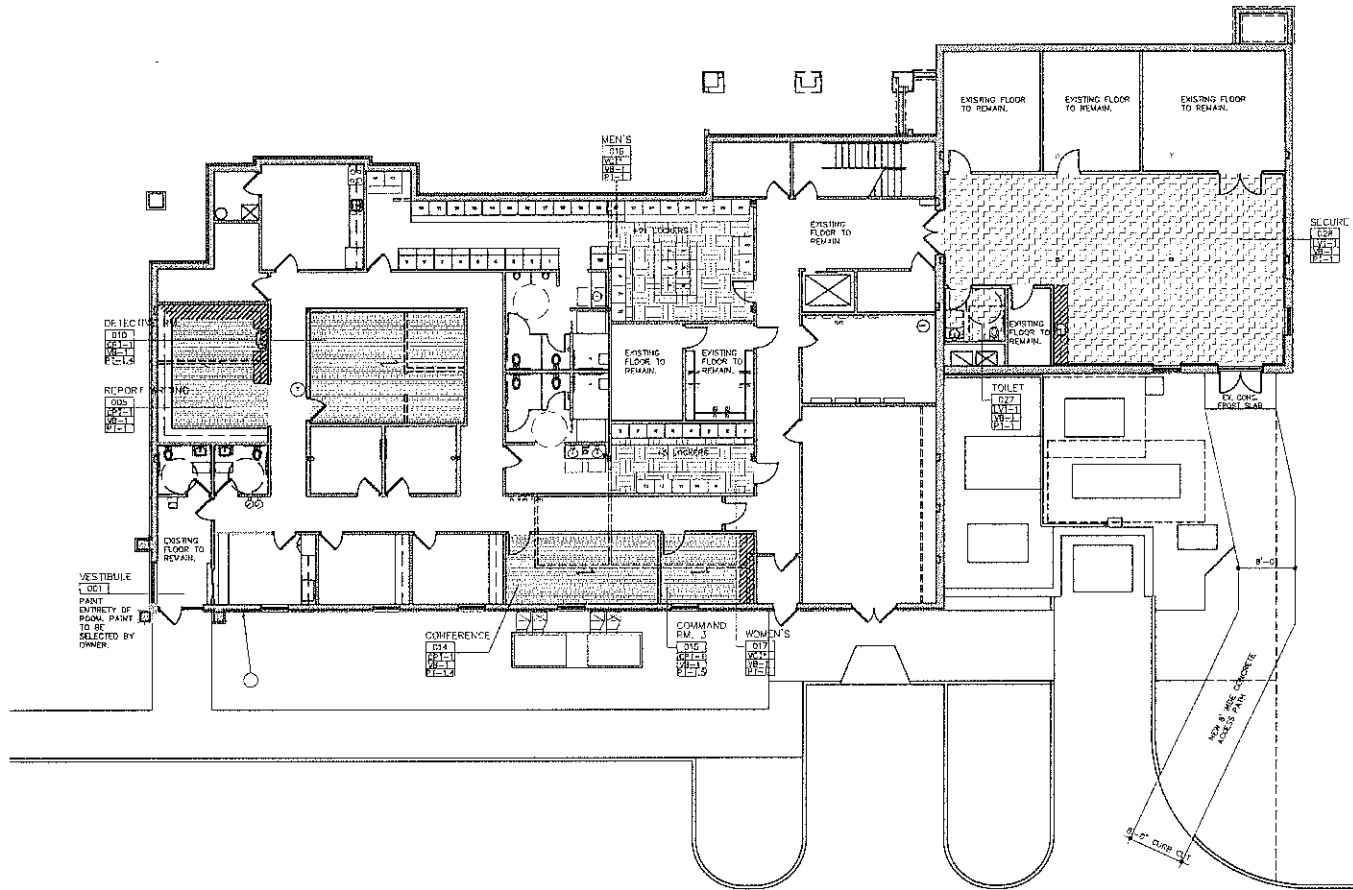
FILE NUMBER
2321

SHEET NUMBER
A.100

FINISH MATERIALS		
CODE	MATERIAL	DESCRIPTION
ACT-1	ACOUST. CLG. TILE	MANUF: ARMSTRONG STYLE: OPTIMA OPEN PLAN REGULAR SIZE: 24" X 48" GRID FACE: 9/16" INTERLUDE XL DIM. GRID COLOR: WHITE
VCT*	VINYL COMPOSITION TILE	MANUF: ECGRE STYLE: OVERLAST ULTRA SIZE: 2' X 2' TILES PATTERN: EX39 OMEGA J
VS-1	VINYL SHEET	MANUF: ECGRE STYLE: FINEST RX SIZE: 6'X9' ROLLS PATTERN: TO BE SELECTED BY ARCHITECT
VB-1	VINYL WALL BASE	MANUF: ROPIC COLOR: TO BE SELECTED BY ARCHITECT SIZE: 4" VINYL BASE FINISH: PRE-FIN
TLE-1	PORCELAIN TILE GOVE BASE	MANUFACTURER: CROSSVILLE SIZE: 6" X 12" GOVE BASE COLOR: MAIN STREET; CACT CARAMEL
TLE-2	PORCELAIN WALL TLC	MANUF: ANATOLIA TILE SIZE: 12" X24"
TLE-3	PORCELAIN TILE WALL TRIM	COLOR: ZEPH ARIAN; WALNUT MANUF: ANATOLIA TILE SIZE: 4" X24" BRILL NOSE COLOR: ZEPH ANDEK; WALNUT
PLAM-1	PLASTIC LAMINATE BASE & WALL CABS	MANUF: FORMICA COLOR: JARRAH LEONID MATTE B847-58
PLAM-2	PLASTIC LAMINATE HORIZONTAL SURFACES	MANUF: FORMICA COLOR: JUTE GAUZE MATTE 7709-58
PT-1	PAINT	MANUF: SHERWIN WILLIAMS COLOR: HOWARD DESERT 57H 8167 FINISH: EGGSHELL SUBSTRATE: GWS
PT-2	PAINT	MANUF: SHERWIN WILLIAMS COLOR: CEILING BRIGHT WHITE SW7007 FINISH: EGGSHELL SUBSTRATE: PWS CEILING
LVT-1	LUXURY VINYL TILE	MANUF: PARSONS STYLE: 175V PLANAR COLLECTION: SMART STUDY COLOR: 00555 GRAY PLANAR-V2 SIZE: 24" X 24"

NOTE: VCT* TO MATCH EXISTING.

ROOM FINISH SCHEDULE											
ROOM NUMBER	ROOM IDENTIFICATION	FLOOR	BASE	WALLS				CEILING		FINISH	REMARKS
				NORTH	EAST	SOUTH	WEST	TYPE	HEIGHT		
005	REPORT WRITING	CPT-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	
010	DETECTIVE RM.	CPT-1	VB-1	PT-1	PT-4	PT-1	PT-1	ACT-1	9'-0"	-	
014	CONFERENCE	CPT-1	VB-1	PT-1	PT-1	PT-4	PT-1	ACT-1	9'-0"	-	
015	COMMAND RM. J	CPT-1	VB-1	PT-1	PT-1	PT-5	PT-1	ACT-1	9'-0"	-	
016	WOMEN'S	VCT*	VB-1	PT-4	PT-4	PT-1	PT-1	ACT-1/DWR	9'-0"	PT-2	SEE RCP FOR SOFFIT HEIGHT
017	WOMEN'S	VCT*	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1/DWR	9'-0"	PT-2	SEE RCP FOR SOFFIT HEIGHT
018	STORAGE	EXIST.	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	
019	UNIFORM RM.	EXIST.	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	
021	BLDG. DEPT. STORAGE	EXIST.	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	
025	STORAGE	EXIST.	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	
026	CLERK STORAGE	EXIST.	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	
027	TOILET	LVT-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	
028	SECURE AREA	LVT-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	
029	KITCHENETTE	LVT-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1	9'-0"	-	



AMA 30 YEARS
AUGER KLEIN ALLER ARCHITECTS INC.
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PROJECT
Oxford Township Hall Renovation
 300 Dunlap Rd.
 Oxford, MI 48371

DATE ISSUED: 01.19.24
 ISSUED FOR: BUS 4 PERMITS
 04.04.24 800949

DRAWN: AKA
 CHECKED: SA
 APPROVED: SA

SHEET
Finish Floor Plan
 SCALE: 1/8" = 1'-0"

FILE NUMBER
2321
 SHEET NUMBER
A.120

1 Finish Floor Plan
 A.120 SCALE: 1/8" = 1'-0"

GENERAL CONSTRUCTION NOTES

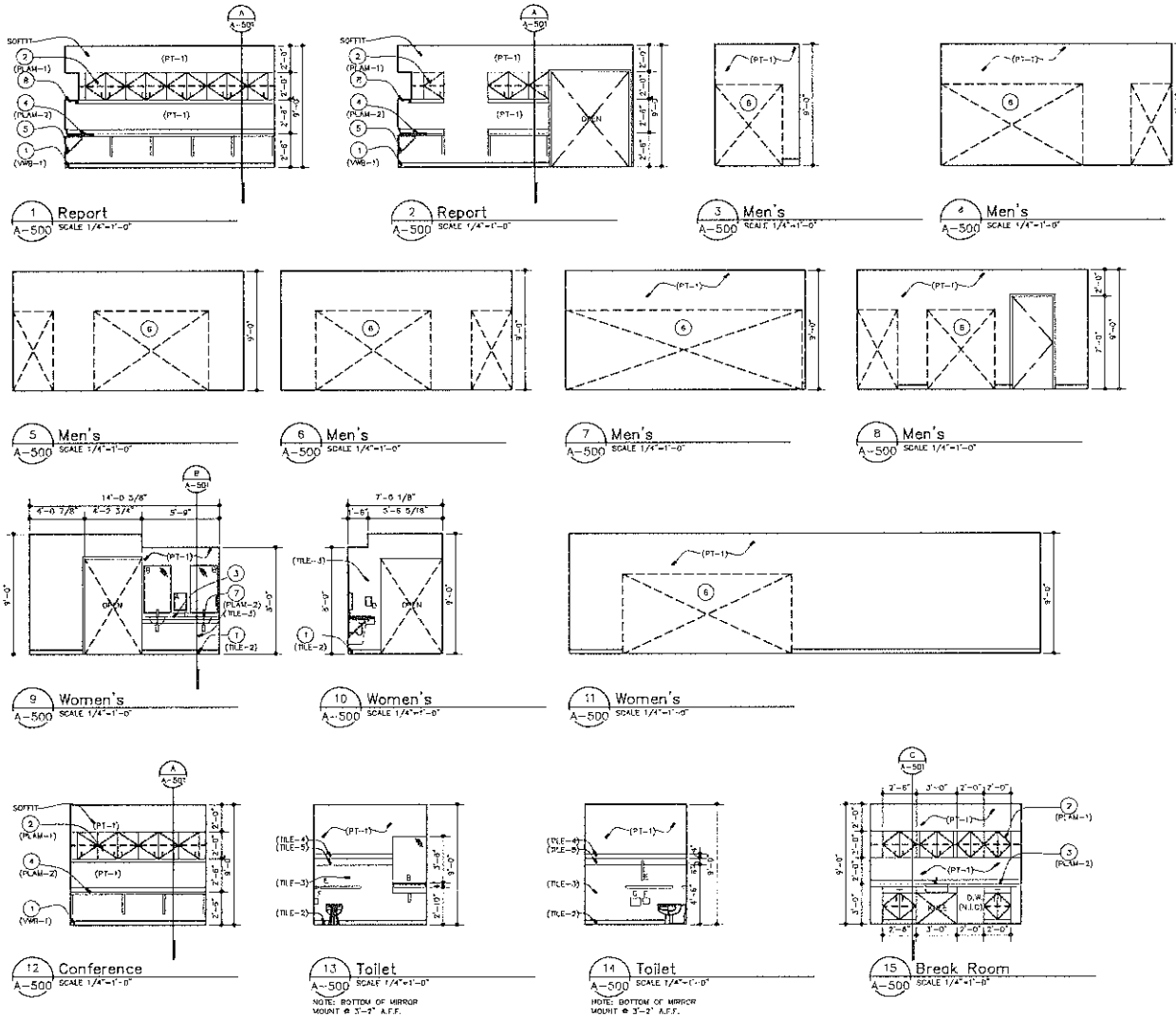
1. ALL DIMENSIONS TO FINISH FACE OF WALL UNLESS NOTED OTHERWISE (U.N.O.)
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6. ALL GYPSUM WALL BOARD (G.W.B.) TO BE 5/8" TYPE "X" U.N.O.
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9. ALL INTERIOR FINISHES AND TRIM SHALL BE CLASS A.
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ACCESSORY LEGEND

- A WALL MOUNTED PAPER TOWEL DISPENSER
- B WALL MOUNTED FRAMELESS MIRROR
- C 6" S'HANDLE FIREZ, TRASH CROMMET
- D WALL MOUNTED SOAP DISPENSER
- E ADA GRAB BARS
- F TOILET PAPER HOLDER
- G FEMININE WIPING DISPOSAL

KEYED NOTES

- 1 4" VINYL BASE
- 2 RUSH FACE P-LAM BASE AND WALL CASB W/ WIRE PULLS - TYP.
- 3 8" NOSE P-LAM D. TOP W/ 4" B.SPASH ON 3/4" WAPINE D. TYP. - TYP.
- 4 P-LAM DESK TOP W/ 4" RETURN
- 5 MLT DESK SUPPORT 36" O.C. MIN - TYP.
- 6 LOCKERS PROVIDED BY OWNER
- 7 21.25"X17" SS HAND WASH LAV.
- 8 CABIN. UPPER CABINET TASK LIGHTS - TYP.
- 9 HOLLOW METAL DOOR AND FRAME-PANIT. REFER TO DOOR SCHEDULE FOR DOOR SPECIFICATION.
- 10 S.S. CORNER GUARD MIN. 4" HIGH FROM F.F. - TYP.



ANA 30 YEARS
ALGER KLEIN ALLER ARCHITECTS INC.
 303 E. THIRD STREET SUITE 100
 ROCHESTER, MI 48307
 248.614.8180
 WWW.ANA-ARCHITECTS.NET

PROJECT
Oxford Township Hall Renovation
 300 Dunlap Rd
 Oxford, MI 48371

DATE ISSUED 11.17.23
 01.19.24
 04.04.24

ISSUED FOR OWNER REVIEW
 BIDS & PERMITS
 BIDDING

DRAWN BY ANA
 CHECKED BY SA
 APPROVED BY SA

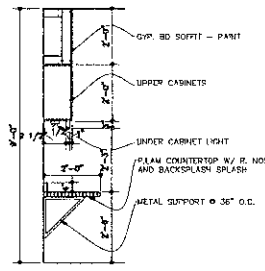
SHEET
Interior Elevations
 scale as shown

FILE NUMBER
2321

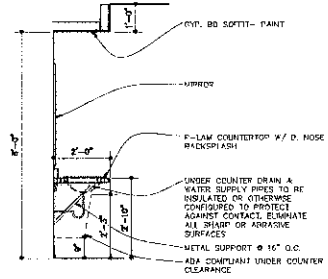
SHEET NUMBER
A.500

GENERAL CONSTRUCTION NOTES

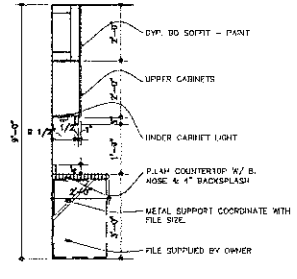
1. ALL DIMENSIONS TO FINISH FACE OF WALL UNLESS NOTED OTHERWISE (U.N.O.)
2. CONTRACTOR SHALL DOOR W/ METAL ELEC. PLUMB'G CONTR'S LOCATION OF DUCTS, PIPE, BOXES, CHASES, CONDUIT, ETC. NEW P TO BE "DESIGN/BUILD". DESIGN-BUILD SUB-CONTRACTORS ARE RESPONSIBLE FOR THE CONSTRUCTION DEMANDS, SPECIFICATIONS AND OBTAINING PERMITS FOR THEIR SCOPE OF WORK.
3. ALL BLOCK'G & PLY'NG. TO BE FIRE RETARDANT-TREATED
4. ALL FURRED & FRAMED WALLS SHALL HAVE FIRE BLOCK'G AS REQ'D BY CODE.
5. ALL MATERIALS SHALL BE INSTALLED PER MANUFACTURERS SPECIFICATIONS. CONTRACTOR IS RESPONSIBLE FOR ALL WARRANTIES, MATERIALS AND METHODS.
6. ALL GYPSUM WALL BOARD (G.W.B.) TO BE 5/8" TYPE "X" U.N.O.
7. ALL NEW PARTITIONS AND WALLS TO MATCH EXISTING. VERIFY PROGRESS OF EXIST PARTITIONS IN FIELD.
8. FINISHES FOR ALL NEW PARTITIONS, FLOORS, DOORS, BASE BRDS, TRIMS, PATCH AND REPAIR WORK TO BE COORDINATED W/ OWNER.
9. ALL INTERIOR FINISHES AND TRIM SHALL BE CLASS A.
10. VERIFY LOCATIONS OF ALL NEW RELOCATED AND EXIST. ELECTRICAL, COMMUNICATION, COMPUTER OUTLETS, THERMOSTATS, CABLE TV OUTLETS AND SWITCHES FOR LIGHTING WITH TENANT. NOTE: INSTALL ALL OUTLETS 16" A.F.F.
11. MAINTAIN CONTINUOUS 2 HOUR SEPARATION BETWEEN FLOORS. ALL EXTERIOR WALLS TO HAVE 5/8" TYPE X G.W.B. IF EXISTING 5/8" G.W.B. IS NOT DETERMINED AS TYPE X. REPLACE W/ 5/8" TYPE X G.W.B.
12. ANY STORAGE ROOM 100 SQUARE FEET OR MORE OR STORAGE OF COMBUSTIBLE MATERIALS, MUST BE SEPARATED BY MIN 1 HOUR RESISTIVE CONSTRUCTION.



A Section
A-501 SCALE: 1/2\"/>



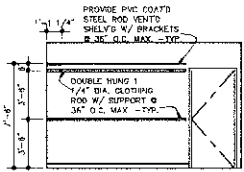
B Section
A-501 SCALE: 1/2\"/>



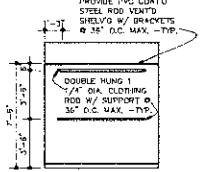
C Section
A-501 SCALE: 1/2\"/>

KEYED NOTES

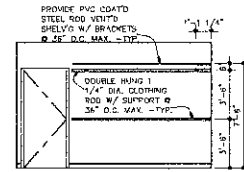
1. 4" VINYL BASE
2. FLUSH FACE P-LAM BASE AND WALL CAB'S W/ WRF PULLS - TYP.
3. B. NOSE P-LAM C. TOP W/ 4" B.SPLASH ON 3/4" MARINE PLYNG. - TYP.
4. P-LAM DESK TOP W/ 4" RETURN
5. MET. DESK SUPPORT 36" O.C. MIN - TYP.
6. LOCKERS PROVIDED BY OWNER
7. 21.25"X17" SS HAND WASH LAV.
8. CONT. UPPER CABINET TASK LIGHTS - TYP.
9. HOLLOW METAL DOOR AND FRAME-PAINT. REFER TO DOOR SCHEDULE FOR DOOR SPECIFICATION.
10. S.S. CORNER GUARD MIN. 6" HIGH FROM F.F. - TYP.



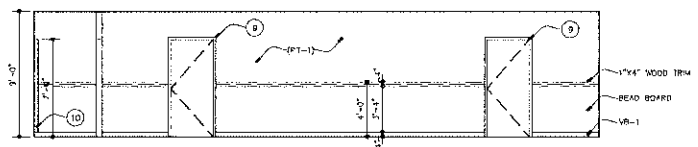
1 Uniform Hang
A-501 SCALE: 1/4\"/>



2 Uniform Hang
A-501 SCALE: 1/4\"/>



3 Uniform Hang
A-501 SCALE: 1/4\"/>



4 Corridor SIMILAR RETAIL THROUGHOUT CORRIDOR.
A-502 SCALE: 1/4\"/>



AKA BO ARCHITECTS INC.

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PROJECT
**Oxford Township
Hall Renovation**

300 Dunlap Rd
Oxford, MI 48371

DATE ISSUED	ISSUED FOR
11.17.23	OWNER REVIEW
01.16.24	BIDS & PERMITS
01.16.24	BIDDING

DRAWN	AKA
CHECKED	SA
APPROVED	SA

SHEET
Interior Elevations

SCALE AS SHOWN

FILE NUMBER
2321

SHEET NUMBER
A.501

LUMINAIRE SCHEDULE				
SYMBOL	MARK	DESCRIPTION	MANUFACTURER(S)	LAMP DESCRIPTION
	A	2' x 4' LAY-IN LED LIGHT FIXTURE/ EMERGENCY/ NIGHT LIGHT	1. LITHONIA 2. LIGHTOLUX 3. METALUX 4. DAY WHITE	
	BA	2' x 4' LAY-IN LED LIGHT FIXTURE/ EMERGENCY/ NIGHT LIGHT	1. LITHONIA 2. LIGHTOLUX 3. METALUX 4. DAY WHITE	
	B	4' x 8' PENDANT VNTD. LED LIGHT FIXTURE/ EMERGENCY/ NIGHT LIGHT	1. LITHONIA 2. LIGHTOLUX 3. METALUX 4. DAY WHITE	
	BB	4' x 4' PENDANT VNTD. LED LIGHT FIXTURE/ EMERGENCY/ NIGHT LIGHT	1. LITHONIA 2. LIGHTOLUX 3. METALUX 4. DAY WHITE	
	C		1. GOTHAM 2. LIGHTOLUX 3. LSI 4. CASPII	
	CA		1. LITHONIA LE SERIES 2. LIGHTOLUX 3. OMEGA 4. COPPER	HIGH OUTPUT LED LIGHT PANEL
	CB		1. LITHONIA LE SERIES 2. LIGHTOLUX 3. OMEGA 4. COPPER	HIGH OUTPUT LED LIGHT PANEL

GENERAL ELECTRICAL NOTES

1. ALL ELECTRICAL DEVICES SHOWN ON THIS PLAN SHALL BE NEW UNLESS OTHERWISE NOTED, WITH THE EXCEPT OF EXISTING.
2. ANY 120 VOLT BRANCH CIRCUIT FEEDER LONGER THAN 100'-0" TO LAST DEVICE SHALL BE SIZED TO THE NEXT LARGER STANDARD AMP SIZE, E.C. SMALL FIELD VERIFY ALL LENGTHS OF FEEDERS.
3. ALL RECEPTACLES SHALL BE 20A, RATED.
4. ALL DISCONNECT SWITCHES SHALL BE HEAVY DUTY TYPE.
5. ALL RECEPTACLES WITHIN 6'-0" OF SINK OR OTHER WATER SUPPLY SHALL BE GFCI TYPE RECEPTACLE.
6. REFER TO ARCHITECTURAL FLOOR PLAN AND ELEVATIONS FOR GENERAL LOCATION OF DEVICES. VERIFY LOCATIONS IN FIELD. INSTALL PER CODE.
7. ALL JUNCTION BOXES SERVING BRANCH CIRCUIT WIRING SHALL BE LABELED WITH CIRCUITS SERVED.
8. ALL 120 VOLT CIRCUITS SHALL UTILIZE A SEPARATE NEUTRAL.
9. ALL CIRCUITS SERVING 120 VOLTS OR GREATER SHALL INCLUDE A GROUND WIRE.
10. ALL CIRCUITS SHALL BE ROUTED CONCEALED UNLESS NOTED OTHERWISE.
11. ALL LIGHT FIXTURES SHALL BE ULL LABELED.
12. CONTRACTOR SHALL COORD W/ MECH. ELEC. PLUMB CONTR'S LOCATION OF DUCTS, PIPES, BOXES, CONDUITS, ETC.

GENERAL NOTES

1. REFER TO ROOM FINISH SCHEDULE FOR ALL CEILING HEIGHTS AND FINISHES.
2. ANY ACQUISITION CEILINGS NOT DIMENSIONED ARE TO BE EVENLY SPACED FROM PERIMETER WALLS IN ROOM. CONTRACTOR SHALL VERIFY W/MECH. ADVISORS TO THE GRID LAYOUT TO AVOID 2" OR LESS CEILING TILES. REVIEW WITH ARCHITECT PRIOR TO INSTALLATION.
3. PAINT ALL EXPOSED MECHANICAL/ELECTRICAL EQUIPMENT IN: TRICHROME, CONDUIT, ETC.
4. REFER TO ELECTRICAL DRAWINGS FOR LIGHT FIXTURE SCHEDULE.
5. REFER TO THE MECHANICAL DRAWINGS FOR RETURN AIR GRILLES AND SUPPLY AIR DIFFUSER SCHEDULES.
6. PACKAGE, WRAP, & PROTECT ANY EXTRA LIGHT FIXTURES NOT USING. STORE FOR OWNER.

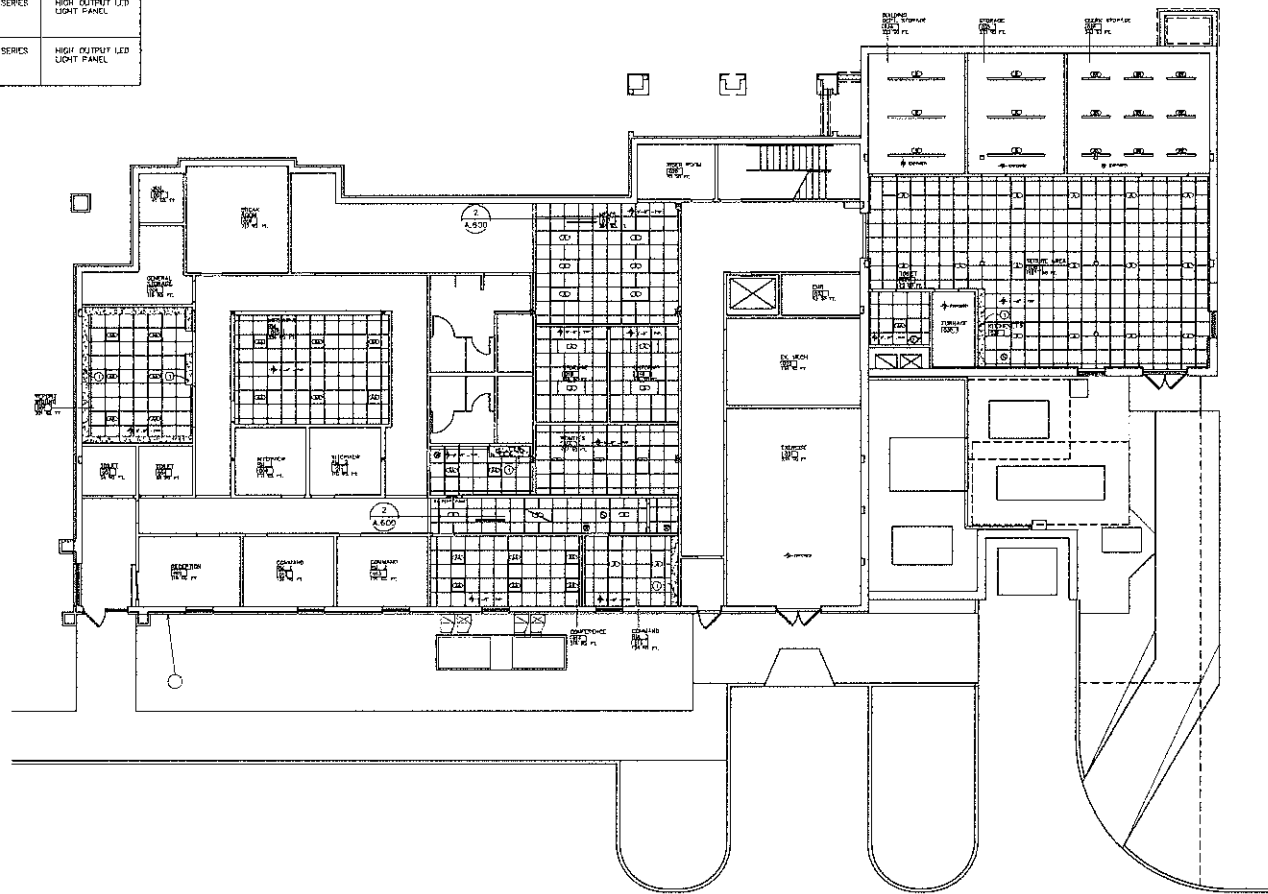
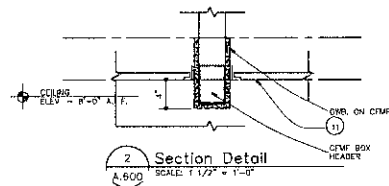
KEYED NOTES

1. OWS SOTTO W/ OWS FACE ON 2X4 W/2 FRAMING @ 14" O.C. @ 7'-0" A.F.F. (PROVIDE BOP'S FOR O.H. CABS - TYP.)

GENERAL NOTES:
1. FIRST MANUFACTURER LISTED IS BASIS OF DESIGN. OTHER MANUFACTURERS LISTED ARE APPROVED ALTERNATES.

REFLECTED CEILING LEGEND

SYMBOL	DESCRIPTION
	HARD WIRED EXIT SIGN - SINGLE FACED PER CODE SEE ELECTRICAL
	HARD WIRED EXIT SIGN - DOUBLE FACED PER CODE SEE ELECTRICAL
	SMOKE DETECTOR W/STROBE
	2'x2' LIGHTING AS SPECIFIED
	2'x2' LIGHTING AS SPECIFIED LIGHT FIXTURE W/ NIGHT LIGHT / EMERGENCY LIGHT
	2'x4' LIGHTING AS SPECIFIED LIGHT FIXTURE W/ NIGHT LIGHT / EMERGENCY LIGHT
	RELOCATED AS SPECIFIED STRIP LIGHTS
	RECESSED AS SPECIFIED LIGHT FIXTURE
	SUPPLY AIR DIFFUSER (PLACEMENT TO BE DETERMINED BY D/B MECH. CONTR.)
	RETURN AIR DIFFUSER (PLACEMENT TO BE DETERMINED BY D/B MECH. CONTR.)
	CEILING EXHAUST FAN
	BATTERY OPERATED EMERGENCY LIGHTING UNIT
	REMOTE EXTERIOR EMERGENCY LIGHTING UNIT
	OWS ON MET FRAMING AS SPECIFIED



1 Reflected Ceiling Plan
A600 SCALE: 1/8" = 1'-0"

AKA 30 YEARS
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PROJECT
**Oxford Township
 Hall Renovation**
 300 Dunlap Rd
 Oxford, MI 48371

DATE ISSUED	ISSUED FOR
11.17.23	OWNER REVIEW
12.21.23	MEP REVIEW
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04.04.24	BIDDING

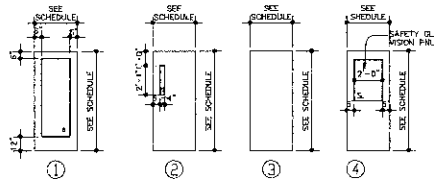
DRAWN	AKA
CHECKED	SA
APPROVED	SA

SHEET
**Reflected Ceiling
 Plan**

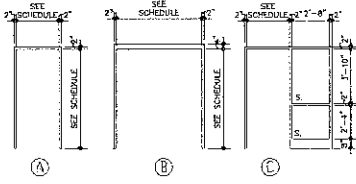
SCALE AS SHOWN
 FILE NUMBER
2321

SHEET NUMBER
A600

Door Types



Frame Types



DOOR SCHEDULE																		
ROOM NUMBER	LOCATION	DOOR	WIDTH	HEIGHT	THK	TYPE	MAT	FIN.	FRAME	TYPE	MAT	FIN	H	J	T	U.L. LABEL	NDP SET	REMARKS
A001	CONFERENCE		3'-0"	7'-0"	1 3/4"	4	WD.	PRE FIN.	A	HM	PRE FIN.						1A	
A002	COMMAND RM. 3		3'-0"	7'-0"	1 3/4"	4	WD.	PRE FIN.	A	HM	PRE FIN.						1A	
A003	CORRIDOR		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1B	
A004	WOMEN'S		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1B	
A005	STORAGE		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1A	
A006	UNIFORM		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1A	
A007	MEN'S		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1B	
A008	BLDG. DEPT. STORAGE		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1A	
A009	STORAGE		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1A	
A010	CLERK STORAGE	(2)	3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	B	HM	PRE FIN.						1A	
A011	TOILET		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1A	
A012	TURNAGE		3'-0"	7'-0"	1 3/4"	3	WD.	PRE FIN.	A	HM	PRE FIN.						1A	
A013	SECURE AREA	(2)	3'-0"	7'-0"	1 3/4"	1	GL/ALUM	AVOOD	B	ALUM.	AVOOD						1A	PANIC CLOSER, HELD OPEN

NOTE: DOOR HARDWARE TO MATCH EXISTING

Abbreviations

- ALUM = ALUMINUM
- AVOOD = ANODIZED
- GL = GLASS
- HM = HOLLOW METAL
- MET = METAL
- P-FIN = PRE-FINISHED
- PT = PAINT
- WD = WOOD
- KD = KNOCK DOWN METAL
- PH = PRESSED HARDBOARD

Notes:

1. 1/4" CLEAR GLASS AT ALL INTERIOR LOCATIONS-TYPICAL.
2. S = SAFETY GLASS



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PROJECT
Oxford Township
Hall Renovation

300 Dunlap Rd
Oxford, MI 48371

DATE ISSUED	ISSUED FOR
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12.21.23	MEP REVIEW
01.10.24	BIDS & PERMITS
04.04.24	BIDDING

DRAWN	AKA
CHECKED	SA
APPROVED	SA

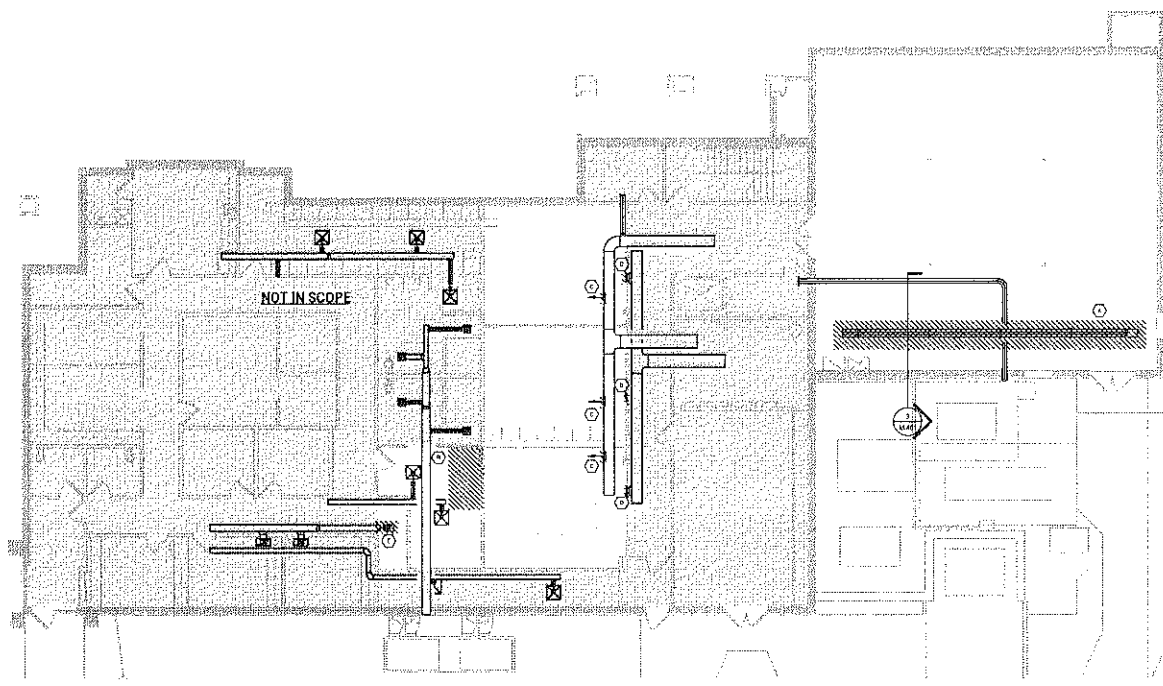
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Door Schedules
SCALE AS SHOWN

FILE NUMBER
2321

SHEET NUMBER
A.700

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MECHANICAL DEMOLITION PLAN
M-014



100 WEST LIBERTY STREET
ROCHESTER, MI 48307
313.281.7000



AUGER KLEIN ALLER
ARCHITECTS INC.

300 E. THIRD STREET, SUITE 100
ROCHESTER, MI 48307
248.814.9180

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GENERAL MECHANICAL DEMOLITION NOTES

1. ALL DEMOLITION SHALL BE ACCORDANCE WITH THE CURRENT CODES AND REGULATIONS FOR THE PROJECT.
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DEMOLITION NOTES

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OXFORD TOWNSHIP
LAL RENOVATION
30 DUNDAS RD
OXFORD, MI 48371

NOT FOR CONSTRUCTION

DATE	20
REV	001
REV	002

MECHANICAL DEMOLITION PLAN

2023-0078

M-014

12/07/24 11:15:27 AM

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10 WEST LIBERTY STREET
PLYMOUTH, MI 48170
313.487.1000
13.8132 786



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305 E. THIRD STREET, SUITE 100
ROCHESTER, MI 48007
248.814.9180

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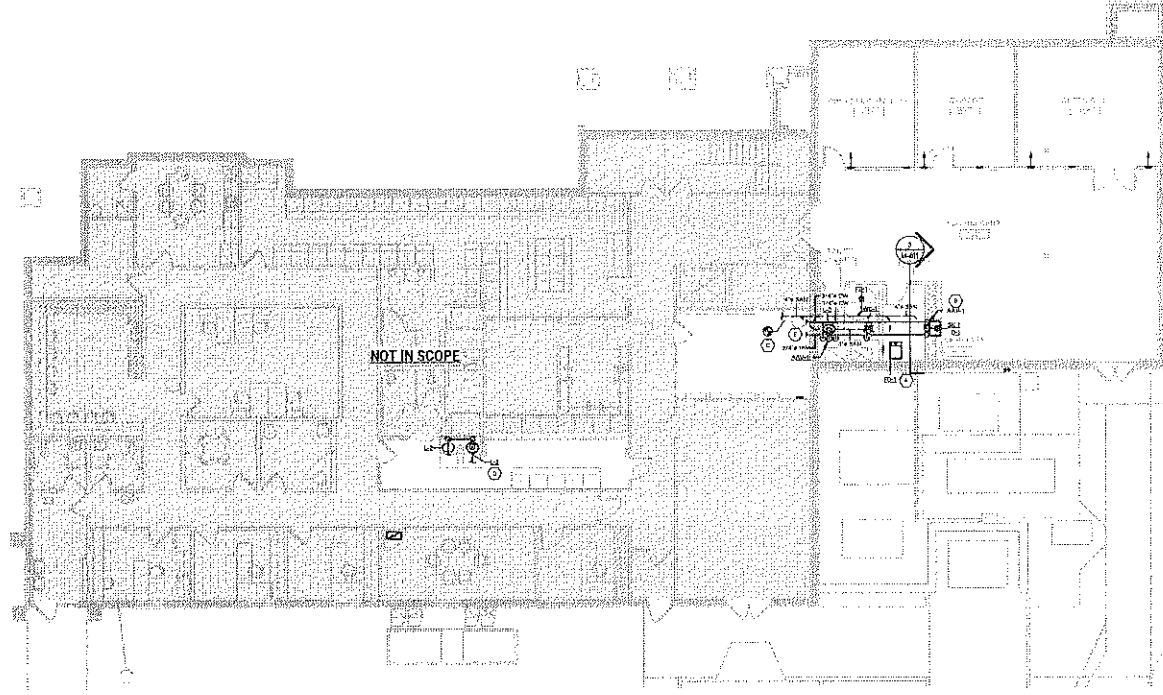
DATE: 12/07/24
PROJECT: 2023-0078
DRAWING: PL-211
SCALE: AS SHOWN
SHEET: 1 OF 1

OXFORD TOWNSHIP
LAB. RENOVATION
50 DANLAW RD
OXFORD, MI 49071

Author
Checked
Approved

FIRST FLOOR
SANITARY
AND VENT
PLAN
2023-0078

M-211



PLUMBING GENERAL NOTES

1. ALL WORK SHALL BE INSTALLED TO MEET THE REQUIREMENTS OF THE 2021 INTERNATIONAL PLUMBING CODE (IPC) AND THE 2021 INTERNATIONAL FIXTURES AND ACCESSORIES CODE (IFAC).
2. PROVIDE ALL NECESSARY HANGERS, BRACKETS, AND SUPPORTS FOR ALL PIPING AND EQUIPMENT. ALL PIPING SHALL BE SUPPORTED AT 4' ONCE PER FOOT.
3. PROVIDE ALL NECESSARY VALVES, FITTINGS, AND CONNECTIONS. ALL VALVES SHALL BE FULL PORT AND OPERATE TO THE RIGHT.
4. PROVIDE ALL NECESSARY SLOPE FOR ALL PIPING. SLOPE SHALL BE INDICATED ON THE PLAN.
5. PROVIDE ALL NECESSARY AIR GAPS AND BACKFLOW PREVENTERS AS REQUIRED.
6. PROVIDE ALL NECESSARY CLEANOUTS AND ACCESS PANELS.
7. PROVIDE ALL NECESSARY GROUNDING AND BONDING FOR ALL METALLIC PIPING AND EQUIPMENT.
8. PROVIDE ALL NECESSARY PROTECTION FOR ALL PIPING AND EQUIPMENT.
9. PROVIDE ALL NECESSARY LABELING FOR ALL PIPING AND EQUIPMENT.
10. PROVIDE ALL NECESSARY RECORD DRAWINGS.
11. PROVIDE ALL NECESSARY MATERIALS AND LABOR.
12. PROVIDE ALL NECESSARY PERMITS AND INSPECTIONS.

PLUMBING CONSTRUCTION NOTES

1. ALL PIPING SHALL BE INSTALLED TO MEET THE REQUIREMENTS OF THE 2021 INTERNATIONAL PLUMBING CODE (IPC) AND THE 2021 INTERNATIONAL FIXTURES AND ACCESSORIES CODE (IFAC).
2. PROVIDE ALL NECESSARY HANGERS, BRACKETS, AND SUPPORTS FOR ALL PIPING AND EQUIPMENT.
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11. PROVIDE ALL NECESSARY MATERIALS AND LABOR.
12. PROVIDE ALL NECESSARY PERMITS AND INSPECTIONS.

PLUMBING PLAN
1/8" = 1'-0"



**AUGER KLEIN ALLER
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 248.674.9180

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OXFORD TOWNSHIP
 FALL RENOVATION
 10 DANLON RD
 OXFORD, MI 48351

NO.	23
DATE	ASB
BY	KBS

**FIRST FLOOR
 MECHANICAL
 PLAN**

PROJECT NO.
2023-0078

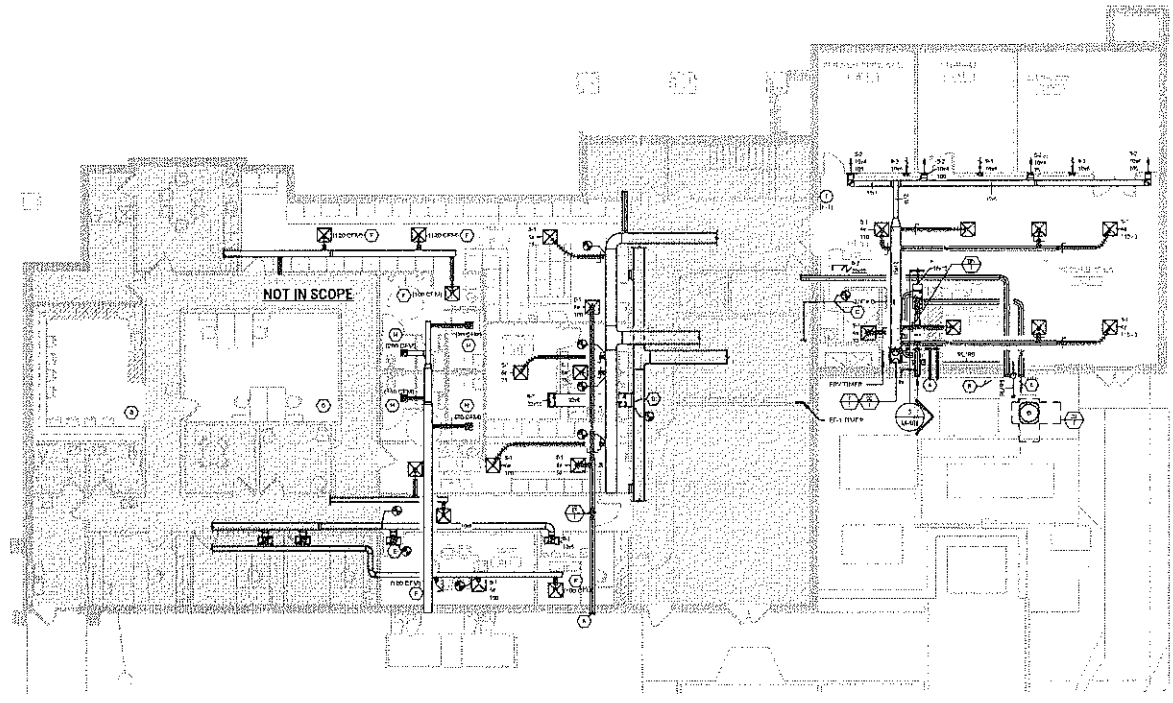
DATE PLOTTED
M-401

MECHANICAL - GENERAL NOTES

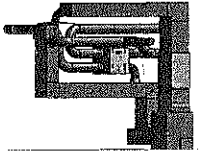
1. THIS PLAN SHALL BE CONSIDERED AS A GENERAL GUIDE ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL CONDITIONS AND CONDITIONS OF WORK PRIOR TO COMMENCEMENT OF WORK.
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL MECHANICAL ELECTRICAL AND PLUMBING (NEMEP) CODES AND STANDARDS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
4. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
6. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE PROJECT SCHEDULE AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
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MECHANICAL CONSTRUCTION NOTES

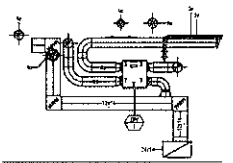
1. ALL MECHANICAL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL MECHANICAL ELECTRICAL AND PLUMBING (NEMEP) CODES AND STANDARDS.
2. ALL MECHANICAL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT SCHEDULE AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
4. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
6. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE PROJECT SCHEDULE AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
8. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
10. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE PROJECT SCHEDULE AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.



MECHANICAL NEW WORK PLAN
 1/8" = 1'-0"



MECHANICAL ROOM SCHEMATIC
 1/8" = 1'-0"

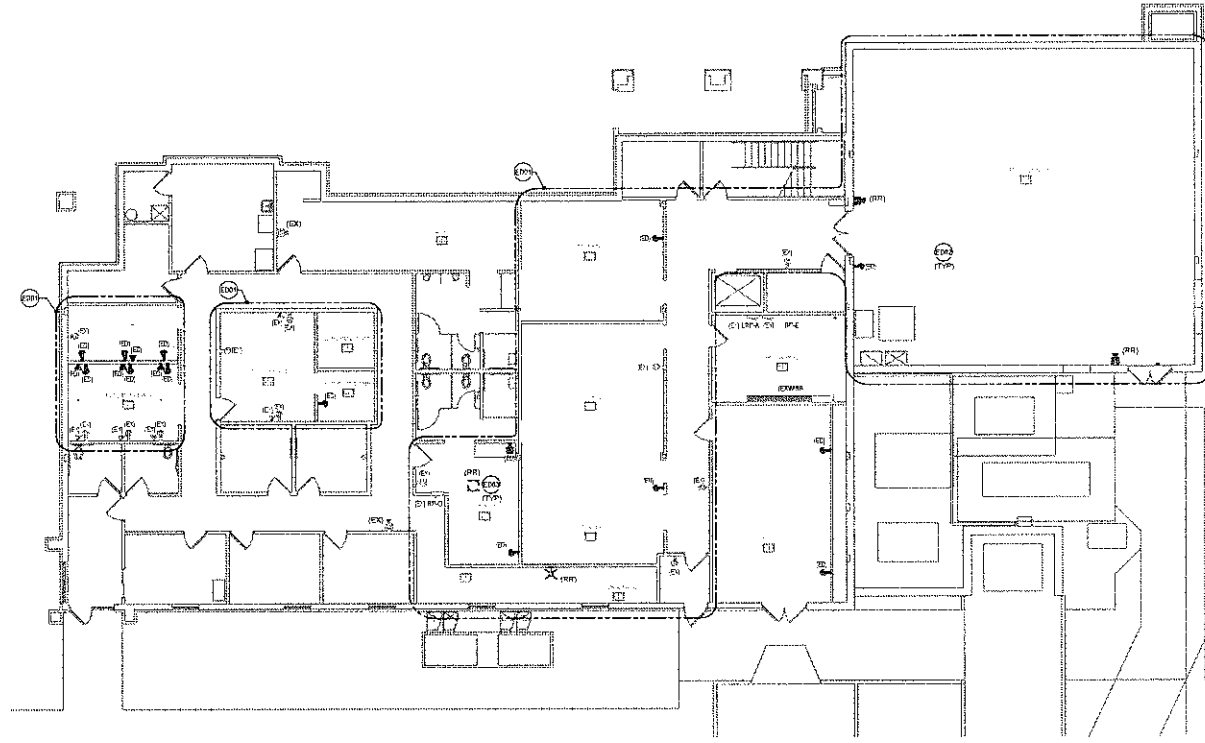



MECHANICAL ROOM SECTION
 1/8" = 1'-0"

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FIRST FLOOR PLAN OVERALL - DEMOLITION
 1/1" = 1'

GENERAL NOTES - LIGHTING

- A. REFER TO ARCHITECTURAL REFLECTED CEILING PLANS FOR EXACT LOCATION OF ALL LIGHTING FIXTURES UNLESS NOTED OTHERWISE.
- B. REFER TO THE LUMINAIRE SCHEDULE LOCATED ON THE ELECTRICAL GENERAL INFORMATION DRAWING.
- C. ELECTRICAL DEVICES INDICATED ON THIS PLAN SHALL BE NEW UNLESS NOTED OTHERWISE.
- D. LIGHT SWITCHES SHALL BE OUPUTED UNDER ONE COMMON FACEPLATE WHERE MORE THAN ONE LIGHT SWITCH IS INDICATED TO BE INSTALLED AT THE SAME LOCATION.
- E. EXISTING LIGHTING INDICATED TO REMAIN SHALL BE REWIRING AND CLEANED. REPAIR EXISTING FIXTURES THAT ARE MALFUNCTIONING WHERE FEASIBLE. OTHERWISE REPLACE WITH NEW, REVISE CIRCUITRY AS INDICATED.
- F. SINGLE PHASE 240V LIGHTING BRANCH CIRCUIT WIRING ASSOCIATED WITH NEW LIGHTING SHALL BE #12-3 W/GND IN 3/4" UNLESS NOTED OTHERWISE.
- G. EXISTING EQUIPMENT PROVIDES NOT SPECIFICALLY INDICATED TO BE DEMOLISHED SHALL REMAIN OPERATIONAL. REVISE EXISTING CIRCUITRY TO MAINTAIN OPERATION TO EACH EQUIPMENT PROVIDER AS REQUIRED.
- H. REUSE OF EXISTING LEFT IN PLACE BRANCH CIRCUIT CONDUIT ASSOCIATED WITH THE LIGHTING FIXTURES DEMOLISHED SHOULD BE REMOVED TO ACCEPTABLE TO REUSE FOR NEW LIGHTING FIXTURES UNLESS NOTED OTHERWISE. REMOVE THE EXISTING CONDUIT TO PROVIDE LIGHTING CONTROL AS INDICATED ON THIS DRAWING UNLESS NOTED OTHERWISE. PROVIDE NEW ARMED RACK TO SOURCE OR NEAREST UPSTREAM TO REMAIN DEVICE.
- I. EXISTING LIGHTING INDICATED AS TO REMAIN AND LOCATED IN AREAS WHERE THE CEILING IS BEING MOVED SHALL BE TEMPORARILY SUPPORTED AND REINSTALLED UPON COMPLETION OF CEILING REVISIONS. COORDINATE WITH ARCHITECTURAL REFLECTED CEILING PLANS AND ARCHITECTURAL TRADES.
- J. NIGHT LIGHT AND EXIT SIGNS SHALL BE UNCONTROLLED AND CONNECTED AHEAD OF THE LOCAL LIGHTING CONTROLS.
- K. CONDUITS INSTALLED IN FINISHED AREAS SHALL BE ROUTED CONCEALED UNLESS NOTED OTHERWISE.
- L. EYE SIGN RETURN CLARE TYPE "X" UNLESS NOTED OTHERWISE.

PLAN NOTES

- ED01 REMOVE EXISTING LIGHT FIXTURES AND LIGHTING CONTROLS IN THIS AREA. EXISTING LIGHTING CIRCUITS TO REMAIN TO SERVE NEW LIGHTING. NEW CONTROLS. REVISE EXISTING LIGHTING CONTROLS SWITCH BOXES WHERE PRACTICAL IF ACCEPTABLE.
- ED02 REMOVE CONDUIT, WIRING, AND ASSOCIATED ELECTRICAL ITEMS FROM MECHANICAL EQUIPMENT IN SPACE BEING DEMOLISHED. REMOVE CONDUIT AND WIRING BACK TO SOURCE.
- ED03 REMOVE AND RELOCATED (R) EXISTING FIRE ALARM NOTIFICATION APPLIANCE TEST DEVICE FOR FIRE TIGHTLY. REPAIR OR REPLACE WHERE DAMAGED. REFER TO POWER PLAN FOR NEW DEVICE LOCATION.



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OXFORD TOWNSHIP
HALL RENOVATION

70 DUNBAR RD
OXFORD, MI 48771

NOT FOR CONSTRUCTION

LOWER LEVEL
ELECTRICAL
DEMOLITION
PLAN
2023-0078
ED.100

REVISED 10.06.24

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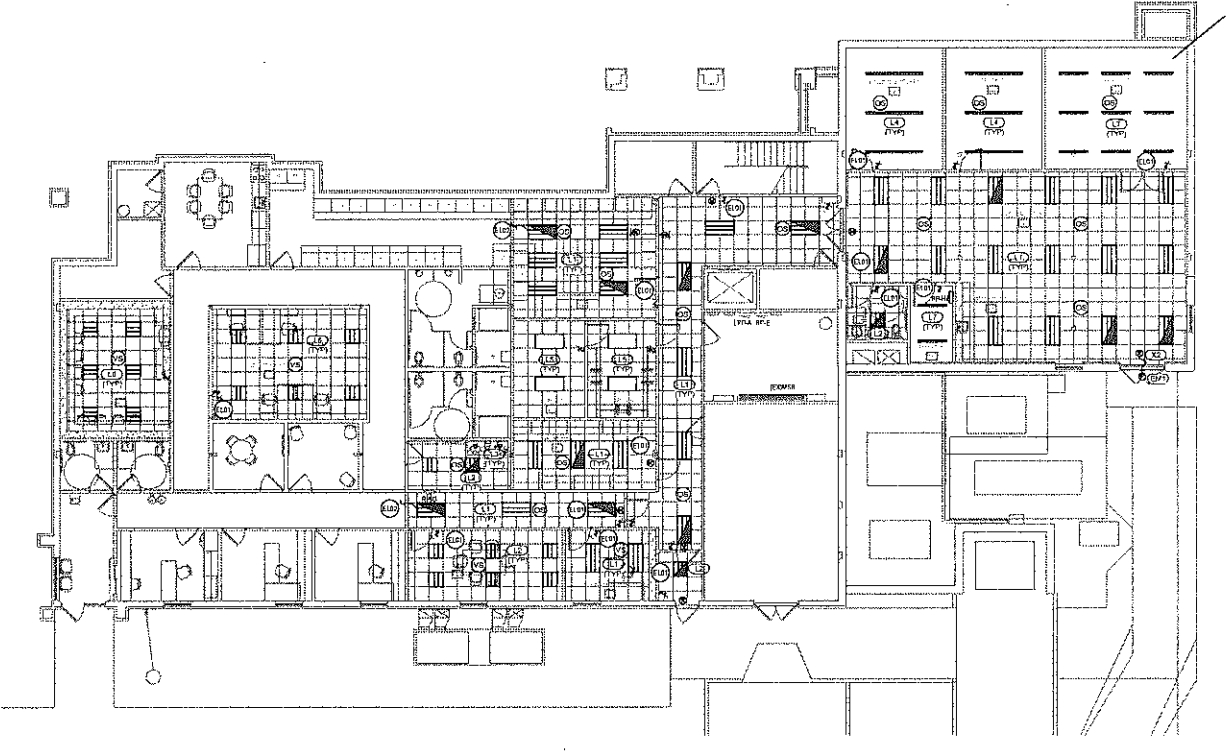
OXFORD TO AKA-SHIP
FALL RENOVATION
700 N. KENNEDY
OXFORD, NY 12021

GENERAL NOTES - LIGHTING

- A. REFER TO ARCHITECTURAL REFLECTED CEILING PLAN FOR EXACT LOCATION OF ALL LIGHTING FIXTURES UNLESS NOTED OTHERWISE.
- B. REFER TO THE LUMINAIRE SCHEDULE LOCATED ON THE ELECTRICAL GENERAL INFORMATION DRAWING.
- C. ELECTRICAL DEVICES MARKED ON THIS PLAN SHALL BE NEW UNLESS NOTED OTHERWISE.
- D. LIGHT SWITCHES SHALL BE GROUPED UNDER ONE COMMON FACEPLATE WHERE MORE THAN ONE LIGHT SWITCH IS RELOCATED TO BE INSTALLED AT THE SAME LOCATION.
- E. EXISTING LIGHTING INDICATED TO REMAIN SHALL BE REWIRED AND CEILING REPAIR EXISTING FIXTURES THAT ARE NON-FUNCTIONAL WHERE FEASIBLE, OTHERWISE REPLACE WITH NEW; REVISE CIRCUITING AS INDICATED.
- F. SINGLE PHASE 208V LIGHTING BRANCH CIRCUIT WHERE ASSOCIATED WITH NEW LIGHTING SHALL BE 20% MINIMUM IN 30% UNLESS NOTED OTHERWISE.
- G. EXISTING EQUIPMENT DEVICES NOT SPECIFICALLY INDICATED TO BE REMOVED SHALL REMAIN OPERATIONAL. REVISE EXISTING CIRCUITING TO MAINTAIN OPERATION TO SUCH EQUIPMENT DEVICES AS RELOCATED.
- H. RELOC OF EXISTING LEFT IN PLACE BRANCH CIRCUIT CONDUIT ASSOCIATED WITH THE LIGHTING FIXTURES REMOVED DURING DEMOLITION IS ACCEPTABLE TO REUSE EXISTING LIGHTING FIXTURES UNLESS NOTED OTHERWISE. REPAIR THE EXISTING CIRCUIT TO PROVIDE LIGHTING CONTROL AS INDICATED ON THIS DRAWING, UNLESS NOTED OTHERWISE. PROVIDE NEW WIRING BACK TO SOURCE OR NEAREST UPSTREAM TO REMAIN DEVICE.
- I. EXISTING LIGHTING INDICATED AS TO REMAIN AND LOCATED IN AREAS WHERE THE CEILING IS BEING REWORKED SHALL BE TEMPORARILY SUPPORTED AND REINSTALLED UPON COMPLETION OF CEILING REWORK. COORDINATE WITH ARCHITECTURAL REFLECTED CEILING PLANS AND ARCHITECTURAL FINISH.
- J. NIGHT LIGHT AND EXIT SIGNS SHALL BE UNCONTROLLED AND UNCONNECTED AHEAD OF THE LOCAL LIGHTING CONTROLS.
- K. CONDUIT INSTALLED IN FINISHED AREAS SHALL BE ROUTED CONCEAL TO UNLESS NOTED OTHERWISE.
- L. EXIT SIGN FIXTURES ARE TYPE "X" UNLESS NOTED OTHERWISE.

PLAN NOTES

- RF01 CONNECT NEW LIGHT FIXTURES IN AREA OF EXISTING LIGHTING CIRCUIT LEFT OVER FROM DEMOLITION OR NEW CIRCUITING. INDICATED LIMIT 20A, 120V BRANCH CIRCUIT CONNECTED TO 100MA.
- RF02 CONNECT NEW LOW VOLT LIGHTING DEVICES INDICATED ON PLAN TO EXISTING LOW VOLTAGE LIGHT CIRCUIT SERVING ADJACENT SPACE. NEW AND EXISTING TO REMAIN LIGHT FIXTURES IN SPACE SHALL BE SWITCHED VIA EXISTING AND NEW CONTROLS COOPERATIVELY.



FIRST FLOOR PLAN OVERALL - LIGHTING

LIGHTING FIXTURE SCHEDULE											
TYPE	MFR	MODEL	CGI	LAMP	LUMENS	MOUNTING	VOLTAGE	WATTS	COMMENTS		NOTES
RF01	LITHONIA	SLA 1 00 00R T038	3000K	LED	300lm	WALL	120V	3W	RELOCATE EXISTING ROOF DIAL HEAD EMERGENCY LIGHT WITH BRAY FRISK		
RF02	LITHONIA	3FRL2 48 0219 LP35	3000K	LED	100lm	RECESSED	120V	40W	2 x 4 RECESSED LED LUMINAIRE SUITABLE FOR LAY-IN CERAMIC, STEEL, WOOD OR FINISHED IN WHITE, PRESSED BA13M (A) CEILING, LUMINAIRE COMPLETE WITH INTEGRAL 0-10V DIMMING DRIVER DOWN TO 10%.		
RF03	LITHONIA	3FRL2 48 0219 LP35	3000K	LED	100lm	RECESSED	120V	34.0W	2 x 4 RECESSED LED LUMINAIRE SUITABLE FOR LAY-IN CERAMIC, STEEL, WOOD OR FINISHED IN WHITE, ENAMEL FINISH, (F)500 LED WHITE SATIN LENS, LUMINAIRE COMPLETE WITH INTEGRAL 0-10V DIMMING DRIVER DOWN TO 10%.		
RF04	LITHONIA	LDH 3000 0004R LES PROUL 02 10	3000K	LED	2400lm	RECESSED	120V	25.0W	2 x 6 RECESSED LIGHT FIXTURE, 6" SQUARE, CERAMIC, STEEL, WOOD OR FINISHED IN CLEAR, SQUARE, CLEAR SQUARE, CLEAR SQUARE REFLECTOR, 0-10V DIMMER DIMS TO 10%.		
RF05	METALUX	1750K 420L-LUMINA-LESS-05-FAYO-CHANGSET	3000K	LED	4200lm	RECESSED	120V	51W	6" x 6" 2" DEEP RECESSED LED LUMINAIRE, ALUMINUM HOUSING AND FINISH, HOUSING FINISHED WHITE SATIN, POLYCARBONATE LENS WITH SMOKE LOW VOLTAGE LIGHT CIRCUIT SERVING ADJACENT SPACE. NEW AND EXISTING TO REMAIN LIGHT FIXTURES IN SPACE SHALL BE SWITCHED VIA EXISTING AND NEW CONTROLS COOPERATIVELY.		
RF06	LITHONIA	3FRL2 48 0219 LP35	3000K	LED	100lm	RECESSED	120V	34.0W	2 x 4 RECESSED LED LUMINAIRE SUITABLE FOR LAY-IN CERAMIC, STEEL, WOOD OR FINISHED IN WHITE, ENAMEL FINISH, (F)500 LED WHITE SATIN LENS, LUMINAIRE COMPLETE WITH INTEGRAL 0-10V DIMMING DRIVER DOWN TO 10%.		
RF07	LITHONIA	3FRL2 48 0219 LP35	3000K	LED	100lm	RECESSED	120V	34.0W	2 x 4 RECESSED LED LUMINAIRE SUITABLE FOR LAY-IN CERAMIC, STEEL, WOOD OR FINISHED IN WHITE, ENAMEL FINISH, (F)500 LED WHITE SATIN LENS, LUMINAIRE COMPLETE WITH INTEGRAL 0-10V DIMMING DRIVER DOWN TO 10%.		
RF08	METALUX	1750K 420L-LUMINA-LESS-05-FAYO-CHANGSET	3000K	LED	4200lm	RECESSED	120V	40W	6" x 6" 2" DEEP RECESSED LED LUMINAIRE, ALUMINUM HOUSING AND FINISH, HOUSING FINISHED WHITE SATIN, POLYCARBONATE LENS WITH SMOKE LOW VOLTAGE LIGHT CIRCUIT SERVING ADJACENT SPACE. NEW AND EXISTING TO REMAIN LIGHT FIXTURES IN SPACE SHALL BE SWITCHED VIA EXISTING AND NEW CONTROLS COOPERATIVELY.		
RF09	LITHONIA	LDH 3000 0004R LES PROUL 02 10	3000K	LED	2400lm	RECESSED	120V	3W	WHITE THERMOPLASTIC SIGN WITH SELF-DOCKING AND REMOVABLE EMERGENCY BATTERY		
RF10	LITHONIA	LDH 3000 0004R LES PROUL 02 10	3000K	LED	2400lm	RECESSED	120V	3W	WHITE THERMOPLASTIC SIGN WITH SELF-DOCKING AND REMOVABLE EMERGENCY BATTERY		

GENERAL NOTES - LUMINAIRE SCHEDULE

- A. MANUFACTURER CATALOG NUMBERS ARE SHOWN FOR GENERAL DESCRIPTIVE PURPOSES AND TO ESTABLISH STANDARD OF QUALITY ONLY. CONTRACTOR SHALL PROVIDE LUMINAIRES COMPLETE WITH ALL OPTIONS AND ACCESSORIES REQUIRED FOR A COMPLETE INSTALLATION. ALL PRODUCTS SHALL BE UL LISTED.
- B. PROVIDE PROPER REFLECTOR ASSEMBLY AS REQUIRED AND AS RECOMMENDED BY LUMINAIRE MANUFACTURER.
- C. PROVIDE LUMINAIRES WITH CEILING PLATES, FINN CAPS, CANOPYS, HOUSING MATERIALS, ETC., AS REQUIRED FOR COMPLETE INSTALLATION.
- D. EXIT LIGHTS SHALL BE PROVIDED WITH COLOR OF LETTERS REQUIRED BY LOCAL CODE AUTHORITY, PURNISH WITH CHEMICAL RESISTANT INDICATORS AS INDICATED AND REQUIRED.
- E. VERIFY CORRECT LOCATION OF CEILING BEING INSTALLED AND PROVIDE THE LUMINAIRES SPECIFIED IN APPROPRIATE CONSULTATION WITH ALL HANDMADE AND ACCESSORIES REQUIRED FOR COMPATIBLE INSTALLATION.
- F. PROVIDE DEVICES FOR SECURING LAY-IN TYPE LUMINAIRES TO CEILING OR TO COMPLY WITH ARTICLE 410 OF THE NATIONAL ELECTRICAL CODE.
- G. FINNISH LUMINAIRES IN MECHANICAL SPACES COMPLETE WITH PENDANT STEMS OR CHAIN HANGERS AS REQUIRED TO MOUNT BELOW PERIOD, DUCT, CONDUIT, ETC., MAINTAIN MINIMUM 7.5" MINIMUM MOUNTING HEIGHT FOR ALL LUMINAIRES THROUGHOUT EACH AREA.
- H. BATTERY EMERGENCY UNITS SHALL BE UL 924 LISTED AND PRODUCE 90 MINUTES MINIMUM ILLUMINATION.

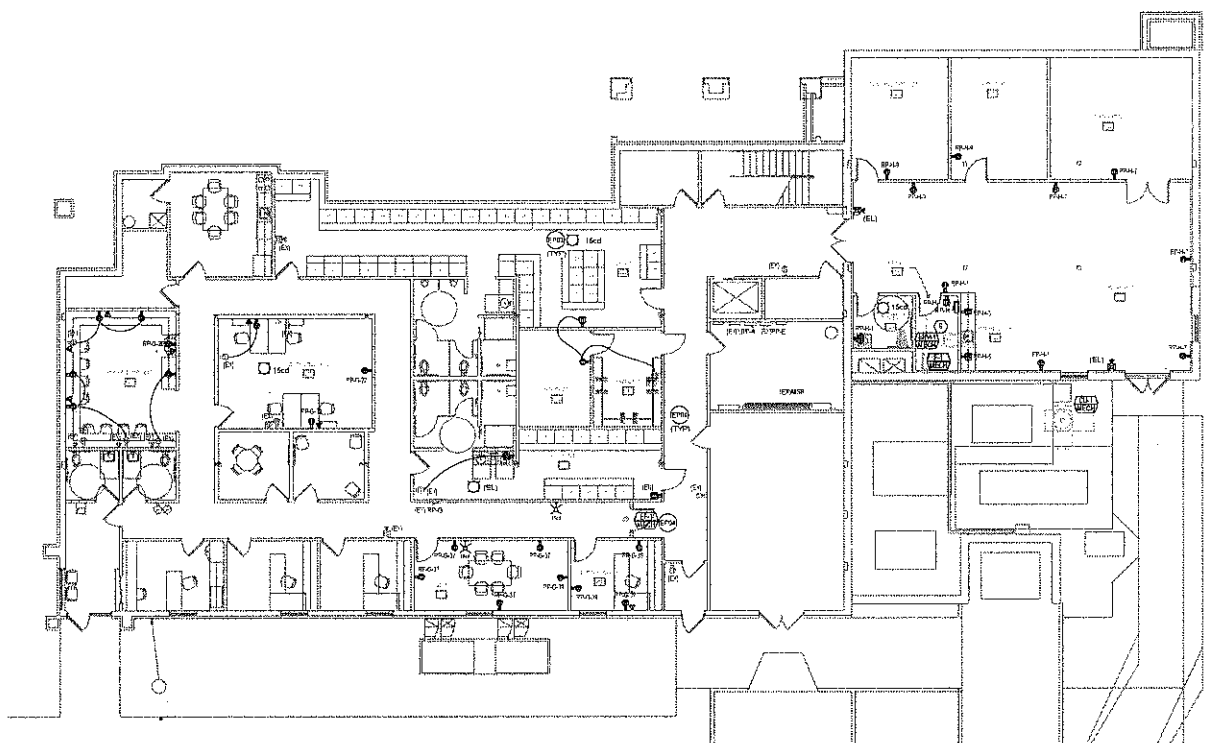
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LOWER LEVEL LIGHTING PLAN

2023-0078

E.200

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FIRST FLOOR PLAN OVERALL - POWER
10'-1/2"

GENERAL NOTES - POWER

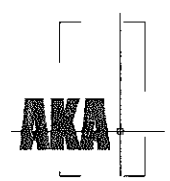
- A. REFER TO ARCHITECTURAL FLOOR PLAN AND ELEVATIONS FOR EXACT LOCATION OF DEVICES WHERE INDICATED.
- B. RECEPTACLE OUTLETS SHALL BE RATED 20A 120V.
- C. DISCONNECT SWITCHES SHALL BE HEAVY DUTY TYPE LOCAL.
- D. PROTECTIVE GFI PROTECTORS WHERE REQUIRED BY THE NEC (WHETHER INDICATED OR NOT).
- E. BRANCH CIRCUIT IDENTIFICATION BOYES SHALL BE LABELED WITH THE CIRCUIT ENCLOSED.
- F. SINGLE PHASE 20A BRANCH CIRCUIT WIRING SHALL BE 30'2, INCLUDING IN 30'2 UNLESS NOTED OTHERWISE.
- G. EXISTING EQUIPMENT DEVICES NOT SPECIFICALLY INDICATED TO BE DEMOLISHED SHALL REMAIN OPERATIONAL. REVISE EXISTING CIRCUITING TO MAINTAIN OPERATOR TO SUCH EQUIPMENT DEVICES AS REQUIRED.
- H. DISCONNECTS SHALL BE ROUTED CONCEALED UNLESS NOTED OTHERWISE.

PLAN NOTES

- EP01 EXISTING FIRE ALARM NOTIFICATION DEVICES (NOT INDICATED ON PLANS) IN EXISTING CORRIDOR ARE TO REMAIN.
- EP02 CONNECT NEW FIRE ALARM NOTIFICATION AND PULL TO EXISTING SYSTEM. CALCULATE FIRE ALARM SYSTEM EMERGENCY BATTERY CAPACITY AND PROVIDE NEW WHERE REQUIRED. RE-EVALUATE SYSTEM UPON COMPLETION OF INSTALLATION.
- EP04 CONNECT NEW EXHAUST FAN (E.V.) TO EXISTING 120V GENERAL USE RECEPTACLE CIRCUIT SERVING AREA VIA CONDUIT AS INDICATED ON MECHANICAL PLANS.



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MECHANICAL EQUIPMENT CONNECTION SCHEDULE								NOTES
MARK	FLA	WGA	NECP	VOLTAGE	PHASE	CIRCUIT	DISCONNECT SIZE/TYPE	NOTES
OS-1	15.2 A	19.2 A	22 A	208 V	1	RH44E-R	30A, 120, 3P HEAVY DUTY NON-FUSED DISCONNECT SWITCH	
SE-1	8.4 A	1.0 A	30 A	120 V	1		30A, 120, 2P FUSIBLE TYPE DISCONNECT SWITCH	REFER TO PLAN NOTE EP01 ON POWER FOR CIRCUITING INFORMATION
ERL-1	8.8 A	10.0 A	10 A	120 V	1	RC12	30A, 120, 2P FUSIBLE TYPE DISCONNECT SWITCH	
F-1	11.0 A	13.6 A	15 A	120 V	1	RH44	30A, 120, 2P FUSIBLE TYPE DISCONNECT SWITCH	

NOT FOR CONSTRUCTION

**LOWER LEVEL
POWER PLAN**

2023-0078

E.300

PANELBOARD: RP-H

MARK: 228 A VOLTAGE: 208Y/120V 3Ø 4W
 LOCATION: FURNACE 030 ENCLOSURE: NEMA 1
 FED FROM: EXHMSB 1000 AMP 5YHXL
 LUG TYPE: VEO

LOAD DESCRIPTION	BRK	P	CKT	A	B	C	CKT	P	BRK	LOAD DESCRIPTION
RECEPT - FLT COY. FURNACE 030, SECURE AREA 030	20	1	1	0.7	1.0		2	1	10	10V-1
RECEPT - WITCHNETTTE 030	20	1	3		0.2	1.2	4	1	12	1-1
RECEPT - WITCHNETTTE 030	20	1	5		0.2	1.2	6	2	25	CL-1
RECEPTS - SECURE AREA 030	20	1	7	0.7	1.4		8	2	25	CL-1
RECEPTS - STORAGE 034/036 SECURE AREA 030	20	1	9		0.3	0.9	10	1	20	SPARE (LOAD)
SPARE (LOAD)	20	1	11		0.0	0.0	12	1	20	SPARE (LOAD)
SPARE (LOAD)	20	1	13	0.0	0.0		14	1	20	SPARE (LOAD)
SPARE (LOAD)	20	1	15		0.0	0.0	16	1	20	SPARE (LOAD)
SPARE (LOAD)	20	1	17		0.0	0.0	18	1	20	SPARE (LOAD)
SPARE (LOAD)	20	1	19	0.0	0.0		20	1	20	SPARE (LOAD)
SPARE (LOAD)	20	1	21		0.0	0.0	22	1	20	SPARE (LOAD)
SPARE (LOAD)	20	1	23		0.0	0.0	24	1	20	SPARE (LOAD)
SPACE			25				26	1		SPACE
SPACE			27				28	1		SPACE
SPACE			29				30	1		SPACE
SPACE			31				32	1		SPACE
SPACE			33				34	1		SPACE
SPACE			35				36	1		SPACE
SPACE			37				38	1		SPACE
SPACE			39				40	1		SPACE
SPACE			41				42	1		SPACE
TOTAL CONNECTED KVA				3.6	2.0	1.6				

LOAD CLASSIFICATION	CONNECTED LOAD	DEMAND FACTOR	DEMAND LOAD	PANEL TOTALS
Receptacle	2.3 KVA	100.0%	2.3 KVA	CONNECTED LOAD: 2.3 KVA
Mechanical	1.3 KVA	100.0%	1.3 KVA	DEMAND LOAD: 2.4 KVA
				CONNECTED CURRENT: 16.7 A
				DEMAND CURRENT: 16.7 A
				30% SPARE CAPACITY: 5.1 A
				TOTAL DEMAND + SPARE: 21.8 A

NOTES:
 (L) LOCK ON/OFF DEVICE - WHERE NEW ARE INDICATE, LOCK SPARE CIRCUIT BREAKER IN THE 'OFF' POSITION.

EX. PANELBOARD: RP-G

MARK: 228 A VOLTAGE: 208Y/120V 3Ø 4W
 LOCATION: FURNACE 030 ENCLOSURE: NEMA 1
 FED FROM: EXHMSB 1000 AMP 5YHXL
 LUG TYPE: VEO

LOAD DESCRIPTION	BRK	P	CKT	A	B	C	CKT	P	BRK	LOAD DESCRIPTION
EAST HALL LTVEM (LOAD)	20	1	1	0.3	0.3		2	1	20	WEST HALL LTVEM (LOAD)
SHOWER RM LTVEM (LOAD)	20	1	3		0.3	0.4	4	1	20	EAST OF FICE LTV
SOUTH HALLS LTV	20	1	5		0.4	0.4	6	1	20	DETECTIVE RM LTV
DOOR CONTROL	20	1	7	0.2	0.3		8	1	20	INTERVIEW LTV
MICROCAGE	20	1	9		1.1	0.8	10	1	20	KITCHEN
MAIL OUTLETS	20	1	11		0.7	0.5	12	1	20	SPARE EQUIP (H)
COMMAND RM 2 OUTLETS	20	1	13	0.5	0.6		14	1	20	REPORT WRITING OUTLETS
COMMAND RM 1 OUTLETS	20	1	15		0.5	0.5	16	1	20	REPORT WRITING OUTLETS
RECEPTION OUTLETS	20	1	17		0.9	0.9	18	1	20	REPORT WRITING OUTLETS
GENERAL STORAGE OUTLETS	20	1	19	0.2	1.2		20	1	20	COPIER
HANCE	19	2	21		4.0	0.4	22	1	20	RECEPTS - DETECTIVE RM
REFRIGERATOR OUTLET	19	2	23		0.0	0.0	24	1	20	SPARE (LOAD)
DISPOSAL	20	1	25	0.2	0.4		26	1	20	MENS LOCKER ROOM OUTLETS
KITCHEN	20	1	27		1.1	0.5	28	1	20	WOMENS LOCKER ROOM OUTLETS
FIRE ALARM LINC PANEL (LOAD)	20	1	29		0.3	0.4	30	1	20	TOILET RM OUTLETS
CIRC PUMP	20	1	31	0.2	0.4		32	1	20	DETECTIVE RM OUTLETS
CAP PUMP OUTLET	20	1	33		0.2	0.2	34	1	20	WATER HEATER OUTLET
RECEPTS - CONF RM 014	20	1	35		0.7	1.5	36	1	20	SPARE (LOAD)
RECEPTS - CONF RM 014, COMMAND RM 016	20	1	37		0.7	1.5	38	1	20	VEHICULAR CEILING HEATER
SPARE (LOAD)	20	1	39		0.0	0.0	40	1	20	
TOTAL CONNECTED KVA				6.3	12.0	10.0				

LOAD CLASSIFICATION	CONNECTED LOAD	DEMAND FACTOR	DEMAND LOAD	PANEL TOTALS
Receptacle	3.3 KVA	100.0%	3.3 KVA	CONNECTED LOAD: 10.3 KVA
Spine	27.2 KVA	100.0%	27.2 KVA	DEMAND LOAD: 10.3 KVA
				CONNECTED CURRENT: 34.1 A
				DEMAND CURRENT: 34.1 A
				30% SPARE CAPACITY: 10.3 A
				TOTAL DEMAND + SPARE: 44.4 A

NOTES:
 (L) LOCK ON/OFF DEVICE - WHERE NEW ARE INDICATE, LOCK SPARE CIRCUIT BREAKER IN THE 'OFF' POSITION.

GENERAL NOTES - ONE LINE

- DISCONNECT SWITCHES SHALL BE HEAVY DUTY TYPE (L) (L).
- JUNCTION AND PULL BOXES SHALL BE LABELED WITH THE CIRCUITS ENCLOSED.
- PROVIDE CIRCUIT DIRECTORIES IN ALL ELECTRICAL PANELS AND NAMEPLATES ON SWITCHBOARDS PER THE SPECIFICATIONS.
- EXISTING EQUIPMENT DEVICES NOT SPECIFICALLY INDICATED TO BE DEMOLISHED SHALL REMAIN OPERATIONAL. PROVIDE EXISTING OPERATING TO MAINTAIN OPERATION TO SUCH EQUIPMENT DEVICES AS REQUIRED.
- CONDUITS IN FINISHED AREAS SHALL BE ROUTED CONCEALED UNLESS NOTED OTHERWISE.
- PROVIDE ARC FLASH CALCULATIONS AND LABELS FOR ALL SWITCHBOARDS, PANELBOARDS, MOTOR CONTROLLERS, AND CONTROL PANELS PER SECTION 113.18 OF THE NEC AND IEP A TOE. REFER TO THE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
- ELECTRICAL EQUIPMENT MOUNTED ON THE FLOOR SHALL BE MOUNTED ON A 4" CONCRETE REINFORCED PAD.
- PROVIDE ARC FAULT CIRCUIT INTERRUPTER TYPE CIRCUIT BREAKERS IN CHELSEA AND CORPORY UNITS AND FOR ALL BRANCH CIRCUITS INDICATED IN SECTION 210.12 OF THE NEC.
- REFER TO THE FEEDER SCHEDULE LOCATED ON DRAWING E-001.
- FAULT CURRENT VALUES WHERE INDICATED ARE ESTIMATED BASED ON AVAILABLE INFORMATION AND ESTIMATED FEEDER LENGTHS AT THE TIME OF DESIGN. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL AVAILABLE FAULT CURRENT FROM THE LOCAL UTILITY. MOTOR SIZES FOR NEW MECHANICAL AND PLUMBING EQUIPMENT AND FIELD MEASUREMENTS TO PERFORM THE SHORT CIRCUIT CALCULATIONS REQUIRED PER THE ELECTRICAL SPECIFICATIONS. ELECTRICAL EQUIPMENT SHALL HAVE RATING GREATER THAN THE AVAILABLE FAULT CURRENT DETERMINED BY THE CONTRACTOR'S STUDY.

GENERAL NOTES - PANEL SCHEDULES

- PROVIDE CIRCUIT DIRECTORIES IN ALL ELECTRICAL PANELS AND NAMEPLATES ON SWITCHBOARDS PER THE SPECIFICATIONS.
- PROVIDE ARC FLASH CALCULATIONS AND LABELS FOR ALL SWITCHBOARDS, PANELBOARDS, MOTOR CONTROLLERS, AND CONTROL PANELS PER SECTION 113.18 OF THE NEC AND IEP A TOE. REFER TO THE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
- NEW WORK IN EXISTING PANELS IS NOTED IN BOLD TEXT.

PLAN NOTES

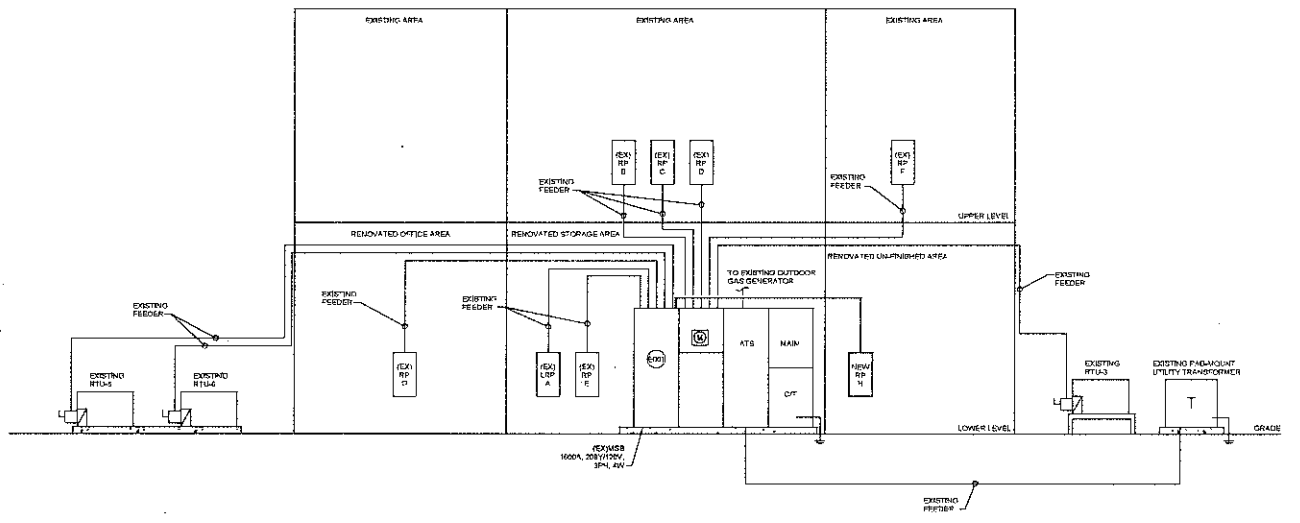
- REED NEW PANEL 70" H FROM EXHMSB 200A SWITCH IN MAIN SWITCHBOARD MSB. PROVIDE NEW 150A FUSES IN SWITCH.



130 WEST LIBERTY STREET
 PLYMOUTH MI 48170
 313.939.4388
 1.246.913.7194



300 E. THIRD STREET, SUITE 100
 ANN ARBOR MI 48107
 248.714.4100
 WWW.AKA-ARCHITECTS.NET



ELECTRICAL ONE LINE DIAGRAM

NOT FOR CONSTRUCTION

OXFORD TOWNSHIP
 HALL RENOVATION
 30 DILLARD RD
 OXFORD, MI 48331

ELECTRICAL ONE LINE DIAGRAM

2023-0078

SHEET 011
E.701



NOT FOR CONSTRUCTION

**ELECTRICAL
DETAILS AND
SCHEDULES
2023-0078**

REVISED
E.801

SHEET NOTES

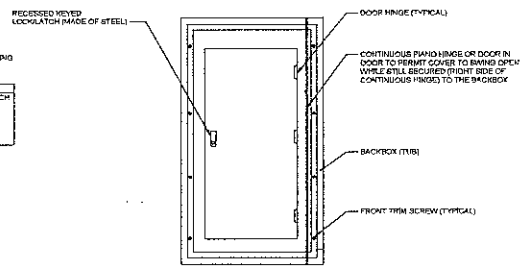
1. ALL NOTES BASED ON THE NATIONAL ECN 800V, INSULATED COPPER WIRE APPROVED BY THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) AND APPLIED TO THE TERMINATIONS FOR CIRCUITS RATED ABOVE 150A PER NEC 110.14(C)(1).
2. BASED ON WIRE OUTSIDE DIAMETERS AND NON-RIGID METALLIC CONDUIT INSIDE DIAMETERS AS PROVIDED IN THE NEC. REFER TO NEC FOR CONDUIT TYPES MORE RESTRICTIVE THAN NON-RIGID METALLIC CONDUIT AND CONDUIT SIZES INDICATED ARE MINIMUM REQUIREMENTS. FOLLOW THE REQUIREMENTS FOR SIZING AND TOWER LARGER CONDUCTORS AND CONDUIT WHERE APPLICABLE.
3. BASED ON MOTOR FULL LOAD AMPS AS PROVIDED BY THE NEC.
4. BASED ON MOTOR RUNNING OVERLOAD PROTECTION PROVIDED BY THE NORMAL OVERLOAD RELAYS.
5. MOTOR STARTING TYPE BASED ON PHASE. FULL VOLTAGE MOTOR STARTING EXCEPT FOR MOTORS SIZED 75HP OR GREATER WHICH ARE BASED ON 3 PHASE. FULL VOLTAGE REDUCED VOLTAGE STARTING.
6. TRANSFORMER CIRCUITS BASED ON 480V/208V/120V 3 PHASE 4 WIRE. TRY TYPE. REFER TO CIRCUIT SIZING SCHEDULES ON THIS SHEET FOR PRIMARY/SECONDARY PHASE NEUTRAL SUPPLY SIDE BONDING JUMPER CONDUIT OR SIDE BONDING AS ASSOCIATED WITH CIRCUIT SIZE AS NOTED IN THIS TABLE.
7. CIRCUIT MAXIMUM DISTANCE IS BASED ON NEC CHAPTER 9, TABLE 9-1. TABLE 9-1 DOES NOT APPLY FOR COATED COPPER AT 75 DEGREES CELSIUS. REFER TO NEXT LARGER SIZE CONDUCTOR RATING IN THIS TABLE FOR OVERCURRENT DEVICES WITH RATING NOT INDICATED.
8. MAXIMUM CIRCUIT LOAD FOR DISTANCES BASED ON NEC 220-10.
9. REFER TO CIRCUIT SIZING SCHEDULE ON THIS SHEET FOR LARGER CONDUIT AND WIRING. E.G. SHALL BE INCREASED IN SIZE PROPORTIONATELY PER THE NEC. ONLY CONDUCTORS AND WIRING CONDUIT SHALL BE INCREASED IN SIZE. OVERCURRENT PROTECTION DEVICE SHALL REMAIN AS SPECIFIED.
10. CONDUIT TYPES SHALL BE FERRULED. COPPER CONDUCTORS ARE REFERRED TO.
11. WHERE OVERCURRENT DEVICE REQUIRED IS NOT LISTED IN TABLE, USE CONDUIT AND WIRE REQUIREMENTS LISTED FOR NEXT LARGER LISTED OVERCURRENT DEVICE.
12. TABLES NOT APPLICABLE FOR SERVICE ENTRANCE FEEDERS. REFER TO ELECTRICAL PLANS AND SCHEDULES FOR SERVICE ENTRANCE FEEDER REQUIREMENTS.
13. REFER TO CIRCUIT SIZING SCHEDULE ON THIS SHEET FOR CONDUIT AND WIRING REQUIREMENTS ASSOCIATED WITH CIRCUIT SIZES NOTED IN THIS TABLE.
14. NON-FUSED LOCAL DISCONNECT SWITCH SHALL HAVE AN AMPERE RATING NO LESS THAN THE CIRCUIT SIZE INDICATED IN THIS TABLE. WHERE THE CIRCUIT SIZE IS NOT INDICATED, THE AMPERE RATING SHALL BE NO LESS THAN THE RATING OF THE PHASE CONDUCTORS PER THE NEC.

COPPER FEEDER & BRANCH CIRCUIT SIZING SCHEDULE (NOTES 1,2,10,11,12)

OVERCURRENT DEVICE RATING	SETS PER PHASE	AMPERE RATING			CONDUIT SIZE	
		THREE L	NEUTRAL	EG	3 WIRE ONLY (3W & N)	3 WIRE & GND (3W, 2W & G)
20A	1	12	12	12	3/8"	3/8"
30A	1	15	15	15	3/8"	3/8"
40A	1	5	10	3/4"	3/4"	3/4"
50A	1	5	10	3/4"	3/4"	3/4"
60A	1	4	10	4"	1 1/4"	1 1/4"
70A	1	4	8	1"	1 1/4"	1 1/4"
100A	1	2	8	1 1/2"	1 3/4"	1 3/4"
150A	1	2	5	1 1/2"	1 3/4"	1 3/4"
150A	1	14	6	1 1/2"	1 3/4"	1 3/4"
175A	1	20	6	1 1/2"	2"	2"
200A	1	25	6	2"	2"	2"
225A	1	40	4	2"	3"	3"
250A	1	25	4	2"	3"	3"
300A	1	30	4	3"	3"	3"
400A	1	50	2	3"	3"	3"
450A	2	40	2	2"	3"	3"
500A	2	25	2	2"	3"	3"
600A	2	30	1	2"	3"	3"
650A	2	25	1	3"	3"	3"
700A	2	20	1	3"	3"	3"
1000A	3	50	2	3"	3"	3"
1200A	3	40	2	3"	4"	4"
1600A	4	60	1	3"	4"	4"
2000A	5	80	1	3"	4"	4"

PANELBOARD PIANO HINGE FRONT COVER

SCALE: NOT TO SCALE



CIRCUIT LENGTH TABLE. 120V 1PH (NOTES 7,8,9)

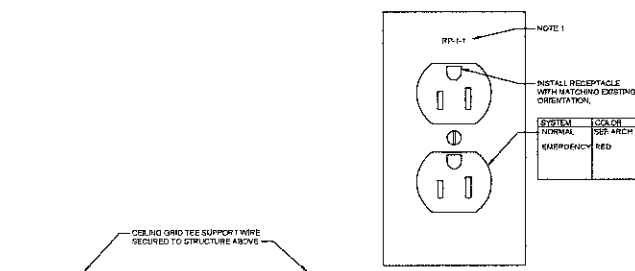
OVERCURRENT DEVICE RATING	MAX. CIRCUIT LOAD (AMPS)	CIRCUIT SIZE				ONE-WAY CIRCUIT LENGTH
		20A	30A	40A	50A	
20A	4	210	240	280	400	-
	8	105	120	140	200	-
	12	70	84	100	140	-
	16	53	63	76	107	-
30A	24	-	97	117	157	-
40A	32	-	-	79	110	178
50A	40	-	-	-	87	140
60A	48	-	-	-	-	115

CIRCUIT LENGTH TABLE. 208V 1PH (NOTES 7,8,9)

OVERCURRENT DEVICE RATING	MAX. CIRCUIT LOAD (AMPS)	CIRCUIT SIZE				ONE-WAY CIRCUIT LENGTH
		20A	30A	40A	50A	
20A	4	338	380	440	610	-
	8	169	190	220	305	-
	12	127	142	170	233	-
	16	95	107	127	175	-
30A	24	-	130	157	215	330
40A	32	-	-	120	160	240
50A	40	-	-	-	160	240
60A	48	-	-	-	-	200

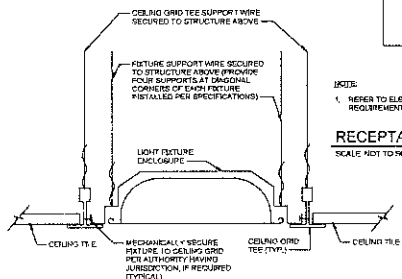
CIRCUIT LENGTH TABLE. 208V 3PH (NOTES 7,8,9)

OVERCURRENT DEVICE RATING	MAX. CIRCUIT LOAD (AMPS)	CIRCUIT SIZE				ONE-WAY CIRCUIT LENGTH
		20A	30A	40A	50A	
20A	4	400	450	510	700	-
	8	200	225	255	350	-
	12	140	157	180	245	-
	16	105	119	140	190	-
30A	24	-	120	147	200	300
40A	32	-	-	130	160	240
50A	40	-	-	-	175	270
60A	48	-	-	-	-	230



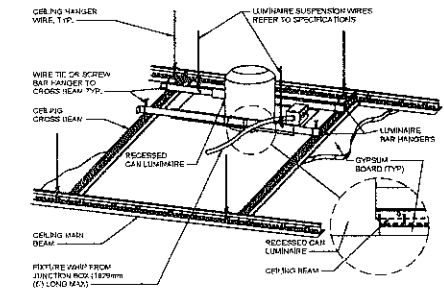
RECEPTACLE FACEPLATE

SCALE: NOT TO SCALE



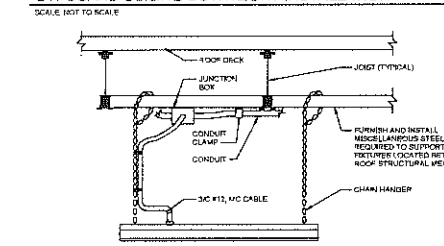
RECESSED GRID TROFFER LIGHT FIXTURE INSTALLATION

SCALE: NOT TO SCALE



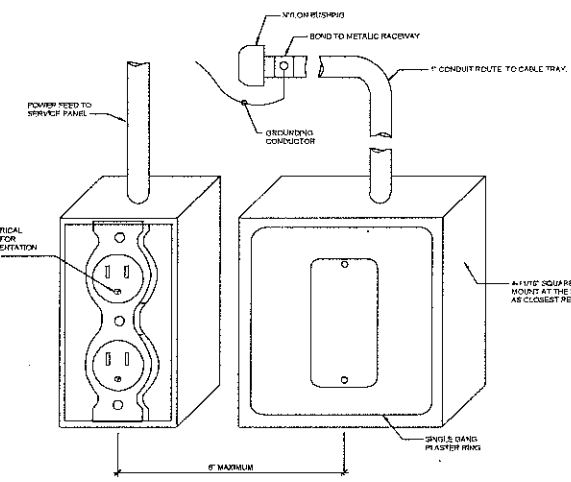
GYPSUM BOARD CEILING DOWNLIGHT INSTALLATION

SCALE: NOT TO SCALE



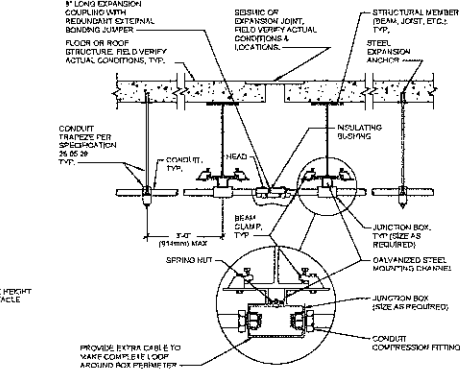
CHAIN HUNG LINEAR INDUSTRIAL LIGHT FIXTURE INSTALLATION

SCALE: NOT TO SCALE



ELECTRICAL/COMMUNICATION BACKBOX

SCALE: NOT TO SCALE



CONDUIT COUPLING EXPANSION JOINT CROSSING

SCALE: NOT TO SCALE

1/20/2024 10:45:55 AM

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**CHARTER TOWNSHIP OF OXFORD
COUNTY OF OAKLAND
STATE OF MICHIGAN**

RESOLUTION

SINGLE HAULER ORDINANCE BALLOT ADOPTION

WHEREAS, The Charter Township of Oxford currently has multiple companies collecting trash from residences on various days and times; and

WHEREAS, the Township Board of Trustees finds that it is in the best interest of the Township to seek an advisory vote as to whether it should adopt an Ordinance allowing the Township to award a residential trash collection contract to a single waste hauler to service the Township;

NOW THEREFORE BE IT RESOLVED that the Township Clerk shall place on the November 5th, 2024 ballot the following language, which is hereby approved by the Oxford Township Board of Trustees:

OXFORD TOWNSHIP SINGLE HAULER ORDINANCE ADOPTION

The Charter Township of Oxford currently has multiple companies collecting trash from residences on various days and times. To reduce road wear, improve traffic safety, and offer more economical household solid waste, recyclable, and yard waste collection, should the Township Board of Trustees adopt an ordinance granting the Township the authority to award a residential trash collection contract to service the entire Township? If approved, a five-year Contract with a single hauler is estimated at \$60.75 per quarter per household in the first year and estimated at \$71.07 per quarter per household by the fifth year of the Contract.

Yes ___

No ___

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

Curtis Wright, Township Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Charter Township of Oxford, County of Oakland, State of Michigan, at a regular meeting held on _____, and that said meeting was conducted, and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Curtis Wright, Township Clerk

Current Agenda Item

~~Treasurer~~

Website Committee

To: Oxford Twp. Board of Trustees

From: Oxford Twp. Website Committee (Trustees Rod Charles, Margie Payne and Treasurer Joseph G. Ferrari)

Date: June 20, 2024

Re: Recommendation for New Website Design Company

The Oxford Township Website Committee met several times and discussed various concepts in terms of the future of the Oxford Township website. After much discussion and deliberation, we decided to interview three (3) firms that we felt would be able to handle a complete redesign and refocus of our township website.

The three companies that were interviewed were:

STG (Shumaker Technology Group)
Revize.
Lucid Business Strategies

After much committee discussion, we have decided to recommend STG (Shumaker Technology Group). They have a lot of local government website designing experience (Addison Township, Brandon Township, Polly Ann Trailway, Michigan Townships Association (MTA) etc.) and we feel that their pricing, design structure and customer service would be more in line with our needs,

We are recommending the Platinum Package (\$4,450.00) and Optional Add-Ons of Aerial Drone Photography & Videography in the spring/summer (\$400), both on Page 15 of the proposal. We are also recommending for the Hosting & Maintenance Yearly Plan Option B: Fully Managed (\$1,250.00 per year), which is on Page 16. That part may change over time as staff becomes more familiar with the new website.

We are envisioning that each township department (supervisor, clerk, treasurer and building department) will work together on a universal layout design format and then appoint an individual departmental employee as its main contact with STG. That subgroup would meet regularly and review all content for quality, aesthetics and consistency.

There is also a 30-day money back guarantee after the new township website launches that if we are not satisfied and the issues cannot be resolved within ten (10) days, we will not have to pay anything.

If the board is in favor of proceeding, the following motion has been prepared for your consideration:

Moved by: _____

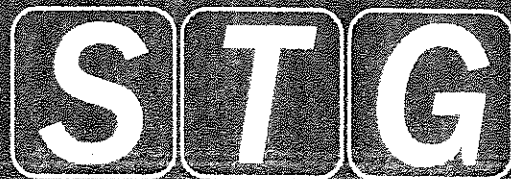
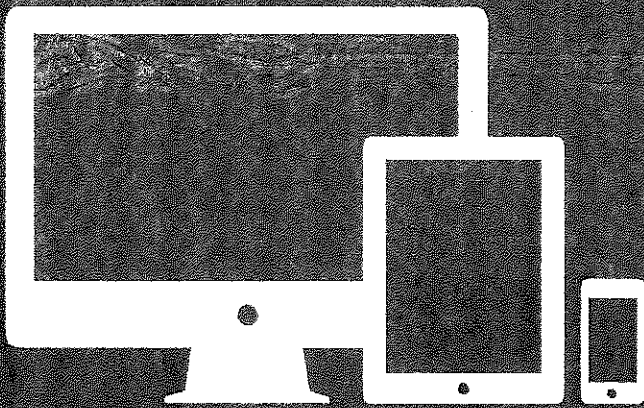
Seconded by: _____

That the Oxford Township Board of Trustees formally approves the new Oxford Township website design with STG (Shumaker Technology Group). We will purchase the Platinum Package (\$4,450.00) and Optional Add-Ons of Aerial Drone Photography & Videography in the spring/summer (\$400), both on Page 15 of the proposal. We will also purchase for the Hosting & Maintenance Yearly Plan Option B: Fully Managed (\$1,250.00 per year), which is on Page 16. These funds are to be expensed to General Fund Account Number 101-267-962.011.

Oxford Township
May 23, 2024
Website Development

PROPOSAL

Website Development



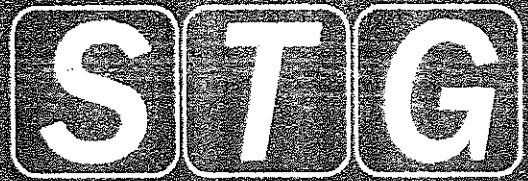


TABLE OF CONTENTS

INTRODUCTION

Project Summary	3
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SHUMAKER TECHNOLOGY GROUP

Company Profile	5
Core Values	6
Company Leadership	7
Company Structure	8

SERVICE CAPABILITIES

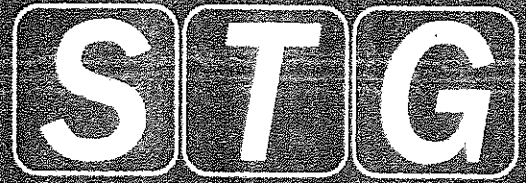
Website Portfolio Sample	9
Municipal Focus	10
Municipal Clients Map	11
Testimonials	12

PRICING

Pricing	14
Payment Structure	17

PROJECT INFORMATION

Project Timeline: Overview	18
Project Timeline	19
Terms and Conditions	20



PROJECT SUMMARY

On behalf of everyone at the Shumaker Technology Group, we thank you for considering us in your Website efforts. We are pleased to submit a proposal for Oxford Township's new Website.

A Website serves as the face of your township. It is our goal to design a new Website that is as unique as your community and engages residents as well as directs them with ease to the information they seek. This project proposal will highlight our vision for how to redesign Oxford Township's Website.

SCOPE OF WORK

The Shumaker Technology Group (STG) will work with Oxford Township to develop a custom Website that reflects the factors that make Oxford unique.

The Website will be developed in the widely popular WordPress Content Management System (CMS) and will be developed using responsive (mobile-friendly) techniques.

During the initial site setup, STG will create the various pages and populate them with content according to the chosen custom website package. Any relevant content desired on the site such as meeting minutes, agendas, and announcements will be migrated from Oxford Township's old site. After the initial setup, more pages may be added using the CMS.

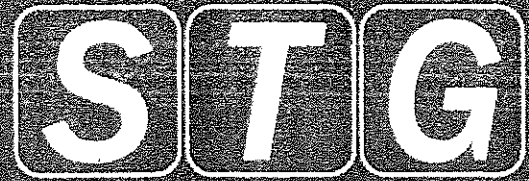
While the Americans with Disabilities Act (ADA) doesn't specifically reference Website accessibility, numerous recent court cases overwhelmingly suggest that Website accessibility is required under the law. At Shumaker Group, we strive to abide by these guidelines without sacrificing Website quality.

MEETINGS AND TRAINING

STG offers clients a pre-development meeting to make sure we fully understand your needs and desires, as well as a post-development meeting to make sure we have accomplished your goals. These meetings will either take place via webinar conference.

We understand that building an amazing Website is really just the first step on your successful Website journey. What's more important is to make sure that the Website stays up-to-date, relevant, and useful. In order to do that, it's our job to make sure you have the tools, the knowledge, and the training to successfully maintain your Website. For some of our clients, that may mean our full maintenance package so that we can worry about the Website while you do what you do best.

All STG Websites come with an initial training session to make sure you are comfortable with your new Website. This is usually conducted via Webinar which offers a number of advantages including



PROJECT SUMMARY

the fact that not all participants have to be in the same location and both the screen and the audio can easily be recorded either to share with someone who couldn't make the training, or to have to refer back to in the future.

Even with the initial training, we understand that questions are likely to arise after you start working on the site. We also include 2-hours of remote support with all STG Websites. If you encounter any issues, a qualified Web Developer will connect to your computer via a remote meeting tool and guide you through the process.

DELIVERABLES

Upon acceptance of our proposal, STG's graphic design team will consult with Oxford on township branding guidelines and design preferences. We will be happy to revise the design to ensure that you are perfectly happy with your new Website.

Once a design has been approved by the township, STG will begin programming the Website and adding content to it.

Depending on how quickly we receive the information and approvals needed from the township, it generally takes anywhere from 6-12 weeks to complete a typical township Website.

COMPANY PROFILE

30+

years of combined
Website
development
experience

300+

clients around the
country from a
diverse range of
sizes and industries

15+

years of continuous
business serving a
diverse and growing
client base

HISTORY AND BACKGROUND

In 2001, when Kyle Shumaker was still in high school, he built his first client Website. From there, Kyle continued to take on more projects, and the projects continued to grow. The Shumaker Technology Group was officially founded in 2007 and has grown to house a whole team of programmers, designers, and marketers.

Our range of specialties and services (now including Website development, document management, mobile app development, graphic design, and more) allow us to provide clients from Lansing, Michigan to Anchorage, Alaska with comprehensive technology solutions. For more information, visit us online at www.stgmunicipal.com.

CONTACT

ADDRESS



3721 W. Michigan Ave., Suite 103
Lansing, Michigan 48917

EMAIL



info@stgmunicipal.com

PHONE

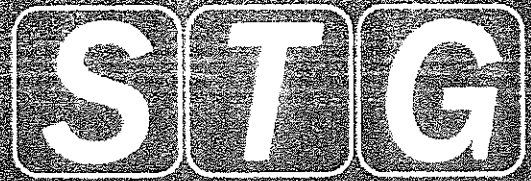


(517) 325-3121

WEBSITE



www.stgmunicipal.com



CORE VALUES

PROFESSIONALISM

Creating a spectacular Website requires various skill sets. The process generally starts with a good graphic designer putting together the look and feel of your Website and having a good marketing professional review your content. Once that's complete the front-end developer takes the design and makes it into an actual Website while the back-end developer makes sure that any necessary functionality is implemented and works well. In the end, everything needs to be tested to make sure that it works. At STG, we hire people with each of these skill sets in order to make sure all of these specialties are available to every client. Further, while there is little to no licensing regulation in the Web Development field, STG hires highly qualified individuals that not only have degrees in their respective fields, but also recognize the value of continuing education and industry certifications.

FLEXIBILITY

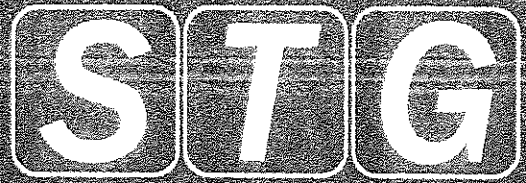
Whether you need a full service firm to manage every aspect of your Website, or only want a little bit of help getting started, STG is always here for you. Some of our clients prefer to engage us to design or re-design their site and will then want to maintain and update it themselves. Other clients prefer to let us handle all aspects of their Website so that they can focus on what they do best. We're happy with whatever arrangement works best for you.

RELIABILITY

At STG, we understand that your Website needs to be up and it needs to work correctly and we are committed to doing everything humanly possible to make sure that happens. We have been around and serving clients since 2002. In fact, we're still working with many of our original clients. We also invest significantly into our hosting and monitoring infrastructure to ensure that if problems do arise, we are alerted to them right away and hopefully able to fix them before you or your client's even notice. If you're in the greater Lansing area, we invite you to visit our offices and meet with the team that is developing your Website.

AFFORDABILITY

We at STG believe that everyone deserves an extraordinary Website. As a small business ourselves, we also understand that not everyone has an extraordinary Web or Marketing budget. The volume of sites that we do, combined with the fact that we have in-house project managers, developers, and graphic designers helps us to keep our prices affordable while still providing each client with a great custom Website.

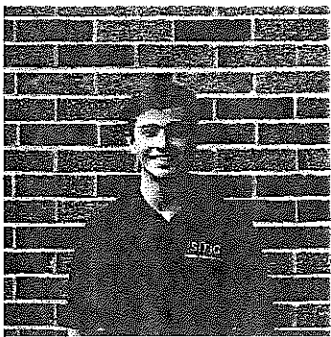


COMPANY LEADERSHIP



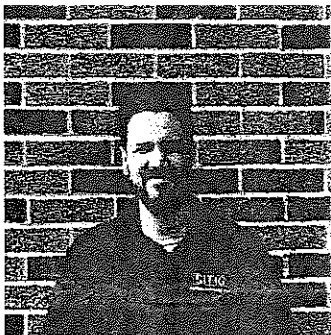
KYLE SHUMAKER | PRESIDENT

Kyle built his first freelance Website as a high school student and continued doing freelance Website Development throughout high school and while attending Michigan State University to study Computer Science. Kyle officially founded Shumaker Technology Group in 2007 and has helped to design, build, and manage hundreds of Websites for both public and private sector entities.



A.J. SKIDMORE | WEB DEVELOPMENT

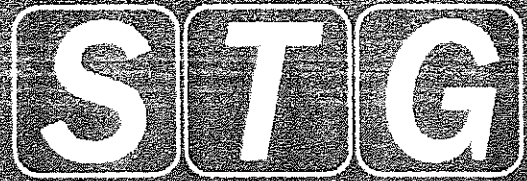
A.J. is a Web Developer at the Shumaker Technology Group. In this role, he develops websites and web applications, while utilizing his creative background to help design them. A.J. started off as an intern with a small amount of experience in creating websites, but now has an arsenal of tools to effectively create websites and contribute to the STG team. A.J.'s Degree in Experience Architecture from Michigan State University gives him a thorough background in User Experience Design which informs the way he approaches each challenge at STG.



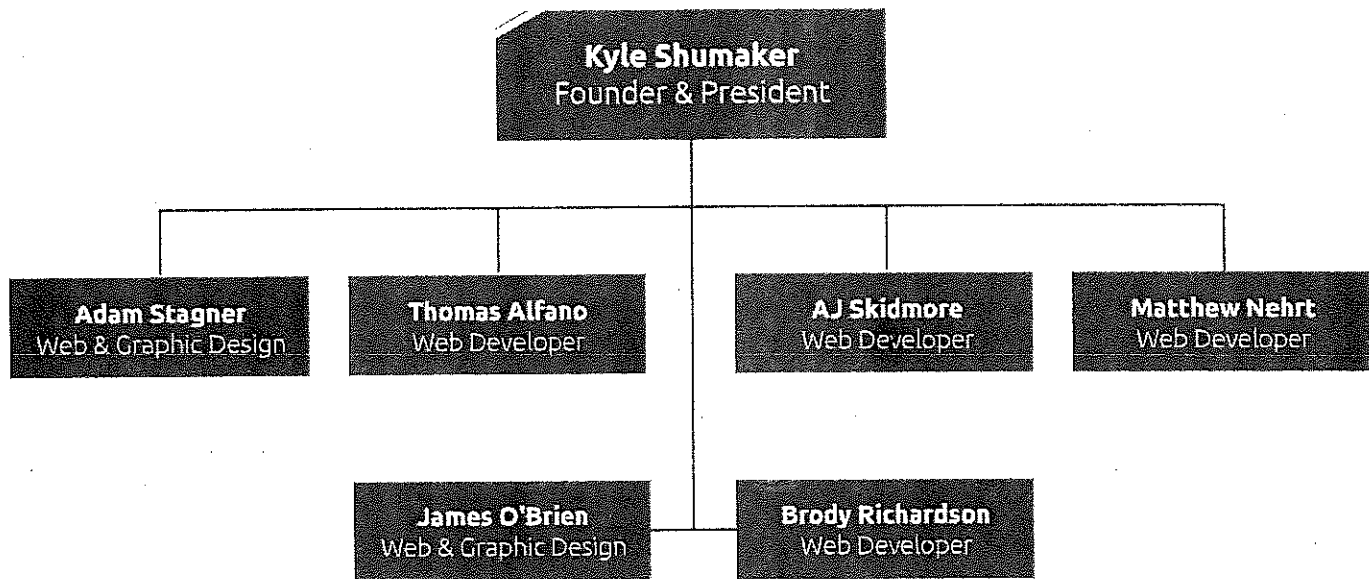
JAMES O'BRIEN | LEAD DESIGNER

For the past eight years, James has worked at building an extensive skillset of design knowledge, conceptualizing and executing a variety of collegiate and real world projects. Most recently, he has taken those talents to the ranks of the Shumaker Technology Group where he works as the company's Graphic Designer. With this opportunity James has developed a comprehensive portfolio of private and public sector work and continues to expand his design prowess into the graphic, video and UI/UX design fields. James enjoys playing games, watching movies and

listening to music in his free time.

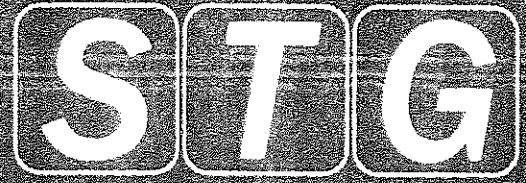


COMPANY STRUCTURE

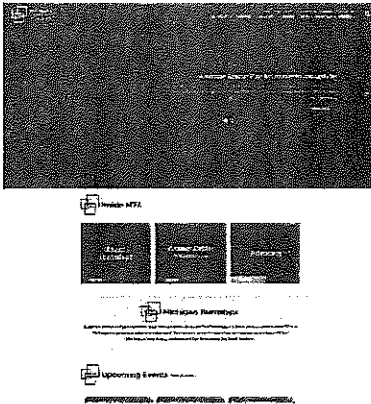


We're a small team, but we're a team of experts. Each member of the Shumaker Technology Group team is trained and experienced in their own field, ensuring that each aspect of your Website is designed with utmost care and skill.

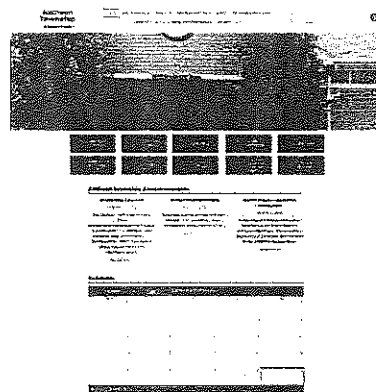
Working with a small team also means we're easy to communicate with. No account manager keeping you from talking to management, no middleman shielding the graphic designer. We keep our team small and transparent to ensure the highest possible level of customer service.



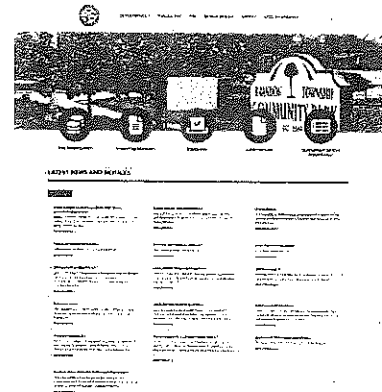
WEBSITE PORTFOLIO SAMPLE



Michigan Township's Association
www.michigantownships.org



Addison Township
www.addisontwp.org



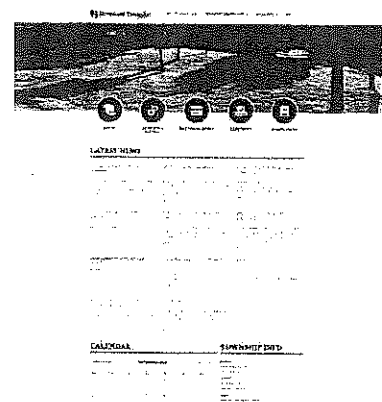
Brandon Township
www.brandontownship.us



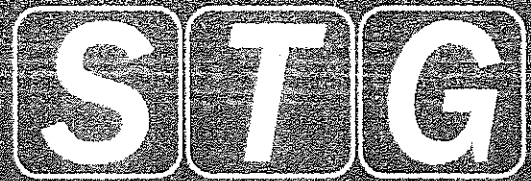
City of Wayland
www.cityofwayland.org



Polly Ann Trailway
www.pollyanntail.org



Groveland Township
www.grovelandmi.gov



MUNICIPAL FOCUS

The Shumaker Technology Group has extensive experience helping municipalities with their Website Development and Document Management needs. We are a Business Partner of the Michigan Association of Township Supervisors (MATS). We are a vendor/attendee at most Michigan Township Association (MTA) and Michigan Association of Municipal Clerks (MAMC) events.

We also believe in being active in our community. We are a Lansing, Michigan based company and are members of the Lansing Regional Chamber of Commerce, Mason Chamber of Commerce, Holt Business Alliance, and more. STG President Kyle Shumaker currently serves as the Vice President of Local First Mid-Michigan and is on the leadership team for the Business Networking International Okemos Networkers Chapter.



We pride ourselves on our diversity of in-house talent, with back-end programmers and database engineers, front-end web designers, graphic designers, and marketing professionals. For over half of our 15+ years in business we have been serving municipalities, and we look forward to the opportunity to serve yours!

REFERENCES

Charter Township of Comstock
Scott Hess, Superintendent
superintendent@comstockmi.gov

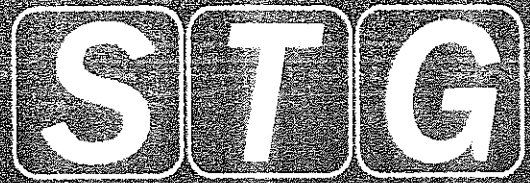
Central Lake Township
Just Kosloski, Clerk
clerk@centrallaketownship.com

Leslie Township
Sherry Feazel, Clerk
SFeazel@leslietownship.org

Morton Township
Yulanda "Yo" Bellingar, Trustee
trustee3@mortontownship.org

Lincoln Charter Township
Stacy Loar-Porter, Clerk
sloar-porter@lctberrien.org

Eureka Charter Township
Linda Ruwersma, Clerk
eureka.clerk@yahoo.com



TESTIMONIALS



I personally wanted to thank you for a WONDERFUL job on the Morton Township Website. It looks terrific, and I have heard many rave reviews of how nice looking it is and its ease of navigation. We are all proud of the work that you have done for us. Great job.

It has been a real pleasure working with your team. Thank you so much for making us stress free and successful!

Ann McFeggan, PMP *Morton Township*

www.mortontownship.org



I really appreciate all your help. Thank you for adding all the dates to the calendar also. You make my job much easier and go beyond what we expected. We are so happy we have your company and you supporting the Website.

Karon Hoffman, Supervisor *Clement Township*

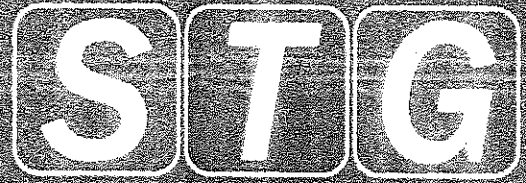
www.clementtwp.org



It is folks like you who make being in business for the past 40 years such a pleasure! You have enabled us to grow and encouraged us to be the best printer in town and for that we are deeply grateful.

Missey Trudell *Paper Image*

www.paperimage.com



TESTIMONIALS



Kyle has gone above and beyond to get to know our organization and understand our needs!

Nicole S. Baumer *Tri-County Regional Planning Commission*

www.mitcrpc.org

I just wanted you to know how much we are enjoying our website. The fact that I can add and remove items with such ease is a huge blessing. And your training covered everything so very well. I am glad that you are a part of our team. "Thank you" is not enough to express my appreciation for all of your hard work and dedication to our project.

Nancy Davis *Grayling Charter Township*

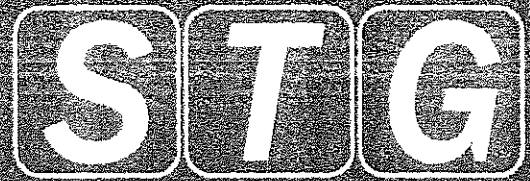
www.twp.grayling.mi.us

Working with the entire STG team on our entire Website over haul was amazing! Great attention to detail, timely service and top-notch communication. Kyle took the time to help us set up the most efficient hosting and email system and then knocked it out of the park with the Website design and function.

Sara Reedy *Hoffman Photography*

www.1picturelady.com





PRICING

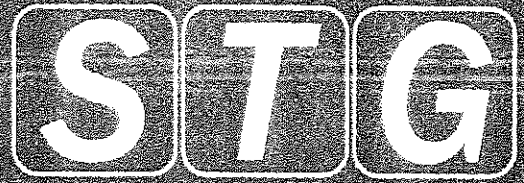
SETUP & DESIGN ONE-TIME COST

SILVER PACKAGE \$2,750

- Custom, mobile-friendly Website with content management system
- Pre-development and post-development meetings and training sessions
- Up to 30 pages and 250 linked documents (PDF, DOC, etc.) of migrated or inserted content
- 5 PDF/Digital Form Conversion
- Enhanced security including SSL encryption and CAPTCHA anti-spam feature
- Assistance with change from .org to .gov (if desired)
- Google Analytics and Google Search Console integration
- Search feature
- Calendar of events

GOLD PACKAGE \$3,450

- Fully custom, mobile-friendly Website with content management system
- Pre-development and post-development meetings and training sessions
- Up to 50 pages and 500 linked documents (PDF, DOC, etc.) of migrated or inserted content
- 10 PDF/Digital Form Conversion
- Enhanced security including SSL encryption and CAPTCHA anti-spam feature
- Google Analytics and Google Search Console integration
- Assistance with change from .org to .gov (if desired)
- Fillable PDFs and digitally-submittable electronic forms
- Search feature
- Website designed with attention to ADA compliance guidelines
- Calendar of events



PRICING

PLATINUM PACKAGE.....\$4,450

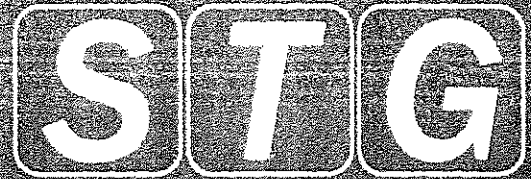
- Fully custom, mobile-friendly Website with content management system
- Pre-development and post-development meetings and training sessions
- Up to 75 pages and 800 linked documents (PDF, DOC, etc.) of migrated or inserted content
- 15 PDF/Digital Form Conversion
- Enhanced security including SSL encryption and CAPTCHA anti-spam feature
- Google Analytics and Google Search Console integration
- Assistance with change from .org to .gov (if desired)
- Fillable PDFs and digitally-submittable electronic forms
- Search feature
- Logo development
- Website designed with attention to ADA compliance guidelines
- Aerial drone video tour of a municipal park or amenity (Included in package)
- Email newsletter template setup
- Design refresh/modernization any time after the Website reaches 3 years old

OPTIONAL ADD-ONS

AERIAL DRONE PHOTOGRAPHY & VIDEOGRAPHY.....\$400

Show off your community from a new perspective with engaging photos captured from our aerial drone.

Is Spring / Summer



PRICING

HOSTING & MAINTENANCE YEARLY COST

OPTION A: SUPPORTED \$750/YEAR

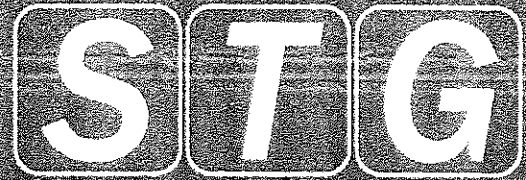
STG will host and back up the site as well as provide ongoing technical support and training to equip you with the skills you need to update your website effectively at your convenience.

OPTION B: FULLY MANAGED \$1,250/YEAR

When you go with a Fully Managed Website from STG, we'll handle all the day-to-day upkeep of your Website for a fixed annual rate, so you don't have to worry about doing it yourself or having varying costs for updates and support.

With the Fully Managed plan, STG will be responsible for:

- Adding, updating, or removing content from your site based on your requests. For example, adding meeting minutes or updating the calendar of events.
- Creating new pages with content that you provide
- Installing updates to the Website platform / content management system
- Restoring site backups should anything go wrong
- Providing you with on-going support and training in case you wish to make any changes yourself



PAYMENT OPTION

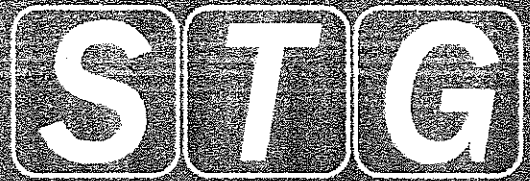
YEAR 1

- Upon signing contract N/A
- Upon site launch N/A
- Within 30 days of site launch..... FULL AMOUNT

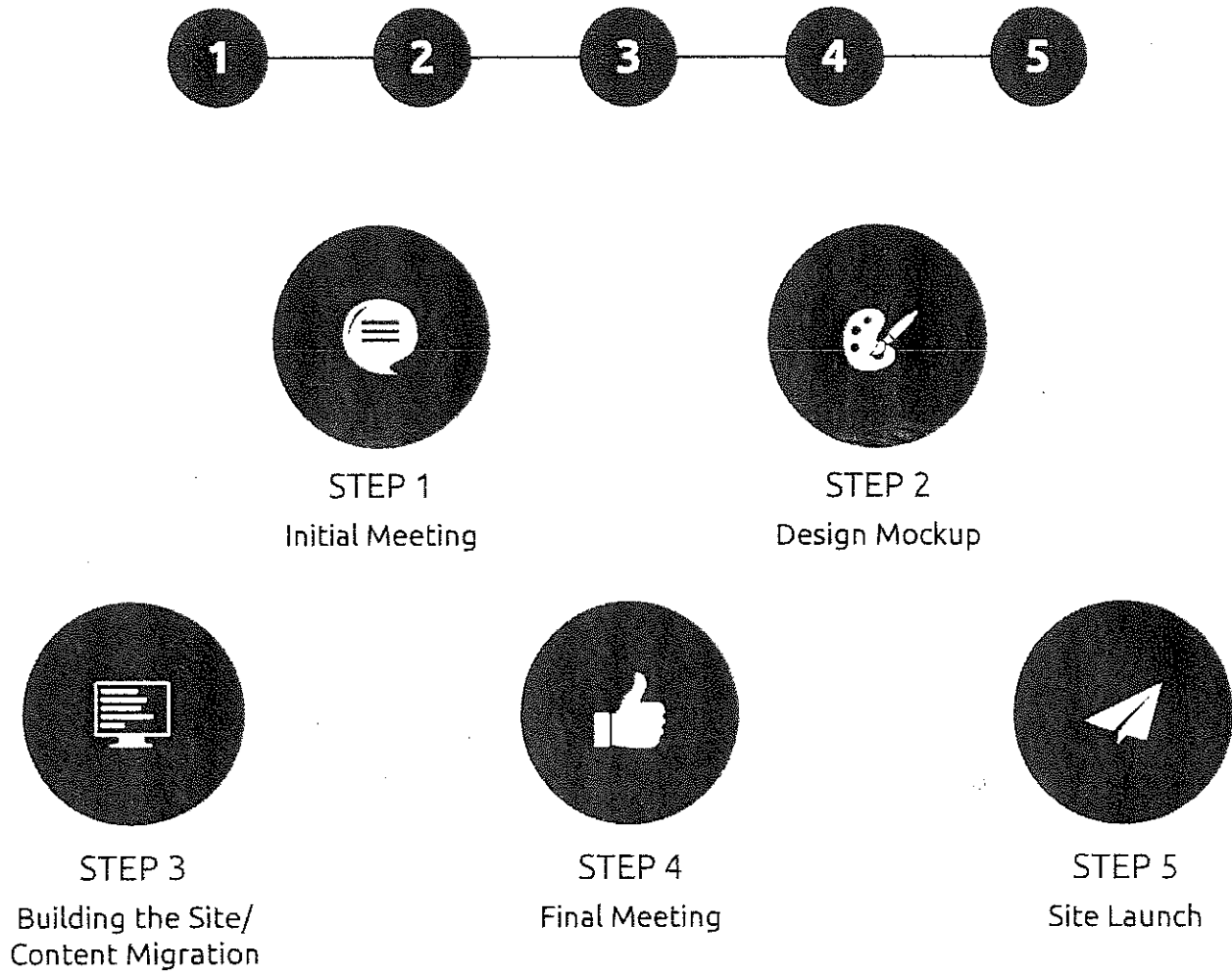
CHANGE VS. CORRECTION

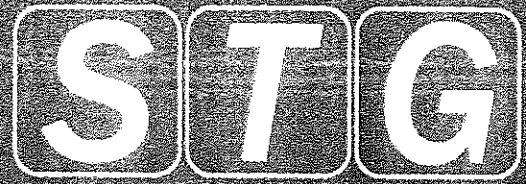
At STG we do our best to be completely transparent about pricing, because you, the client, come first. However, if there is an instance where a change in pricing will occur, and for the sake of transparency, we would like to highlight this instance. We refer to it as the principle of change vs. correction; a correction meaning when we fix something that STG got wrong, versus a change which encompasses a client changing their mind in a major way. For example, if a client approves a mockup, layout, and design of a site, and then changes their mind halfway through the process, this would be considered a change. If STG miscodes the Website, or uses the wrong content, this would be considered a correction. A change is not minor design and presentation issues; it is a significant change post-final approval on an aspect of the site.

STG would charge extra for a change, and here is why: when the initial decision is made by the client on approval for a design, our developers jump into the project feet first. There are numerous hours spent on labor and intricacies of the project that cannot be recouped, and in essence, that time is wasted. This is not to say minor changes will not occur; this is not meant to nickel and dime our clients, but rather as a protection for us as a company if a major design overhaul has to occur within the middle of a project. Minor changes and corrections will of course be made at no extra charge to the client during the design phase or while your site is under a maintenance agreement. In the unlikely event that an increase in cost occurs, it will be brought to you for approval in advance.



PROJECT TIMELINE: OVERVIEW





PROJECT TIMELINE



PROJECT TIMELINE

Generally 6–12 weeks depending on client responsiveness and input

STEP 1: INITIAL MEETING

- Project Goals
- Project Timeline/Deadlines
- Design Preferences

STEP 2: DESIGN MOCKUP

- STG Design team crafts a personalized vision of the site for your approval

STEP 3: BUILDING THE SITE/CONTENT MIGRATION

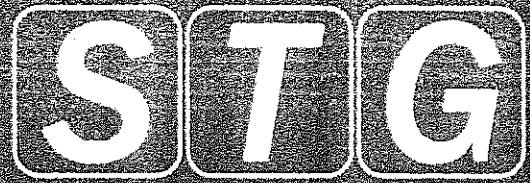
- STG development team begins to program custom Website tailored to your goals and design preferences

STEP 4: FINAL MEETING

- STG meets with you to preview and test the custom Website prior to launch

STEP 5: SITE LAUNCH

- New site becomes available to the general public
- Post-launch testing done by you and STG



TERMS AND CONDITIONS

- Payment in full is expected within 30 days of the final site launch.
- We guarantee your complete satisfaction. If at any point (prior to 30 days after the launch of the site) you aren't happy with our work, you can cancel and owe nothing.
- In order to meet our delivery milestones, it is important that the client be engaged in the process and provide timely feedback when requested. While we understand that everyone gets busy, if significant delays occur while waiting for client feedback, the delivery dates may be pushed back.

Kyle Deborah Nebraska (Fair Township) Brody went above and beyond!! Thank you!!

Kyle

Great job Brody!

👍 1

Kyle 06/21/2024 10:58 PM

@BrodyR I just talked to Kim from the Montcalm County Road Association and she mentioned you did a great job on our Website.

👍 1

Kyle 06/21/2024 11:17 PM

Theresa Scott (Schoolcraft Township) for @Adam Stagner "Work done exactly to my specifications and done very promptly! Thank you!!!"

Stacey (Hopkins Township) for @BrodyR "Thank you Brody! You're the best!"

Kyle 06/21/2024 11:47 PM

Brian Cook (Higgins Lake Utilities Authority) for @James O'Brien "I am very happy with the design of the new website, and the Board and users are going to be very happy with it too."

Kyle Brian Cook (Higgins Lake Utilities Authority) for @James O'Brien "I am very happy with the design of the new website, and the Board and users are going to be very happy with it too."

Kyle 06/21/2024 11:28 PM

Great job James. Thanks for the quick turnaround.

👍 1

May 22, 2024

Kyle 06/21/2024 11:25 PM

Michelle Valuet (Kearney Township) for @A.J. Skidmore "Excellent and extremely prompt service."

Kyle 06/21/2024 10:00 PM

Deborah Beukema (Clark Township) for @Adam Stagner "Thanks for being so prompt in posting to our website."

😊 1

May 23, 2024

Kyle Today 04:28 PM

Deborah Beukema (Clark Township) for @TomAlfano "Great job!"

Melena Potter (LSEA) for @Matthew Nehrt "Thanks for the quick turn around!!"

Sheri Wilkerson (Village of Goodrich) for @TomAlfano "Perfection as usual! Thank you!"

Sherry Richmond (Vergennes Township) for @Matthew Nehrt "Wow, that was so fast. What great service. Thank you very much!"

Theresa Scott (Schoolcraft Township) for @TomAlfano "Work done very promptly and exactly as I requested!! Thank you!!!"

Date: July 10, 2024

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: Cedar-Long-Tan Lakes Special Assessment District

Dear Board Members:

The Cedar, Long, and Tan Lakes Special Assessment District (“SAD”) will be expiring at the end of 2024.

Petitions have been circulated and forwarded to the Oxford Township Clerk’s Office to proceed with a new ten (10) year SAD. Petition signatures have been verified through the Clerk’s office. It appears that property owners with over 50% of the land area have signed to proceed with the SAD for aquatic weed control. A \$3,000.00 initial deposit has been received to begin the process to create the SAD.

Enclosed are the following documents for your review:

- Basic Steps to Create Special Assessment Districts.
- A map showing the affected properties abutting Cedar Lake, Long Lake, and Tan Lake with highlighted lots of property owners who have signed petitions in favor to proceed with the SAD.

The first step in the process for the Township Board is to authorize the SAD improvement plan and the cost estimate.

The following motion is offered to continue the SAD process:

I move to authorize Sharpe Engineering to determine the boundary area and the cost estimate for the purpose of creating a Special Assessment District to eradicate weeds in Cedar Lake, Long Lake, and Tan Lake.



CHARTER TOWNSHIP OF OXFORD

300 Dunlap Road • Oxford, Michigan 48371

Phone: (248) 628-9787 • Fax: (248) 628-8139

www.oxfordtownship.org

Basic Steps to Create Special Assessment Districts

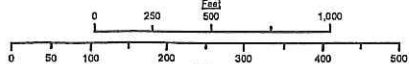
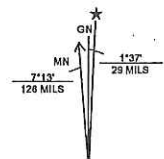
1. Applicant obtains Special Assessment District petition from the Oxford Township Office.
2. Applicant circulates petitions and returns signed petitions to Supervisor's office.
3. After verification of the petitions, an Application Fee that will cover any township costs shall be established. This fee, which shall be \$3,000.00, will be deposited into the Oxford Township Trust and Agency Account to pay for all township direct and indirect costs associated with establishing the Special Assessment District. Any costs over the established fee shall also be the responsibility of the applicant as well. If any funds remain after the Special Assessment District has been established, they shall be returned to the applicant.
4. The Oxford Township Board will then, after the payment of the required fee(s) authorize the improvement plan, determination of the Special Assessment District and cost estimate by the Township Engineer.
5. After receipt of the improvement plan and determination of the Special Assessment District and cost estimate from the Township Engineer, the Township Board may, by Resolution declare their intent to make the improvements, designate district boundaries and set a public hearing to hear objections to the petition, improvement and / or district. The original Application Fee and other Special Assessment District project costs shall be added to the cost estimate as well.
6. Township Board holds a public hearing. After the public hearing, the Township Board may, by resolution, approve the improvement, approve the plans and the cost estimate, approve the petition, approve the district boundaries, determine the term or length of time for the Special Assessment District, and authorize preparation of the special assessment Roll.
7. After the Township Board receives the proposed special assessment Roll, it shall set a public hearing for the sole purpose of hearing objections to the special assessment amounts.
8. After the public hearing is held, the Township Board may reject or confirm the special assessment Roll.

From start to finish, a Special Assessment District can take up to six (6) months or more to process.



Oxford Township Map Book
 Oakland County, Michigan

Section
28



MABAS 3201 - 8.5x11 Township Section Map Book
 Map created by the Oxford Fire Department
 *This map is intended for reference purposes ONLY.
 *The Charter Township of Independence does not guarantee the accuracy of the information and disclaims all liability from all claims, suits, demands, and judgements arising from the use of this information.
 *All rights reserved

20	21	22
29	28	27
32	33	34

Datum = NAD 1983
 Data Provided By: OCIT

UTM Grid and 2011 Magnetic North
 Declination At Center of Sheet

Adjoining Township Sections

Export Date: 3/7/2017
 Export Time: 3:55:17 PM

Date: July 10, 2024

To: Board of Trustees

From: Tim London, Building Official

Re: MS4 Stormwater Permit Agreement Extension

Dear Board Members:

The Stormwater Education for MS4 Stormwater Permit Agreement for Services with the Clinton River Watershed Council is expiring September 30, 2024.

Attached is:

- Contract Extension to be approved;
- A letter from the Clinton River Watershed Council explaining the services provided; and
- A copy of the expiring Agreement for Services

The following motion is offered for consideration:

I move to approve the Contract Extension Agreement between the Clinton River Watershed Council and the Charter Township of Oxford for Services for Stormwater Education for MS4 Stormwater Permit for the period beginning October 1, 2024 and expiring September 30, 2025 in the amount of \$2,170.00 and authorize Supervisor Jack Curtis to sign the Agreement on behalf of the Charter Township of Oxford. This \$2,170.00 amount shall be expensed to Account 101-447-821.004 Engineering - Storm Water Management.

**CONTRACT EXTENSION AGREEMENT
BETWEEN
CLINTON RIVER WATERSHED COUNCIL
AND
Charter Township of Oxford**

THIS AGREEMENT, made and entered into on this ____ day of _____, 2024, by and between CLINTON RIVER WATERSHED COUNCIL (hereinafter "Contractor") and Charter Township of Oxford (hereinafter "Client").

WHEREAS, Contractor and Client are parties to an **Agreement for Services ("AFS")**, which was set to expire by its terms on **September 30, 2024**;

WHEREAS, under the AFS, the Contractor provides public education services to the Client relevant to stormwater and the Clinton River watershed; and

WHEREAS, the parties mutually extended the AFS through **September 30, 2025** with the following modifications contained herein.

NOW, THEREFORE, the parties agree as follows:

1. The Contractor shall be paid **\$2170** in conjunction with the previous Scope of Services and adhere to all prior determined payment terms and conditions.

2. The AFS shall be extended through **September 30, 2025**.

IN WITNESS WHEREOF, the Contractor and the Client execute this Contract Extension as of the date set forth in this Contract.

CLIENT

**CLINTON RIVER
WATERSHED COUNCIL**

Name:

Jennifer Hill

Title:

Executive Director



PROTECT.
ENHANCE.
CELEBRATE.

June 21st, 2024

Tim London, Building/Zoning Administrator
Charter Township of Oxford
300 Dunlap Rd.
Oxford, MI, 48371

Dear Tim London,

Thank you for your community’s continued participation in the Clinton River Watershed Council’s Stormwater Education Program. For over 20 years, CRWC’s Stormwater Education Program has provided community programming focused on assisting local government members in meeting the requirements of the National Pollutant Discharge Elimination System (NPDES) stormwater regulations.

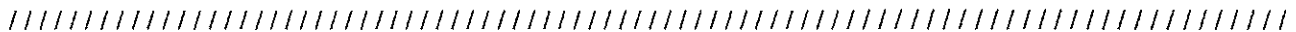
We are writing to provide you with an update on the program and contract timing through CRWC. We here at CRWC want to ensure the Stormwater Education Program is continuing to meet the needs of communities while adhering to the State of Michigan’s requirements for the watershed-wide Public Education Plan. With this in mind, CRWC will take the remainder of 2024 to gather feedback from communities and stormwater representatives that will be utilized to refresh and update the program where needed. As part of this analysis, CRWC will also assess the costs associated with delivering these important services to inform the next contract cycle.

As a result of this analysis, CRWC will provide an updated contract and menu of services for review in the winter of 2025 with the new five (5) year contract period to start October 1, 2025.

Currently, your contract term for the Stormwater Education Program expires September 30, 2024. CRWC is offering a one (1) year extension to the current contract which would span October 1, 2024 through September 30, 2025. In order to keep pace with inflation, we have increased our fees by 5% in the extension.

The program will continue to offer high quality educational services:

- Stormwater Education presentations and workshops
- Stream Leaders k-12 educational program
- Adopt-A-Stream citizen science and stewardship program
- RiverSafe LakeSafe homeowner education program
- Keeping It Clean – Weekly Clean and Clinton Cleanup
- Placemaking and GI implementation through our WaterTowns™ initiative
- Fact sheets, articles, brochures, tip cards, dog waste bags, and more.





PROTECT.
ENHANCE.
CELEBRATE.

We have attached the 1-year contract extension for the Stormwater Education Program for your review.
Please review the Contract Extension at your earliest convenience.

Signed extensions must be returned to CRWC no later than Friday August 30th, 2024.
CRWC will invoice current clients for the upcoming contract period beginning the week of July 15th.

Extensions may be emailed to CRWC at contact@crwc.org or mailed to:

Clinton River Watershed Council
ATTN Kaleigh Snoddy
1115 West Avon Road
Rochester Hills, MI 48309

If you should have questions, we are more than happy to schedule a time with you to discuss via phone or can be reached via email at jennifer@crwc.org or kaleigh@crwc.org.

We look forward to continuing to work with municipalities, school districts, and educational institutions to educate the public about their role in preventing stormwater pollution in the Clinton River watershed and Lake St. Clair.

Thank you for the continued opportunity to serve your community.

Sincerely,

Jennifer Hill
Executive Director

Kaleigh Snoddy
Education & Stewardship Manager

CC: tlondon@oxfordtownship.org



AGREEMENT FOR SERVICES
Stormwater Education for MS4 Stormwater Permit

THIS AGREEMENT entered into on this day, 9/24/19, 2019 by the Charter Township of Oxford, hereinafter referred to as the "Client," and the Clinton River Watershed Council, hereinafter referred to as the "Contractor".

WHEREAS, the Client desires to engage the Contractor to provide public education services relevant to stormwater and the Clinton River watershed. Services include, but are not limited to stormwater, watersheds, watershed management, water conservation and usage, stormwater pollution, and water quality. Said services will fulfill the client's National Pollution Discharge Elimination System (NPDES) Stormwater Permit requirements for its Public Education Plan (PEP).

NOW, THEREFORE, in consideration of the foregoing, and of the mutual agreement hereinafter set forth, the parties hereby do agree for themselves and their respective successors and assigns as follows:

SECTION 1.0

EDUCATION SERVICES

The Contractor agrees to provide Client with Stormwater Public Education Services. Said services will fulfill MS4 Permit requirements (See PEP Narrative and Appendices).

SECTION 2.0

PAYMENT FOR SERVICES

- 2.1 **Clinton River Watershed Council Membership Dues** - Clients are required to become and/or maintain a current membership of the Clinton River Watershed Council over the period of the contract and pay annual membership dues in addition to the annual contract fee. Dues will be billed separately.
- 2.2 **Scope of Services** - In conjunction with the Scope of Services set forth in the PEP Narrative and Appendix A, the Contractor shall be paid the following:

FY 2020 (Oct. 1, 2019 - Sept. 30, 2020) - A lump sum not to exceed \$ 1890
FY 2021 (Oct. 1, 2020 - Sept. 30, 2021) - A lump sum not to exceed \$ 1930
FY 2022 (Oct. 1, 2021 - Sept. 30, 2022) - A lump sum not to exceed \$ 1970
FY 2023 (Oct. 1, 2022 - Sept. 30, 2023) - A lump sum not to exceed \$ 2010
FY 2024 (Oct. 1, 2023 - Sept. 30, 2024) - A lump sum not to exceed \$ 2060

For consecutive contract years, annual fees will increase a minimum of 2% per year. In all cases the fee will be rounded up to the nearest \$10 increment.

In the event there are changes to permit requirements that impact the level of service outlined in this contract, the contractor reserves the right to adjust fees to reflect these changes.

- 2.3 **Terms of Payment** - Compensation shall be paid in advance of work performed over the term of the contract. Invoices shall be paid within thirty (30) days after receipt of invoice by the Client.

SECTION 3.0

REPRESENTATION

It is understood and agreed that the Contractor's Executive Director will represent the Contractor in all matters pertaining to this agreement. The Contractor may employ additional personnel to assist in the execution of matters pertaining to this contract.

SECTION 4.0

OWNERSHIP OF MATERIALS

All materials prepared by the Contractor under this Agreement may be used by the Client for the purpose of providing public education services to the Client's residents. Said materials may be reproduced, distributed, and/or revised by the Client without permission from the Contractor. However, the Contractor appreciates acknowledgement for creation of original materials. The Contractor shall retain ownership of the original materials and reserves the right to reproduce, distribute, and/or revise the materials for other purposes deemed relevant by the Contractor.

SECTION 5.0

LIMITATION OF LIABILITY

The Contractor agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from damages and losses arising from the negligent acts, errors or omissions of the Contractor in the performance of professional services under this Agreement, to the extent that the Contractor is responsible for such damages and losses on a comparative basis of fault and responsibility between the Contractor and the Client. The Contractor is not obligated to indemnify the Client for the Client's own negligence.

SECTION 6.0

TERMS OF AGREEMENT

The term of this Agreement shall begin October 1, 2019 and shall continue for a period of five (5) years ending September 30, 2024. Should the client choose to lengthen the agreement a written and signed notice must be sent to: Executive Director CRWC 1115 W. Avon Rd Rochester Hills MI 48309.

The Agreement may be terminated by either the Client or Contractor individually or jointly upon ninety (90) days written notice. Client notice to be sent to: Executive Director CRWC 1115 W. Avon Rd Rochester Hills MI 48309. Termination notice shall be sent via certified mail return receipt requested.

IN WITNESS WHEREOF, the Contractor and the Client execute this Agreement as of the date first set forth in this Agreement.

CLIENT

William D
Name:

Supervisor
Title:

WITNESS

Carol W Wright
Name:

Clerk
Title:

CONTRACTOR

Anne Brasie
Name: Anne Brasie

Exec Director
Title: Executive Director

WITNESS

Kathy
Name: Kathleen Sexton

Program Manager
Title: Program Manager

ADDENDUM - SCOPE OF SERVICES
CLINTON RIVER WATERSHED COUNCIL
MS4 Permit SERVICES

Task 1. Community Consultation-The contractor will:

- A. Prepare for and attend consultations with the Client's staff relevant to public education, materials and programs, critical audiences, and available communication mechanisms. At least one staff member will serve as the Contractor's primary contact. Said individual(s) shall serve as a community liaison for public outreach and communication to promote the programming outlined below over the term of the agreement.
- B. Serve as a resource for general and specific concerns regarding public education services referenced within the terms of this contract.
- C. Continue to support Clients that are covered under the MS4 Stormwater permit by providing consultation when necessary and an annual PEP Report to the Client and a biennial report to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Task 2. Community Education-The contractor will:

- A. Provide a combination of workshop and presentations for a minimum of (12) (2 per subwatershed) throughout the watershed as requested.
 - a. Stormwater Presentations targeted at audiences within the Client's subwatershed. Topics shall include, but are not limited to, watershed stewardship, storm drainage systems and waterways, reporting of illicit discharges, animal waste disposal, common home and yard pollutants, waste disposal, lawn care and pesticide use, septic system maintenance, benefits of green infrastructure and low impact development, riparian land management, and watershed studies. Presentations for a wide variety of audiences will be used as an introduction to current issues related to stormwater pollution.
 - b. Stormwater Workshops are more specific in nature and will cover issues relevant to stormwater in depth. Workshops are designed to help residents and communities implement strategies that control stormwater pollution. Workshops will provide hands on opportunities to explore best management techniques such as how to design a rain garden or protect and enhance a riparian buffer. Target audience includes local citizens, municipal employees, elected and appointed officials and municipal contractors.
- B. Facilitate Riversafe Lakesafe Program - This program is a public education campaign to raise awareness and recognize those who incorporate practices which help to keep our freshwater resources clean and healthy. The program educates on how they can adapt their regular household tasks indoors and outdoors in a way that protects water quality in the Clinton River watershed.
- C. Facilitate Watershed Friendly Fertilizer Sticker Program- This point of sale retail program will work with local retailers to label fertilizer to encourage citizens to choose watershed friendly products.
- D. Engage k-12 students through various in-classroom presentations, and watershed programs including: Michigan Green Schools, Stream Leaders, and the Clinton River and Lake St. Clair Water Festivals. Topics to include: watershed stewardship, storm drainage systems and waterways, human impact, healthy ecosystem biological, physical and chemical traits, and water conservation
- E. Engage and collaborate with client and local government to promote and facilitate CRWC's WaterTowns™ place making initiative focused on connecting communities to their waterways through education, green stormwater infrastructure, history, art, and ecology.

Task 3. Community Stewardship-The contractor will

- A. Coordinate the Adopt-A-Stream Program
 - a. Facilitate (6) stream side training sessions each year (one per subwatershed) as well as (2) classroom-based bug identification courses. This introductory workshop will begin indoors and continue streamside to educate residents about procedures for physical stream inventory and macroinvertebrate sampling, with an emphasis on understanding and assessing the impacts of stormwater runoff on river ecosystems. In addition (2) classroom-based bug identification courses will be offered.
 - b. Assist training session participants in forming volunteer teams, identifying water quality monitoring sites within the subwatershed, coordinating monitoring days, and collecting results.
 - c. Purchase and maintain stream monitoring equipment for volunteer use.
- B. Coordinate and facilitate the Keeping it Clean Program - This program engages volunteers in various cleanup events.
 - a. Facilitate Weekly Clean 36 weeks a year
 - b. Facilitate Clinton Cleanup every September

Task 4. Quarterly Stormwater Management Forums-The contractor will:

- A. Plan, promote, and host quarterly stormwater management forums.
- B. Recruit experts in stormwater management to present.
- C. Invite the client and other watershed stakeholders to share information and discuss relevant topics, techniques, and technology in stormwater management.

Task 5. Informational Resources-The contractor will:

- A. Maintain Web site pages related to stormwater education and watershed management, while providing basic information about stormwater pollution, subwatersheds, and events of interest. A link to the Client's own Web site will be granted upon request.
- B. Assist the Client in promoting other Contractor programs, such as Stream Leaders, River Day, Clinton Cleanup, and the Client's stewardship programs in general. Emphasis at such events is centered on public education and watershed awareness.
- C. Provide the Client with content for a minimum of four (4) newsletter articles per year on seasonal topics, through monthly Stormwater Monday newsletter. Assist the Client in locating and modifying additional print education materials as needed.
- D. Distribute educational materials that will help residents understand stormwater pollution and how to implement practices that protect water quality.
- E. Distribute pet waste bags to client for use in dog parks and community events upon request.
- F. Make available for local cable channels the opportunity to film and then broadcast CRWC workshops and presentations within the local communities.

Task 6. Watershed Planning-The contractor will provide:

- A. Assistance in conceptualizing potential storm water management projects.
- B. Landscape conceptual design and consultation for green Infrastructure and storm water management projects.
- C. Site development and/or construction oversight assistance for public landscape, green infrastructure implementation and paddling access for water trails.
- D. Site plan review and comment.

Task 7. Evaluation and Reporting-The contractor will:

- A. Track and compile all information regarding PEP activities within the watershed facilitated by CRWC, and Macomb and Oakland Counties on a biannual basis.
- B. Evaluate CRWC PEP activities and citizen awareness and implementation of Best Management Practices using surveys.
- C. Submit on behalf of the Client a biennial PEP report to the Michigan Department of Environment, Great Lakes, and Energy and provide the Client with a copy of the report.
- D. Attend any audit meetings required by the Michigan Department of Environment, Great Lakes, and Energy and provide documentation to support Clients compliance with the permit requirements.

CHARTER TOWNSHIP OF OXFORD

Date: July 10, 2024

To: Board of Trustees

From: Capital Improvement Committee

Re: Preventive maintenance on township parking lot

Dear Board Members:

The Capital Improvement Committee is recommending seeking bids to maintain the Township parking lot before winter. Cracks and fading are occurring. To prevent water intrusion and frost damage, crack filling, sealcoating and restriping should be considered.

The Capital Improvement Committee is requesting all bids be submitted with the total bid price itemized to include separate pricing for:

1. Crack filling
2. Seal Coating
3. Striping

The following motion is offered for consideration:

I MOVE TO AUTHORIZE THE CAPITAL IMPROVEMENT COMMITTEE TO SEEK BIDS FOR MAINTENANCE OF THE TOWNSHIP PARKING LOT UPPER LEVEL AND LOWER LEVEL. BIDS SHALL INCLUDE ITEMIZED PRICING FOR

- 1. CRACK FILLING**
- 2. SEALCOATING**
- 3. STRIPING**

ONCE THE BIDS HAVE BEEN RETURNED, THE CAPITAL IMPROVEMENT COMMITTEE WILL MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD FOR CONSIDERATION OF APPROVAL TO COMPLETE THE WORK. BID SPECIFICATIONS WILL BE AVAILABLE ON MITN.

Current Agenda Item

~~Treasurer~~

Water + Sewer Committee

Date: June 21, 2024

To: Board of Trustees

From: Water and Sewer Committee (Trustees Jon Nold and Catherine Colvin and Treasurer Joseph G. Ferrari)

Re: Oakland-Macomb Interceptor Drain Drainage District ("OMID") Series 2024 Bond

Dear Board Members:

Information from the OMID was received providing information regarding the proposed Odor-Corrosion Project for the Oakland-Macomb Interceptor Drain. The cost assessment for these repairs and improvements is scheduled to be bonded in 2024 in the estimated amount of \$11,400,000.00.

The estimated cost to Oxford Township is \$138,894.00.

Oxford Township has the option to pre-pay the total bond cost or make installment payments on the bond over a twenty (20) year period.

If the Oxford Township Board of Trustees approves prepaying the Series 2024 Bond, a Resolution needs to be approved. Payment is due no later than August 9, 2024.

Attached for your review are:

- The Resolution to be approved to authorize the pre-payment of the Series 2024 Bond.
- The Bond Principal Installment Schedule if Oxford Township decides to bond the estimated \$142,136.00 amount.

If the Township Board is in favor of pre-paying this Bond, the following motion is offered for consideration:

I move to approve the Resolution approving pre-payment of the Oakland-Macomb Interceptor Drain Drainage District Series 2024 Bond in the estimated amount of One Hundred Thirty-Eight Thousand Eight Hundred Ninety-Four Dollars (\$138,894.00) to be expensed to Sewer Fund Account 590-527-991.000 (Principal Payment), and authorize Supervisor Jack L. Curtis to deliver a certified copy of the Resolution to the Oakland County Water Resources Commissioner.

TOWNSHIP OF OXFORD
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION

Minutes of a regular meeting of the [Board of Trustees] of the [Township] of Oxford, County of Oakland/Macomb, State of Michigan (the "City/Township"), held in said City/Township on the 10th day July 2024, at 6:30 p.m., Eastern Daylight Savings Time.

PRESENT: _____

ABSENT: _____

Motion by *Councilperson/Township Trustee* _____, and supported by *Councilperson/Township Trustee* _____, to approve the following Resolution:

WHEREAS, the Oakland-Macomb Interceptor Drain Drainage District (the "Drainage District") was established pursuant to petitions filed with the Director of the Michigan Department of Agriculture on June 18, 2009 by the Charter Township of Clinton of Macomb County, through the Macomb County Public Works Commissioner, and on June 22, 2009 by the Charter Township of Independence of Oakland County, through the Oakland County Water Resources Commissioner to acquire, finance, construct, improve, operate, maintain, and replace certain wastewater facilities, under the provisions of Chapter 21 of Act 40, Public Acts of Michigan, 1956, as amended (the "Drain Code"); and

WHEREAS, proceedings have been carried out by the Drainage Board for the Drainage District (the "Drainage Board") to acquire, finance, construct, improve, operate and maintain certain wastewater facilities (the "Project") as set forth in Attachment A (the "Project"), and said Project having been determined to be necessary for the public health; and

WHEREAS, on February 21, 2024 the Drainage Board approved the Project and on March 20, 2024 approved the Final Order of Apportionment of the cost of the Project to be borne by the several public corporations in the counties of Oakland and Macomb; and

WHEREAS, on June 12, 2024, the Drainage Board approved and adopted Oakland-Macomb Interceptor Drain Drainage District Special Assessment Roll No. 1 and Resolution authorizing the issuance of its Series 2024 Bonds with respect to the costs of the Project not to exceed \$11,400,000 in accordance with the Final Order of Apportionment; and,

WHEREAS, pursuant to the authorization provided in Section 528 of Chapter 21 of the Drain Code (MCL §280.528), the Drainage Board of the Drainage District expects to provide for the issuance of one or more series of bonds to finance the costs of the Project, and the costs of issuance of such bonds, in anticipation of the collection of assessments to be made pursuant to the Drain Code, and to pledge the full faith and credit of the Drainage District for the prompt payment of the principal thereof and the interest thereon; and

WHEREAS, such bonds will be payable from the collection of special assessments against the Public Corporations, said special assessments to be duly confirmed as provided in the Drain Code; and

WHEREAS, prior to the issuance of said bonds for the first segment, the Drainage Board has notified the [City/Township], to permit, should the [City/Township] determine expedient, to prepay the

assessment and avoid interest and finance charges associated with the anticipated 2024 bond issue for this Project segment; and,

WHEREAS, the Drainage Board has requested that the *[City/Township]* adopt a resolution and affirming its intention to prepay its 2024 drain assessment for this Project segment, and forward same no later than **July 12, 2024**, and make full payment of the assessment no later than **August 9, 2024**.

NOW, THEREFORE, BE IT RESOLVED, that the *[City/Township]* hereby confirms that it will pay in full, its drain assessment in the amount of *[amount of assessment]*, pursuant to the Oakland-Macomb Interceptor Drain Drainage District 2024 Special Assessment Roll No. 1.

BE IT FURTHER RESOLVED that the *City/Township Treasurer* is directed to notify the Drainage Board for the Oakland-Macomb Interceptor Drain Drainage District no later than **July 12, 2024**, and make full payment of the assessment no later than **August 9, 2024**.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

[City/Township Clerk]

Attachment A

Oakland-Macomb Interceptor Drain Drainage District Bonds, Series 2024 Project and Project Cost

OMID Odor-Corrosion Project

The Oakland-Macomb Interceptor Drain (OMID) interceptor system was originally constructed in the 1970s and is approaching 50 years in age. The system has experienced degradation due to sulfuric acid formed from hydrogen sulfide (H₂S). The H₂S emitted from the system has also been the source of odor complaints. While the OMID system has been lined in many sections, the H₂S still poses a threat to unlined components as well as a continual odor issue in certain locations. Accordingly, the H₂S must be addressed to prevent further degradation, extend the interceptor system life, and reduce odor complaints throughout the system.

The OMID Odor and Corrosion Control Project will provide the Owner with new odor and control systems at two sites in Sterling Heights, Macomb County, Michigan to reduce the impact of H₂S in the system. The Work includes the following:

1. Meter ST-S-1 Site (Utica and Dodge Park):
 - a. Demolition of existing odor control unit and associated ductwork at Meter ST-S-1 at Utica Road/Dodge Park Road.
 - b. Demolition of guardrail, concrete sidewalk, and other site features
 - c. Installation of an activated carbon vessel, exhaust fan with variable frequency drive (VFD) and ancillary facilities.
 - d. Installation of 480V 3-phase power and ancillary wiring and panels.
 - e. Modifications to the irrigation system.
 - f. Installation of landscaping
 - g. Installation of emergency pressure relief vent.
 - h. Make other improvements to on-site structures as needed to facilitate the Project.

2. Meter ST-S-3 Site (Sorrento and Dodge Park):
 - a. Demolition of above-grade facilities associated with the Meter ST-S-3 vault at Dodge Park Road/Sorrento Boulevard.
 - b. Demolition of existing site fencing and other site features
 - c. Demolition of partial underground sheeting
 - d. Installation of an activated carbon facility, exhaust fan with variable frequency drive (VFD), and other appurtenance facilities.
 - e. Installation of 480V 3-phase power and ancillary wiring and panels.
 - f. Construct a replica house structure with a basement foundation to contain the new equipment.
 - g. Make other improvements to on-site structures as needed to facilitate the Project.

3. Other sites:
 - a. Installation of emergency pressure relief vents at control structures CS-5, CS-9, PCI—7-107 and PCI-7-109 in the ITC corridor and Sterling Heights.

Total project cost: \$11,400,000.

CERTIFICATION

STATE OF MICHIGAN)
)ss
COUNTY OF)

I hereby certify that the foregoing constitutes a true and correct copy of the resolution adopted by the City Council/Board of Trustees of the City/Township of _____, County of _____, State of Michigan, at a regular meeting held on _____, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Michigan Public Act 267 of the Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

In witness whereof, I have hereunto fixed my official signature on this _____ day of _____, 2024.

[City/Township Clerk]

Oakland-Macomb Interceptor Drainage District
Counties of Oakland and Macomb, State of Michigan
June 12, 2024

Drain Assessment - Drain Bonds, Series 2024

Public Corporation Assessed: Oxford Township
 Total Estimated Cost of the Project: \$11,140,000
 Percentage of the Project Assessed: 1.2468%

Total Amount of the Project Assessed: **\$138,894**

Public Corporations may choose to prepay the above amount. Intent to prepay must be submitted to OMID via the instructions provided in the cover letter by July 12, 2024. All prepayments must be made by August 9, 2024. See the attached letter for full details.

Estimated Series 2024 Bond Details

Total estimated principal amount of the Bond Issue (\$11,400,000), including costs of issuance, to be Assessed if the Project Assessment is NOT prepaid: \$142,136

Estimated Bond Debt Service Schedule: *Principal due annually beginning July 1, 2025.*
Interest due semi-annually beginning January 1, 2025.

<i>Installment Number</i>	<i>OMID Budget Year¹ ending June 30,</i>	<i>Total Estimated Fiscal Year Principal and Interest</i>
1	2025	\$9,428
2	2026	10,421
3	2027	10,411
4	2028	10,455
5	2029	10,428
6	2030	10,456
7	2031	10,411
8	2032	10,421
9	2033	10,483
10	2034	10,471
11	2035	10,448
12	2036	10,478
13	2037	10,496
14	2038	10,501
15	2039	10,493
16	2040	10,473
17	2041	10,503
18	2042	10,518
19	2043	10,518
20	2044	10,503
		\$208,316

Interest Calculation Detail:

Interest on the outstanding principal balance shall accrue at the following estimated rate per annum (total interest cost), payable January 1, 2025 and semi-annually thereafter: 4.00%

I. OMID Budget Year when local units pay debt service, i.e., local units pay July 1, 2025 debt service in June 2025.

Bond Series	2023	2024	2025	2026	2027	2028	2029	2030	2031
2010A	\$40,075.91	\$40,101.59	\$40,106.14	\$40,089.52	\$40,051.73	\$40,112.19	\$40,029.06	\$40,044.17	\$40,035.10
2013A	\$101,133.30	\$101,189.18	\$101,085.06	\$101,204.41	\$101,161.25	\$101,212.03	\$101,100.29	\$101,209.48	\$101,153.63
2019A	\$10,677.54	\$10,986.73	\$11,167.17	\$11,340.91	\$11,507.93	\$11,668.24	\$12,061.44	\$12,203.85	
2020A	\$52,904.70	\$52,937.01	\$52,908.74	\$65,911.07	\$65,915.10	\$65,898.94	\$65,939.34	\$65,947.43	\$65,999.96
2020B	\$0.00	\$14,327.00	\$14,254.00	\$12,295.00	\$14,264.00	\$14,283.00	\$14,291.00	\$14,286.00	\$14,331.00
2024A	\$0.00	\$0.00	\$1,628.00	\$9,419.00	\$17,792.00	\$73,111.00	\$76,977.00	\$76,970.00	\$77,025.00
Total:	\$204,791.45	\$219,541.51	\$221,149.11	\$240,259.91	\$250,692.01	\$306,285.40	\$310,398.13	\$310,660.93	\$298,544.69

<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>	<u>2037</u>	<u>2038</u>	<u>2039</u>	<u>2040</u>	<u>2041</u>
\$101,189.18	\$101,186.64	\$101,146.01							
\$65,957.93	\$66,077.53	\$66,018.53	\$66,080.76	\$66,120.35	\$66,215.71	\$66,204.40	\$66,249.66	\$66,188.23	
\$14,299.00	\$14,316.00	\$14,319.00	\$14,306.00	\$14,341.00	\$14,359.00	\$14,358.00	\$14,340.00	\$14,368.00	\$14,376.00
\$76,956.00	\$77,041.00	\$77,000.00	\$77,018.00	\$77,002.00	\$77,044.00	\$76,956.00	\$77,018.00	\$77,041.00	\$77,025.00
\$258,402.11	\$258,621.17	\$258,483.54	\$157,404.76	\$157,463.35	\$157,618.71	\$157,518.40	\$157,607.66	\$157,597.23	\$91,401.00

2042	2043	2044	2045	2046	2047	Total
						\$360,645.41
						\$1,213,970.46
						\$91,613.81
						\$1,149,475.39
\$14,363.00	\$14,393.00					\$284,469.00
\$76,970.00	\$76,968.00	\$77,016.00	\$77,021.00	\$76,981.00	\$76,991.00	\$1,564,970.00
\$91,333.00	\$91,361.00	\$77,016.00	\$77,021.00	\$76,981.00	\$76,991.00	\$4,665,144.07