CHARTER TOWNSHIP OF OXFORD
BOARD OF TRUSTEES REGULAR MEETING

NOTICE AND AGENDA

Date: Wednesday, September 13, 2023
Time: 6:00 p.m.
Place: Oxford Township Meeting Room
300 Dunlap Road, Oxford, MI 483710

1. Call to order

2. Respects to the flag

3. Noting of roll

4. Approval of the agenda

5. 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 purposes:

   To consider a confidential legal opinion in accordance with MCL 15.268(h) and MCL 15.243(1)(g).

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

6. Approval of the consent agenda
   - Approval of Special Township Board Meeting Minutes August 2, 2023
   - Approval of Regular Township Board Meeting Minutes August 9, 2023
   - Approval of Special Joint Meeting Minutes August 29, 2023
   - Approval of Treasurer Report for June 2023
   - Approval of Clerk Report for June 2023
   - Regular Bills Paid thru September 7, 2023
   - Approval of Consultant Bills through September 7, 2023
   - Enclaves Development Agreement
   - Committee Reports

7. Public comment on items not on the agenda

8. Board of Trustees Comments

9. Fire Department
   a.

10. Sharpe Engineering Report

11. Unfinished Business
    a. Committee Compensation – Nancy Olind / Supervisor Curtis
    b. North Area Sanitary Sewer Bid Award – Water and Sewer Committee
    c. North Area Sanitary Sewer Special Assessment District Timeline– Water and Sewer Committee
    d. Lakeville Road Safety Path Bid Award – Safety Path Committee
    e. Office Operations Liaison – Supervisor Curtis

12. New Business
    a. Safety Path Millage Ballot Language Approval – Safety Path Committee
    b. Schedule First Reading of Ordinance 117.001 – Safety Paths and Sidewalks
    c. Roof Repair Bid – Capital Improvement Committee
    d. 2023 Parks and Recreation Debt Millage Rate Approval - Treasurer Ferrari
    e. 2024 Tax Rate Request (L-4029) Approval – Supervisor Curtis
    f. Budget Approvals
       i. General Fund (101) 2024 Budget
       ii. Road Fund (204) 2024 Budget
       iii. Fire Department Operations (206) 2024 Budget
       iv. Police Contracting Fund (207) 2024 Budget
       v. Parks & Recreation (208) 2024 Budget
       vi. Cemetery Maintenance Fund (209) 2024 Budget
       vii Telecommunications Fund (239) 2024 Budget
       viii Building Department Fund (249) 2024 Budget
       ix Cable TV Fund (296) 2024 Budget
       x. Safety Path Fund (297) 2024 Budget
       xi. Polly Trailway Management Council Fund (298) 2024 Budget
       xii. North Oakland Transportation Authority 2024 Budget
       xiii. Oxford Public Library 2024 Budget
    g. Annual MERS Extra Compensation Contribution from General Fund – Treasurer Ferrari
    h. 2022/23 EVIP Grant Funding – Treasurer Ferrari
    i. Part-Time Wage Rates – Clerk Wright

13. Items Removed from Consent Agenda for Action or Discussion

14. Public Comment

15. Board of Trustees Comments

16. 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.

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Closed Session Meeting

Dear Board Members:

A Closed Session meeting is proposed for discussion with the Township attorney(s).

An Attorney-Client Privileged Letter is attached with a proposed motion if the Township Board desires to enter Closed Session.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL MEETING ON WEDNESDAY, AUGUST 2, 2023

A Special Budget Workshop Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, August 2, 2023 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

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

Members Absent: Payne

Also Present: Fire Chief Majestic, Executive Assistant Smith, Fire Finance Director Young, Township Engineer Sharpe, Library Director Cloutier, OCTV – Teri Stiles, David Kenny, Recording Secretary Richter, one camera person (OCTV).

Supervisor Curtis called the meeting to order at 6:31 p.m., followed by the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the August 2, 2023 agenda as amended deleting item 10. New Business.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Library Director Cloutier spoke during this portion of public comment.

BOARD OF TRUSTEE COMMENTS

Trustee Nold commented that its wonderful to hear that the asphalt trucks are up at Meijer and the new Taco Bell. Hopefully this will make the parking lot better for the flow through traffic.

Trustee Charles thanked the Library Director on the exhibits that the library has put on.

Supervisor Curtis thanked Danielle and Susan for inactivating a lot of accounts on the budget system that weren't used for years and consolidated funds due to duplication of codes.

UNFINISHED BUSINESS

Ray Road Safety Path Bid Award

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees accepts the low bid of $542,860.00 from Superior Excavating for the Ray Road Safety Path Project. The funds will be expended as follows:

> $10,000.00 from the Safety Path Fund (Oxford Schools' contribution)
> $50,000.00 from the General Fund or Safety Path Fund (to replace Safety Path Design grant funds)
> $150,000.00 from the pre-approved ARPA allocation
> $332,860.00 from unallocated ARPA funds or the General Fund, contingent upon the next ARPA meeting recommendation to the Township Board.

Ayes: Charles, Nold, Colvin, Ferrari, Wright, Curtis
Nays: None
Absent: Payne
Motion Carried.

NEW BUSINESS

Drahner Road Safety Path Boardwalk Replacement

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees waives its procurement policy and authorizes the replacement of the small wooden walkway near 1344 W. Drahner Road to be done by Faith & Sons in the amount of $10,350.00. This also includes obtaining any necessary Oxford Township permits. These funds to be expensed to General Fund-Safety Path Maintenance Account #101-231-933.297.

Ayes: Colvin, Nold, Ferrari, Curtis, Wright
Nays: Charles
Absent: Payne
Motion Carried.

BUDGET WORKSHOP

The following budget items were reviewed:

i. Fund 101 – 2024 General Budget
ii. Fund 204 – 2024 Road Budget
iii. Fund 206 – 2024 Fire Department Operations Budget
iv. Fund 207 – 2024 Police Contracting Budget
v. Fund 208 – 2024 Parks & Recreation Budget
vi. Fund 209 – 2024 Cemetery Budget
vii. Fund 239 – 2024 Telecommunications Budget
viii. Fund 249 – 2024 Building Department Budget
ix. Fund 296 – 2024 Cable Budget
x. Fund 297 – 2024 Safety Path Budget
xi. Fund 298 – 2024 Polly Ann Trailway Management Council Budget

PUBLIC COMMENT

Library Director Cloutier spoke during this portion of public comment.

ADJOURNMENT

Trustee Colvin moved, Trustee Charles seconded, to adjourn the meeting at 7:35 p.m.
Ayes: 6 Nays: 0 Absent: 1
Motion Carried.

_____ _____
Jack Curtis, Supervisor Curtis Wright, Clerk

Approved:
/kmr

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING, WEDNESDAY, AUGUST 9, 2023

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, August 9, 2023 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, Curtis, Nold, Ferrari, Payne, Colvin

Members Absent: None.

Also Present: Township Attorney Ellis, Township Engineer Sharpe, Fire Chief Majestic, Communications and Grants Manager Carnacchio, Executive Assistant Smith, Recording Secretary McCullough, Library Director Cloutier, State Representative Schriver, one camera person (OCTV), and two residents.

APPROVAL OF THE AGENDA
Treasurer Ferrari moved, Trustee Nold seconded, to approve the August 9, 2023 agenda as presented.
Ayes: 7 Nays: 0 Absent: 0
Motion Carried.

APPROVAL OF THE CONSENT AGENDA
Treasurer Ferrari moved, Trustee Nold seconded, to approve the August 9, 2023 Consent Agenda including the following:

1. The Regular Township Board meeting minutes of July 12, 2023;
2. The regular bills through August 4, 2023;
3. The consultant bills through August 4, 2023;
4. Oxford Township Cemetery Burial;
5. Walgreens Pharmacy National Opioid Settlement Resolution.

Roll call:
Ayes: Colvin, Payne, Nold, Ferrari, Wright, Curtis, Charles
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
Supervisor Curtis introduced State Representative Josh Schriver. Mr. Schriver stated that he is working on a bill to repeal the Certificate of Need (CON) Commission and the twenty-seven laws that require the Commission to exist. He is also working toward keeping local control over the gravel hauling industry.

UNOFFICIAL

Trustee Colvin stated that there will be two more concerts for the summer in Centennial Park. She also shared that the DDA will be sponsoring a tailgate party for the Oxford/Lake Orion football game on September 8, 2023 in Washington Square.

Trustee Nold stated that he appreciates Rep. Schriver's attendance and for the update. He also stated that the asphalt is currently being replaced in the Meijer and Taco Bell parking lots.

Trustee Charles stated that the DDA has completed the repaving project in the parking lot behind Knapps. Additional improvements will be made in the SE quadrant parking lot beginning in October. Trustee Charles also shared that after taking the summer off, the OAYA will be meeting on August 22, 2023.

Clerk Wright stated that the entire outer office staff has been assisting the clerk's department in stuffing approximately 18,000 envelopes with Permanent Absent Voter Ballot List forms to be mailed to all registered voters in the Township.

Clerk Wright stated that the office parking lot is scheduled for paving the week of August 15, 2023. He also shared that the First Responders celebration will be taking place on Friday, August 11, 2023 from 6:00 p.m. to 10:00 p.m. at Seymour Lake Township Park, and the dedication of the Helen Smith Park will be held on Saturday, August 12, 2023 at 10:00 a.m.

Supervisor Curtis explained that the revised agenda and packet was necessitated by a hectic week in the office.

BUDGET PUBLIC HEARING

TRUTH IN BUDGETING – THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE THE SUBJECT OF THIS HEARING

Treasurer Ferrari moved, Trustee Nold seconded, to open the Truth-in-Budgeting public hearing at 6:43 p.m. to discuss the property tax millage rates proposed to be levied to support the proposed budget for the following:

2024 General Fund (101) Budget
2024 Fire Department Operations (206) Budget
2024 Police Contracting (207) Budget
2024 Parks & Recreation (208) Budget

Roll call:
Ayes: Charles, Wright, Curtis, Ferrari, Nold, Payne, Colvin
Nays: None
Absent: None
Motion Carried.

Jim McNally, 1729 Manalee Lane, asked what the millage rate increases will be. Supervisor Curtis explained that the rates are not increasing for 2024.

UNOFFICIAL

There being no further public comment, Treasurer Ferrari moved, Trustee Charles seconded, to close the Truth-in-Budgeting public hearing at 6:45 p.m. to discuss the property tax millage rates proposed to be levied to support the proposed budget for the following:

2024 General Fund (101) Budget
2024 Fire Department Operations (206) Budget
2024 Police Contracting (207) Budget
2024 Parks & Recreation (208) Budget

Roll call:
Ayes: Colvin, Payne, Nold, Ferrari, Curtis, Wright, Charles
Nays: None
Absent: None
Motion Carried.

FIRE DEPARTMENT

Chief Majestic stated that he has been working with Attorney Deja Vasquez from The Kelly Firm on an updated fee structure for inspections, as well as updates to the Fire Ordinance and improved online access. The department has also been working with one of the subdivision HOAs to repair a hydrant that is not currently operational.

Chief Majestic stated that the recent hail storm caused significant damage to personal vehicles, two fire vehicles, both station roofs, doors, and downspouts, and possibly one of the HVAC units. An insurance claim has been filed.

SHARPE ENGINEERING REPORT

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

UNFINISHED BUSINESS

American Rescue Plan Act ("ARPA") Fund Update/Recommendation – ARPA Committee

Treasurer Ferrari moved, Trustee Nold seconded, to approve the allocation of ARPA funds as follows:

$332,860.00 for the Ray Road Safety Path project;

$180,000.00 for the Brabb-Dewey Subdivision future sanitary sewer project;

$ 70,000.00 for audio and visual upgrades for the Oxford Township Board Meeting Room;

$ 15,000.00 for installation of a drinking fountain at the Helen Smith Park including the inflow water line and outflow water line; and a

$ 50,000.00 contribution to the Oxford Public Library toward a backup generator with the requirement Oxford Public Library become a warming and cooling center, and Oxford Public Library becomes a part of the Oxford Township Support Emergency Operations Plan.

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These contributions are subject to review by the Kelly Law Firm to confirm they are a permissible use of American Rescue Plan Act Funds and to include any documents necessary to allocate the funds.

Roll call:
Ayes: Payne, Nold, Wright, Charles, Colvin, Ferrari, Curtis
Nays: None
Absent: None
Motion Carried.

Critical Infrastructure Grant Interlocal Agreement Amendment 1
Treasurer Ferrari moved, Trustee Payne seconded to approve Amendment 1 to the Agreement for Local Fiscal Recovery Fund Distribution between Oakland County as presented and Oxford Township and authorize Supervisor Jack Curtis to sign the Agreement amendment on behalf of the Charter Township of Oxford.
Roll call:
Ayes: Curtis, Wright, Ferrari, Nold, Payne, Colvin, Charles
Nays: None
Absent: None
Motion Carried.

NEW BUSINESS
Oak Ridge Road and Oak Ridge Court Special Assessment District Request – Jim Porritt
Treasurer Ferrari moved, Trustee Nold seconded, to accept for consideration a future petition for a private road SAD for paving of Oak Ridge Road and Oak Ridge Court conditioned upon the petition being submitted with express language setting forth that the petitioners request the Township assess the SAD on a per lot basis and on obtaining the requisition number of signatures to be eligible for consideration of a private road SAD under state law.
Roll call:
Ayes: Wright, Ferrari, Nold, Colvin, Curtis, Charles, Payne
Nays: None
Absent: None
Motion Carried.

Reclamation of Bond for AMC-KSG Properties, LLC
Treasurer Ferrari moved, Trustee Payne seconded, to approve the Reclamation Bond for property owned by AMC-KSG Properties, LLC as to form and approve the cost of the work set forth thereunder as estimated by the Township Engineer.
Roll call:
Ayes: Colvin, Payne, Nold, Ferrari, Curtis, Wright, Charles
Nays: None
Absent: None
Motion Carried.

Sewer Bill Credit for 1060 South Lapeer Road (*Oxford Orion FISH*) – Water & Sewer Committee

UNOFFICIAL

Treasurer Ferrari moved, Trustee Nold seconded, to credit sewer account 435126004 for the property located at 1060 South Lapeer Road, Oxford, MI in the amount of $1,422.07 due to incorrect meter readings for the period of June 27, 2022 through November 18, 2022. The detail and summary calculations of the sewer account credit to be attached as an appendix to the meeting minutes.
Roll call:
Ayes: Curtis, Nold, Wright, Charles, Colvin, Payne, Ferrari
Nays: None
Absent: None
Motion Carried.

Sewer Rate Increase – Water & Sewer Committee
Treasurer Ferrari moved, Clerk Wright seconded, that effective January 1, 2024 the quarterly sewer billing rate will increase to $143.00 per Residential Equivalent Unit from the current $110.00 quarterly rate and the metered sewer rate will increase to $50.95 per quarter per 1,000 cubic feet from the current $39.19 rate. Oxford Township will also send out a separate mailing prior to the January 1, 2024 increase explaining to sewer customers why this increase is necessary.
Roll call:
Ayes: Charles, Colvin, Payne, Ferrari, Nold, Wright, Curtis
Nays: None
Absent: None
Motion Carried.

Purchasing Furniture for Township Conference Room-Capital Improvement Committee
Treasurer Ferrari moved, Trustee Payne seconded, to authorize Supervisor Curtis to purchase one conference room table that can seat 10, and 15 chairs for the Township conference room in an amount not to exceed $25,000.00. This purchase is to be expensed from Account #101-265-976.000 Additions and Improvements.
Roll call:
Ayes: Colvin, Nold, Curtis, Charles, Wright, Ferrari, Payne
Nays: None
Absent: None
Motion Carried.

Budgets
2024 General Fund (101) Budget
Discussion only. No action.

2024 Road Fund (204) Budget
Discussion only. No action.

2024 Fire Department Operations Fund (206) Budget
Discussion only. No action.

UNOFFICIAL

2024 Police Contracting Fund (207) Budget
Discussion only. No action.

2024 Parks & Recreation Fund (208) Budget
Discussion only. No action.

2024 Cemetery Maintenance Fund (209) Budget
Discussion only. No action.

2024 Telecommunications Fund (239) Budget
Discussion only. No action.

2024 Building Department Fund (249) Budget
Discussion only. No action.

2024 Safety Path Fund (297) Budget
Discussion only. No action.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION
None.

PUBLIC COMMENT
One resident spoke during this portion of public comment.

BOARD OF TRUSTEES COMMENTS
Trustee Charles thanked Supervisor Curtis for a well-run meeting. He also thanked Library Director Cloutier for his willingness to work with the township.

Clerk Wright stated that the ARPA funds have been spread around to fund eight separate projects.

Supervisor Curtis stated that the renewed contract for school resource officers will continue to provide for two officers.

Treasurer Ferrari thanked everyone for their work on the 2024 budgets.

Trustee Colvin thanked everyone for their hard work.

ADJOURNMENT
Treasurer Ferrari moved, Trustee Payne seconded, to adjourn the meeting at 7:32 p.m.
Ayes: 7 Nays: 0 Absent: 0
Motion Carried.

_____ _____
Jack Curtis, Supervisor Curtis Wright, Clerk

UNOFFICIAL

Approved:
/smm

UNOFFICIAL

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES, PLANNING COMMISSION, AND ZONING BOARD OF APPEALS SPECIAL JOINT MEETING, THURSDAY, AUGUST 24, 2023

A Special Joint Meeting of the Charter Township of Oxford Board of Trustees, Planning Commission and Zoning Board of Appeals was held Thursday, August 24, 2023 at the Oxford Senior Center, 2795 Seymour Lake Road, Oxford, Michigan 48371.

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

RESPECTS TO THE FLAG

NOTING OF ROLLS
Township Board Members Present: Charles, Colvin, Curtis, Ferrari, Nold, Payne, Wright
Township Board Members Absent: None

Planning Commissioners Present: Bailey, Ballard, Berger, Hunwick, Nold, Spisz, Turner
Planning Commissioners Absent: None

Zoning Board of Appeals Members Present: Bailey, Butler, Mageli, Payne, Walters
Zoning Board of Appeals Members Absent: None

Also Present: Township Planner Masson-Minock, Township Planner Passalacqua, Building Official London, Fire Chief Majestic, Parks and Recreation Director Castonia, two camera persons (OCTV), and five residents.

APPROVAL OF THE AGENDA
Treasurer Ferrari moved, Trustee Payne seconded, to approve the August 24, 2023 agenda as presented.
Ayes: 7 Nays: 0 Absent: 0
Motion Carried.

Commissioner Spisz moved, Commissioner Hunwick seconded, to approve the August 24, 2023 agenda as presented.
Ayes: 7 Nays: 0 Absent: 0
Motion Carried.

Board Member Butler moved, Board Member Walters seconded, to approve the August 24, 2023 agenda as presented.
Ayes: 5 Nays: 0 Absent: 0
Motion Carried.

WELCOME – SUPERVISOR CURTIS
Supervisor Curtis welcomed all Board Members and Commissioners to the meeting.

CARLISLE|WORTMAN ASSOCIATES PRESENTATION
Township Planners Megan Masson-Minock and Matteo Passalacqua shared a Plan to Plan presentation, discussing process outlines, data, visual aids, and next steps. They also reviewed the SEMCOG data across various timelines and sectors.

UNOFFICIAL

BRAINSTORMING ACTIVITY: WHAT ITEMS ARE REQUIRED FOR THE MASTER PLAN?
Discussion only. No action taken.

DISCUSSION
Discussion only. No action taken.

TOWNSHIP BOARD DECISION ON LEVEL OF MASTER PLAN FUNDING
Trustee Charles moved, Trustee Payne seconded, to authorize Carlisle Wortman Associates, Inc. to proceed with a Comprehensive Update of the current Master Plan at a cost not to exceed $50,000.00. This $50,000.00 amount is to be expensed to General Fund Account 101-701-801.001 Planner/Professional Services Master Plan.
Roll call:
Ayes: Colvin, Charles, Nold, Payne, Ferrari, Wright, Curtis
Nays: None
Absent: None
Motion Carried.

PUBLIC COMMENT
One resident spoke during this portion of public comment.

NEXT STEPS AND THANK YOU – SUPERVISOR CURTIS
Supervisor Curtis outlined the next steps in the process and thanked Carlisle|Wortman, the public and all board and commission members for their attendance and input.

ADJOURNMENT
Treasurer Ferrari moved, Trustee Payne seconded, to adjourn the meeting at 8:06 p.m.
Ayes: 7 Nays: 0 Absent: 0
Motion Carried.

Commissioner Hunwick moved, Commissioner Nold seconded, to adjourn the meeting at 8:07 p.m.
Ayes: 7 Nays: 0 Absent: 0
Motion Carried.

Board Member Butler moved, Board Member Walters seconded, to adjourn the meeting at 8:08 p.m.
Ayes: 5 Nays: 0 Absent: 0
Motion Carried.

_____ _____
Jack Curtis, Supervisor Curtis Wright, Clerk

Approved:

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Tom Berger, Chairman	Ed Hunwick, Secretary

Approved:

Korey Bailey, Chairman	James Butler, Secretary

Approved:

/smm

UNOFFICIAL

CASH SUMMARY BY FUND FOR OXFORD TOWNSHIP
FROM 06/01/2023 TO 06/30/2023
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 06/01/2023	Total Debits	Total Credits	Ending Balance 06/30/2023
100	GENERAL CLEARING FUND	3,582.35	1,747,545.11	1,747,526.84	3,600.62
101	GENERAL FUND	7,538,619.66	898,461.80	1,072,563.97	7,364,517.49
151	CEMETERY TRUST FUND	28,000.00	0.00	0.00	28,000.00
204	ROAD FUND	1,103.60	5.48	2.74	1,106.34
206	OXFORD FIRE DEPARTMENT FUND	5,829,845.40	993,732.79	1,124,293.18	5,699,285.01
207	POLICE CONTRACTING (OCSO) FUND	5,660,431.21	957,975.76	917,482.56	5,700,924.41
208	PARKS & RECREATION FUND	1,213,252.81	346,120.89	294,298.04	1,265,075.66
209	CEMETERY MAINTENANCE FUND	88,014.13	548.31	173.28	88,389.16
210	ADVANCE LIFE SUPPORT FUND	0.00	0.00	0.00	0.00
211	FIRE & EMS OPERATING FUND	820.00	0.00	0.00	820.00
239	TELECOMMUNICATION FUND	30,073.69	14,791.04	1,907.50	42,957.23
249	BUILDING DEPARTMENT FUND	265,429.56	143,316.75	124,113.57	284,632.74
296	CABLE TV FUND	299,692.73	53,437.57	74,458.55	278,671.75
297	SAFETY PATH FUND	316,681.97	112,104.48	66,178.85	362,607.60
298	POLLY ANN TRAIL FUND	252,617.59	16,004.33	15,049.38	253,572.54
308	PARKS DEBT FUND	18,540.71	29,431.57	15,089.53	32,882.75
371	LIBRARY DEBT SERVICE	0.00	0.00	0.00	0.00
396	FIRE DEBT FUND	0.00	0.00	0.00	0.00
431	PARKS CONSTRUCTION BOND FUND	(6.91)	0.00	0.00	(6.91)
470	MUNICIPAL BUILDING FUND	0.00	0.00	0.00	0.00
590	SEWER FUND	2,245,184.30	228,670.38	286,850.39	2,187,004.29
591	WATER FUND	2,989,182.49	718,319.28	427,677.62	3,279,824.15
699	PAYROLL FUND	125.53	89,945.66	89,945.01	126.18
701	TRUST & AGENCY FUND	1,872,931.43	1,306,914.48	1,631,204.18	1,548,641.73
703	TAX FUND	48,824.84	8,715.90	8,542.49	48,998.25
	TOTAL - ALL FUNDS	28,702,947.09	7,666,041.58	7,897,357.68	28,471,630.99

Clerk's Report
JUNE 2023

FUND BUDGET SUMMARY

Updated: August 23, 2023

Fund	*Fund Equity	Monthly Revenue	Monthly Expenses	Monthly Var	YTD Revenue	YTD Expenses	TYD Var
	Account # 391.000						
101 - General	$ 5,283,560.00	$ 148,291.49	$ 322,051.72	$ (173,760.23)	$ 2,428,212.66	$ 1,703,356.51	$ 724,856.15
204 - Road	$ 63,986.00	$ 2.74	$ -	$ 2.74	$ 636.53	$ 37,672.00	$ (37,035.47)
206 - Oxford Fire Dept.	$ 2,935,306.00	$ 244,048.19	$ 374,693.58	$ (130,645.39)	$ 5,175,586.63	$ 2,718,266.62	$ 2,457,320.01
207 - Police Contracting	$ 2,547,693.00	$ 342,926.62	$ 302,433.42	$ 40,493.20	$ 3,847,669.36	$ 1,236,172.45	$ 2,611,496.91
208 - Parks & Rec	$ 557,664.00	$ 212,916.23	$ 153,926.14	$ 58,990.09	$ 1,689,989.77	$ 1,025,501.34	$ 664,488.43
209 - Cemetery	$ 87,602.00	$ 375.03	$ -	$ 375.03	$ 2,545.04	$ 1,758.00	$ 787.04
239 - Telecommunications	$ 50,163.00	$ 14,791.04	$ 1,907.50	$ 12,883.54	$ 14,801.51	$ 22,007.50	$ (7,205.99)
249 - Building Dept	$ 1,041,707.00	$ 68,317.47	$ 49,084.29	$ 19,233.18	$ 313,024.14	$ 254,231.18	$ 58,792.96
296 - Cable	$ 337,961.00	$ 6,324.81	$ 26,658.11	$ (20,333.30)	$ 167,999.55	$ 158,528.13	$ 9,471.42
297 - Safety Path	$ 319,254.00	$ 51,526.63	$ 5,601.00	$ 45,925.63	$ 57,928.47	$ 14,566.38	$ 43,362.09
298 - Polly Ann Trail	$ 191,562.00	$ 6,178.06	$ 5,223.11	$ 954.95	$ 96,053.72	$ 34,043.51	$ 62,010.21
308 - Parks Debt Fund	$ 33,135.00	$ 14,342.04	$ -	$ 14,342.04	$ 224,338.62	$ 224,590.00	$ (251.38)
590 - Sewer	$ 2,331,112.00	$ 737,061.35	$ 148,832.82	$ 588,228.53	$ 1,660,014.71	$ 1,393,955.97	$ 266,058.74
591 - Water	$ 3,051,625.00	$ 322,936.97	$ 32,095.31	$ 290,841.66	$ 818,008.92	$ 705,147.97	$ 112,860.95
	$ 18,832,330.00	$ 2,170,038.67	$ 1,422,507.00	$ 747,531.67	$ 16,496,809.63	$ 9,529,797.56	$ 6,967,012.07

***Per 2022 Audit**

MEMO

TO: BOARD OF TRUSTEES

FROM: CURTIS W. WRIGHT, CLERK

DATE: 08/07/23

RE: TOTAL MONTHLY BILLS - July

		Pre Paid	To be paid
101	**General Fund**	$ 164,044.96	$ 157,620.53
204	**Road Fund**	$ -	$ -
206	**Oxford Fire Dept.**	$ 106,452.33	$ 30.00
207	**Police (OCSO)**	$ 3,948.30	$ 2,500.00
208	**Parks & Recreation**	$ 103,971.27	$ -
209	**Cemetery Maintenance**	$ 108.00	$ -
239	**Telecommunications**	$ -	$ -
249	**Building Department**	$ 6,543.18	$ 24,948.00
296	**Cable TV**	$ 6,938.95	$ -
297	**Safety Path**	$ -	$ 26,957.50
298	**Polly Ann Trail**	$ 568.28	$ 3,340.00
308	**Parks Debt Fund**	$ -	$ -
590	**Sewer**	$ 226,157.80	$ 4,000.00
591	**Water**	$ 596,825.00	$ 957.50
701	**Trust & Agency**	$ 37,128.95	$ 23,164.38
703	**Tax**	$ -	$ -
	Payroll, August (Twp.)	**$ 73,697.33**	$ -
	Payroll, August (Fire Dept.)	**$ 169,266.85**	$ -
	Payroll, August (Parks & Rec)	**$ 61,284.33**	$ -
	Payroll, August (Cable)	**$ 18,287.24**	$ -
	Total	**$ 1,575,222.77**	**$ 243,517.91**

CURRENT AGENDA ITEM

JOURNALS POSTING REPORT
Checks 68758 to 68866 (109 checks)

Post Date / GL Number	Journal	Summ/Det	Ref #	Description		DR Amount	CR Amount
08/15/2023	CD	S	115143		SUMMARY CD 08/15/2023		
100-000-001.000				CHECKING ACCOUNT OXFORD BANK			498,940.51
100-000-084.101				DUE FROM GENERAL FUND		84,352.04	
100-000-084.206				DUE FROM OXFORD FIRE DEPT		85,839.70	
100-000-084.207				DUE FROM POLICE		3,884.02	
100-000-084.208				DUE FROM PARKS & REC		62,275.46	
100-000-084.209				DUE FROM CEMETERY MAINTENANCE		108.00	
100-000-084.249				DUE FROM BUILDING DEPARTMENT		5,338.75	
100-000-084.296				DUE FROM CABLE		955.85	
100-000-084.298				DUE FROM POLLY ANN TRAIL FUND		568.28	
100-000-084.590				DUE FROM SEWER		225,089.46	
100-000-084.701				DUE FROM TRUST & AGENCY		30,528.95	
101-000-202.000				ACCOUNTS PAYABLE		84,352.04	
101-000-215.000				DUE TO			84,352.04
206-000-202.000				ACCOUNTS PAYABLE		85,839.70	
206-000-215.000				DUE TO CLEARING FUND			85,839.70
207-000-202.000				ACCOUNTS PAYABLE		3,884.02	
207-000-215.000				DUE TO CLEARING FUND			3,884.02
208-000-202.000				ACCOUNTS PAYABLE		62,275.46	
208-000-215.000				DUE TO CLEARING FUND			62,275.46
209-000-202.000				ACCOUNTS PAYABLE		108.00	
209-000-215.000				DUE TO CLEARING FUND			108.00
249-000-202.000				ACCOUNTS PAYABLE		5,338.75	
249-000-215.000				DUE TO CLEARING FUND			5,338.75
296-000-202.000				ACCOUNTS PAYABLE		955.85	
296-000-215.000				DUE TO CLEARING FUND			955.85
298-000-202.000				ACCOUNTS PAYABLE		568.28	
298-000-215.000				DUE TO CLEARING FUND			568.28
590-000-202.000				ACCOUNTS PAYABLE		225,089.46	
590-000-215.000				DUE TO CLEARING FUND			225,089.46
701-000-202.000				ACCOUNTS PAYABLE		30,528.95	
701-000-215.000				DUE TO OTHER FUNDS			30,528.95
						997,881.02	997,881.02
						997,881.02	997,881.02

PRE-PAIDS

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 68758 - 68866
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
08/15/2023	029	68758	ADKISON, NEED & ALLEN, & RENTROP	LEGAL FEES	826.000	257	87.50
08/15/2023	029	68764	APPLIED INNOVATION	MAINTENANCE EQUIPMENT	933.000	267	129.17
08/15/2023	029	68765	AQUA-WEED CONTROL INC	CEDAR/LONG/TAN-TRI LAKE S.A.D.	962.018	572	15,198.75
08/15/2023	029	68768*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	270	17,577.03
				INSURANCE MEDICAL - OLD FIRE FUND	716.001	270	578.38
				INSURANCE MEDICAL - OLD POLICE FUND	716.002	270	1,311.76
				INSURANCE MEDICAL - OLD POLICE FUND	716.002	270	1,193.76
				CHECK 029 68768 TOTAL FOR FUND 101:			20,660.93
08/15/2023	029	68771*#	CARDMEMBER SERVICE	MEALS/LODGING EXPENSE	860.001	215	410.01
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	215	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	253	30.00
				HELEN SMITH PARK EXPENSES	932.002	265	59.68
				INTERNET FEES	970.004	265	33.90
				POSTAGE	730.000	267	7.38
				POSTAGE	730.000	267	5.58
				POSTAGE	730.000	267	2.22
				MAINTENANCE/GAS VEHICLE	934.000	267	84.25
				MISCELLANEOUS	962.000	267	19.99
				COMPUTER PROGRAMMING	970.003	267	636.86
				CHECK 029 68771 TOTAL FOR FUND 101:			1,439.87
08/15/2023	029	68774	CHARLOTTE WARNKE	MILEAGE/MEALS ON WHEELS	860.002	695	116.61
08/15/2023	029	68777	CHRISTOPHER CARNACCHIO	MISCELLANEOUS	962.000	171	14.99
08/15/2023	029	68778	CIVICPLUS LLC	CODIFICATION OF ORDINANCE	804.000	267	500.00
08/15/2023	029	68789*#	DTE ENERGY	UTILITIES STREET LIGHTS	926.000	448	1,124.63
08/15/2023	029	68795	FALCON LAWN SPRINKLER, INC.	MAINTENANCE GROUNDS	932.001	265	679.51
08/15/2023	029	68796	FP FINANCE PROGRAM	POSTAGE	730.000	267	237.00
08/15/2023	029	68799	GAME TIME	HELEN SMITH PARK EXPENSES	932.002	265	31,785.75

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
08/15/2023	029	68800	GENESEE VALLEY VAULT, INC	FEES CEMETERY OPENING/CLOSING	712.011	567	300.00
08/15/2023	029	68806*#	HI-HILL LAWN SERVICE	MAINTENANCE GROUNDS	932.001	265	239.58
08/15/2023	029	68810*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	270	44.46
08/15/2023	029	68817	KELLY RICHTER	RECORDING SECRETARY	827.000	215	140.00
08/15/2023	029	68822	LINDA STEVENS	MILEAGE/MEALS ON WHEELS	860.002	695	101.47
08/15/2023	029	68832	ORION SIGNS & GRAPHICS	PUBLIC RELATIONS	880.000	267	152.52
08/15/2023	029	68834*#	OXFORD TWP PARKS AND RECREATION	MAINTENANCE SAFETY PATH	933.297	231	162.00
08/15/2023	029	68836*#	PIONEER DOOR CO	MAINTENANCE BLDG/GROUNDS	931.000	265	150.00
08/15/2023	029	68839	QUILL	OFFICE SUPPLIES	728.000	262	384.90
08/15/2023	029	68841*#	RML SERVICES LLC	JANITORIAL SERVICE	831.000	265	658.23
08/15/2023	029	68846	SINCLAIR RECREATION, LLC	HELEN SMITH PARK EXPENSES	932.002	265	1,358.75
08/15/2023	029	68848*#	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	728.000	267	128.05
08/15/2023	029	68860#	VIEW NEWSPAPER GROUP	LEGAL NOTICES	903.000	101	773.00
				PUBLIC RELATIONS	880.000	267	6,707.95
				CHECK 029 68860 TOTAL FOR FUND 101:			7,480.95
08/15/2023	029	68863	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,026.42
08/15/2023	029	68866	XTREME SHREDS	TRASH DISPOSAL	929.000	265	50.00
				Total for fund 101 GENERAL FUND			84,352.04
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
08/15/2023	029	68759	AFLAC	INSURANCE MEDICAL	716.000	357	226.94
08/15/2023	029	68763	AMERICAN GENERATORS SALES & SERV	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	918.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				BUILDING MAINTENANCE - LABOR	748.001	357	374.00
				CHECK 029 68763 TOTAL FOR FUND 206:			1,292.00
08/15/2023	029	68766	BATTERY WORLD	OPERATING SUPPLIES-MEDICAL	742.000	357	35.76
08/15/2023	029	68768*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	357	42,923.87
08/15/2023	029	68769	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	74.64
				OPERATING SUPPLIES-MEDICAL	742.000	357	549.87
				OPERATING SUPPLIES-MEDICAL	742.000	357	27.96
				UNIFORMS-PAID ON CALL	754.000	357	152.42
				CHECK 029 68769 TOTAL FOR FUND 206:			804.89
08/15/2023	029	68790	EMERGENCY VEHICLES PLUS	EQUIPMENT MAINTENANCE	791.000	357	106.14
				VEHICLE MAINTENANCE-FIRE	791.001	357	281.53
				VEHICLE MAINTENANCE-FIRE	791.001	357	6.90
				VEHICLE MAINTENANCE-FIRE	791.001	357	7.03
				VEHICLE MAINTENANCE-FIRE	791.001	357	7.03
				VEHICLE MAINTENANCE-FIRE	791.001	357	7.03
				VEHICLE MAINTENANCE-FIRE	791.001	357	7.03
				VEHICLE MAINTENANCE (LABOR)	934.001	357	46.50
				VEHICLE MAINTENANCE (LABOR)	934.001	357	247.50
				VEHICLE MAINTENANCE (LABOR)	934.001	357	229.90
				VEHICLE MAINTENANCE (LABOR)	934.001	357	234.40
				VEHICLE MAINTENANCE (LABOR)	934.001	357	234.40
				VEHICLE MAINTENANCE (LABOR)	934.001	357	234.40
				VEHICLE MAINTENANCE (LABOR)	934.001	357	234.40
				CHECK 029 68790 TOTAL FOR FUND 206:			1,884.19
08/15/2023	029	68791	EMILY PERSIG	PRINTING & PUBLISHING	729.000	357	50.00
08/15/2023	029	68793	ESO SOLUTIONS, INC	SOFTWARE & SUPPORT	933.001	357	1,398.69
08/15/2023	029	68805	HALT FIRE, INC.	OPERATING SUPPLIES-FIRE	742.001	357	980.89
				VEHICLE MAINTENANCE-FIRE	791.001	357	604.48
				VEHICLE MAINTENANCE-FIRE	791.001	357	311.89

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				CHECK 029 68805 TOTAL FOR FUND 206:			1,897.26
08/15/2023	029	68806*#	HI-HILL LAWN SERVICE	GROUNDS MAINTENANCE	932.001	357	1,350.00
				GROUNDS MAINTENANCE	932.001	357	1,080.00
				GROUNDS MAINTENANCE	932.001	357	1,350.00
				CHECK 029 68806 TOTAL FOR FUND 206:			3,780.00
08/15/2023	029	68807	HOME DEPOT CREDIT SERICES	GROUNDS MAINTENANCE	932.001	357	148.38
08/15/2023	029	68809	IMPERIALDADE	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	338.32
08/15/2023	029	68810*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	357	112.32
08/15/2023	029	68811	ITS LLC	SOFTWARE & SUPPORT	933.001	357	4,590.00
08/15/2023	029	68812	J & B MEDICAL SUPPLY	OPERATING SUPPLIES-MEDICAL	742.000	357	157.25
08/15/2023	029	68828	NYE UNIFORM	UNIFORM EXPENSE UNIFORMS	731.000	357	15.64
				UNIFORMS-PAID ON CALL	754.000	357	549.11
				UNIFORMS-PAID ON CALL	754.000	357	32.00
				CHECK 029 68828 TOTAL FOR FUND 206:			596.75
08/15/2023	029	68829	OAKLAND COMMUNITY COLLEGE	PHYSICALS	836.000	357	100.00
08/15/2023	029	68830*#	OAKLAND COUNTY TREASURER	DISPATCHING	805.000	357	5,983.00
08/15/2023	029	68831	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	824.70
08/15/2023	029	68835	PAUL'S AUTO & BOAT INTERIORS	VEHICLE MAINTENANCE-MEDICAL	791.003	357	75.00
08/15/2023	029	68837	PREMIER OCCUPATIONAL HEALTH	UNIFORM EXPENSE UNIFORMS	731.000	357	655.00
08/15/2023	029	68840	RICOH USA INC	PRINTING & PUBLISHING	729.000	357	441.67
08/15/2023	029	68845	SARAH RACER	EDUCATION WORKSHOPS AND CONFERENCES	957.000	357	297.61
08/15/2023	029	68850*#	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE-MEDICAL	791.003	357	17.09
				VEHICLE MAINTENANCE-MEDICAL	791.003	357	17.75

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				VEHICLE MAINTENANCE-MEDICAL	791.003	357	15.98
				CHECK 029 68850 TOTAL FOR FUND 206:			50.82
08/15/2023	029	68851*#	STONES ACE OF OXFORD	GROUNDS MAINTENANCE	932.001	357	361.79
08/15/2023	029	68852	THE ACCUMED GROUP	UNALLOCATED COST RECOVERY BILLING	802.001	357	4,788.45
08/15/2023	029	68855*#	TOOL SPORT & SIGN CO, INC	UNIFORM EXPENSE UNIFORMS	731.000	357	24.00
				UNIFORM EXPENSE UNIFORMS	731.000	357	84.00
				UNIFORMS-PAID ON CALL	754.000	357	40.00
				CHECK 029 68855 TOTAL FOR FUND 206:			148.00
08/15/2023	029	68856	TSE AUTO SERVICE INC-MUFFLER MAN	VEHICLE MAINTENANCE-MEDICAL	791.003	357	694.56
				VEHICLE MAINTENANCE (LABOR) MEDICAL	934.002	357	270.00
				CHECK 029 68856 TOTAL FOR FUND 206:			964.56
08/15/2023	029	68859*#	VERIZON WIRELESS	CELL PHONES	854.000	357	125.10
08/15/2023	029	68861	VILLAGE OF OXFORD	UTILITIES SEWER/WATER	927.000	357	177.83
				UTILITIES WATER	927.001	357	1,104.64
				CHECK 029 68861 TOTAL FOR FUND 206:			1,282.47
08/15/2023	029	68864	WONDER CLEANERS	DRY CLEANING	723.000	357	285.00
08/15/2023	029	68865	WORLDPOINT	OPERATING SUPPLIES-MEDICAL	742.000	357	9,219.91
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			85,839.70
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
08/15/2023	029	68768*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	302	1,047.92
08/15/2023	029	68810*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	302	4.68
08/15/2023	029	68814	J.C. EHRLICH	MAINTENANCE BLDG/GROUNDS	931.000	302	84.52
08/15/2023	029	68841*#	RML SERVICES LLC	JANITORIAL SERVICE	831.000	302	246.90

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
08/15/2023	029	68853	THE KELLY FIRM	LEGAL FEES	826.000	302	2,500.00
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			3,884.02
Fund: 208 PARKS & RECREATION FUND							
08/15/2023	029	68760	AIRGAS USA, LLC	RENTAL FEES EQUIPMENT SEYMOUR LAKE PA	943.661	757	38.81
08/15/2023	029	68761	ALLSTAR CHAUFFEURED SERVICES	PROF/CONT TRAVEL	816.671	758	2,350.00
				PROF/CONT TRAVEL	816.671	758	2,350.00
				CHECK 029 68761 TOTAL FOR FUND 208:			4,700.00
08/15/2023	029	68762	AMAZING ATHLETES	PROF/CONT YOUTH SPORTS MISC.	816.633	752	102.40
08/15/2023	029	68768*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	751	2,041.17
				INSURANCE MEDICAL	716.000	751	2,279.38
				INSURANCE MEDICAL	716.000	752	3,493.46
				INSURANCE MEDICAL	716.000	757	6,070.86
				CHECK 029 68768 TOTAL FOR FUND 208:			13,884.87
08/15/2023	029	68770	CARDCONNECT	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	25.00
08/15/2023	029	68772	CARLISLE/WORTMAN ASSOCIATES	PLANNER/PROF SERVICES- MASTER PLAN	801.001	751	1,880.00
08/15/2023	029	68773	CENTER STAGE STUDIO	PROF/CONT DANCE	816.594	752	496.00
08/15/2023	029	68775	CHARTER COMMUNICATIONS	TELEPHONE	853.000	751	159.98
08/15/2023	029	68776*#	CHARTER COMMUNICATIONS	TELEPHONE SEYMOUR LAKE PARK	853.661	757	129.98
08/15/2023	029	68781	CUSTOM THREADS & SPORTS	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	4,742.00
08/15/2023	029	68783	DANIELLE SMITH	RECORDING SECRETARY	827.000	751	140.00
08/15/2023	029	68787	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	200.00
08/15/2023	029	68789*#	DTE ENERGY	UTILITIES - ELECTRIC - SEYMOUR LAKE P	921.661	767	19.30
08/15/2023	029	68794	EXCITE TOURS, LLC	PROF/CONT TRAVEL	816.671	758	16,650.00
08/15/2023	029	68797	FRANCES CHAFFEE	REFUND TRAVEL TRIPS	964.671	758	58.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
08/15/2023	029	68798	GABRIELA ORZA	PROF/CONT ART	816.650	752	42.00
08/15/2023	029	68801	GRAINGER	FACILITY PRODUCTS/SUPPLIES	744.001	757	71.51
08/15/2023	029	68802	GREAT LAKES KIDS' ENERGY ZONE	PROF/CONT MOTHER/SON DANCE	816.615	752	1,613.60
08/15/2023	029	68803	GREG GRANT SPORTSPLEX	OPER. SUPPLIES YOUTH BOYS BASKETBALL	740.623	752	3,795.00
08/15/2023	029	68808	HOME DEPOT CREDIT SERVICES	SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	112.16
08/15/2023	029	68810*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	757	4.68
08/15/2023	029	68813	J & T ELECTRICAL SUPPLY, INC.	MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	98.02
08/15/2023	029	68815	JASON BAILEY	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	962.50
08/15/2023	029	68816#	JAY'S SEPTIC TANK SERVICE	OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	370.00
				RENTAL FEES EQUIPMENT POWELL LAKE PAR	943.662	757	105.00
				CHECK 029 68816 TOTAL FOR FUND 208:			475.00
08/15/2023	029	68818	KRIS DORMAN	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	472.50
08/15/2023	029	68819	KYLE HURLEY	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	607.50
08/15/2023	029	68823	LIVESTOCK NUTRITION COMPANY	FERTILIZER	737.000	757	362.00
				SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	462.00
				CHECK 029 68823 TOTAL FOR FUND 208:			824.00
08/15/2023	029	68824	MATT BRACCI	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	752.50
08/15/2023	029	68825	MELISSA BOVEE	REFUND YOUTH SOCCER	964.625	752	70.00
08/15/2023	029	68826	MPARKS	EDUCATION WORKSHOPS AND CONFERENCES	957.000	751	85.00
08/15/2023	029	68827	NAEIR	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	178.25
08/15/2023	029	68833	OXFORD FIRE DEPARTMENT	PROF/CONT SAFETY CLASSES	816.651	752	1,064.00
08/15/2023	029	68836*#	PIONEER DOOR CO	MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	375.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
08/15/2023	029	68838*#	PRIORITY WASTE, LLC	TRASH DISPOSAL-STONY	929.660	757	82.56
				TRASH DISPOSAL-SEYMOUR	929.661	757	41.28
				TRASH DISPOSAL-SEYMOUR	929.661	757	117.94
				CHECK 029 68838 TOTAL FOR FUND 208:			241.78
08/15/2023	029	68843	ROSY BROTHERS, INC.	MAINTENANCE MOWER/EQUIPMENT REPAIRS	932.101	757	1,020.07
08/15/2023	029	68847	SPENCER OIL CO	GAS/DIESEL SEYMOUR	934.661	757	2,147.46
				GAS/DIESEL SEYMOUR	934.661	757	1,212.08
				CHECK 029 68847 TOTAL FOR FUND 208:			3,359.54
08/15/2023	029	68849	STEPHEN SADLER	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	542.50
08/15/2023	029	68850*#	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE (LABOR)	934.001	757	401.04
08/15/2023	029	68851*#	STONES ACE OF OXFORD	MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	102.40
				SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	49.99
				CHECK 029 68851 TOTAL FOR FUND 208:			152.39
08/15/2023	029	68854	TIMES SQUARE	PROF/CONT DOG OBEDIENCE	816.644	752	960.00
08/15/2023	029	68855*#	TOOL SPORT & SIGN CO, INC	ROAD/PARKING LOT MAINT SEYMOUR LAKE P	935.661	757	104.00
08/15/2023	029	68857	U.S. BANK EQUIPMENT FINANCE	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	229.22
08/15/2023	029	68859*#	VERIZON WIRELESS	CELL PHONES	854.000	752	187.46
				CELL PHONES	854.000	757	102.12
				CELL PHONES	854.000	758	51.06
				CHECK 029 68859 TOTAL FOR FUND 208:			340.64
08/15/2023	029	68862	VNDR 3245 OCS TRANSPORTATION	OPER. SUPPLIES SAFETY TOWN	740.551	752	94.72
				Total for fund 208 PARKS & RECREATION FUND			62,275.46
Fund: 209 CEMETERY MAINTENANCE FUND							
08/15/2023	029	68834*#	OXFORD TWP PARKS AND RECREATION	MAINTENANCE GENERAL	932.000	276	108.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 209 CEMETERY MAINTENANCE FUND							
				Total for fund 209 CEMETERY MAINTENANCE FUND			108.00
Fund: 249 BUILDING DEPARTMENT FUND							
08/15/2023	029	68767	BAY VILLAGE HOA	SOIL EROSION INSPECTOR	712.013	289	250.00
08/15/2023	029	68768*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	289	3,970.91
08/15/2023	029	68810*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	289	11.70
08/15/2023	029	68848*#	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	728.000	289	18.27
				OFFICE SUPPLIES	728.000	289	121.98
				CHECK 029 68848 TOTAL FOR FUND 249:			140.25
08/15/2023	029	68858	VC3, INC	EQUIPMENT ACQUISTION	977.000	289	965.89
				Total for fund 249 BUILDING DEPARTMENT FUND			5,338.75
Fund: 296 CABLE TV FUND							
08/15/2023	029	68776*#	CHARTER COMMUNICATIONS	TELEPHONE WEB/ATT	853.001	296	693.70
08/15/2023	029	68782	DANIEL ZWIEZ	MILEAGE EXPENSE	860.000	296	34.06
08/15/2023	029	68784	DAVID F KENNY	OFFICE SUPPLIES	728.000	296	40.95
				MILEAGE EXPENSE	860.000	296	19.65
				CHECK 029 68784 TOTAL FOR FUND 296:			60.60
08/15/2023	029	68804	GUARDIAN ALARM	SERVICES PROFESSIONAL	819.001	296	76.21
08/15/2023	029	68838*#	PRIORITY WASTE, LLC	TRASH DISPOSAL	929.000	296	41.28
08/15/2023	029	68844	SARAH MACY	OFFICE SUPPLIES	728.000	296	50.00
				Total for fund 296 CABLE TV FUND			955.85
Fund: 298 POLLY ANN TRAIL FUND							
08/15/2023	029	68771*#	CARDMEMBER SERVICE	MISCELLANEOUS LICENSES AND FEES	962.012	853	20.00
08/15/2023	029	68785	DAVID VANDENBERGHE	MAINTENANCE OF GROUNDS	932.000	853	300.00
08/15/2023	029	68821	LINDA MORAN SERVICES, LLC	EQUIPMENT AND HARDWARE	933.664	853	73.28

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 298 POLLY ANN TRAIL FUND							
08/15/2023	029	68842	ROBERT BROOKS	MAINTENANCE OF GROUNDS	932.000	853	175.00
				Total for fund 298 POLLY ANN TRAIL FUND			568.28
Fund: 590 SEWER FUND							
08/15/2023	029	68830*#	OAKLAND COUNTY TREASURER	FEES COUNTY USAGE	800.003	527	130,315.07
				PRINCIPAL PAYMENT	991.000	527	79,736.50
				INTEREST PAYMENT	993.000	527	15,037.89
				CHECK 029 68830 TOTAL FOR FUND 590:			225,089.46
				Total for fund 590 SEWER FUND			225,089.46
Fund: 701 TRUST & AGENCY FUND							
08/15/2023	029	68779	CLEARVIEW HOMES, LLC	Engineering Consultant	283.001	000	1,400.00
				Planning Consultant	283.001	000	1,527.00
				Legal Consultant	283.001	000	500.00
				Consultation (Escrow)	283.001	000	125.00
				Consultation (Escrow)	283.001	000	3,500.00
				Consultation (Escrow)	283.001	000	2,607.50
				CHECK 029 68779 TOTAL FOR FUND 701:			9,659.50
08/15/2023	029	68780	Country Creations Const.	BC144-22 - PB22-0128	283.000	000	1,000.00
08/15/2023	029	68786	DIMICH, PAVLE	BSER116-21 - PSE0111-21	283.000	000	500.00
08/15/2023	029	68788	DRS Inc.	BSER099-22 - PSE22-0067	283.000	000	500.00
08/15/2023	029	68792	Enclaves of Woodbridge, LLC	BC173-21 - PB0169-21	283.000	000	400.00
				BC003-23 - PB0181-21	283.000	000	6,553.00
				BC185-21 - PB0181-21	283.000	000	400.00
				BSER102-21 - PSE0094-21	283.000	000	500.00
				BC109-22 - PB22-0105	283.000	000	400.00
				BSER013-23 - PB22-0105	283.000	000	6,553.00
				BSER067-22 - PSE22-0047	283.000	000	500.00
				BSER068-22 - PSE22-0046	283.000	000	500.00
				BSER103-21 - PSE0095-21	283.000	000	500.00
				BC174-21 - PB0170-21	283.000	000	400.00
				BC182-21 - PB0178-21	283.000	000	400.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
				BC169-21 - PB0165-21	283.000	000	400.00
				CHECK 029 68792 TOTAL FOR FUND 701:			17,506.00
08/15/2023	029	68820	Lapeer Pool, Spa & Patio Inc.	BSER081-22 - PSE22-0058	283.000	000	500.00
08/15/2023	029	68830*#	OAKLAND COUNTY TREASURER	DELINQUENT TAXES	277.000	000	863.45
				Total for fund 701 TRUST & AGENCY FUND			30,528.95
			TOTAL - ALL FUNDS				498,940.51

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

JOURNALS POSTING REPORT
Checks 68869 to 68978 (110 checks)

Post Date / GL Number	Journal	Summ/Det	Ref # / Description		DR Amount	CR Amount
08/31/2023	CD	S	115754	SUMMARY CD 08/31/2023		
100-000-001.000			CHECKING ACCOUNT OXFORD BANK			753,746.51
100-000-084.101			DUE FROM GENERAL FUND		79,692.92	
100-000-084.206			DUE FROM OXFORD FIRE DEPT		20,612.63	
100-000-084.207			DUE FROM POLICE		64.28	
100-000-084.208			DUE FROM PARKS & REC		41,695.81	
100-000-084.249			DUE FROM BUILDING DEPARTMENT		1,204.43	
100-000-084.296			DUE FROM CABLE		5,983.10	
100-000-084.590			DUE FROM SEWER		1,068.34	
100-000-084.591			DUE FROM WATER		596,825.00	
100-000-084.701			DUE FROM TRUST & AGENCY		6,600.00	
101-000-202.000			ACCOUNTS PAYABLE		79,692.92	
101-000-215.000			DUE TO			79,692.92
206-000-202.000			ACCOUNTS PAYABLE		20,612.63	
206-000-215.000			DUE TO CLEARING FUND			20,612.63
207-000-202.000			ACCOUNTS PAYABLE		64.28	
207-000-215.000			DUE TO CLEARING FUND			64.28
208-000-202.000			ACCOUNTS PAYABLE		41,695.81	
208-000-215.000			DUE TO CLEARING FUND			41,695.81
249-000-202.000			ACCOUNTS PAYABLE		1,204.43	
249-000-215.000			DUE TO CLEARING FUND			1,204.43
296-000-202.000			ACCOUNTS PAYABLE		5,983.10	
296-000-215.000			DUE TO CLEARING FUND			5,983.10
590-000-202.000			ACCOUNTS PAYABLE		1,068.34	
590-000-215.000			DUE TO CLEARING FUND			1,068.34
591-000-202.000			ACCOUNTS PAYABLE		596,825.00	
591-000-215.000			DUE TO CLEARING FUND			596,825.00
701-000-202.000			ACCOUNTS PAYABLE		6,600.00	
701-000-215.000			DUE TO OTHER FUNDS			6,600.00
					1,507,493.02	1,507,493.02
					1,507,493.02	1,507,493.02

PRE-PAIDS

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 68869 - 68978
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
08/31/2023	029	68869	AARON'S LAWN IN ORDER LLC	CONTRACT CEMETERY MAINTENANCE	825.000	567	5,700.00
08/31/2023	029	68874#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	215	39.89
				OFFICE SUPPLIES	728.000	262	4.95
				CHECK 029 68874 TOTAL FOR FUND 101:			44.84
08/31/2023	029	68884	CE LAYMAN & SON	ARPA EXPENSES	962.002	267	47,569.00
08/31/2023	029	68895	FAITH & SON'S LLC	MAINTENANCE SAFETY PATH	933.297	231	12,200.00
08/31/2023	029	68896	FALCON LAWN SPRINKLER, INC.	MAINTENANCE GROUNDS	932.001	265	151.68
08/31/2023	029	68900	GENESEE VALLEY VAULT, INC	FEES CEMETERY OPENING/CLOSING	712.011	567	300.00
				FEES CEMETERY - FOUNDATION EXPENSE	712.012	567	620.00
				CHECK 029 68900 TOTAL FOR FUND 101:			920.00
08/31/2023	029	68908*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	270	44.46
08/31/2023	029	68910*#	J.C. EHRLICH	MAINTENANCE BLDG/GROUNDS	931.000	265	84.52
08/31/2023	029	68919	JOSEPH G. FERRARI	MILEAGE EXPENSE	860.000	253	28.82
				MILEAGE EXPENSE	860.000	253	75.98
				CHECK 029 68919 TOTAL FOR FUND 101:			104.80
08/31/2023	029	68920	JULIE SAYERS	MILEAGE/MEALS ON WHEELS	860.002	695	68.14
08/31/2023	029	68921*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	270	388.62
08/31/2023	029	68923	KELLY RICHTER	MILEAGE EXPENSE	860.000	215	170.96
08/31/2023	029	68935	MIKE IAFRATE	MILEAGE EXPENSE	860.000	701	290.17
08/31/2023	029	68936*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	265	986.85
08/31/2023	029	68939*#	O.C.W.R.C.	UTILITIES WATER	927.001	265	221.22

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				UTILITIES WATER	927.001	265	2,675.49
				UTILITIES WATER	927.001	265	94.23
				CHECK 029 68939 TOTAL FOR FUND 101:			2,990.94
08/31/2023	029	68947	PLM LAKE & LAND MANAGEMENT	PAINT LAKE/CLEAR LK S.A.D.	962.021	572	3,856.68
08/31/2023	029	68949	QUILL	OFFICE SUPPLIES	728.000	267	39.77
08/31/2023	029	68950	RALPH CURTIS	MILEAGE/MEALS ON WHEELS	860.002	695	67.47
08/31/2023	029	68951	RICOH USA INC	MAINTENANCE EQUIPMENT	933.000	267	70.68
08/31/2023	029	68957	SHORELINE INVESTMENT SERVICES	MAINTENANCE BLDG/GROUNDS	931.000	265	65.00
08/31/2023	029	68964	SUSAN MCCULLOUGH	RECORDING SECRETARY	827.000	101	140.00
				RECORDING SECRETARY	827.000	101	140.00
				CHECK 029 68964 TOTAL FOR FUND 101:			280.00
08/31/2023	029	68975*#	VC3, INC	MAINTENANCE EQUIPMENT	933.000	267	295.50
				MAINTENANCE EQUIPMENT	933.000	267	75.00
				MAINTENANCE EQUIPMENT	933.000	267	300.00
				CHECK 029 68975 TOTAL FOR FUND 101:			670.50
08/31/2023	029	68976	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,026.42
				DEFERRED COMP	231.040	000	1,026.42
				CHECK 029 68976 TOTAL FOR FUND 101:			2,052.84
08/31/2023	029	68977	WOLVERINE POWER SYSTEMS	MAINTENANCE EQUIPMENT	933.000	265	875.00
				Total for fund 101 GENERAL FUND			79,692.92
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
08/31/2023	029	68872	AFLAC	INSURANCE MEDICAL	716.000	357	340.41
08/31/2023	029	68877	AT&T MOBILITY	TELEPHONE	853.000	357	21.25
08/31/2023	029	68881	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	311.34
				OPERATING SUPPLIES-MEDICAL	742.000	357	80.28
				OPERATING SUPPLIES-MEDICAL	742.000	357	555.13

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				CPR SUPPLIES	742.002	357	114.38
				CHECK 029 68881 TOTAL FOR FUND 206:			1,061.13
08/31/2023	029	68888	COMSOURCE	RADIO/COMMUNICATIONS PARTS & LABOR	933.002	357	180.63
08/31/2023	029	68889	CYNERGY PRODUCTS	VEHICLE MAINTENANCE-MEDICAL	791.003	357	56.40
08/31/2023	029	68897*#	FIRSTNET - AT&T MOBILITY	CELL PHONES	854.000	357	346.90
08/31/2023	029	68899	GA BUSINESS PURCHASER LLC	SECURITY SYSTEM (BLDG)	850.000	357	30.00
08/31/2023	029	68904	HALT FIRE, INC.	VEHICLE MAINTENANCE-FIRE	791.001	357	513.30
08/31/2023	029	68908*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	357	112.32
08/31/2023	029	68910*#	J.C. EHRLICH	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	51.98
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	51.98
				CHECK 029 68910 TOTAL FOR FUND 206:			103.96
08/31/2023	029	68925	KEVIN SNELL	EDUCATION TRAINING	957.001	357	2,076.00
08/31/2023	029	68928	LAKE ORION WINDOW TREATMENTS, IN	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	759.84
08/31/2023	029	68929	LINDE GAS & EQUIPMENT INC	OPERATING SUPPLIES-MEDICAL	742.000	357	97.51
				OPERATING SUPPLIES-MEDICAL	742.000	357	108.92
				OPERATING SUPPLIES-MEDICAL	742.000	357	220.05
				CHECK 029 68929 TOTAL FOR FUND 206:			426.48
08/31/2023	029	68931	MACQUEEN EMERGENCY	OPERATING SUPPLIES-FIRE	742.001	357	591.57
08/31/2023	029	68939*#	O.C.W.R.C.	UTILITIES WATER	927.001	357	711.23
				UTILITIES WATER	927.001	357	94.23
				CHECK 029 68939 TOTAL FOR FUND 206:			805.46
08/31/2023	029	68940	OAKLAND COUNTY TREASURER	DISPATCHING	805.000	357	5,983.00
08/31/2023	029	68941	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	718.22

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
				GAS DIESEL FUEL	780.010	357	1,778.27
				CHECK 029 68941 TOTAL FOR FUND 206:			2,496.49
08/31/2023	029	68946	PIONEER DOOR CO	BUILDING MAINTENANCE - LABOR	748.001	357	150.00
08/31/2023	029	68956	SARAH RACER	MILEAGE EXPENSE	860.000	357	613.08
08/31/2023	029	68960	STANDARD INSURANCE COMPANY	INSURANCE MEDICAL	716.000	357	1,962.94
08/31/2023	029	68974	TURNOUT MANAGEMENT	TURN-OUT GEAR	743.000	357	468.50
				TURN-OUT GEAR	743.000	357	95.97
				CHECK 029 68974 TOTAL FOR FUND 206:			564.47
08/31/2023	029	68978	WORLDPOINT	CPR SUPPLIES	742.002	357	1,417.00
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			20,612.63
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
08/31/2023	029	68908*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	302	4.68
08/31/2023	029	68921*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	302	59.60
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			64.28
Fund: 208 PARKS & RECREATION FUND							
08/31/2023	029	68870	ADAM BICAN	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	280.00
08/31/2023	029	68873	AMAZING ATHLETES	OPER. SUPPLIES YOUTH SPORTS MISC.	740.633	752	51.20
08/31/2023	029	68875	AMERICAN FIREWORKS CO	PROF/CONT SEYMOUR CELEBRATION	816.620	752	7,500.00
08/31/2023	029	68880	BIANCO TOURS	PROF/CONT TRAVEL	816.671	758	960.00
				PROF/CONT TRAVEL	816.671	758	2,356.00
				PROF/CONT TRAVEL	816.671	758	1,062.00
				CHECK 029 68880 TOTAL FOR FUND 208:			4,378.00
08/31/2023	029	68883	BSI PAVING	CAPITAL OUTLAY	970.001	751	1,800.00
08/31/2023	029	68886	CHARTER COMMUNICATIONS	TELEPHONE SEYMOUR LAKE PARK	853.661	757	129.98
08/31/2023	029	68890	DAFOE'S FEED	SPLASH PARK MAINTENANCE EXPENSES	975.002	757	80.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
08/31/2023	029	68891	DAWN MEDICI	SENIOR ATHLETICS SUPPLIES	728.401	758	250.00
08/31/2023	029	68892	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	188.00
08/31/2023	029	68894	EVERETT ROPER	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	600.00
08/31/2023	029	68897*#	FIRSTNET - AT&T MOBILITY	CELL PHONES	854.000	751	47.31
				OPER. SUPPLIES SUMMER CAMP	740.550	752	42.28
				CHECK 029 68897 TOTAL FOR FUND 208:			89.59
08/31/2023	029	68898	FRANK LAURICELLA	SENIOR ATHLETICS SUPPLIES	728.401	758	53.54
08/31/2023	029	68902	GRAINGER	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	194.88
08/31/2023	029	68905	HEALTH QUEST	PROF/CONT FITNESS	816.647	752	333.60
08/31/2023	029	68908*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	757	4.68
08/31/2023	029	68909	J & T ELECTRICAL SUPPLY, INC.	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	32.50
08/31/2023	029	68912	JAY'S SEPTIC TANK SERVICE	RENTAL FEES EQUIPMENT POWELL LAKE PAR	943.662	757	105.00
08/31/2023	029	68914	JEFF BOYER	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	400.00
08/31/2023	029	68915#	JESSE GARCIA	CONTINGENCY	890.000	751	1,000.00
				OPER. SUPPLIES YOUTH SOCCER	740.625	752	1,000.00
				OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	1,500.00
				MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	2,100.00
				CHECK 029 68915 TOTAL FOR FUND 208:			5,600.00
08/31/2023	029	68916	JESSICA ANDERSON	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	280.00
08/31/2023	029	68922	KELLY BRACCI	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	100.98
08/31/2023	029	68927	LADY SPARTANS	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	350.00
08/31/2023	029	68930	LIVESTOCK NUTRITION COMPANY	FERTILIZER	737.000	757	1,630.00
08/31/2023	029	68932	MARY ROWLEY	WAGES & FEES COMMUNITY GARDEN	710.666	757	250.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
08/31/2023	029	68933	MATT BRACCI	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	900.00
08/31/2023	029	68936*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	751	194.69
08/31/2023	029	68937	MR OZ STONECARVING	PARK MEMORIALS	974.700	757	160.00
				PARK MEMORIALS	974.700	757	400.00
				CHECK 029 68937 TOTAL FOR FUND 208:			560.00
08/31/2023	029	68938	NAEIR	OPER. SUPPLIES DADDY/DAUGHTER DANCE	740.614	752	347.00
08/31/2023	029	68942	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	728.000	751	119.67
08/31/2023	029	68943	OXFORD COMMUNITY SCHOOLS	OXFORD SCHOOLS FACILITY FEES	816.720	752	1,000.00
08/31/2023	029	68944	OXFORD FIRE DEPARTMENT	PROF/CONT SAFETY CLASSES	816.651	752	177.00
08/31/2023	029	68953	ROUTE 23	PROF/CONT TRAVEL	816.671	758	782.00
08/31/2023	029	68955	SARAH HUCK	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	280.00
08/31/2023	029	68958	SHORELINE TOURS	PROF/CONT TRAVEL	816.671	758	7,766.00
08/31/2023	029	68961	STEPHEN SADLER	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	710.50
08/31/2023	029	68963	SULLY CLEANING COMPANY	JANITORIAL SERVICE	831.000	751	1,125.00
08/31/2023	029	68969	TOM CUSICK	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	500.00
08/31/2023	029	68970#	TOOL SPORT & SIGN CO, INC	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	1,115.00
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	50.00
				SENIOR ATHLETICS SUPPLIES	728.401	758	60.00
				CHECK 029 68970 TOTAL FOR FUND 208:			1,225.00
08/31/2023	029	68973	TUBBY'S GRILLED SUB SHOP	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	1,200.00
08/31/2023	029	68975*#	VC3, INC	COMPUTER PROGRAMMING	970.003	751	127.00
				Total for fund 208 PARKS & RECREATION FUND			41,695.81
Fund: 249 BUILDING DEPARTMENT FUND							

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
08/31/2023	029	68908*#	ISOLVED BENEFIT SERVICES	INSURANCE MEDICAL	716.000	289	11.70
08/31/2023	029	68917	JODY KINJORSKI	MILEAGE EXPENSE	860.000	289	350.00
08/31/2023	029	68921*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	289	142.73
08/31/2023	029	68945	PATRICK H PAYNE	MILEAGE EXPENSE	860.000	289	350.00
08/31/2023	029	68968	TOM BERGER	MILEAGE EXPENSE	860.000	289	350.00
				Total for fund 249 BUILDING DEPARTMENT FUND			1,204.43
Fund: 296 CABLE TV FUND							
08/31/2023	029	68871	ADDISON TOWNSHIP	FEES ADDISON TWP. FRANCHISE FEES	800.001	296	5,592.69
08/31/2023	029	68885	CHARLES CAMERON	MILEAGE EXPENSE	860.000	296	160.48
08/31/2023	029	68913	JEBEDIAH CALHOUN	MILEAGE EXPENSE	860.000	296	55.02
08/31/2023	029	68918	JOSEPH CALHOUN	MILEAGE EXPENSE	860.000	296	66.81
08/31/2023	029	68926	KYLE SNAGE	MILEAGE EXPENSE	860.000	296	22.27
08/31/2023	029	68948	PURE WATER PARTNERS	OFFICE SUPPLIES	728.000	296	40.00
08/31/2023	029	68965	T-MOBILE	TELEPHONE WEB/ATT	853.001	296	45.83
				Total for fund 296 CABLE TV FUND			5,983.10
Fund: 590 SEWER FUND							
08/31/2023	029	68903	GREAT LAKES WATER AUTHORITY	FEES COUNTY USAGE	800.003	527	1,068.34
				Total for fund 590 SEWER FUND			1,068.34
Fund: 591 WATER FUND							
08/31/2023	029	68966	THE HUNTINGTON NATIONAL BANK	PRINCIPAL PAYMENT	991.000	538	510,000.00
				INTEREST PAYMENT	993.000	538	86,825.00
				CHECK 029 68966 TOTAL FOR FUND 591:			596,825.00
				Total for fund 591 WATER FUND			596,825.00
Fund: 701 TRUST & AGENCY FUND							
08/31/2023	029	68876	Andy's Exteriors	BC100-22 - PB22-0094	283.000	000	100.00
08/31/2023	029	68878	Autumn Wood Construction Inc.	BC214-22 - PB22-0215	283.000	000	100.00
08/31/2023	029	68879	Ayotte Construction	BC099-22 - PB22-0096	283.000	000	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
08/31/2023	029	68882	Brown-Bilt Construction	BC143-22 - PB22-0142	283.000	000	200.00
08/31/2023	029	68887	CJM Builders LLC	BSER061-22 - PSE22-0043	283.000	000	500.00
08/31/2023	029	68893	Enclaves of Woodbridge, LLC	BSER100-21 - PSE0092-21	283.000	000	500.00
				BSER101-21 - PSE0093-21	283.000	000	500.00
				CHECK 029 68893 TOTAL FOR FUND 701:			1,000.00
08/31/2023	029	68901	Glen Arbor Building LLC	BC017-22 - PB22-0023	283.000	000	700.00
08/31/2023	029	68906	HILLAN HOMES INC	BC193-22 - PB22-0181	283.000	000	400.00
08/31/2023	029	68907	HOFFMAN, THOMAS D	BC057-22 - PB22-0057	283.000	000	100.00
08/31/2023	029	68911	James Gawne	BC208-22 - PB22-0207	283.000	000	100.00
08/31/2023	029	68924	Kemp Building	BDEMO002-22 - PB22-0176	283.000	000	200.00
08/31/2023	029	68934	Michigan Solar Solutions	BC148-22 - PB22-0150	283.000	000	100.00
08/31/2023	029	68952	ROOP, CHRIS	BC131-22 - PB22-0117	283.000	000	100.00
08/31/2023	029	68954	Royalton Homes LLC	BC073-22 - PB22-0072	283.000	000	500.00
08/31/2023	029	68959	SILVERADO CUSTOM HOMES INC	BC217-22 - PB22-0217	283.000	000	100.00
				BC122-22 - PB22-0123	283.000	000	500.00
				BSER076-22 - PSE22-0052	283.000	000	500.00
				BSER110-22 - PSE22-0086	283.000	000	500.00
				CHECK 029 68959 TOTAL FOR FUND 701:			1,600.00
08/31/2023	029	68962	Stover, Timothy	BC139-22 - PB22-0131	283.000	000	100.00
08/31/2023	029	68967	Thomas and Kitty Michalski	BSER010-23 - PSE22-0034	283.000	000	500.00
08/31/2023	029	68971	Trey C Skalnek	BC087-22 - PB22-0089	283.000	000	100.00
08/31/2023	029	68972	TSM Building & Service	BC091-22 - PB22-0093	283.000	000	100.00
				Total for fund 701 TRUST & AGENCY FUND			6,600.00
			TOTAL - ALL FUNDS				753,746.51

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount

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

Payroll Liability

Total Cash Required		**$36,597.54**
Debit for Checks (Net Pay)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$114.79
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$25,802.67
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$10,680.08
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		$36,597.54

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

PRE-PAIDS

Payroll Liability

Total Cash Required		**$37,099.79**
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$26,332.12
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	$10,767.67
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		$37,099.79

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

PRE-PAIDS

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes Status:Under Review
Week#:33 Pay Date:08/17/2023 P/E Date:08/12/2023
Qtr/Year:3/2023 Run Time/Date:12:51:28 PM EDT 08/14/2023

Taxes Debited	Federal Income Tax	11,016.95	
	Earned Income Credit Advances	0.00	
	Social Security - EE	6,123.67	
	Social Security - ER	6,123.63	**6,123.63**
	Social Security Adj - EE	0.00	
	Medicare - EE	1,432.13	
	Medicare - ER	1,432.14	**1,432.14**
	Medicare Adj - EE	0.00	**7,555.77**
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	Federal Unemployment Tax	0.00	
	FMLA-PSL Payments Credit	0.00	
	FMLA-PSL ER FICA Credit	0.00	
	FMLA-PSL Health Care Premium Credit	0.00	
	Employee Retention Qualified Payments Credit	0.00	
	Employee Retention Qualified Health Care Credit	0.00	
	COBRA Premium Assistance Payments	0.00	
	State Income Tax	3,834.76	
	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	74.80	**74.80**
	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		**30,038.08**
Other Transfers	Full Service Direct Deposit Acct. No.0167204Tran/ABA072404333		72,408.37
	Wage Garnishments Acct. No.0167204Tran/ABA072404333		712.12

Total Liability

FIRE DEPARTMENT PRE-PAIDS

	Total Amount Debited From Your Account		**103,158.57**	**103,158.57**
Bank Debits & Other Liability	Checks	0.00		**103,158.57**
	Adjustments/Prepay/Voids	0.00		**103,158.57**
Taxes- Your Responsibility	**None this payroll**			
				103,158.57

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes Status:Under Review
Week#:35 Pay Date:08/31/2023 P/E Date:08/26/2023
Qtr/Year:3/2023 Run Time/Date:10:18:34 AM EDT 08/28/2023

Taxes Debited	Federal Income Tax	6,822.13			
	Earned Income Credit Advances	0.00			
	Social Security - EE	3,989.17			
	Social Security - ER	3,989.16	**3,989.16**		
	Social Security Adj - EE	0.00			
	Medicare - EE	932.96			
	Medicare - ER	932.95	**932.95**		
	Medicare Adj - EE	0.00	**4,922.11**		
	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	2,419.16			
	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		**19,085.53**		
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX		46,310.63		
	Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX		712.12		
	Total Amount Debited From Your Account			**66,108.28**	**Total Liability**
Bank Debits & Other Liability	Checks		0.00		**66,108.28**
	Adjustments/Prepay/Voids		0.00		**66,108.28**
Taxes- Your Responsibility	**None this payroll**				**66,108.28**

FIRE DEPARTMENT

PRE-PAIDS

Payroll Liability

Total Cash Required		**$30,391.09**
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$23,096.09
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$7,295.00
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		$30,391.09

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 & RECREATION

PRE-PAIDS

Payroll Liability

Total Cash Required		**$30,893.24**
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$23,408.30
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	$7,484.94
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		$30,893.24

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 & RECREATION

PRE-PAIDS

Payroll Liability

Total Cash Required		**$9,018.12**
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	$6,963.73
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	$2,054.39
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		$9,018.12

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.

CABLE

PRE-PAIDS

Payroll Liability

Total Cash Required		**$9,269.12**
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	$7,174.43
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	$2,094.69
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		$9,269.12

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.

CABLE

PRE-PAIDS

JOURNALS POSTING REPORT
Checks 68979 to 68994 (16 checks)

Post Date / GL Number	Journal	Summ/Det	Ref # / Description		DR Amount	CR Amount
09/13/2023	CD	S	115882	SUMMARY CD 09/13/2023		
100-000-001.000			CHECKING ACCOUNT OXFORD BANK			243,517.91
100-000-084.101			DUE FROM GENERAL FUND		157,620.53	
100-000-084.206			DUE FROM OXFORD FIRE DEPT		30.00	
100-000-084.207			DUE FROM POLICE		2,500.00	
100-000-084.249			DUE FROM BUILDING DEPARTMENT		24,948.00	
100-000-084.297			DUE FROM SAFETY PATH		26,957.50	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND		3,340.00	
100-000-084.590			DUE FROM SEWER		4,000.00	
100-000-084.591			DUE FROM WATER		957.50	
100-000-084.701			DUE FROM TRUST & AGENCY		23,164.38	
101-000-202.000			ACCOUNTS PAYABLE		157,620.53	
101-000-215.000			DUE TO			157,620.53
206-000-202.000			ACCOUNTS PAYABLE		30.00	
206-000-215.000			DUE TO CLEARING FUND			30.00
207-000-202.000			ACCOUNTS PAYABLE		2,500.00	
207-000-215.000			DUE TO CLEARING FUND			2,500.00
249-000-202.000			ACCOUNTS PAYABLE		24,948.00	
249-000-215.000			DUE TO CLEARING FUND			24,948.00
297-000-202.000			ACCOUNTS PAYABLE		26,957.50	
297-000-215.000			DUE TO CLEARING FUND			26,957.50
298-000-202.000			ACCOUNTS PAYABLE		3,340.00	
298-000-215.000			DUE TO CLEARING FUND			3,340.00
590-000-202.000			ACCOUNTS PAYABLE		4,000.00	
590-000-215.000			DUE TO CLEARING FUND			4,000.00
591-000-202.000			ACCOUNTS PAYABLE		957.50	
591-000-215.000			DUE TO CLEARING FUND			957.50
701-000-202.000			ACCOUNTS PAYABLE		23,164.38	
701-000-215.000			DUE TO OTHER FUNDS			23,164.38
					487,035.82	487,035.82
					487,035.82	487,035.82

TO BE PAIDS

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 68979 - 68994
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
09/13/2023	029	68979*#	CARLISLE/WORTMAN ASSOCIATES	PLANNER/PROF. SERVICES	801.009	701	1,320.00
				PLANNER/PROF. SERVICES	801.009	701	2,000.00
				PLANNER/PROF. SERVICES	801.009	701	2,757.50
				CHECK 029 68979 TOTAL FOR FUND 101:			6,077.50
09/13/2023	029	68984	MUNETRIX, LLC	EVIP EXPENDITURES	821.002	267	3,711.00
09/13/2023	029	68987	SARADAN CONSTRUCTION	ARPA EXPENSES	962.002	267	4,923.00
09/13/2023	029	68988*#	SHARPE ENGINEERING	ENGINEERING FEES - PARKING LOTS	821.011	265	6,180.00
				ARPA EXPENSES	962.002	267	3,922.50
				ENGINEERING FEES - GENERAL	821.000	447	700.00
				CHECK 029 68988 TOTAL FOR FUND 101:			10,802.50
09/13/2023	029	68990*#	THE KELLY FIRM	LEGAL FEES	826.000	266	7,995.00
				MARIJUANA LEGAL FEES	962.028	267	405.00
				LEGAL FEES	826.000	701	1,665.00
				LEGAL FEES	826.000	702	285.00
				CHECK 029 68990 TOTAL FOR FUND 101:			10,350.00
09/13/2023	029	68992	TRUE NORTH ASPHALT	ADDITIONS & IMPROVEMENTS	976.000	265	121,756.53
				Total for fund 101 GENERAL FUND			157,620.53
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
09/13/2023	029	68990*#	THE KELLY FIRM	LEGAL FEES	826.000	357	30.00
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			30.00
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
09/13/2023	029	68990*#	THE KELLY FIRM	LEGAL FEES	826.000	302	2,500.00
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			2,500.00
Fund: 249 BUILDING DEPARTMENT FUND							
09/13/2023	029	68980	JIM SMITHER	FEES HEATING INSPECTOR	712.002	289	1,800.00
				FEES BUILDING INSPECTOR	712.009	289	90.00
				CHECK 029 68980 TOTAL FOR FUND 249:			1,890.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
09/13/2023	029	68981*#	JODY KINJORSKI	FEES PLUMBING INSPECTOR	712.004	289	45.00
				FEES PLUMBING INSPECTOR	712.004	289	2,300.00
				FEES BUILDING INSPECTOR	712.009	289	45.00
				CHECK 029 68981 TOTAL FOR FUND 249:			2,390.00
09/13/2023	029	68983	MARK BOOTH	FEES HEATING INSPECTOR	712.002	289	225.00
09/13/2023	029	68985	PATRICK H PAYNE	FEES ELECTRIC INSPECTORS	712.001	289	3,915.00
				FEES BUILDING INSPECTOR	712.009	289	291.50
				CHECK 029 68985 TOTAL FOR FUND 249:			4,206.50
09/13/2023	029	68986	ROBERT GERDS	FEES BUILDING INSPECTOR	712.009	289	403.00
09/13/2023	029	68988*#	SHARPE ENGINEERING	ENGINEER INSPECTOR FEE	712.010	289	405.00
				SOIL EROSION INSPECTOR	712.013	289	3,060.00
				CHECK 029 68988 TOTAL FOR FUND 249:			3,465.00
09/13/2023	029	68990*#	THE KELLY FIRM	LEGAL FEES	826.000	289	270.00
09/13/2023	029	68991	TOM BERGER	FEES BUILDING INSPECTOR	712.009	289	11,288.50
09/13/2023	029	68994	WILLIAM MATHISEN	FEES HEATING INSPECTOR	712.002	289	810.00
				Total for fund 249 BUILDING DEPARTMENT FUND			24,948.00
Fund: 297 SAFETY PATH FUND							
09/13/2023	029	68988*#	SHARPE ENGINEERING	SEYMOUR LAKE SAFETY PATH PROJECT	808.002	852	8,935.00
				LAKEVILLE SAFETY PATH	808.007	852	4,257.50
				ENGINEERING FEES - GENERAL	821.000	852	385.00
				CHECK 029 68988 TOTAL FOR FUND 297:			13,577.50
09/13/2023	029	68989	SHARPE ENGINEERING	ENGINEERING DESIGN FOR RAY/N OXFORD R	821.009	852	13,350.00
09/13/2023	029	68990*#	THE KELLY FIRM	LEGAL FEES	826.000	852	30.00
				Total for fund 297 SAFETY PATH FUND			26,957.50
Fund: 298 POLLY ANN TRAIL FUND							

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 298 POLLY ANN TRAIL FUND							
09/13/2023	029	68982	LINDA MORAN SERVICES, LLC	CONTRACTED SERVICES PATC	824.000	853	2,500.00
09/13/2023	029	68993	URBAN HABITAT OUTDOOR SERVICE, L	MAINTENANCE OF GROUNDS	932.000	853	840.00
				Total for fund 298 POLLY ANN TRAIL FUND			3,340.00
Fund: 590 SEWER FUND							
09/13/2023	029	68981*#	JODY KINJORSKI	INSPECTOR FEES	712.000	527	315.00
09/13/2023	029	68988*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	527	220.00
				ENGINEERING FEES - GENERAL	821.000	527	3,465.00
				CHECK 029 68988 TOTAL FOR FUND 590:			3,685.00
				Total for fund 590 SEWER FUND			4,000.00
Fund: 591 WATER FUND							
09/13/2023	029	68981*#	JODY KINJORSKI	INSPECTOR FEES	712.000	538	315.00
09/13/2023	029	68988*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	538	642.50
				Total for fund 591 WATER FUND			957.50
Fund: 701 TRUST & AGENCY FUND							
09/13/2023	029	68979*#	CARLISLE/WORTMAN ASSOCIATES	BTA23-0006	283.001	000	332.50
				BTA23-0005	283.001	000	1,460.00
				CHECK 029 68979 TOTAL FOR FUND 701:			1,792.50
09/13/2023	029	68988*#	SHARPE ENGINEERING	Consultation (Escrow)	283.001	000	10,400.63
				Consultation (Escrow)	283.001	000	30.00
				Consultation (Escrow)	283.001	000	335.00
				BTA23-0007	283.001	000	1,840.00
				Consultant Fees	283.001	000	135.00
				Consultation (Escrow)	283.001	000	2,180.00
				Consultation (Escrow)	283.001	000	882.50
				Consultation (Escrow)	283.001	000	2,523.75
				CHECK 029 68988 TOTAL FOR FUND 701:			18,326.88
09/13/2023	029	68990*#	THE KELLY FIRM	Consultation (Escrow)	283.001	000	1,530.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
				Consultation (Escrow)	283.001	000	1,365.00
				BTA23-0001	283.001	000	150.00
				CHECK 029 68990 TOTAL FOR FUND 701:			3,045.00
				Total for fund 701 TRUST & AGENCY FUND			23,164.38
			TOTAL - ALL FUNDS				243,517.91

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

OXFORD TOWNSHIP
DEVELOPMENT AGREEMENT

Drafted By:	When Recorded, Return Original To:
The Kelly Firm, PLC 2825 University Drive Auburn Hills, MI 48326	Curtis Wright, Township Clerk Charter Township of Oxford 300 Dunlap Oxford, MI 48371

DEVELOPMENT AGREEMENT
ENCLAVES OF WOODBRIDGE

This Development Agreement (the "Agreement") is made and entered into this ___ day of _____, 2023, by and between and the Enclaves of Woodbridge, a Michigan Limited Liability Company, (the "Developer") with its principal offices located at 51410 Milano Drive, Ste. 115, Macomb, MI 48042, and the Charter Township of Oxford (the "Township"), a Michigan municipal corporation, whose address is 300 Dunlap Rd., Oxford, MI 48371.

RECITATIONS:

WHEREAS, Developer owns the land in Oxford Township, Oakland County, Michigan, described on the attached **Exhibit A** (the "Property"); and

WHEREAS, Developer has proposed and submitted Plans and other materials to the Township Planning Commission to obtain final Site Plan approval (**Exhibit B: Site Plan**) to construct residential building condominiums (the "Development"), which is located within the RM Multiple-Family Residential District. The Township Planning Commission has found the Site Plan meets the applicable decision criteria of §12.10 Site Plan Decision Criteria and granted final site plan approval, contingent upon Developer's compliance with Township Ordinances, conditions placed on the approval by the Planning Commission on March 24, 2022 (**Exhibit C: Planning Commission Meeting Minutes**), and the approved final Site Plan.

WHEREAS, certain improvements within and for the Development have not yet been completed. Accordingly, the Developer has offered to provide, and the Township is willing to accept, in consideration for its granting building permits and other approvals, certain assurances to the Township that such improvements will be properly completed and maintained in compliance with the Township's Zoning Ordinance, Developer's approved Site Plan, and all conditions placed on approval by the Planning Commission. Such assurances include execution of this Agreement containing the provisions set forth below, providing for the completion and maintenance of the improvements for the Development.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

ARTICLE I
TERMS

Based upon the terms and conditions set forth herein and in consideration of the mutual promises and assurances provided herein, the Parties do hereby agree as follows:

1. *Purpose*. For the purpose of ensuring that certain improvement(s) for the Development will be completed and maintained pursuant to this Agreement in consideration for the Township's issuance of building permits and any other approvals, and that such completion and maintenance occur in accordance with the Township's Zoning Ordinance, Developer's approved Site Plan, and all conditions placed on approval by the Planning Commission.

2. *Term*. The term of this Agreement shall be from its Effective Date through the completion of all terms and conditions set forth herein to the satisfaction of the Township and as set forth in writing by the Township, unless terminated on an earlier date by mutual consent of the Parties hereto, in writing.

3. *The Property Subject to this Agreement*. The Property subject to this Agreement includes the Property described in Exhibit "A," and all buildings and structures located thereon.

4. *Approval*. Developer agrees to obtain approval of this Agreement by, and where necessary obtain a Subordination Agreement from, any lienholder, finance lender, or any other individual or entity with an interest in the Property. Copies of such Agreement(s) shall be provided to the Township Planning and Zoning Department upon request.

5. *Improvement and Use of the Property*. Developer shall improve and/or develop the Property in accordance with its approved site plan and the Township's Ordinances, including, but not limited to, the Zoning Ordinance (Ordinance 067A) and the Engineering Design Standards Ordinance (Ordinance 106A); in compliance with the drawings and specifications as set forth on the attached Site Plan, including all applicable infrastructures, streets, roads, sidewalks, landscaping, and other public utilities necessary for the operation of the Development on the Property. By entering into this Agreement, to the extent not already reviewed and approved, the Township has not waived any review or approval of the drawings or specifications related to the proposed improvements, except as specifically set forth in this Agreement.

6. *Ownership*. Developer has represented to the Township, understanding that the Township is relying upon these representations as conditions for entering into this Agreement, that as of the date of execution of this Agreement, all of the land subject to this Development Agreement is owned solely and exclusively by Developer as set forth above.

7. *Agreement*. Developer shall comply with all Township Ordinances and obtain all appropriate approvals. The final site plan approval shall expire and be of no effect after three hundred sixty-five (365) days following approval. The Township has agreed to approve the Final Site Plan (attached as ***Exhibit B***) with the following conditions which include, but are not limited to, the following which Developer shall comply with within ninety (90) days of entering into this agreement, unless an alternative date is specifically set forth for an individual item below; however, the Supervisor may approve subsequent 30-day extensions in writing:

a. Developer shall submit a revised Site Plan that includes all of the following:

   i. No parking signs shall be added to the "Proposed Legend" on Sheet 1;
   ii. Sidewalks on Sheet 1 shall be shown as extending through the driveways, as done on Sheets 2 and 3;
   iii. All utility structures located outside of proposed sidewalks;
   iv. Revisions to the condominium documents noted in Township Attorney and Township Engineer reviews, and condominium document approval by the Township Attorney and Township Engineer;
   v. Outlines of additional units south of Phase 2, for example on Sheet 5, shall be removed; and

vi. The phasing line shall be adjusted to include the cul-de-sac at the end of the roadway.

b. Developer shall submit a revised landscape plan so that no trees are proposed within ten (10) feet of any manhole, catch basin, fire hydrant, gate well, or similar utility structure;

c. Applicant shall confirm that an irrigation system shall be installed for landscaped areas in the right-of-way and green belt and/or irrigation system details shall be added to the landscape plan;

d. Developer shall obtain:

i. Utilities and stormwater management approval by the Township Engineer;
ii. Design approvals and permits related to utilities, roadways, and grading shall be secured and provided before issuance of any permits; and
iii. Sanitary sewer and water supply system approval by EGLE;

e. Applicant shall participate in a preconstruction conference with the Township and interested agencies before submission of permits for construction.

8. *Law*. Developer acknowledges and understands that by entering into this Agreement, the Township is not waiving any requirement of the Township's Ordinances, regulations, planning requirements, or other applicable State or local standards, other than those expressly set forth herein. Developer understands and agrees that the proposed drawings attached hereto do not constitute a waiver by the Township of any Township Ordinance, regulation, planning procedure, site plan review and approval, or any other federal, State, or local road commission, or other applicable law or standard. The Township has not waived any right or standard for its review of the future development of the Enclaves of Woodbridge. Developer shall comply with all State laws and Township Ordinances in effect at the time of entering into this Agreement, and except to the extent already granted in any approved site plan and the drawings or specifications attached, there shall be no exceptions and/or variances therefrom, except as those which are expressly agreed to by the Parties, in writing, on approval of the respective boards and/or commissions that would have responsibility for any exceptions and/or variances from the requirements.

9. *Development Permits, Inspections, and Approvals*. Developer shall obtain from the Township and/or other governmental bodies all permits, inspections, and approvals that are necessary for the development of the Property. Any waiver of any permit, inspection, and/or approval requirements must be in writing and signed by the respective governmental unit issuing the permit, inspection, and/or approval.

10. *Amendments to this Agreement*. This Agreement may only be amended by the mutual consent of the Parties hereto or their successors in interest, in writing, signed by the Parties' authorized representatives.

11. *Performance Guarantee*. Developer shall post a performance guarantee in the amount of $550,000.00. This Performance Guarantee may be held in an interest-bearing account. If this Performance Guarantee is held in an interest-bearing account then the Township shall be entitled to retain any interest generated during the pendency of this Agreement as its sole and separate property, free and clear of any claim by Developer.

12. *Default*. In the event Developer has failed to comply with this Agreement and provided the Township has given Developer thirty (30) days' written notice of default, and Developer has not come into compliance with the terms of this Agreement within thirty (30) days of receipt of such written notice, the Township shall have the authority, but shall not have the legal obligation, to take one or more of the following actions:

a. The Township may draw the funds from the Developer's posted Performance Guarantee and enter upon the Development through its officials, employees, agents, and/or contractors and complete and/or maintain the improvements, or to restore the Property or areas disturbed by the Development. In such event, all costs and expenses incurred, together with a Township Administrative Fee in an amount equivalent to twenty-five (25%) percent of all such costs and amounts incurred, shall be paid from the proceeds of the funds drawn on the Performance Guarantee. Any amounts of unused proceeds of the Performance Guarantee shall be returned to Developer, or otherwise be credited, as the case may be. Developer, and all of Developer's officers, employees, consultants, and agents, shall be obligated to act and work in cooperation with the Township to bring about completion and/or maintenance of the improvements as contemplated in this Agreement, or restoration, and shall provide the Township with all drawings, contracts, documentation, public correspondence, agreements, and other materials relating to any such improvements, restoration, and/or maintenance. Notwithstanding other provisions to the contrary, in the event the Township receives a notice of termination from Developer with regard to the Performance Guarantee, and the improvements itemized herein that have not been completed or fulfilled as required by this Agreement, the Township shall be entitled to immediately draw the funds from the Performance Guarantee, without notice to Developer, and proceed as specified in this paragraph.
b. If any repair is necessary to be made at once to protect life and property, then and in that case, the Township may take immediate steps to repair or barricade such defects without notice to the Developer. In such accounting, the Township shall not be held to obtain the lowest figures for the doing of the work, or any part thereof, but all sums actually paid therefore shall be charged to the Developer.
c. The Township may issue a stop work order as to any or all aspects of the Development, deny the issuance of any requested building permit or certificate of occupancy, and suspend further inspections of any or all aspects of the Development.

13. *Additional Liability*. Developer shall also be liable for any costs and expenses incurred by the Township in excess of Performance Guarantee posted by the Developer, as well as any costs and expenses, including reasonable attorney fees, incurred by the Township in any action and/or litigation to enforce or collect such funds and/or to otherwise secure completion and/or maintenance of the improvements itemized in Paragraph 5 above, or restoration, in accordance with the terms of this Agreement. The liability of Developer in such regard, if unpaid after thirty

(30) days of a billing sent to Developer at its last known address, may be secured by the Township recording a lien on the Property, effective as of the date the Township is authorized to proceed with the completion and/or maintenance of improvements, or restoration, as provided in this Agreement, and all such unpaid amounts may be placed on the delinquent tax roll of the Township as to the Property, and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes according to the laws made and provided for the collection of delinquent real property taxes.

14. *Indemnification.* The Developer shall indemnify, defend, and save harmless the Township, and its agents, consultants, employees, and officers from all suits and actions for damages of every name and description brought or claimed against them for, or on account of, any injury or damage to person or property received or sustained by any party or parties, by or from any of the acts or omissions or through the negligence of said Developer, and its servants, agents, or employees, in the prosecution of the work, and from any and all claims arising under the Workman's Compensation Act of the State of Michigan.

15. *Building Permits and Certificates of Occupancy.* The Township shall also have the right to withhold issuance of Building Permits and Certificates of Occupancy for any unit or units in the Development in the event of a failure to properly complete or maintain any improvement within or for the Development, regardless of whether the Developer is the named applicant for such permit or Certificate of Occupancy.

16. *No Third-Party Beneficiary.* The Agreement is not intended to, and does not confer, any rights or benefits on any third-party. Upon the sale or transfer of Developership of the Property, Developer shall notify the Township of any sale or transfer and the Township reserves the right to terminate any and all approvals or other benefits contained herein, including termination of the Permit issued under Township Ordinance No. 067A.

17. *Notices.* Unless specifically provided otherwise by this Agreement, any notice, demand, request, consent, approval, or communication, in which a signatory party is required to, or may give to, the other signatory party hereunder, shall be in writing and shall be delivered or addressed to the other Party at their address set forth below or to such other address as such Party may, from time to time, direct by written notice given in the manner herein prescribed. Such notice or communication shall be deemed to have been given or made when communicated by personal delivery, by independent courier service, by facsimile, or by electronic communication, or if by mail, on the fifth (5th) business day after the deposit thereof in the U.S. Mail, postage prepaid, registered, or certified, addressed as hereinafter provided. The Parties shall make reasonable inquiries to determine whether the name or titles of the persons listed in this Agreement should be substituted with the name of the listed person's successor.

All notices, demands, requests, consents, approvals, or communications to Developer shall be addressed to:

Enclaves of Woodbridge, LLC
Attn: Dominic D. Geric, Manager
51410 Milano Drive, Ste. 115
Macomb, MI 48042

All notices, demands, requests, consents, approvals, or communications to the Township shall be addressed to:

Supervisor
Charter Township of Oxford
300 Dunlap Rd.
Oxford, MI 48371

18. *Entire Agreement*. There are no promises, agreements, conditions, or understandings, oral or written, expressed or implied, among these Parties relative to the matters addressed herein, other than those set forth in this Agreement or the Exhibits hereto.

19. *Delay in Enforcement*. A delay in enforcement of any provision of this Agreement shall not be construed as a waiver or estoppel of the Township's right to eventually enforce, or take action to enforce, the terms of this Agreement.

20. *Construction*. The Parties agree that each Party and its respective counsel have reviewed this Agreement and agree that the general rule of contract construction that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this Agreement or any amendments or Exhibits thereto.

21. *Assignment*. Except as specifically provided herein, neither Party to this Agreement may *assign* its respective rights and responsibilities hereunder to any other individual or entity without the express written consent of the other Parties, provided, however, with respect to any sale of the Property there shall be no consent required with respect to the Purchaser of all or any portion thereof, but the assurances and obligations contained herein shall continue as to the new Purchaser and said assurances and obligations contained herein shall run with the land, until satisfactorily completed.

22. *Agreement to Run with the Land*. All future owner(s) of the Property shall be bound by the terms of this Agreement and the Developer's authority and responsibilities stated herein. It shall be the responsibility of the Developer to transmit to and notify all future owner(s) of the Property of the requirements contained within this Agreement. The Township shall require that all developers, present or future, of any portion of the Agreement or any amendment thereto, as the same may be expanded by the Township and their respective successors in title comply with the Township Code and Ordinances. It is the intent that the restrictions contained in this Agreement will run with the land.

23. *Governing Law*. This Agreement shall be governed by the laws of the State of Michigan.

24. *Counterparts*. This Agreement may be executed in several counterparts, each of which shall be deemed an original as such counterparts shall constitute one and the same instrument.

25. *Termination*. This Agreement shall terminate only by operation of the provisions of this Agreement.

26. *No Deemed Waiver*. Failure of a Party to exercise any right under this Agreement shall not be deemed a waiver of such right and shall not affect the right of such Party to exercise at a future time, said right or any other right it may have thereunder.

27. *Severability*. If any term or provision hereof shall be judicially determined to be void or of no effect, such determination shall not affect the validity of the remaining terms and provisions. The Parties agree that if any provision of this Agreement is judicially determined to be invalid because it is inconsistent with the provisions of State or federal law, this Agreement shall be amended to the extent necessary to make it consistent with State or federal law and the balance of the Agreement shall remain in full force and effect.

28. *Authority*. Each Party confirms that it has undertaken all actions necessary for approval of this Agreement and that the person signing this Agreement has the absolute authority to bind Developer and the Township.

29. *Governmental Immunity*. Nothing in this Agreement shall be construed as a waiver by the Township of governmental immunity or any other applicable legal or equitable defense to any claims brought against the Township by any person or entity whatsoever, arising from the terms of this Development Agreement or Developers' use or occupancy of the Property.

[SIGNATURE PAGE TO FOLLOW]

SIGNED:

CHARTER TOWNSHIP OF OXFORD

_____

By: Jack Curtis
Its: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Jack Curtis, Supervisor for the Charter Township of Oxford, a Michigan municipal corporation, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

_____
_____, Notary Public
_____ County, Michigan
My Commission Expires: _____
Acting in _____ County, Michigan

SIGNED:

ENCLAVES OF WOODBRIDGE, LLC
a Michigan Limited Liability Company

_____
By:
Its: Authorized Representative

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this 31ST day of AUGUST, 2023, by DOMINIC D. GEGIC, the Authorized Representative of ENCLAVES OF WOODBRIDGE LLC, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

DANIEL S SPATAFORA
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF MACOMB
My Commission Expires 11-26-2026
Acting in the County of OAKLAND

_____
DANIEL S. SPATAFORA, Notary Public
MACOMB County, Michigan
My Commission Expires: 11-26-2026
Acting in OAKLAND County, Michigan

Exhibit A

PARCEL 04-22-200-025
ENCLAVES OF WOODBRIDGE
SOUTH PARCEL

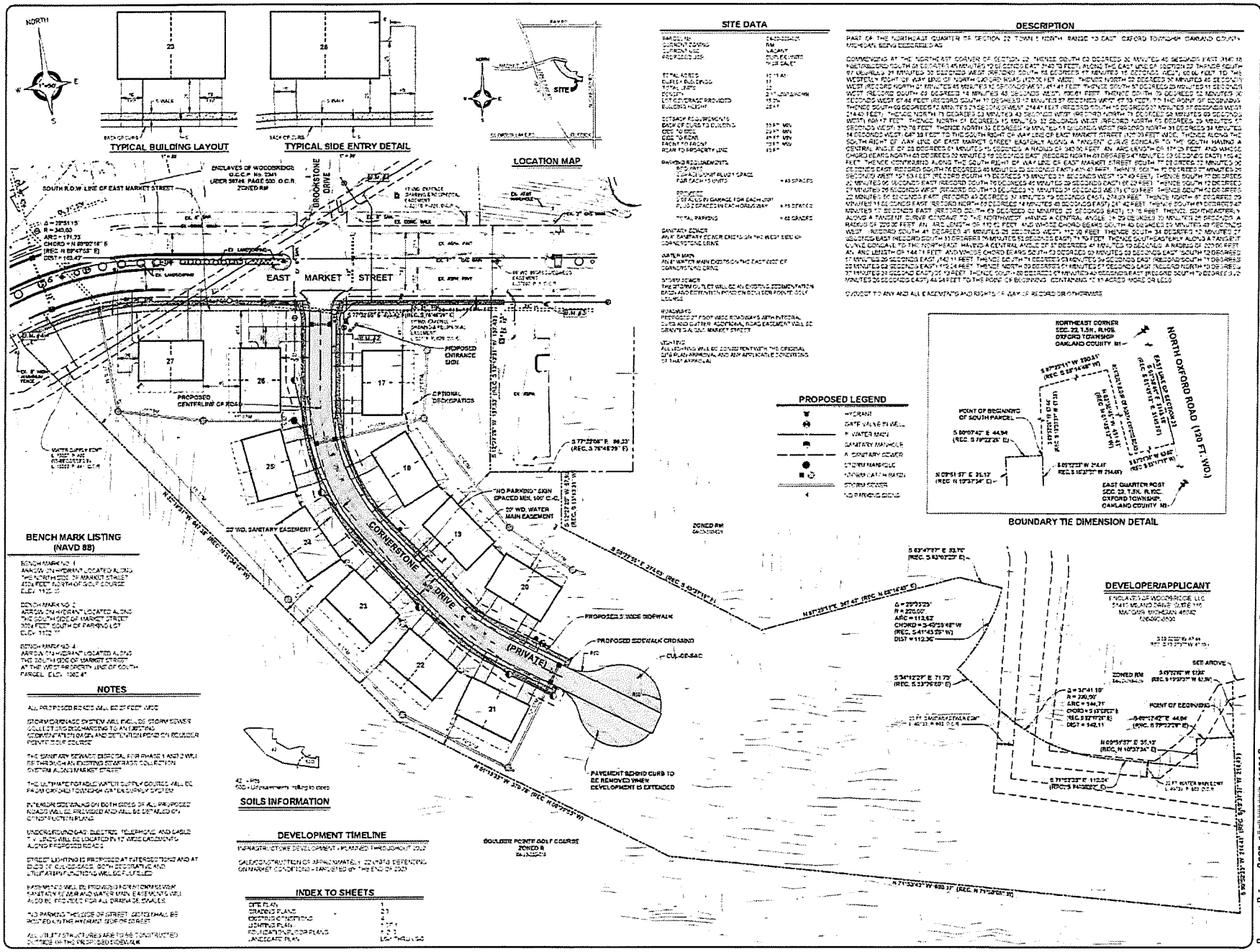
PART OF THE NORTHEAST QUARTER OF SECTION 22, TOWN 5 NORTH, RANGE 10 EAST, OXFORD TOWNSHIP, OAKLAND COUNTY, MICHIGAN, BEING DESCRIBED AS;

COMMENCING AT THE NORTHEAST CORNER OF SECTION 22; THENCE SOUTH 02 DEGREES 30 MINUTES 46 SECONDS EAST 3140.18 FEET(RECORD SOUTH 01 DEGREES 45 MINUTES 12 SECONDS EAST 3140.70 FEET) ALONG THE EAST LINE OF SECTION 22; THENCE SOUTH 87 DEGREES 31 MINUTES 38 SECONDS WEST (RECORD SOUTH 88 DEGREES 17 MINUTES 15 SECONDS WEST) 60.00 FEET TO THE WESTERLY RIGHT OF WAY LINE OF NORTH GLASPIE STREET (120.00 FET WIDE); THENCE NORTH 02 DEGREES 30 MINUTES 46 SECONDS WEST (RECORD ORTH 01 MINUTES 45 MINUTES 12 SECONDS WEST) 451.41 FEET; THENCE SOUTH 87 DEGREES 29 MINUTES 11 SECONDS WEST (RECORD SOUTH 88 DEGREES 14 MINUTES 48 SECONDS WEST) 890.61 FEET; THENCE SOUTH 09 DEGREES 52 MINUTES 00 SECONDS WEST 67.44 FEET (RECORD SOUTH 10 DEGREES 37 MINUTES 37 SECONDS WEST 67.39 FEET) TO THE POINT OF BEGINNING; THENCE SOUTH 09 DEGREES 52 MINUTES 23 SECONDS WEST 214.41 FEET (RECORD SOUTH 10 DEGREES 37 MINUTES 37 SECONDS WEST 214.45 FEET); THENCE NORTH 71 DEGREES 53 MINUTES 43 SECONDS WEST (RECORD NORTH 71 DEGREES 08 MINUTES 06 SECONDS WEST) 698.17 FEET; THENCE NORTH 51 DEGREES 15 MINUTES 32 SECONDS WEST (RECORD NORTH 50 DEGREES 29 MINUTES 55 SECONDS WEST) 370.78 FEET; THENCE NORTH 32 DEGREES 19 MINUTES 51 SECONDS WEST (RECORD NORTH 31 DEGREES 34 MINUTES 14 SECONDS WEST) 647.38 FEET TO THE SOUTH RIGHT OF WAY LINE OF EAST MARKET STREET (120.00 FEET WIDE); THENCE ALONG THE SOUTH RIGHT OF WAY LINE OF EAST MARKET STREET EASTERLY ALONG A TANGENT CURVE CONCAVE TO THE SOUTH, HAVING A CENTRAL ANGLE OF 28 DEGREES 51 MINUTES 15 SECONDS, A RADIUS OF 340.00 FEET, AN ARC LENGTH OF 171.23 FEET, AND WHOSE CHORD BEARS NORTH 88 DEGREES 02 MINUTES 16 SECONDS EAST (RECORD NORTH 88 DEGREES 47 MINUTES 53 SECONDS EAST 169.42 FEET; THENCE CONTINUING ALONG THE SOUTH RIGHT OF WAY LINE OF EAST MARKET STREET SOUTH 77 DEGREES 32 MINUTES 06 SECONDS EAST (RECORD SOUTH 76 DEGREES 46 MINUTES 29 SECONDS EAST) 405.42 FEET; THENCE SOUTH 12 DEGREES 27 MINUTES 26 SECONDS WEST 197.53 FEET (RECORD SOUTH 13 DEGREES 13 MINUTES 31 SECONDS WEST 197.49 FEET); THENCE SOUTH 77 DEGREES 32 MINUTES 06 SECONDS EAST (RECORD SOUTH 76 DEGREES 46 MINUTES 29 SECONDS EAST) 86.23 FEET; THENCE SOUTH 12 DEGREES 27 MINUTES 26 SECONDS WEST (RECORD SOUTH 13 DEGREES 13 MINUTES 31 SECONDS WEST) 67.99 FEET; THENCE SOUTH 50 DEGREES 22 MINUTES 56 SECONDS EAST (RECORD 49 DEGREES 37 MINUTES 19 SECONDS EAST) 274.03 FEET; THENCE NORTH 87 DEGREES 29 MINUTES 11 SECONDS EAST (RECORD NORTH 18 DEGREES 14 MINUTES 48 SECONDS EAST) 247.42 FEET;

THENCE SOUTH 63 DEGREES 47 MINUTES 57 SECONDS EAST (RECORD SOUTH 63 DEGREES 02 MINUTES 20 SECONDS EAST) 53.76 FEET; THENCE SOUTHEASTERLY ALONG A TANGENT CURVE CONCAVE TO THE NORTHWEST, HAVING A CENTRAL ANGLE OF 29 DEGREES 35 MINUTES 25 SECONDS, A RADIUS OF 220.00 FEET, AN ARC LENGTH OF 113.62 FEET, AND WHOSE CHORD BEARS SOUTH 40 DEGREES 59 MINUTES 48 SECONDS WEST (RECORD SOUTH 41 DEGREES 45 MINUTES 25 SECONDS WEST) 112.36 FEET; THENCE SOUTH 34 DEGREES 12 MINUTES 27 SECONDS EAST (RECORD SOUTH 33 DEGREES 26 MINUTES 50 SECONDS EAST) 71.79 FEET; THENCE SOUTHEASTERLY ALONG A TANGENT CURVE CONCAVE TO THE NORTHEAST, HAVING A CENTRAL ANGLE OF 37 DEGREES 41 MINUTES 10 SECONDS, A RADIUS OF 220.00 FEET, AN ARC LENGTH OF 144.71 FEET, AND WHOSE CHORD BEARS SOUTH 53 DEGREES 03 MINUTES 03 SECONDS EAST (SOUTH 52 DEGREES 17 MINUTES 26 SECONDS EAST)142.11 FEET; THENCE SOUTH 71 DEGREES 53 MINUTES 39 SECONDS EAST (RECORD SOUTH 71 DEGREES 08 MINUTES 02 SECONDS EAST) 112.24 FEET; THENCE NORTH 09 DEGREES 51 MINUTES 57 SECONDS EAST (RECORD NORTH 10 DEGREES 37 MINUTES 34 SECOND EAST) 35.13 FEET; THENCE SOUTH 80 DEGREES 07 MINUTES 42 SECONDS EAST (RECORD SOUTH 79 DEGREES 22 MINUTES 26 SECONDS EAST) 44.94 FEET TO THE POINT OF BEGINNING. CONTAINING 10.13 ACRES, MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RIGHTS OF WAY OF RECORD OR OTHERWISE.

Exhibit B



SITE DATA

PARCEL NO.	04-22-226-016
CURRENT ZONING	RM
CURRENT USE	VACANT
PROPOSED USE	MULTI-FAMILY CONDOMINIUM
TOTAL ACRES	12.19 AC
CURRENT BUILDINGS	0
TOTAL UNITS	77
DENSITY	6.31 UNITS/ACRE
OPEN SPACE PROVIDED	18.3%
BUILDING HEIGHT	35 FT
SETBACK REQUIREMENTS	
EAST OF CURB TO BUILDING	35 FT. MIN.
CURB TO CURB	24 FT. MIN.
CURB TO REAR	40 FT. MIN.
FACINT TO FRONT	10 FT. MIN.
REAR TO PROPERTY LINE	40 FT.
PARKING REQUIREMENTS	
SITE WIDE	
2 CAR GARAGE PLUS 1 SPACE FOR EACH 10 UNITS	= 40 SPACES
PROVIDED	
2 SPACES IN GARAGE FOR EACH UNIT PLUS 2 SPACES IN EACH DRIVEWAY	= 154 SPACES
TOTAL PARKING	= 40 SPACES

SANITARY SEWER
AN 8" SANITARY SEWER EXISTS ON THE WEST SIDE OF CORNERSTONE DRIVE.

WATER MAIN
AN 8" WATER MAIN EXISTS ON THE EAST SIDE OF CORNERSTONE DRIVE.

STORM SEWER
THE STORM OUTLET WILL BE AN EXISTING SEDIMENTATION BASIN AND DETENTION POND ON BOULDER POINTE GOLF COURSE.

ROADWAYS
PROPOSED 27 FOOT WIDE ROADWAYS WITH INTEGRAL CURB AND GUTTER. ADDITIONAL ROAD EASEMENT WILL BE GRANTED ALONG EAST MARKET STREET.

LIGHTING
ALL LIGHTING WILL BE CONSISTENT WITH THE ORIGINAL SITE PLAN APPROVAL AND ANY APPLICABLE CONDITIONS OF THAT APPROVAL.

DESCRIPTION

PART OF THE NORTHEAST QUARTER OF SECTION 22, TOWN 3 NORTH, RANGE 10 EAST, OXFORD TOWNSHIP, OAKLAND COUNTY, MICHIGAN, BEING DESCRIBED AS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 22; THENCE SOUTH 03 DEGREES 30 MINUTES 40 SECONDS EAST 3140.18 FEET (RECORD SOUTH 03 DEGREES 45 MINUTES 10 SECONDS EAST 3140.13 FEET), ALONG THE EAST LINE OF SECTION 22; THENCE SOUTH 87 DEGREES 31 MINUTES 20 SECONDS WEST (RECORD SOUTH 88 DEGREES 47 MINUTES 15 SECONDS WEST) 60.66 FEET TO THE WESTERLY RIGHT OF WAY LINE OF NORTH OXFORD ROAD (120 FT. WIDE) FOR A POINT OF BEGINNING; THENCE NORTH 02 DEGREES 30 MINUTES 40 SECONDS WEST (RECORD NORTH 01 MINUTES 45 MINUTES 10 SECONDS WEST) 414.41 FEET; THENCE SOUTH 87 DEGREES 29 MINUTES 11 SECONDS WEST (RECORD SOUTH 03 DEGREES 14 MINUTES 40 SECONDS WEST) 150.81 FEET; THENCE SOUTH 12 DEGREES 30 MINUTES 30 SECONDS WEST 67.44 FEET (RECORD SOUTH 10 DEGREES 17 MINUTES 37 SECONDS WEST) 67.44 FEET; THENCE SOUTH 03 DEGREES 14 MINUTES 21 SECONDS WEST 214.44 FEET (RECORD SOUTH 10 DEGREES 37 MINUTES 37 SECONDS WEST 214.44 FEET); THENCE NORTH 71 DEGREES 33 MINUTES 43 SECONDS WEST (RECORD NORTH 71 DEGREES 33 MINUTES 09 SECONDS WEST) 104.17 FEET; THENCE NORTH 01 DEGREES 15 MINUTES 30 SECONDS WEST (RECORD NORTH 02 DEGREES 30 MINUTES 17 SECONDS WEST) 370.78 FEET; THENCE NORTH 31 DEGREES 14 MINUTES 13 SECONDS WEST (RECORD NORTH 31 DEGREES 34 MINUTES 14 SECONDS WEST) 247.38 FEET TO THE SOUTH RIGHT OF WAY LINE OF EAST MARKET STREET; THENCE ALONG THE SOUTH RIGHT OF WAY LINE OF EAST MARKET STREET EASTERLY ALONG A TANGENT CURVE CONCAVE TO THE SOUTH HAVING A CENTRAL ANGLE OF 28 DEGREES 01 MINUTES 15 SECONDS, A RADIUS OF 340.00 FEET, AN ARC LENGTH OF 171.23 FEET, AND WHOSE CHORD BEARS NORTH 83 DEGREES 30 MINUTES 19 SECONDS EAST (RECORD NORTH 81 DEGREES 47 MINUTES 10 SECONDS EAST) 169.42 FEET; THENCE CONTINUING ALONG THE SOUTH RIGHT OF WAY LINE OF EAST MARKET STREET SOUTH 77 DEGREES 32 MINUTES 30 SECONDS EAST (RECORD SOUTH 76 DEGREES 45 MINUTES 20 SECONDS EAST) 41.47 FEET; THENCE SOUTH 12 DEGREES 27 MINUTES 30 SECONDS WEST 150.31 FEET (RECORD SOUTH 13 DEGREES 13 MINUTES 31 SECONDS WEST 150.49 FEET); THENCE SOUTH 77 DEGREES 32 MINUTES 00 SECONDS EAST (RECORD SOUTH 76 DEGREES 45 MINUTES 29 SECONDS EAST) 60.29 FEET; THENCE SOUTH 12 DEGREES 27 MINUTES 30 SECONDS WEST (RECORD SOUTH 13 DEGREES 13 MINUTES 31 SECONDS WEST) 167.00 FEET; THENCE SOUTH 43 DEGREES 30 MINUTES 00 SECONDS EAST (RECORD SOUTH 42 DEGREES 32 MINUTES 49 SECONDS EAST) 274.03 FEET; THENCE NORTH 87 DEGREES 29 MINUTES 11 SECONDS EAST (RECORD NORTH 88 DEGREES 14 MINUTES 49 SECONDS EAST) 241.42 FEET; THENCE SOUTH 81 DEGREES 47 MINUTES 17 SECONDS EAST (RECORD SOUTH 80 DEGREES 32 MINUTES 32 SECONDS EAST) 53.16 FEET; THENCE SOUTHEASTERLY ALONG A TANGENT CURVE CONCAVE TO THE NORTHWEST HAVING A CENTRAL ANGLE OF 39 DEGREES 10 MINUTES 26 SECONDS, A RADIUS OF 200.00 FEET, AN ARC LENGTH OF 136.65 FEET, AND WHOSE CHORD BEARS SOUTH 40 DEGREES 30 MINUTES 49 SECONDS WEST (RECORD SOUTH 41 DEGREES 41 MINUTES 26 SECONDS WEST) 133.90 FEET; THENCE SOUTH 34 DEGREES 12 MINUTES 17 SECONDS EAST (RECORD SOUTH 31 DEGREES 19 MINUTES 53 SECONDS EAST) 71.70 FEET; THENCE SOUTHEASTERLY ALONG A TANGENT CURVE CONCAVE TO THE NORTHEAST HAVING A CENTRAL ANGLE OF 37 DEGREES 41 MINUTES 10 SECONDS, A RADIUS OF 220.00 FEET, AN ARC LENGTH OF 144.71 FEET, AND WHOSE CHORD BEARS SOUTH 53 DEGREES 03 MINUTES 03 SECONDS EAST, SOUTH 12 DEGREES 17 MINUTES 36 SECONDS EAST (RECORD 11 MINUTES 36 SECONDS EAST) 142.11 FEET; THENCE SOUTH 71 DEGREES 53 MINUTES 03 SECONDS EAST (RECORD SOUTH 71 DEGREES 53 MINUTES 03 SECONDS EAST) 112.24 FEET; THENCE NORTH 03 DEGREES 31 MINUTES 31 SECONDS EAST (RECORD NORTH 10 DEGREES 37 MINUTES 37 SECONDS EAST) 35.12 FEET; THENCE SOUTH 87 DEGREES 29 MINUTES 11 SECONDS EAST (RECORD SOUTH 88 DEGREES 47 MINUTES 40 SECONDS EAST) 60.00 FEET; THENCE SOUTH 03 DEGREES 30 MINUTES 30 SECONDS EAST, 44.24 FEET TO THE POINT OF BEGINNING. CONTAINING 12.19 ACRES, MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RIGHTS OF WAY OF RECORD OR OTHERWISE.

DEVELOPER/APPLICANT

ENCLAVES OF WOODBRIDGE, LLC
31441 MILAND DRIVE, SUITE 110
WATERFORD, MICHIGAN 48329
248-666-6000

SOILS INFORMATION

DEVELOPMENT TIMELINE

INFRASTRUCTURE DEVELOPMENT - PLANNED THROUGHOUT 2002

CONSTRUCTION OF APPROXIMATELY 20 UNITS DEPENDING ON MARKET CONDITIONS - TARGETED BY THE END OF 2003

INDEX TO SHEETS

SITE PLAN	1
GRADING PLANS	2-3
UTILITIES CONSTRUCTION	4
LIGHTING PLAN	5
FOUNDATION/FLOOR PLANS	6-8
LANDSCAPE PLAN	L1 THRU L3

BENCH MARK LISTING (NAVD 88)

BENCH MARK NO. 1
ARROW ON HYDRANT LOCATED ALONG THE NORTH SIDE OF MARKET STREET 450± FEET NORTH OF GOLF COURSE
ELEV. 1132.30

BENCH MARK NO. 2
ARROW ON HYDRANT LOCATED ALONG THE SOUTH SIDE OF MARKET STREET 200± FEET SOUTH OF PARKING LOT
ELEV. 1132.14

BENCH MARK NO. 4
ARROW ON HYDRANT LOCATED ALONG THE SOUTH SIDE OF MARKET STREET AT THE WEST PROPERTY LINE OF SOUTH PARCEL. ELEV. 1132.4

NOTES

ALL PROPOSED ROADS WILL BE 27 FEET WIDE.

STORM DRAINAGE SYSTEM WILL INCLUDE STORM SEWER COLLECTORS DISCHARGING TO AN EXISTING DETENTION BASIN AND DETENTION POND ON BOULDER POINTE GOLF COURSE.

THE SANITARY SEWER DISPOSAL FOR PHASE 1 AND 2 WILL BE THROUGH AN EXISTING STEAMBASE COLLECTION SYSTEM ALONG MARKET STREET.

THE ULTIMATE POTABLE WATER SUPPLY SOURCE WILL BE FROM OXFORD TOWNSHIP WATER SUPPLY SYSTEM.

INTERIOR SIDEWALKS ON BOTH SIDES OF ALL PROPOSED ROADS WILL BE PROVIDED AND WILL BE DETAILED ON CONSTRUCTION PLANS.

UNDERGROUND GAS, ELECTRIC, TELEPHONE AND CABLE T.V. LINES WILL BE LOCATED IN 12' WIDE EASEMENTS ALONG PROPOSED ROADS.

STREET LIGHTING IS PROPOSED AT INTERSECTIONS AND AT ENDS OF CUL-DE-SACS. BOTH DECORATIVE AND UTILITY STYLE FIXTURES WILL BE FURNISHED.

HYDRANTS WILL BE PROVIDED IN ACCORDANCE WITH OXFORD TOWNSHIP STANDARDS. WATER MAIN EASEMENTS WILL ALSO BE PROVIDED FOR ALL DRAINAGE SWALES.

NO PARKING THIS SIDE OF STREET SIGNS SHALL BE POSTED ON THE WESTERMOST SIDE OF STREET.

ALL UTILITY STRUCTURES ARE TO BE CONSTRUCTED OUTSIDE OF THE PROPOSED SIDEWALK.

ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS · SURVEYORS · ARCHITECTS
51301 Schoenherr Road
Shelby Township
Michigan 48315
Phone: (586) 726-1234
Fax: (586) 726-9752
www.aewinc.com
PROFESSIONALS STRONG COMMUNITIES

STATE OF MICHIGAN
GORDON B. WILSON
LICENSED
No. 6201034055
REGISTERED PROFESSIONAL ENGINEER

ENCLAVES OF WOODBRIDGE PHASE 2
MULTI FAMILY CONDOMINIUM DEVELOPMENT

FINAL SITE PLAN

WOODBRIDGE OF OXFORD II LLC

811 Know what's below. Call 72 hours before you dig.

UTILITY INFORMATION, AS SHOWN, INDICATES APPROXIMATE LOCATIONS AND TYPES OF EXISTING FACILITIES ONLY, AS DISCLOSED BY RECORDS PROVIDED TO THIS FIRM FROM THE VARIOUS UTILITY COMPANIES. NO GUARANTEE IS GIVEN OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF.

PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VISIT EXISTING CAMPUS SITE TO VERIFY HEAT ART AND ALL OVERHEAD AND / OR BURIED UTILITIES.

1745-0003

1

Exhibit C

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, MARCH 24, 2022

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, March 24, 2022 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chairman Berger at 7:00 p.m.

RESPECTS TO THE FLAG

ROLL CALL

Members Present: **Korey Bailey, Ashley Ross, Tom Berger, Ed Hunwick**

Members Absent: Michael Spisz (excused), Robert Turner, Jon Nold

Also Present: Township Planner Zach Michels, Township Engineer Jim Sharpe, Fire Chief Pete Scholz, Administrative Assistant to the Supervisor Danielle Smith, Recording Secretary Susan McCullough, one OCTV cameraperson and 1 guest.

APPROVAL OF AGENDA

Commissioner Hunwick moved, Commissioner Ross seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, March 24, 2022 as presented.

Ayes: 4 Nays: 0 Absent: 3

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF THE MINUTES

Planning Commission Regular Meeting – March 10, 2022

Commissioner Ross moved, Commissioner Bailey seconded, to approve the regular Planning Commission meeting minutes for March 10, 2022 as presented.

Ayes: 4 Nays: 0 Absent: 3

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT SCHEDULED FOR PUBLIC HEARING OR ON THE AGENDA

Public comment began at 7:02 p.m.

There being no public comment on non-agenda items, public comment ended at 7:02 p.m.

UNFINISHED BUSINESS

NEW BUSINESS

Final Site Plan: PC 22-002 Enclaves of Woodbridge Phase 2. Parcel No. 04-22-200-025 located on the south side of E. Market Street, east of N. Lapeer Road. Applicant: Enclaves of Woodbridge LLC, 51410 Milano Dr., Ste. 115, Macomb, MI 48042. Applicant is proposing eleven (11) duplex buildings.

Daniel Spatafora, Enclaves of Woodbridge, 51410 Milano Dr., Ste. 115, Macomb, MI, was available to answer any questions of the Commission.

Planner Michels presented the Carlisle|Wortman review letter dated March 14, 2022.

Engineer Sharpe presented the Sharpe Engineering review letter dated March 14, 2022.

Chairman Berger presented the Rentrop & Morrison, P.C. review letter dated March 14, 2022.

Fire Chief Scholz presented the Oxford Fire Department review letter dated February 11, 2022.

No public comment was received.

Commissioner Ross moved, Commissioner Hunwick seconded, to approve this Planning Commission Resolution for a Final Site Plan for a residential building condominium, submitted by Dominic Geric, on behalf of Enclaves of Woodbridge, for property located south of Market Street, east of Lapeer Road, Section 22 of Oxford Township (04-22-200-025).

10) WHEREAS, Dominic Geric, *(Applicant)*, on behalf of Enclaves of Woodbridge, pursuant to the provisions of the Oxford Township Zoning Ordinance *(Zoning Ordinance)*, submitted an application for Combined Preliminary and Final Site Plan for Enclaves of Woodbridge Phase 2 on February 3, 2022; and

20) WHEREAS, the Applicant submitted a 12-page site plan on March 7, 2022, with a last revision date of March 7, 2022, prepared and stamped by Gordon Wilson, a licensed professional engineer; and

30) WHEREAS, the Applicant submitted the draft Second Amendment to master Deed Enclaves of Woodbridge Condominium on March 7, 2022; and

40) WHEREAS, the Planning Commission has received a report from Zach Michels *(Planning Consultant)* dated March 14, 2022; and

50) WHEREAS, the Planning Commission has received a report from Jim Sharpe *(Engineer Consultant)* dated March 14, 2022; and

60) WHEREAS, the Planning Commission has received a report from Pete Scholz *(Oxford Fire Department Chief)* dated February 11, 2022; and

70) WHEREAS, the Planning Commission has received a report from Susan Morrison *(Township Attorney)* dated March 14, 2022; and

80) WHEREAS, the site is located within an RM Multiple-family Residential district; and

90) WHEREAS, attached single-family residential (duplex) is a permitted use in the RM Multiple-family Residential district; and

100) WHEREAS, the Planning Commission, at its February 24, 2022, meeting reviewed the application and granted preliminary approval, with conditions; and

110) WHEREAS, the Planning Commission, at its March 24, 2022, meeting, reviewed the application for the Final Site Plan of Enclaves of Woodbridge Phase 2 and received public input; and

120) WHEREAS, the Planning Commission grants a waiver for information missing from the combined preliminary and final site plan, as allowed in §12.3(B)(2) Information Required and §12.3(C)(2) Information Required of the Zoning Ordinance; and

130) WHEREAS, the Final Site Plan of Enclaves of Woodbridge Phase 2 meets or would meet, with conditions noted in this Resolution, the standards of §12.05(A) through §12.05(O) of the Zoning Ordinance *(site plan approval standards)*; and

140) WHEREAS, the Planning Commission has authority to approve or deny final site plans *(excluding site condominiums)*, as provided in §12.3(C)(3) of the Zoning Ordinance; and

150) WHEREAS, the Final Site Plan of Enclaves of Woodbridge Phase 2 is in substantial compliance with the approved Preliminary Site Plan;

160) NOW, THEREFORE, BE IT RESOLVED, the Planning Commission, by a majority vote at a duly-noticed, regular meeting, held this 24th day of March 2022, APPROVES the Final Site Plan of Enclaves of Woodbridge Phase 2, for property located south of Market Street, east of Lapeer Road, Section 22 of Oxford Township (04-22-200-025), to the Applicant, subject to the conditions listed below:

a) No parking signs shall be added to the "Proposed Legend" on Sheet 1;
b) Sidewalks on Sheet 1 shall be shown as extending through the driveways, as done on Sheets 2 and 3;
c) Utilities and stormwater management approval by the Township Engineer;
d) Design approvals and permits related to utilities, roadways, and grading shall be secured and provided before issuance of any permits;
e) Sanitary sewer and water supply system approval by EGLE;
f) Applicant shall confirm that an irrigation system shall be installed for landscaped areas in the right-of-way and green belt and/or irrigation system details shall be added to the landscape plan;
g) All utility structures shall be located outside of proposed sidewalks;
h) The landscape plan shall be revised so that no trees are proposed within 10 feet of any manhole, catch basin, fire hydrant, gate well, or similar utility structure;
i) Revisions to condominium documents noted in Township Attorney and Township Engineer reviews, and condominium document approval by the Township Attorney and Township Engineer;
j) Outlines of additional units south of Phase 2, for example on Sheet 5, shall be removed;
k) The phasing line shall be adjusted to include the cul-de-sac at the end of the roadway;
l) Applicant shall participate in a preconstruction conference with the Township and interested agencies before submission of permits for construction; and
m) This final site plan approval shall expire and be of no effect after three hundred sixty-five (365) days following approval.

Roll Call:
Ayes: Bailey, Berger, Ross, Hunwick
Nays: None
Absent: Spisz, Turner, Nold
Motion Carried.

COMMUNICATIONS AND/OR COMMITTEE REPORTS
Economic Development Committee
Commissioner Ross stated that the Committee is working on an agreeable date to meet.

Ordinance Review Committee
Chairman Berger updated the Commissioners regarding ongoing and upcoming projects.

PLANNER/ENGINEER REPORTS
Planner – Carlisle|Wortman
Planner Michels provided an update regarding ongoing and upcoming projects.

Engineer – Sharpe Engineering
Engineer Sharpe provided an update regarding ongoing and upcoming projects.

COMMISSIONERS' COMMENTS, COMMENTS FROM BUILDING OFFICIAL AND/OR ZONING ADMINISTRATOR, COMMENTS AND INFORMATION FROM RECORDING SECRETARY
Recording Secretary McCullough reminded the Commission to consult the calendar they received at the beginning of the year regarding payroll dates. Commissioners need to submit their payroll information by the date indicated on the calendars, especially for committee meetings.

ADJOURNMENT
Chairman Berger adjourned the meeting at 7:39 p.m.

Tom Berger, Chairman

Ed Hunwick, Secretary

Date approved: April 28, 2022
smm

Committee and Representative Reports

September 13, 2023

American Rescue Plan Act

Cemetery

CDBG

Compensation

Election Commission

Gravel Inspection

Hazardous Waste (NO Haz)

Highway / Roads

North Oakland Transportation Authority (NOTA)

Ordinance Review (Planning Commission)

Oxford Area Cable Communications Commission (OACCC)

Oxford Addison Youth Assistance

Oxford Downtown Development Authority

Planned Unit Development (PUD)

Planning Commission

Polly Ann Trail

Safety Path

Southeast Michigan Council of Governments (SEMCOG)

Spongy Moth

Union Negotiations

Village Planning Commission

Water & Sewer

ZBA

Committee, Commission and Representative Reports

Treasurer Ferrari moved, Trustee Nold seconded, to request that Committee, Commission and Representative Reports be written and submitted to be placed on the Consent Agenda in March, June, September and December.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

American Rescue Plan Act Committee Report

Date: September 13, 2023

To: Board of Trustees

From: American Rescue Plan Act ("ARPA") Commit
(Jon Nold, Margie Payne, Danielle Smith, Curt

Committee Reports

Re: ARPA Update

Dear Board Members:

The ARPA Committee has recommended and, the Township Board has approved the majority of ARPA funds.

To provide you an update:

- Attached is a breakdown of ARPA Funds allocated to date, funds expended, and the remaining balances of the approved projects.
- **$25,504.94** ARPA funds remain to be allocated.

The following projects were approved at the August 9, 2023 Township Board Meeting:

- $332,860.00 = **Ray Road Safety Path project**
- $180,000.00 = **Brabb-Dewey Subdivision future sanitary sewer project**
- $ 70,000.00 = **Audio and Visual upgrades in the Township Board Meeting Room**
- $ 50,000.00 = **Backup Generator for the Oxford Public Library**
  (With the requirement the facility become a warming and cooling center and become part of the Oxford Township Support Emergency Operations Plan.)
- $ 15,000.00 = **Drinking Fountain for the Helen Smith Park**

American Rescue Plan Act ("ARPA") - Use of Funds @ 8/10/2023

ARPA funds approved	Expenses to date	Remaining Balance		Last Financial Edit Date
$100,000.00	$85,205.00	$14,795.00	**Camp Oakland Sanitary Sewer Pump Station Engineering Design funds** *(**$100,000.00** approved by the Township Board October 13, 2021)*	July 5, 2023
$300,000.00	$54,737.50	$245,262.50	**M-24 Sewer Line north of Harriet Street** allocation *(**$300,000.00** approved by the Township Board January 12, 2022) (a.k.a. North Area Sanitary Sewer SAD)*	August 1, 2023
$89,594.50	$89,594.50	$0.00	**Fire Radios and funding for proposed Fire Station #3** *(**$100,000.00** approved by the Township Board February 9, 2022)* . A remaining **$10,405.50** balance was transferred to the Proposed Fire Station #3 account resulting in a **$0.00** balance in this project account and is considered completed *(approved by the Township Board April 12, 2023).*	April 24, 2023
$125,000.00	$39,290.74	$85,709.26	**Cemetery Maintenance improvements** including drainage, paving, and tree planting *(**$100,000.00** approved by the Township Board February 9, 2022). An additional **$25,000.00** was approved by the Township Board at the April 12, 2023 Meeting.*	April 24, 2023
$482,860.00	$1,460.00	$481,400.00	**Ray Road Safety Path Construction** *(**$150,000.00** approved by the Township Board February 9, 2022).* **$332,680.00** was approved by the Township Board on August 9, 2023. This is the additional amount required to pay for the total Ray Road Safety Path Project. The project was awarded to Superior Excavating in the base bid aount of **$542,860.00.**	August 10, 2023
$435,405.50	$170,208.25	$265,197.25	**Proposed Fire Station #3** *(**$200,000.00** approved by the Township Board March 9, 2022).* Well bid approved at the March 8, 2023 Board Meeting in the amount of **$41,794.00.** It was rescinded at the April 12, 2023 Board Meeting and approved a bid from Layman in an amount NTE **$48,000.00.** Also, transferred the **$10,405.50** remaining funds from the fire radios account to this account. Also, charged the **$4,143.13** DTE pole relocation to this account *(payment to be made in the near future)* . *(**$225,000.00** approved by the Township Board May 10, 2023.)*	July 5, 2023
$50,000.00	$50,000.00	$0.00	**Polly Ann Trail** for pooling of funds with Orion Township *(**$82,000.00**)* and Addison Township *(**$30,000.00**)* to apply for a future resurfacing Grant. *(approved by the Township Board June 8, 2022) (Payment posted October 7, 2022)*	December 2, 2022
$100,000.00	$100,000.00	$0.00	Contribution to Parks and Recreation toward the construction of a **Farmers Market** *(**$100,000.00** approved by the Township Board September 14, 2022)(Payment posted November 30, 2022)*	December 7, 2022
$50,000.00	$0.00	$50,000.00	**Oxford Public Library $50,000.00** contribution toward a backup generator with the requirement to become awarming/cooling center and become part of the of the Oxford Township Support Emergency Operations Plan *(Approved August 9, 2023)*	August 10, 2023
$180,000.00	$0.00	$180,000.00	**Brabb-Dewey Subdivision $180,000.00** toward a future sanitary sewer project. *(approved August 9, 2023)*	August 10, 2023
$70,000.00	$0.00	$70,000.00	**Oxford Township Meeting Room $70,000.00** for audio / visual upgrades. *(approved August 9, 2023)*	August 10, 2023
$15,000.00	$0.00	$15,000.00	**Helen Smith Park $15,000.00** for the installation of a drinking fountain incluing supply lines. *(approved August 9, 2023)*	August 10, 2023
$8,000.00	$4,997.50	$3,002.50	**Legal Fees** *(approved by the Township Board March 9, 2022)*	April 23, 2023
$2,005,860.00	**$595,493.49**	**$1,410,366.51**	**TOTALS**	

$1,015,694.03	**= ARPA Funds first installment received in 2021**
$1,015,670.91	**= ARPA Funds second installment received in 2022**
$2,031,364.94	**= Total ARPA Funds received**

$25,504.94 **= Remaining ARPA Funds to be allocated**

CEMETERY COMMITTEE REPORT

Date: September 13, 2023

To: Board of Trustees

From: Cemetery Committee
(Jack Curtis; Curtis Wright)

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

Dear Board Members:

- Cemetery wall repairs remain a top priority of the Committee. A repair process, contractor selection, and payment remain to be determined.

- $85,709.26 of approved ARPA funding is available to spend on projects.

Projects to be completed include:

- Wall repairs in the Oxford Cemetery *(North Side)*
- Paving the remaining drives in the Oxford Cemetery *(North Side)*
- Sign replacement at the Mt. Pleasant Cemetery

- A large limb from a maple tree fell in the North Oxford Cemetery due to deterioration. After investigation, the whole tree will be removed in September 2023. There is also fence damage that will have to be repaired.

COMPENSATION COMMITTEE REPORT

Date: September 13, 2023

To: Board of Trustees

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

Re: Compensation

Dear Board Members:

- The Compensation Committee has been working on a pay structure for Township Trustees assigned to various Committees.

- The Committee will be working on employee wage and salary recommendations for 2024.

ELECTION COMMISSION

Date: September 13, 2023

To: Board of Trustees

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

Re: Election Commission Report

Dear Board Members:

- The next Election Commission Meeting are scheduled until 2024.

There will be three (3) scheduled elections in 2024:

- Presidential Primary Election February 27, 2024 or March 12, 2024
- Primary Election August 6, 2024
- General Election November 5, 2024

- By law, the Election Commission will be meeting not less than 20 days or greater than 40 days before each of the three (3) 2024 elections.

HIGHWAY AND ROADS COMMITTEE

Date: September 13, 2023

To: Board of Trustees

From: Highway and Roads Committee
(Jack Curtis; Joseph Ferrari; Curtis Wright)

Re: Highway and Roads

Dear Board Members:

- West Drahner Road has been paved from M-24 Highway to west of Sanders Road.
- Paving Dunlap Road from Seymour Lake Road to M-24 Highway is proposed in the future estimated for 2027 construction.
- Chloride applications have been applied increasing and preserving the stability of gravel roads in Oxford Township.

September 14, 2023

To: Board of Trustees

From: Ordinance Review Committee
(Tom Berger, Ed Hunwick, Jonathan Nold and Megan Masson-Minock)

The Committee is focusing on the approved schedule.

The committee plans to review a draft Sign Ordinance on June 8 2023

Discussion of Sign Regulation is on the September 14 2023 Planning Commission Agenda

The Township Board will see Zoning Ordinances changes soon such as noise regarding household generators.

OXFORD – ADDISON YOUTH ASSISTANCE

1420 Lakeville Road Oxford, MI 48371

TEL: (248) 460-7011 E-MAIL: oxfordaddisonya@gmail.com

Oxford - Addison Youth Assistance

Caseworker Report

August 22, 2023

1) **Stat Report**
   a) See attached YTD Stat Report as of May through July
      i) 23 new referrals
         - 2 - Educational Neglect
         - 14- School Truancy
         - 1- School Incorrigibility
         - 5 – Assault and Battery
         - 14- Prevention
      ii) Total YTD: 73 Referrals
      iii) Trends: Peer conflict in school resulting in physical aggression, strain family dynamics and behavioral concerns in the home, anxiety and depression.

2) **Oakland County Youth Assistance**
   a) New Casework Staff
      i) Areas of Clawson/Royal Oak, Southfield, Huron Valley, Oak Park/Pontiac, and PTN at Berkley.
   b) ARPA Funding Update
      i) Awarded $500, 000.00 to Oakland County Youth Assistance
         - $250,000.00 will be used for emergency funds, mental health and skill building opportunities
         - $250,000.00 will be used for mini grant opportunities of $5,000.00 and for casework resources/tools/curriculum
   c) Parent Project – Preparing our Kids for Success – School Truancy
      i) Caseworkers completed a 3 hour training during all staff meeting on August 11th and will be able to use some concrete tools to work with parents of students that are struggling with attendance concerns.
   d) Save the Date - YA Coordinating Council Annual Meeting – Friday, December 1st at Village Club

3) **Office Update**
   a) Facebook Update – Please like, follow and share new page.
   b) Oxford Chamber of Commerce Local Business Expo – Thursday, September 14th from 3:00 p.m. to 6:00 p.m.
      i) Need ideas for a door prize valued at $25.00
   c) Donation from the Lions Club
      i) OAYA office received phone call from that a donation wants to be made due to the dissolved of the Oxford Lion Club.
      ii) See Information Letter Provided to them.

Oxford-Addison Youth Assistance Board

Meeting Minutes

Tuesday, May 23, 2023

Call to Order @ 5:06 pm

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

1.) Pauline Bennett moved to approve agenda, Judy Verse 2nd, all ayes: approved.
2.) Pauline Bennett moved to approve minutes, Rod Charles 2nd, All ayes: approved.
3.) No public comments
4.) Treasurer's Report:
    a. Pauline Bennett moved to approve financials for April 2023, Brendan Westenbarger 2nd, roll call votes of all yes: approved.
    b. Judy noted that we are over budget in Youth Rec and Special projects and asked to move $2,000.00 to Special Projects and $2,200.00 to Youth Rec taken from the fund balance. Pauline moved to increase reserves in those amounts and Brendan Westenbarger 2nd, Roll-call votes of all yes: approved.
5.) Casework report from Stacy Williams.
6.) Guest Speaker Brittany Kalso for Mentors Plus.
7.) Events/Projects: received a lot of positive feedback on Youth Recognition event.
8.) Discussion/Action Items:
    a. Oxford Bank: Checking account signers and CD signers: We need them to be the same on both checking and CDs and to keep better records of who is listed on accounts. New signers/paperwork taken care of just prior to meeting (Robyn Holzbaugh, Judy Verse, Patti Durr and Mike Solwold will be signers and all previous signers not listed shall be removed)
    b. Concerts in the park/events PR items: Motion by Rod Charles to budget up to $400.00 for table and cover, 2nd by Robyn Holzbaugh, roll call votes of all yes: approved.
    c. Rod Charles motion to donate a $200.00 gift card for Lori Collier family to care for grandchild who lost mother.
    d. Judy Verse motion to request funds from sponsors for Fiscal year ending 2024, Robyn Holzbaugh 2nd, roll call votes of all yes: approved.
        1. Sponsors: Oxford Township, Oxford Community Schools, Village of Oxford, Village of Leonard and Addison Township
9.) Brendan Westenbarger offered to chair the Mentors Plus program and all agreed it was a good fit for him and OAYA.
10.) Board Comments:
11.) Brendan Westenbarger motion to adjourn, Rod Charles 2nd: Meeting adjourned @ 6:20

September 13, 2023

To: Board of Trustees

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

The next Planning Commission Meeting will be held on September 14 2023, where a discussion of Sign Regulation and Township Master Plan will be listed as new business.

The Township Board is welcome to attend any Oxford Township Planning Commission meetings. They are held in the Oxford Township Meeting Room the 2nd and 4th Thursday of each month at 7:00 pm.

POLLY ANN TRAIL

Date: September 13, 2023

To: Board of Trustees

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

Re: Polly Ann Trail

Dear Board Members:

- The vault restroom at Water Depot *(Clarkston Road and Joslyn Road* installed and operational.
- The Polly Ann Trail Website is completed and active.
- A beverage container drive is scheduled for the month of October 2023 in coordination with the Oxford Women's Club.
- The Council received a $25,000.00 Grant award from the Oakland County Parks and Recreation.
- Some of the five (5) Kiosk message boards have been installed. The remainder will be installed in the near future.
- The Council will be notified in late September 2023 whether it will be awarded a MDNR SPARK Grant to assist in funding future improvements to the Polly Ann Trail. The total grant, if awarded will be $900,000 with a $100,000 match from the Council.
- An RFP *(Request for Proposal)* is currently posted on the Michigan Inter-governmental Network *("MITN")* site seeking proposals for engineering design plans to the Polly Ann Trail including road crossing upgrades, resurfacing, asphalt improvements, etc.
- The Village of Oxford and Oxford Township are requesting up to three (3) pedestrian crossings across Lakeville Road connecting their safety paths to the Polly Ann Trail.

SAFETY PATH COMMITTEE

Date: September 13, 2023

To: Board of Trustees

From: Safety Path Committee
(Joseph Ferrari; Margie Payne; Curtis Wright)

Re: Safety Paths

Dear Board Members:

- The Safety Path Committee is recommending to place a safety path millage on the November 2024 Election ballot.

- Safety Path Ordinance amendments are being recommended to the Township Board for a First Reading at the October 11, 2023 Board Meeting.

- The Seymour Lake Road Engineering Design has been completed from Sanders Road to Seymour Lake Park.

- The safety path along Lakeville Road from Chinkapin Rill to Barr Road has been bid. A recommendation will be provided by Sharpe Engineering to the Township Board at the September 13, 2023 Meeting to award the contract. A permit approval from the Road Commission for Oakland County is still necessary for a portion of the safety path to be constructed in the Lakeville Road right of way.

- The North Oxford Road / Ray Road safety path construction has started. American Rescue Plan Act funds have been allocated to pay the remaining cost of the project.

- The Safety Path Master Plan has been updated.

- The new Taco Bell Restaurant has installed the safety path along their property.

September 14, 2023

To: Board of Trustees

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

The Committee held a meeting on Wednesday May 24, 2923 to review the Designated Waste Hauler Collections Regulation Ordinance. The Ordinance was sent to the Kelly firm for review. Once completed the new ordinance will be available for Township Board Review.

SPONGY MOTH COMMITTEE

Date: September 13, 2023

To: Board of Trustees

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

Re: Spongy Moths

Dear Board Members:

- Nothing new to report.
- Too early to determine if spraying will be necessary in 2024.

September 13 2023

To: Board of Trustees

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

The Village of Oxford Planning Commission continues to review rezoning applications and Sign permits

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.

WATER AND SEWER COMMITTEE

Date: September 13 2023

To: Board of Trustees

From: Water and Sewer Committee
(Jack Curtis; Jonathan Nold; Curtis Wright)

Re: Water and Sewer System

Dear Board Members:

The Water and Sewer Committee ("Committee") has been busy.

- The Special Assessment District ("SAD") with property owners continues in progress to create an M-24 sewer district where the property owners would participate in the cost of extending the new 18" sanitary sewer line north to service their properties and the opportunity to service the Brabb Dewey Subdivision. A bid award will be proposed for approval at the September 13, 2023 Township Board Meeting. The SAD process must be completed and the project must be bonded. The estimated cost is $3 million

- Research continues on another new wellfield location on the east side of M-24 Highway. The Michigan Department of Environment, Great Lakes, and Energy will be involved in the process.

- The Camp Oakland Sewer Pump Station project has started. It will, hopefully, be completed in 2023 with the exception of the backup generator.

- The fourth (4th) water vessel refurbishing at the Dunlap Road Water Treatment Plant is completed and back in service.

- Several millions of dollars in sewer Bonds have been issued and several millions of dollars in additional sewer bonds will be issued soon. Attached is a sheet showing the future repairs the sewer system and the estimated cost of the repairs.

- The quarterly sewer billing rate will increase to $143.00 beginning January 1, 2024.

Future Projects

WRC
WATER RESOURCES COMMISSIONER
Jim Nash

Major Project/Program	Project Cost	COSDS Cost	Mechanism	2023	2024	2025	2026	2027	2028
NESPS Mechanical & Electrical Upgrades	$54,100,000	$17,907,100	Bond						
NIEA Rehabilitation Project Phase I	$28,395,600.00	$9,398,944.00	Bond						
NIEA Rehabilitation Project Phase II	$16,000,000.00	$5,296,000.00	Bond						
Gate Improvements - CS7 & CS8	$7,000,000	$4,634,000	Cash Reserves						
Gate Improvements - CS5 & CS6	$7,000,000	$4,634,000	Cash Reserves						
Odor Control - Sewer System	$15,000,000	$4,965,000	Bond						
NESPS Discharge Chamber	$2,000,000	$662,000	Cash Reserves						
NEPS VFD	$1,000,000	$331,000	Cash Reserves						
COSDS Interceptor Rehabilitation	$70,000,000	$70,000,000	Bond						
Elizabeth Lake Pump Station Improvements	$7,000,000	$7,000,000	Cash Reserves						
Perry Street Pump Station Improvements	$470,000	$470,000	Cash Reserves						
CRWRRF (Auburn) Waterline	$1,000,000	$460,000	Cash Reserves						
CRWRRF Optimization Phase I (Electrical Improvements with Cogen)	$45,000,000	$20,250,000	SRF						
CRWRRF Optimization Phase II (Auburn secondary Operation Optimization)	$75,000,000	$33,750,000	SRF/Bond						

SHARPE ENGINEERING
101 N. WASHINGTON • OXFORD MI 48371
P 248.877.2102 • SHARPE-ENGINEERING.COM

Sharpe Engineering Report – September 2023

Oxford Township Municipal Projects

1. North Area SAD:
   - Engineering design work complete and permits obtained.
   - Project bids were received on 8/31.
   - Finalize SAD process following Twp Board approval of contractor.
   - Construction anticipated to begin in early 2024.

2. Camp Oakland Pump Station:
   - Engineering design work complete and all permits received.
   - Contract awarded to Trojan Development by Twp Board.
   - Contractor waiting on materials with long lead times. Construction to begin this month.

3. Ray Road Safety Path Project:
   - Trees have been cleared and pathway alignment has been graded.
   - Base course of asphalt to be installed 9/5. Final course of asphalt following by 1 week.
   - Restoration to be completed after final asphalt course.

4. Lakeville Road Safety Path Project:
   - Engineering design work complete.
   - Project bids were received on 8/31.
   - Notice to proceed to be issued following Twp Board approval of contractor.
   - Construction anticipated to begin October of 2023.

5. Oxford Fire Station No.3:
   - Phase 1 land balancing and parking lot construction complete.
   - Phase 2 fire protection well drilled. Contractor has installed pumps & electrical.
   - DTE electrical transformer and utility pole relocations to occur week of Sept 11.
   - Phase 3 bids for M-24 driveway and cross-over work by Great Lakes Contracting to begin following completion of DTE pole relocation.

6. Brabb-Dewey Engineering Design Grant:
   - Survey & design work is in process. Anticipated completion by December 31, 2023.

7. Township Hall Parking Lot:
   - Parking lot has been paved by True North Asphalt.
   - Signs and other minor construction related items to be completed week of 9/4.

8. Seymour Lake Safety Path Project:
   - Survey and design work of Seymour Lake Road safety path (Sanders to Seymour Lake Park) is in process. Design completion expected in spring 2024.

Oxford Township Private Development Projects

9. 1125 S. Lapeer Road (Kurativ):
   - Development of new marijuana dispensary.
   - Construction of underground utilities complete. Building is being erected.
   - Grand opening anticipated in November.

10. 653 S. Lapeer Road:
   - Development of new marijuana dispensary.
   - Site Plan and engineering drawings approved. Awaiting MDOT permit.
   - Building work has begun. Site utilities to be installed in October.
   - Grand opening anticipated in December.

11. 280 N. Lapeer Road (Frequency Wellness):
   - Development of new marijuana dispensary.
   - Construction of underground utilities complete. Building is being erected.
   - Grand opening anticipated in December.

12. Taco Bell:
   - New restaurant facility is open for business.
   - Minor administrative items still to be completed to finalize project.

13. 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.
   - Construction of the foundations and steel skeleton of new building has begun.

14. 411 N. Oxford Road:
   - Upgrades to existing building and site at 411 N. Oxford Rd.
   - Site Plan and engineering plans approved.
   - Construction of underground utilities to begin this month.

15. Enclaves of Woodbridge – Phase 2:
   - Residential project consisting of 11 duplex buildings (22 units total)
   - Site Plan conditionally approved. Engineering drawings approved.
   - Construction of infrastructure anticipated to begin in October 2023.

16. Sanctuary Hills:
   - Residential project consisting of 85 single family homes on south side of E. Drahner.
   - Applicant currently working through site plan process.
   - Construction of infrastructure anticipated to begin in Spring 2024.

Date: September 13, 2023

To: Board of Trustees

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

Re: Board Member Compensation

Dear Board Members:

The Compensation Committee has been working on compensation for Elected Officials, particularly for Township Trustees.

Attorney Nancy Olind from the Kelly Firm is scheduled to be present and discuss the attached Power Point information regarding Board Member Compensation with the Township Board.

Charter Township of Oxford

BOARD MEMBER COMPENSATION

SEPTEMBER 2023

What Compensation is Available for Elected Officials?

1) Salary (for Performance of Statutory Duties)
2) "Per" meeting *or* "per" diem Pay (Trustees only)
3) Reimbursement
4) Non-statutory Duty Pay (quasi-employee)
5) Combination of any and all of the above

What Methods Can be Used to Set Compensation for Elected Officials?

1. Annual Meeting

   (only for General Township and Charter Township's already holding an Annual Meeting)

2. Compensation Commission (salary only)

3. **Township Board Resolution (salary and per)**

What Meetings Can be Compensated?

1. Board of Trustees Meetings
2. Other Statutory Bodies (PC, ZBA, etc.)
3. Board of Trustee Committees
4. Other Pre-Approved Meetings for benefit of Township (i.e., attend single hauler planning meeting, observe road commission meeting, COVID response committee meeting, etc.)

Township Committee Meeting Compensation

- BoT decides if/when committees are eligible for additional pay (Ex. Social v Biz)
  - Compensation structure <u>must</u> be set by BoT *before* pay is requested or issued
  - Salary is the <u>only</u> Compensation Permitted for BoT Officers
- BoT Committees are Subject to the Open Meetings Act (4 BoT members = quorum)

Current Township Resolutions/board policy dictate Committees, Pay, Eligibility, Process

Reimbursement

"Reasonable expenses may be allowed to members of the township board when actually incurred on behalf of the township."

- What is covered? What is the process?
  - Actual expenses only!
  - Mileage to BoT/Committee meetings excluded
  - Written policy on process and eligible expenses as approved by BoT
  - Expenses to be reconciled monthly

Non-Statutory Duty Pay

When can the BoT authorize pay for non-statutory service(s)?

*ALWAYS Ask…*Is the Additional Service ***outside the statutory duties*** of an official's office?

Example: *Is reviewing or obtaining information to make informed decisions about matters before the BoT outside of the statutory expectation? Is this something necessary to effectively perform the duties of the office?*

Trustee Duties

- Serve as Township legislators
- Vote on all issues (where there is no conflict of interest)
- Responsible for township's fiduciary health (stewardship)
  - Audit all claims against the township presented for payment
  - Authorize the payment of all allowed claims
- Two trustees serve on the township election commission

BoT Actions for Non-Statutory Duty Compensation

- **Ask:** *Is the additional duty outside the statutory duty?*
- **Determine:** *Is there conflict of interest or incompatibility concern?*
  - Contracts of Public Servants with Public Entities Act
  - Incompatible Public Offices Act

- Develop job description/scope of work (timeline, outcome, etc.)
- Establish non-statutory duty pay (if any)
- Vote to assign the non-statutory duty (i.e., job)

Current Compensation Summary

2022 Summary		
Township Board of Trustee Meetings		
		Hypothetical Salary Equivalent
12	Regular Meetings Held	$1,920.00 for attending 12 meetings
3	Special Meetings Held	$480.00 for attending 3 meetings
15	Total Meetings Held in 2022	$2,400.00 for attending ALL meetings of the BoT
		Hypothetical Hourly Equivalent
2 Hours 30 Minutes	Longest Meeting Time	$64.00/hour for the longest meeting
6 Minutes	Shortest Meeting Time	$1,600.00/hour for the shortest meeting
14 hours 32 minutes	Total Meeting Time	$165.52/hour for all 2022 meetings
58 minutes	Average Meeting Time	$160.00/hour for average meeting times

$160 per meeting assumption

Oxford Township BoT Performance Management/ Compensation Committee Recommendations

Meeting	Flat Rate per Meeting
BoT Regular Meeting	$160
BoT Special Meeting	$160
Other Statutory Body	$125-$135
Per pay rate based on expected complexity/commitment	
Township Committee Meetings	$135- $300
Per meeting rate based on expected complexity/commitment	
Other Meetings	TBD
Trustee is not a member of the body and attends for benefit of Township	

Next Steps

Continue Review/Planning for 2024 Township Compensation (Sept-Oct 2023)

- Review and Revise Related Compensation Policies for BoT Approval
  - Reimbursement
  - Non-statutory Duty Pay

Finalize 2024 Compensation via BoT Resolution (Nov 2023)

- Employee Compensation
- Salary for Officers
- Per Meeting(s) Pay for Trustees
  - BoT, Non-Statutory, BoT Committee, and Other Meetings

Questions?

Date: September 13, 2023

To: Board of Trustees

From: Water and Sewer Committee
(Jack Curtis, Jonathan Nold, Curtis Wright)

Re: North Area Sanitary Sewer project Bid award

Dear Board Members:

The North Area Sanitary Sewer project was advertised on the Michigan Inter-governmental Trade Network *("MITN").*

Five (5) Bids were received.

Attached is a recommendation letter from Sharpe Engineering, the Bid Tabulation sheet, the engineered plans, and an aerial photo of the project and the properties that will be included in the Special Assessment District.

The following motion is offered for consideration:

I move to award the North Area Sanitary Sewer Special Assessment District project to Diponio Contracting, LLC at the base bid price of $2,962,997.00.

SHARPE ENGINEERING
101 N. WASHINGTON • OXFORD, MI 48371
P 248.628.2102 • SHARPE-ENGINEERING.COM

September 7, 2023

SE Project # 016.06.11

Charter Township of Oxford
300 Dunlap
Oxford, MI 48371

Re: **North Area Sanitary Sewer SAD Project**
Bid Results

Oxford Township Board Members,

Please accept the following information to assist you in your decision towards the award of a contract for the North Area Sanitary Sewer SAD Project.

Bids for the North Area Sanitary Sewer SAD Project were received on August 31, 2023 @ 10:00 am, were opened publicly, and read aloud. A total of five (5) bids were received ranging between $2,962,997.00 and $3,994,803.00 with the low bid being submitted by Diponio Contracting, LLC. A copy of the bid results are attached for your reference.

Client references for projects representing similar work were requested by our office and supplied to us from the low-bid contractor. We were able to speak with several of the reference contacts, all of which indicated that the work performed under contract was completed satisfactorily and that they would recommend the contractor again should they be the low bidder on another one of their projects.

Diponio Contracting has neither performed work directly for Oxford Township, nor for private development projects within the Township, however their qualifications and references indicate that they, along with their proposed subcontractors, do have the equipment, manpower, and similar related experience to complete the project as designed.

On the basis of the submitted bid prices, qualifications, and review of references, we would have no objection to the North Area Sanitary Sewer SAD project being awarded to Diponio Contracting, LLC at the base bid of $2,962,997.00. Final payment will be based on the unit prices submitted on the Bid Form and final field measurements in accordance with the contract documents.

Please feel free to contact me if you have any questions.

Respectfully,

Jim Sharpe
President

Attachments: Bid Results

cc via email: Jack Curtis – Water/Sewer Chairman
Ben Spada – Diponio Contracting

Bids received August 31, 2023 @ 10:00 a.m.

SE Project # 016.06.11

Bid Results - North Area Sanitary Sewer SAD Project
Oxford Township, Oakland County, Michigan

				DIPONIO CONTRACTING		ZITO CONSTRUCTION		L. D'AGOSTINI & SONS	
ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	Clearing, Brush Removal and Grading	LS	1	$5,000.00	$5,000.00	$45,000.00	$45,000.00	$100,000.00	$100,000.00
2	Tree, Remove	EA	3	$500.00	$1,500.00	$850.00	$2,550.00	$3,500.00	$10,500.00
3	Sediment Control Fence	LF	1,820	$3.00	$5,460.00	$4.00	$7,280.00	$4.00	$7,280.00
4	Ditch Sediment Trap	EA	19	$250.00	$4,750.00	$350.00	$6,650.00	$500.00	$9,500.00
5	Pvmt, HMA, Rem	SF	5,725	$1.00	$5,725.00	$5.00	$28,625.00	$2.00	$11,450.00
6	Sidewalk, Conc, Rem	SF	700	$2.00	$1,400.00	$2.00	$1,400.00	$2.00	$1,400.00
7	Storm Sewer, Rem	LF	7	$15.00	$105.00	$100.00	$700.00	$35.00	$245.00
8	Wire Fence, Rem	LF	1,345	$3.00	$4,035.00	$5.00	$6,725.00	$6.00	$8,070.00
9	Guy Wire, Rem & Reinstall	EA	2	$1,500.00	$3,000.00	$950.00	$1,900.00	$5,000.00	$10,000.00
10	Sanitary Manhole, 6' Dia.	EA	1	$15,000.00	$15,000.00	$10,000.00	$10,000.00	$15,000.00	$15,000.00
11	Sanitary Manhole, 5' Dia	EA	20	$8,940.00	$178,800.00	$9,200.00	$184,000.00	$13,500.00	$270,000.00
12	Sanitary Manhole, 4' Dia	EA	2	$8,800.00	$17,600.00	$8,852.00	$17,704.00	$15,000.00	$30,000.00
13	Sanitary Sewer, C76-CLIV, 18" (open cut)	LF	5,744	$207.00	$1,189,008.00	$211.00	$1,211,984.00	$220.00	$1,263,680.00
14	Sanitary Sewer, C76-CLIV, 18" (in casing)	LF	1,152	$150.00	$172,800.00	$90.00	$103,680.00	$150.00	$172,800.00
15	Sanitary Sewer, PVC Truss, 10"	LF	80	$110.00	$8,800.00	$318.00	$25,440.00	$225.00	$18,000.00
16	Sanitary Sewer, PVC Truss, 8"	LF	64	$100.00	$6,400.00	$289.00	$18,496.00	$350.00	$22,400.00
17	Steel Casing Pipe, Bore and Jack	LF	1,152	$957.00	$1,102,464.00	$1,100.00	$1,267,200.00	$1,160.00	$1,336,320.00
18	Sewer, RCP, 12"	LF	7	$100.00	$700.00	$130.00	$910.00	$250.00	$1,750.00
19	HMA, 36A	SF	200	$12.00	$2,400.00	$40.00	$8,000.00	$40.00	$8,000.00
20	Sidewalk, Conc, 4"	SF	700	$10.00	$7,000.00	$14.00	$9,800.00	$18.00	$12,600.00
21	Landscape Restoration	SY	9,300	$6.50	$60,450.00	$4.50	$41,850.00	$8.00	$74,400.00
22	Maintenance of Traffic	LS	1	$100,000.00	$100,000.00	$40,000.00	$40,000.00	$40,000.00	$40,000.00
23	Allowance - RCOC permit	EA	1	$1,650.00	$1,650.00	$1,650.00	$1,650.00	$1,650.00	$1,650.00
24	Allowance - Oxford Twp Soil Erosion Permit	EA	1	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00
25	Allowance - WRC Permit	EA	1	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$1,200.00
26	Inspection Days *	EA	$600.00	110	$66,000.00	75	$45,000.00	150	$90,000.00
	TOTAL PROJECT BID PRICE				**$2,962,997.00**		**$3,089,494.00**		**$3,517,995.00**

OTHER BIDDERS:	TOTAL PROJECT BASE BID PRICE
DVM UTILITIES	$3,678,322.00
PAMAR ENTERPRISES	$3,994,803.00

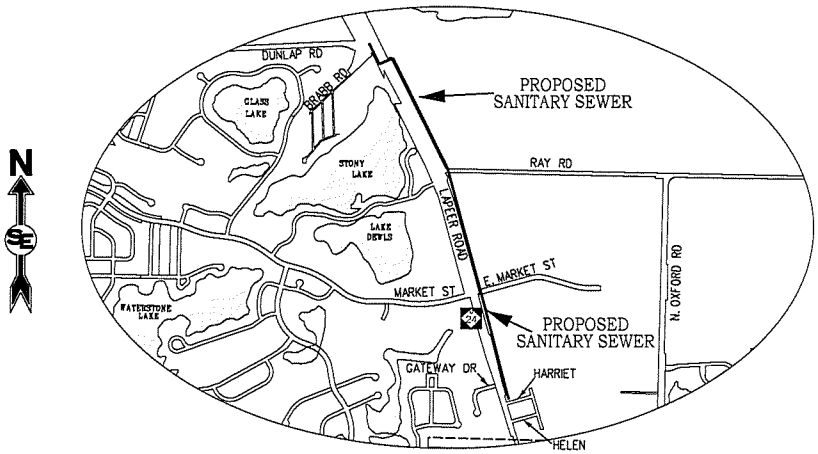
NORTH AREA SPECIAL ASSESSMENT DISTRICT

OXFORD TOWNSHIP, OAKLAND COUNTY, MICHIGAN

PARTS OF SECTIONS 15, 16 & 22 T-5-N, R-10-E

PUBLIC SANITARY SEWER PROPOSED QUANTITIES

SANITARY SEWER, 18", RCP, C76 CL-IV	6,896	LF
SANITARY SEWER, 10", PVC, TRUSS	80	LF
SANITARY SEWER, 8", PVC, TRUSS	64	LF
MANHOLE, 6' DIA	1	EA
MANHOLE, 5' DIA	20	EA
MANHOLE, 4' DIA	2	EA



LOCATION MAP

(1"=1,000')

SHEET INDEX

00 COVER SHEET
01 OVERALL PLAN
02 SANITARY SEWER P&P (605+00 - 619+00)
03 SANITARY SEWER P&P (619+00 - 633+00)
04 SANITARY SEWER P&P (633+00 - 647+00)
05 SANITARY SEWER P&P (647+00 - 661+00)
06 SANITARY SEWER P&P (661+00 - 671+55)
07 SANITARY SEWER P&P STUB EXTENSIONS
08 CROSS SECTIONS
09 PROJECT NOTES & DETAILS

DETAIL SHEETS

1 OF 2 WRC SANITARY SEWER DETAILS & NOTES
2 OF 2 WRC SANITARY SEWER DETAILS & NOTES

GENERAL PROVISIONS

THE IMPROVEMENTS BY THESE PLANS SHALL BE PERFORMED IN ACCORDANCE WITH THE PROPOSAL AND ACCOMPANYING SPECIFICATIONS FOR THIS PROJECT INCLUDING THE 2020 MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE ROAD COMMISSION FOR OAKLAND COUNTY STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE CURRENT STANDARDS AND SPECIFICATIONS OF THE OAKLAND COUNTY WATER RESOURCES COMMISSIONER'S OFFICE, AND THE CHARTER TOWNSHIP OF OXFORD REQUIREMENTS.

PERMANENT AND/OR TEMPORARY PAVEMENT MARKINGS AND TRAFFIC CONTROL SIGNS SHALL BE LOCATED AND INSTALLED IN ACCORDANCE WITH MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE ROAD COMMISSION FOR OAKLAND COUNTY PERMITS AND THE MOST RECENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

THE LOCATIONS OF ALL PUBLIC UTILITIES SHOWN ON THESE PLANS ARE TAKEN FROM THE BEST AVAILABLE DATA. THE CHARTER TOWNSHIP OF OXFORD WILL NOT BE RESPONSIBLE FOR ANY OMISSION OR VARIATION FROM THE LOCATIONS SHOWN. PURSUANT TO ACT 53 OF THE P.A. OF 1974, AS A CONDITION OF THIS CONTRACT, NOTICE SHALL BE GIVEN TO MISS DIG PRIOR TO UNDERGROUND WORK TO BE PERFORMED IN ACCORDANCE TO THIS CONTRACT, PHONE (800) 482-7171 OR 811. UTILITY SERVICE CONNECTIONS ARE NOT SHOWN ON THE PLANS AND ARE NOT THE RESPONSIBILITY OF THE TOWNSHIP.

SANITARY SEWER BASIS OF DESIGN

NUMBER OF REUS SERVED BY PROJECT = 2,287.33

TOTAL PERSONS (p) = 2,287.33 X 2.44 PEOPLE / REU = 5,581 TOTAL PEOPLE

PEAKING FACTOR = $\frac{(18+\sqrt{p/1000})}{(4+\sqrt{p/1000})}$ = 3.20

AVERAGE FLOW = $\frac{(100\ GPD)\ (5{,}581\ TOTAL\ PEOPLE)}{(86{,}400\ SEC/DAY)\ (7.48\ GAL/CF)}$ = 0.864 CFS

PEAK FLOW = 3.20 X 0.864 = 2.764 CFS

SUBMITTAL AND APPROVAL DATES

AGENCY	SUBMITTAL	INITIAL DATE SUBMITTED	LATEST REVISION DATE	DATE APPROVED	PERMIT NUMBER
OXFORD TWP	SOIL EROSION PERMIT	08/08/23	—	08/16/23	PSE23-2056
EGLE	SAN PERMIT	02/10/23	—	03/09/23	P410041176
WRC	SAN PERMIT	10/06/22	01/06/23	01/26/23	0289-2022
RCOC	ROW CONSTRUCTION	10/27/22	—	11/17/22	22-1948
MDOT	ROW CONSTRUCTION	10/27/22	04/11/23	07/26/23	0300449

NOTE: A COPY OF ALL PERMITS PERTAINING TO THIS PROJECT SHALL BE AVAILABLE ON-SITE DURING ALL PHASES OF CONSTRUCTION.

SHARPE ENGINEERING, Inc

DATE:	SUBMITTAL NOTE
07/06/23	REVISED PER WRC COMMENTS DATED 01/26/23
07/18/23	REVISED PER RCOC COMMENTS DATED 02/07/23
08/10/23	REVISED PER RCOC COMMENTS DATED 03/07/23
08/10/23	FOR BID

MISS DIG SYSTEM
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800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE

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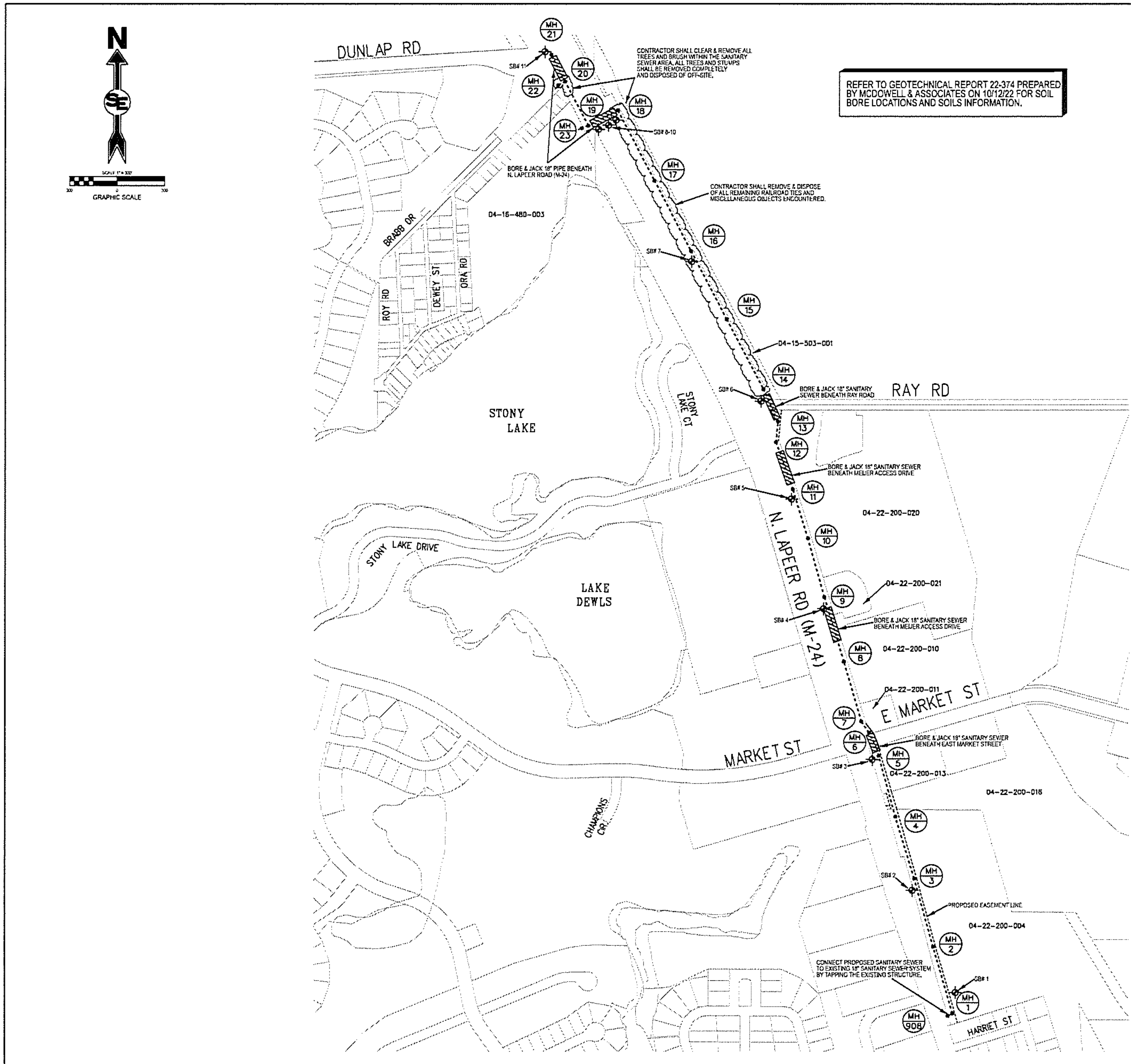
JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045659

STATE OF MICHIGAN
JAMES W. SHARPE
ENGINEER NO. 6201045659
LICENSED PROFESSIONAL ENGINEER

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

PLAN NAME:
COVER SHEET
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
COUNTY:	OAKLAND
SECTION:	15, 16 & 22
	T-5 -N , R- 10 -E
INITIAL SUBMITTAL:	10/25/22
THIS SUBMITTAL:	08/10/23
SCALE:	N/A
SHEET:	00 - COVER
PROJECT:	016.06.11



MDOT PERMIT NOTES:

1. MDOT SIGNALS ARE NOT A PART OF THE MISS DIG SYSTEM. CONTRACTOR SHALL COORDINATE WITH MDOT INSPECTOR FOR STAKING OF LINES ASSOCIATED WITH THE MDOT SIGNALS.
2. MAINTAIN 10 FEET MINIMUM OFFSET FOR ALL BORE PITS FROM MDOT SIGNAL CABINETS AND STRAIN POLES.
3. CONTRACTOR SHALL PROVIDE A DETAILED SHEETING / SHORING PLAN FOR ALL BORE PITS SEALED BY A LICENSED PROFESSIONAL ENGINEER , FOR MDOT'S REVIEW AND APPROVAL PRIOR TO PERFORMING THE NECESSARY BORE WORK.
4. WORK SHALL NOT BEGIN UNTIL THE ADVANCE NOTICE HAS BEEN APPROVED. FAILURE TO SUBMIT THE ADVANCE NOTICE MAY RESULT IN A STOP WORK ORDER.
5. THE FOLLOWING STANDARD ATTACHMENTS, ADDITIONAL ATTACHMENTS, AND SPECIAL CONDITIONS MARKED BELOW ARE A PART OF THE APPROVED MDOT PERMIT.

STANDARD ATTACHMENTS:

1. SPECIAL CONDITIONS FOR UNDERGROUND CONSTRUCTION (2205C)
2. TRENCHLESS INSTALLATION APPLICATION REQUIREMENTS (3702)
3. SPECIAL CONDITIONS FOR HORIZONTAL AUGER BORING (HAB) (3703B)
4. ENVIRONMENTAL REQUIREMENTS FOR ACTIVITIES WITHIN MDOT RIGHT-OF-WAY (2480)
5. HISTORICAL AND ARCHAEOLOGICAL DISCOVERIES DURING CONSTRUCTION OPERATIONS UPDATED 03/22
6. SYSTEM OPERATION ADVISORY-FLUORESCENT SHEETING IMPLEMENTATION SEPT. 20, 2016
7. GENERAL CONDITIONS (GENERAL CONDITIONS)

ADDITIONAL ATTACHMENTS:

1. MDOT R0281 DRIVEWAY OPENING & APPROCHES, CONCRETE SIDEWALK
2. MDOT R028J CURB RAMP AND ADA RAMPS
3. R083C UNDERGROUND UTILITY TRENCHES
4. 00440 UNIVERSAL SPECIAL CONDITIONS-CHARTER TOWNSHIP OF OXFORD
5. MDOT BORE LETTER (07/27/23)

SPECIAL CONDITIONS:

1. THE DEPARTMENT OF TRANSPORTATION DOES NOT, BY ISSUANCE OF THIS PERMIT, ASSUME ANY LIABILITY CLAIMS OR MAINTENANCE COSTS RESULTING FROM THE 7,000 LF SANITARY SEWER PIPE INSTALLATION FACILITY PLACED BY THIS PERMIT. THE DEPARTMENT RESERVES THE RIGHT TO REQUIRE REMOVAL OF ALL OR ANY PORTION OF THIS FACILITY AS NEEDED FOR HIGHWAY MAINTENANCE OR CONSTRUCTION PURPOSES WITHOUT REPLACEMENT OR REIMBURSEMENT OF ANY COSTS INCURRED BY THE PERMITTED OR OTHER PARTY. THE PERMITTED WILL DEFEND, INDEMNIFY AND HOLD HARMLESS THE DEPARTMENT FOR ANY CLAIMS WHATSOEVER RESULTING FROM THE CONSTRUCTION OR THE REMOVAL OF THE AUTHORIZED BY THIS PERMIT.
2. ALL DISTURBED AREAS WITHIN THE RIGHT OF WAY SHALL BE TOP-SOILED, SEEDED AND MULCHED TO MATCH EXISTING AREAS PER CURRENT MDOT STANDARDS AND SPECIFICATIONS.

HORIZONTAL AUGER BORE (HAB) NOTES:

1. THE CONTRACTOR CONDUCTING THE WORK MUST REVIEW ALL PERTINENT SUBSURFACE INFORMATION IN THE MCDOWELL & ASSOCIATES SOILS REPORT #22-374 TO ENSURE A SUCCESSFUL BORE WITHOUT CAUSING DISTRESS TO THE PAVEMENT. THE CONTRACTOR MUST BE EXPERIENCED WITH HORIZONTAL AUGER BORING METHODS, PRIOR TO STARTING THE WORK CONTRACTOR SHALL PROVIDE EVIDENCE OF AT LEAST FIVE SUCCESSFUL PAST PROJECTS OF SIMILAR SCOPE AND SUBSURFACE CONDITIONS.
2. AS NOTED IN THE MCDOWELL & ASSOCIATES REPORT, THE PROPOSED BORE PATH MAY REQUIRE DEWATERING TO FACILITATE INSTALLATION OF THE CASING. PRIOR TO COMMENCING THE HORIZONTAL AUGER BORING, ANY GROUND WATER MUST BE LOWERED TO AT LEAST TWO FEET BELOW THE BOTTOM OF THE PROPOSED CASING. THE CONTRACTOR MUST SUBMIT A DEWATERING PLAN PRIOR TO STARTING THE WORK. THE PLAN MUST CONTAIN ALL DETAILS ASSOCIATED WITH THE PROPOSED DEWATERING OPERATION, INCLUDING, BUT NOT LIMITED TO, WELL POINT LOCATIONS, PUMPING SYSTEM, MISCELLANEOUS EQUIPMENT AND WATER DISPOSAL. AT LEAST THREE MONITOR WELLS MUST BE INSTALLED TO VERIFY THE EFFECTIVENESS OF DEWATERING. THE WELLS SHOULD BE INSTALLED ON THE EAST AND WEST SIDE OF LAPEER ROAD AND ONE IN THE MEDIAN. ADDITIONAL WELLS MAY BE NEEDED TO VERIFY EFFECTIVENESS OF THE DEWATERING OPERATION.
3. THE TRENCHLESS PIPE INSTALLATION PLAN SUBMITTED BY DVM UTILITIES, INC. (07/10/2023) WILL BE FOLLOWED. OXFORD TOWNSHIP (OXT) WORKED WITH DVM UTILITIES DURING THE PERMITTING PROCESS TO DEVELOP THE HAB PLAN AND THUS SUGGESTS THAT ANY CONTRACTOR BIDDING THIS PROJECT STRONGLY CONSIDER UTILIZING DVM UTILITIES BASED ON THEIR KNOWLEDGE OF THE PROJECT
4. THE BRAND AND MODEL INFORMATION FOR THE DTH HAMMER TO BE USED WILL BE GEONEX HZR610 AND PP180 FOR A 24" CASING (AND UP TO A 30" CASING).
5. OXT WILL BE RESPONSIBLE TO HIRE A THIRD PARTY MDOT PREQUALIFIED CONSULTANT WITH SPECIALIZED GEOTECHNICAL ENGINEERING, VIBRATION MONITORING, AND INSTRUMENTATION EXPERIENCE. THEY WILL BE REQUIRED ONSITE TO CONTINUOUSLY OVERSEE AND MONITOR THE JACK AND BORE OPERATION AND CHECK/MEASURE POTENTIAL PAVEMENT SETTLEMENT. THE GEOTECHNICAL INSPECTOR WILL BE EXPERIENCED WITH THIS TYPE OF WORK AND WILL ALSO ASSESS THE SOIL AND GROUNDWATER CONDITIONS AND WORK WITH THE CONTRACTOR TO MANAGE THE SUBSURFACE CONDITIONS AS NECESSARY.
6. THE GEOTECHNICAL CONSULTANT SHALL HAVE IMMEDIATE FULL "SHUTDOWN" AUTHORITY SHOULD THE NEED ARISE FOR WHATEVER REASON.
7. IT IS EXPECTED THAT DURING ALL ASPECTS OF THE BORING OPERATION STRICT ADHERENCE TO THE MDOT REQUIREMENTS WILL BE FOLLOWED. ANY DEVIATIONS FROM THE REQUIREMENTS MUST BE APPROVED BY THE MDOT CONSTRUCTION FIELD INSPECTOR.
8. OXT WILL BE RESPONSIBLE TO HAVE THE SELECTED GEOTECHNICAL CONSULTANT SUBMIT THEIR MONITORING PLAN TO MDOT FOR APPROVAL BEFORE BEGINNING ANY HAB CONSTRUCTION ACTIVITIES. THE PLAN SHALL IDENTIFY THE RESPONSIBLE PERSONNEL INCLUDING RELEVANT INDIVIDUAL QUALIFICATIONS AND EXPERIENCE. OXT CONSULTANT TEAM WILL INCLUDE AT LEAST ONE REGISTERED PROFESSIONAL ENGINEER WITH AT LEAST 5 YEARS OF GEOTECHNICAL EXPERIENCE.
9. ALL CONTRACTORS SHALL REVIEW THE MCDOWELL & ASSOCIATES GEOTECHNICAL REPORT (22-374) INCLUDED WITH THE BIDDING DOCUMENTS. ADDITIONALLY, BEFORE AWARDING THE PROJECT, OXT WILL ENSURE THAT THE CONTRACTOR CONDUCTING THE WORK HAS REVIEWED ALL PERTINENT SUBSURFACE INFORMATION IN THE MCDOWELL & ASSOCIATES SOILS REPORT AND IS CONFIDENT THAT THEY CAN ACHIEVE A SUCCESSFUL BORE WITHOUT CAUSING DISTRESS TO THE PAVEMENT.
10. THE CONTRACTOR CONDUCTING THE HORIZONTAL AUGER BORING WORK MUST ADVANCE THE CASING AT THE PROPOSED CROSSING CONTINUOUSLY WITH COMPLETION EXPECTED WITHOUT SHUTDOWN OF THE OPERATION, UNLESS DETERMINED OTHERWISE BY THE GEOTECHNICAL CONSULTANT OR THE MDOT INSPECTOR, UNTIL THE HAB IS OUTSIDE THE INFLUENCE OF THE PAVEMENT.
11. THE GEOTECHNICAL CONSULTANT WILL BE RESPONSIBLE TO PREPARE A DAILY REPORT DOCUMENTING ALL ASPECTS OF THE OPERATION INCLUDING BUT NOT LIMITED TO PRODUCTION, SOILS AND GROUNDWATER ENCOUNTERED, PAVEMENT SURVEY ELEVATIONS, MATERIALS, EQUIPMENT BREAKDOWNS AND OTHER PERTINENT DETAILS. THESE REPORTS SHALL BE SUBMITTED TO THE MDOT OAKLAND TSC.
12. TEMPORARY EARTH RETENTION SYSTEMS (TERS) WILL BE NECESSARY FOR THE JACKING AND RECEIVING PITS. ANY TERS LOCATED WITHIN THE INFLUENCE OF THE M-24 ROADWAY SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION 704 OF THE MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.
13. ALL CASING ENDS OF THE HAB SHALL BE BULKHEADED IN ACCORDANCE WITH SUBSECTION 402.03.E OF THE MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE ANNULAR SPACE BETWEEN THE CASING AND CARRIER PIPE FILLED COMPLETELY WITH FLOWABLE FILL.
14. OXT SHALL PERFORM PRE AND POST INSTALLATION SURVEYS OF THE ROADWAY SURFACE. THE SURVEY WILL CONSIST OF ELEVATIONS ALONG THE CENTERLINE OF THE PROPOSED BORE AND 50' ON BOTH SIDES OF THE BORE CENTERLINE AT 25' INCREMENTS.
15. THE CONTRACTOR SHALL PLACE STEEL PLATING OVER ALL BORE PIT HOLES & INSTALL SNOW FENCE AROUND ALL BORE PIT HOLES WHEN NOT WORKING.
16. A COPY OF THE AS-BUILT HAB PLANS SHALL BE PROVIDED TO MDOT FOR THEIR FILES AND FUTURE REFERENCE.

LEGEND

- MH X — PROPOSED MANHOLE LOCATION
- BORE & JACK LOCATION
- PROPOSED SANITARY SEWER
- SOIL BORE LOCATION

SHARPE ENGINEERING, Inc
101 N. Washington
Oxford, MI 48371

DATE:	SUBMITTAL NOTE
[illegible]	REVISED PER DMC COMMENTS DATED 12/[illegible]/22
[illegible]	REVISED PER MDOT COMMENTS DATED 6/[illegible]/23
[illegible]	REVISED PER MDOT COMMENTS DATED [illegible]
[illegible]	FOR BID

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JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045859

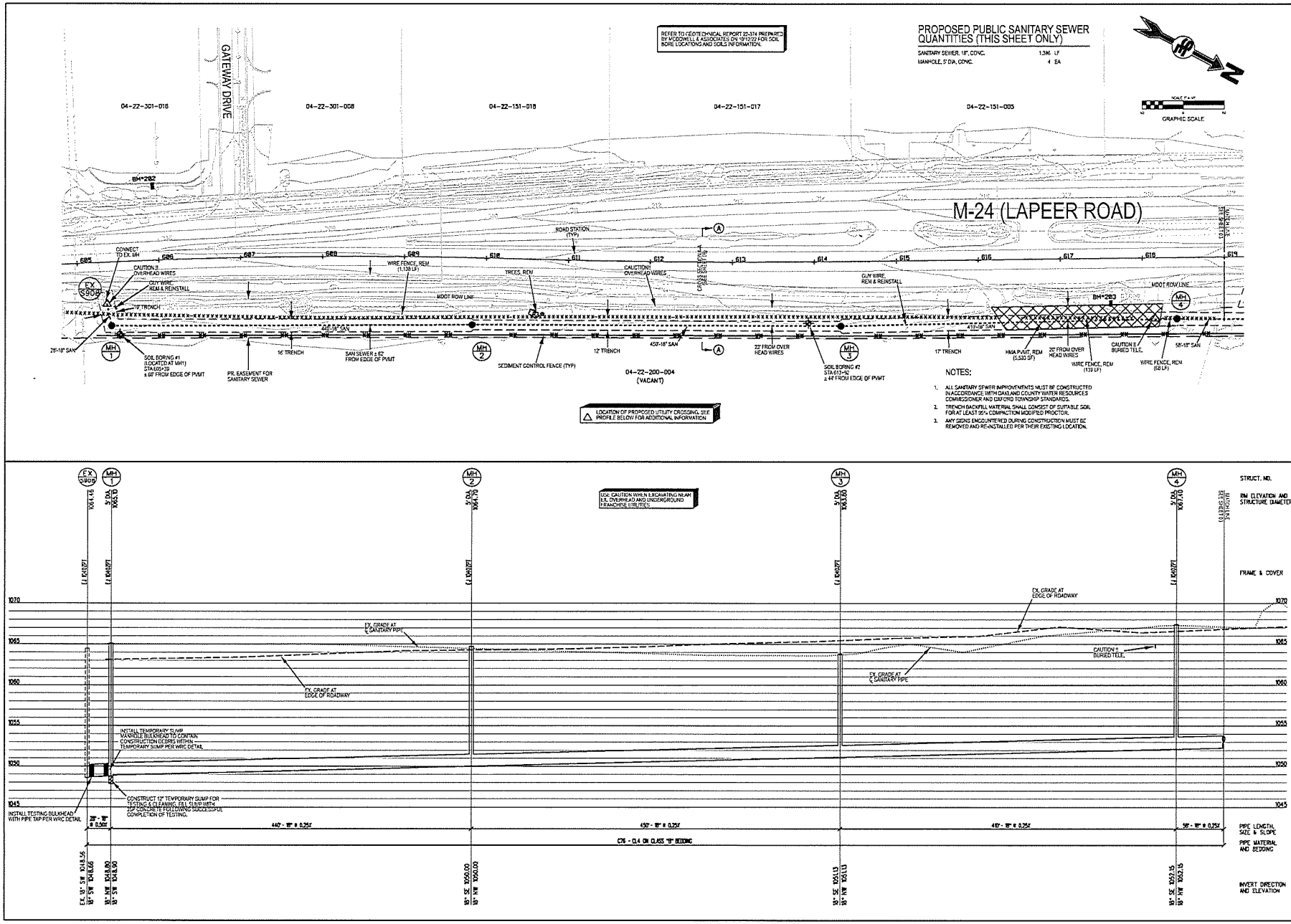
STATE OF MICHIGAN — JAMES W. SHARPE — ENGINEER No. 6201045859 — LICENSED PROFESSIONAL ENGINEER

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

PLAN NAME:
OVERALL PLAN
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
COUNTY:	OAKLAND
SECTION:	15, 16 & 22
T-5-N, R-10-E	

INITIAL SUBMITTAL:	10/25/22
THIS SUBMITTAL:	08/10/23
SCALE:	1" = 300'
SHEET:	01
PROJECT:	016.06.11



PROPOSED PUBLIC SANITARY SEWER QUANTITIES (THIS SHEET ONLY)

SANITARY SEWER, 18", CONC.	1,386 LF
MANHOLE, 5' DIA, CONC.	4 EA

NOTES:

1. ALL SANITARY SEWER IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH OAKLAND COUNTY WATER RESOURCES COMMISSIONER AND OXFORD TOWNSHIP STANDARDS.
2. TRENCH BACKFILL MATERIAL SHALL CONSIST OF SUITABLE SOIL FOR AT LEAST 95% COMPACTION MODIFIED PROCTOR.
3. ANY SIGNS ENCOUNTERED DURING CONSTRUCTION MUST BE REMOVED AND RE-INSTALLED PER THEIR EXISTING LOCATION.

SHARPE ENGINEERING, Inc

DATE:	SUBMITTAL NOTE
01/05/23	REVISED PER WRC COMMENTS DATED 12/8/22
02/03/23	REVISED PER MDOT COMMENTS DATED 01/04/23
04/10/23	REVISED PER MDOT COMMENTS DATED 03/15/23
08/10/23	FOR BIDS

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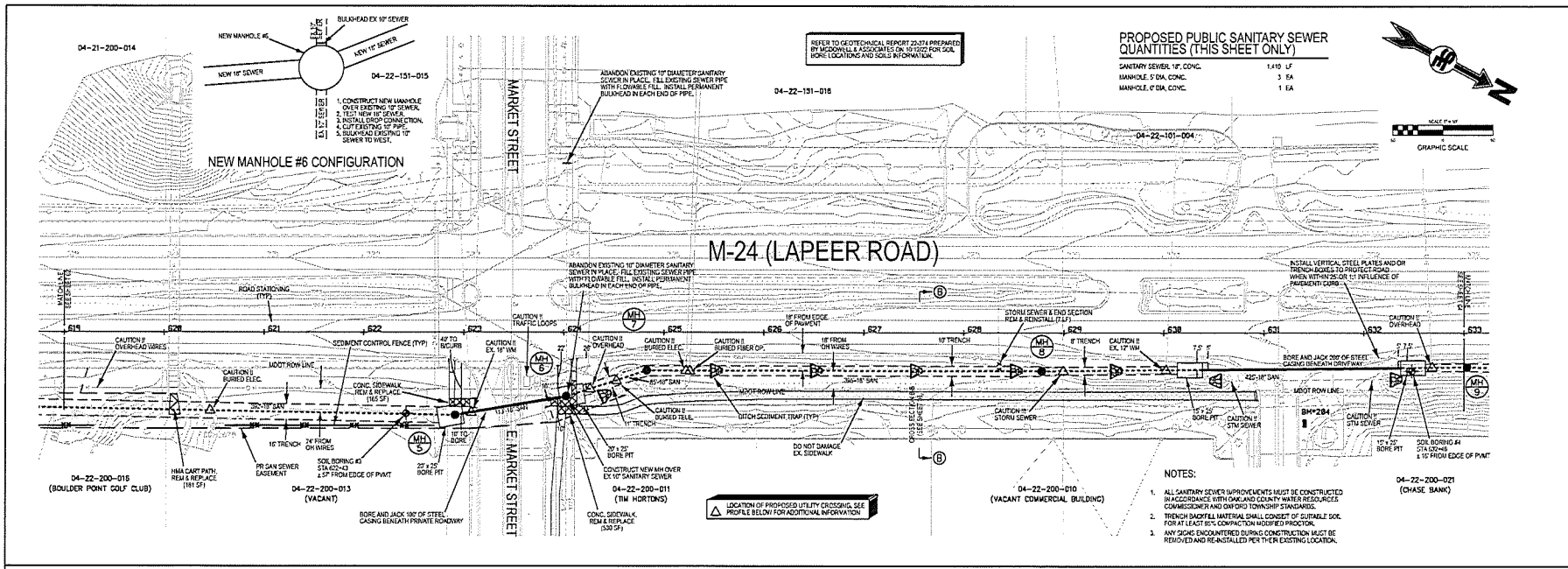
JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045659

STATE OF MICHIGAN
JAMES W. SHARPE
ENGINEER
No. 6201045659
REGISTERED PROFESSIONAL ENGINEER

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

PLAN NAME:
SANITARY SEWER P&P (605+00 - 619+00)
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
COUNTY:	OAKLAND
SECTION:	15, 16 & 22
	T-5 -N , R-10 -E
INITIAL SUBMITTAL:	10/25/22
THIS SUBMITTAL:	08/10/23
SCALE:	H=1"=50' V=1"=5'
SHEET:	02
PROJECT:	016.06.11

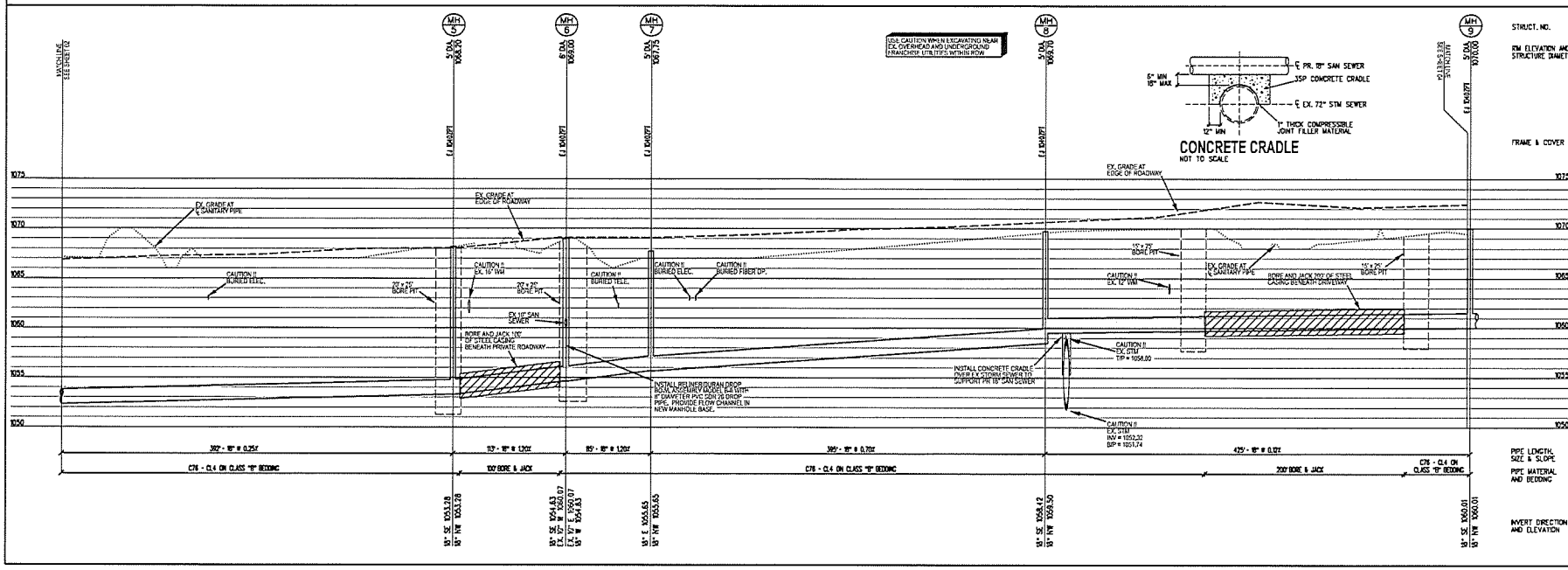


PROPOSED PUBLIC SANITARY SEWER QUANTITIES (THIS SHEET ONLY)

SANITARY SEWER, 18", CONC.	1,410	LF
MANHOLE, 5' DIA, CONC.	3	EA
MANHOLE, 6' DIA, CONC.	1	EA

NOTES:

1. ALL SANITARY SEWER IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH OAKLAND COUNTY WATER RESOURCES COMMISSIONER AND OXFORD TOWNSHIP STANDARDS.
2. TRENCH BACKFILL MATERIAL SHALL CONSIST OF SUITABLE SOIL FOR AT LEAST 85% COMPACTION MODIFIED PROCTOR.
3. ANY SIGNS ENCOUNTERED DURING CONSTRUCTION MUST BE REMOVED AND RE-INSTALLED PER THEIR EXISTING LOCATION.



SHARPE ENGINEERING, Inc

DATE:	SUBMITTAL NOTE
01/06/23	REVISED PER MPC COMMENTS DATED 01/16/22
02/13/23	REVISED PER MDOT COMMENTS DATED 01/04/23
04/18/23	REVISED PER MDOT COMMENTS DATED 04/05/23
08/10/23	FOR BID

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JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045659

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

PLAN NAME:
SANITARY SEWER P&P (619+00 - 633+00)
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
COUNTY:	OAKLAND
SECTION:	15, 16 & 22
T-5-N, R-10-E	
INITIAL SUBMITTAL:	10/25/22
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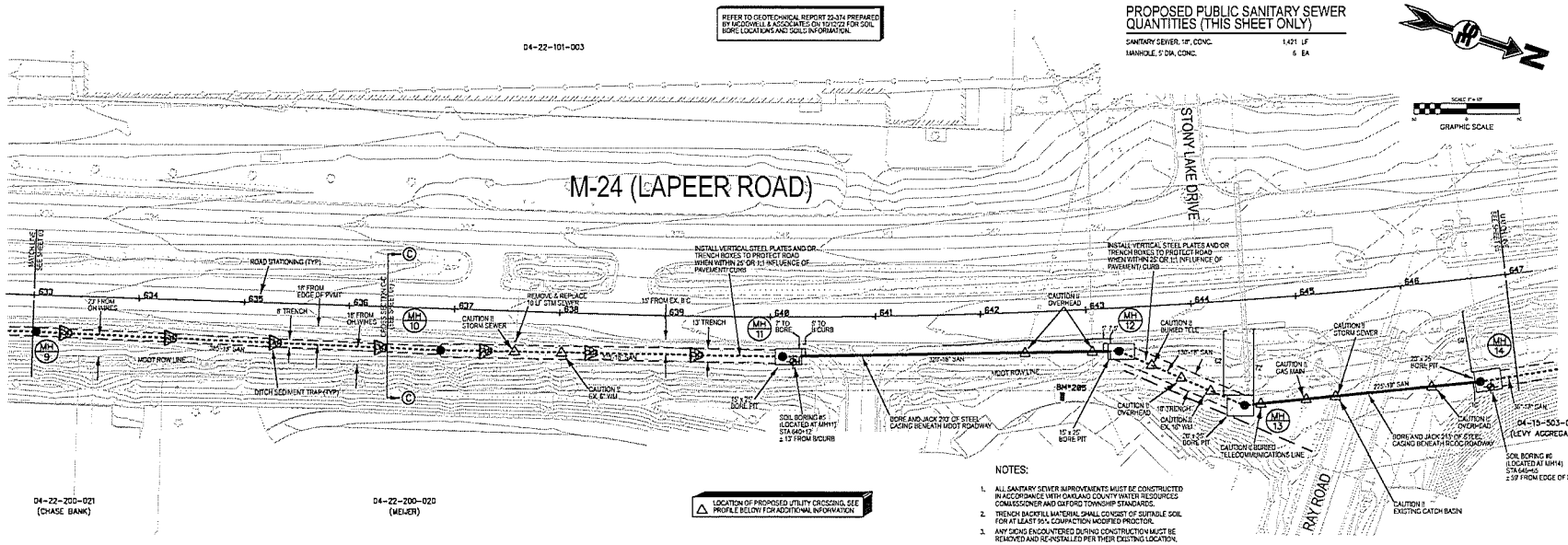
SCALE:	H=1"=50' V=1"=5'
SHEET:	03
PROJECT:	016.06.11

REFER TO GEOTECHNICAL REPORT 22-374 PREPARED BY GEOSWELL & ASSOCIATES ON 10/10/22 FOR SOIL BORE LOCATIONS AND SOILS INFORMATION.

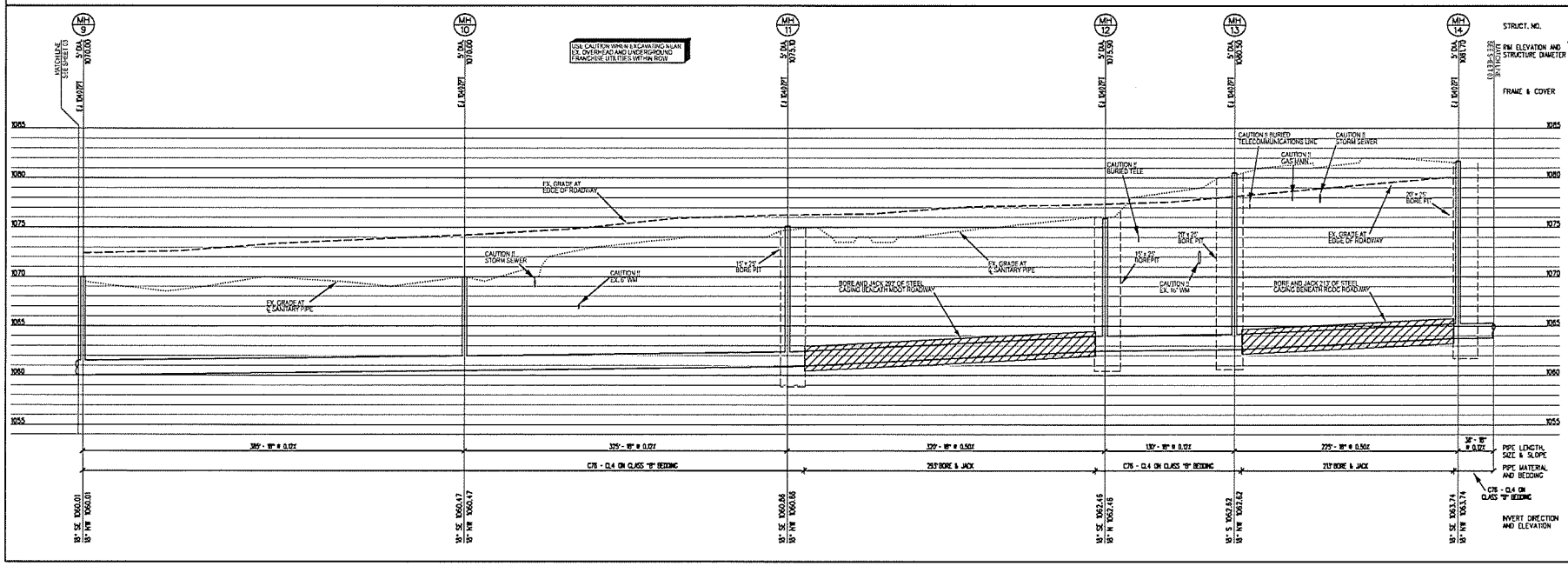
PROPOSED PUBLIC SANITARY SEWER QUANTITIES (THIS SHEET ONLY)

SANITARY SEWER, 18", CONC.	1,421 LF
MANHOLE, 5' DIA, CONC.	6 EA



NOTES:

1. ALL SANITARY SEWER IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH OAKLAND COUNTY WATER RESOURCES COMMISSIONER AND OXFORD TOWNSHIP STANDARDS.
2. TRENCH BACKFILL MATERIAL SHALL CONSIST OF SUITABLE SOIL FOR AT LEAST 95% COMPACTION MODIFIED PROCTOR.
3. ANY SIGNS ENCOUNTERED DURING CONSTRUCTION MUST BE REMOVED AND RE-INSTALLED PER THEIR EXISTING LOCATION.



SHARPE ENGINEERING, Inc

DATE	SUBMITTAL NOTE
07/06/23	REVISED PER WC COMMENTS DATED 07/06/23
07/20/23	REVISED PER RCOC COMMENTS DATED 07/20/23
08/10/23	REVISED PER OCWRC COMMENTS DATED 08/10/23
08/17/23	FOR BOID

MISS DIG SYSTEM
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JAMES W. SHARPE
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NO. 6201045659

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

PLAN NAME:
SANITARY SEWER P&P (633+00 - 647+00)
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
COUNTY:	OAKLAND
SECTION:	15, 16 & 22
T-5 -N , R- 10 -E	
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SCALE:	H=1"=50' V=1"=5'
SHEET:	04
PROJECT:	015.06.11

REFER TO GEOTECHNICAL REPORT 22-374 PREPARED BY MCDOWELL & ASSOCIATES ON 10/12/22 FOR SOIL BORE LOCATIONS AND SOILS INFORMATION.

STONY LAKE COURT

04-21-228-001

04-15-351-002

PROPOSED PUBLIC SANITARY SEWER QUANTITIES (THIS SHEET ONLY)

SANITARY SEWER, 18", CONC.	1,404 LF
MANHOLE, 5' DIA, CONC.	2 EA

SCALE 1"=20'

GRAPHIC SCALE

M-24 (LAPEER ROAD)

MATCHLINE SEE SHEET 04

647 649 649 650 651 652 653 654 655 656 657 658 659 660 661

72' FROM EDGE OF PVMT

ROAD STATIONING (TYP)

PROFILE SHEET 10-0

MATCHLINE SEE SHEET 06

MH 15

BM=208

MH 16

20' FROM OH WIRES

15' FROM PROP. LINE

15' TRENCH

SOIL BORING #7 (LOCATED AT MH10) STA 655+50 ± 72' FROM EDGE OF PVMT

20' FROM OH WIRES

MOOT ROW LINE

04-15-503-001 (LEVY AGGREGATES)

LOCATION OF PROPOSED UTILITY CROSSING. SEE PROFILE BELOW FOR ADDITIONAL INFORMATION

NOTES:

1. ALL SANITARY SEWER IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH OAKLAND COUNTY WATER RESOURCES COMMISSIONER AND OXFORD TOWNSHIP STANDARDS.
2. TRENCH BACKFILL MATERIAL SHALL CONSIST OF SUITABLE SOIL FOR AT LEAST 95% COMPACTION MODIFIED PROCTOR.
3. ANY SIGNS ENCOUNTERED DURING CONSTRUCTION MUST BE REMOVED AND RE-INSTALLED PER THEIR EXISTING LOCATION.

REFER TO GEOTECHNICAL REPORT 22-374 PREPARED BY MCDOWELL & ASSOCIATES ON 10/12/22 FOR SOIL BORE LOCATIONS AND SOILS INFORMATION.

MATCHLINE SEE SHEET 04

MH 15 — 5' DIA. — 1063.00

USE CAUTION WHEN EXCAVATING NEAR EX. OVERHEAD AND UNDERGROUND FRANCHISE UTILITIES WITHIN ROW

MH 16 — 5' DIA. — 1063.70

MATCHLINE SEE SHEET 06

EX. GRADE AT ℄ SANITARY PIPE

EX. GRADE AT EDGE OF ROADWAY

1085 1080 1075 1070 1065 1060 1055

484' - 18" @ 0.12%

450' - 18" @ 0.12%

450' - 18" @ 0.12%

C76 CL-4 OR CLASS "B" BEDDING

18" SE 1061.34
18" NW 1061.34

18" SE 1061.93
18" NW 1061.93

STRUCT. NO.

RIM ELEVATION AND STRUCTURE DIAMETER

FRAME & COVER

PIPE LENGTH, SIZE & SLOPE

PIPE MATERIAL AND BEDDING

INVERT DIRECTION AND ELEVATION

SHARPE ENGINEERING, Inc

DATE	SUBMITTAL NOTE
10/24/22	REVISED PER WRC COMMENTS DATED 10/18/22
11/10/22	REVISED PER ROCI COMMENTS DATED 11/04/22
12/15/22	REVISED PER ROCI COMMENTS DATED 12/12/22
08/10/23	FOR BID

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NO. 820104559

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248.628.9787

PLAN NAME:
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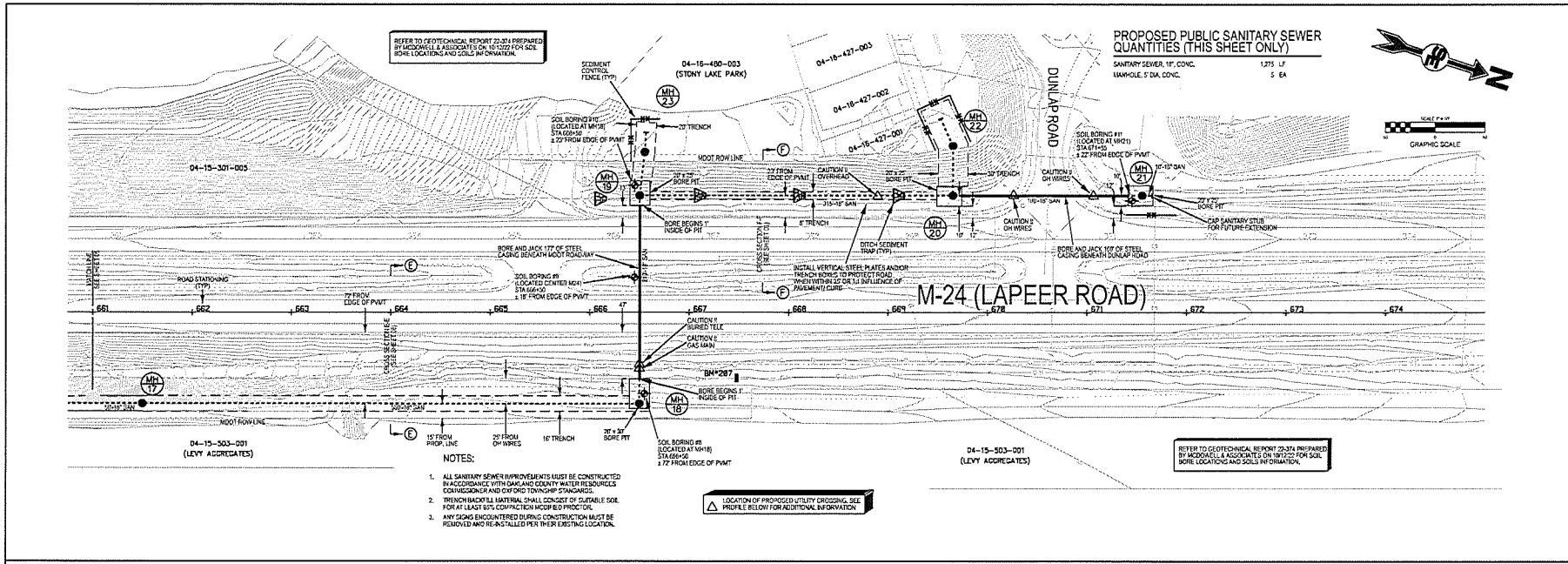
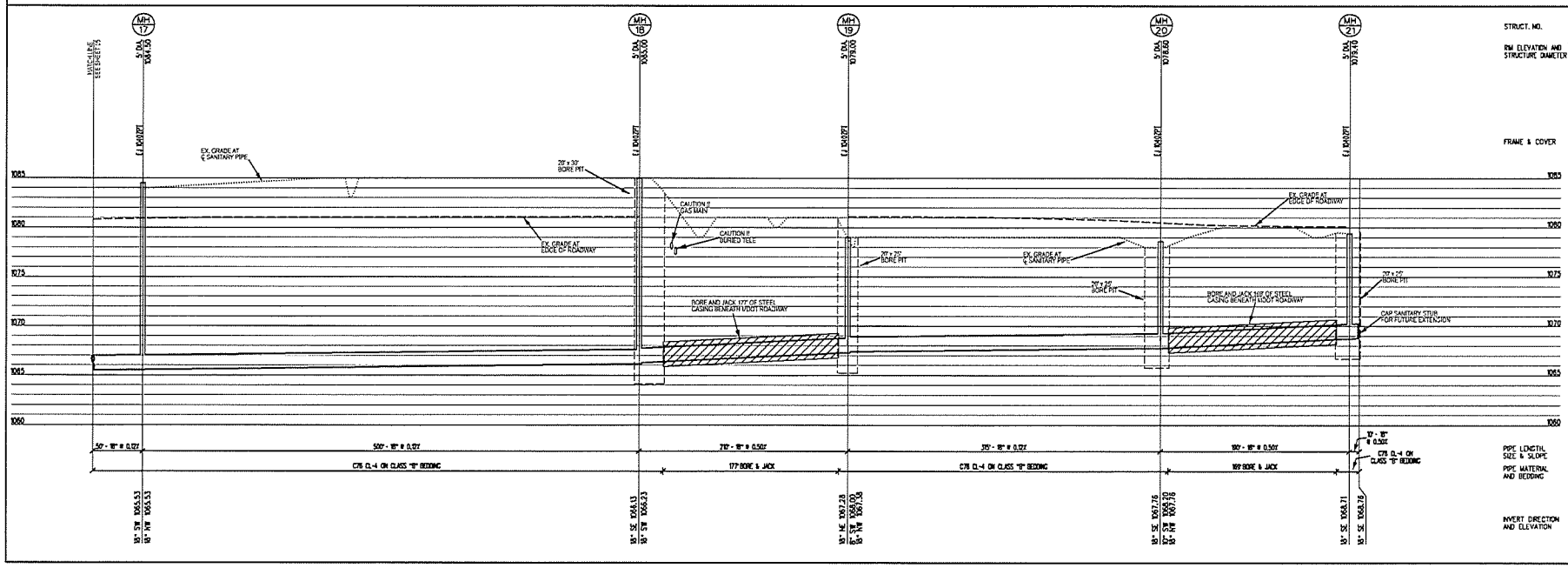
PROJECT:	016.06.11





SHARPE ENGINEERING, Inc

DATE:	SUBMITTAL NOTE
01/06/23	REVISED PER WRC COMMENTS DATED 01/04/23
02/06/23	REVISED PER MDOT COMMENTS DATED 02/03/23
03/06/23	REVISED PER MDOT COMMENTS DATED 03/03/23
08/10/23	FOR BID

MISS DIG SYSTEM
CALL 811 IT'S THE LAW
800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE.

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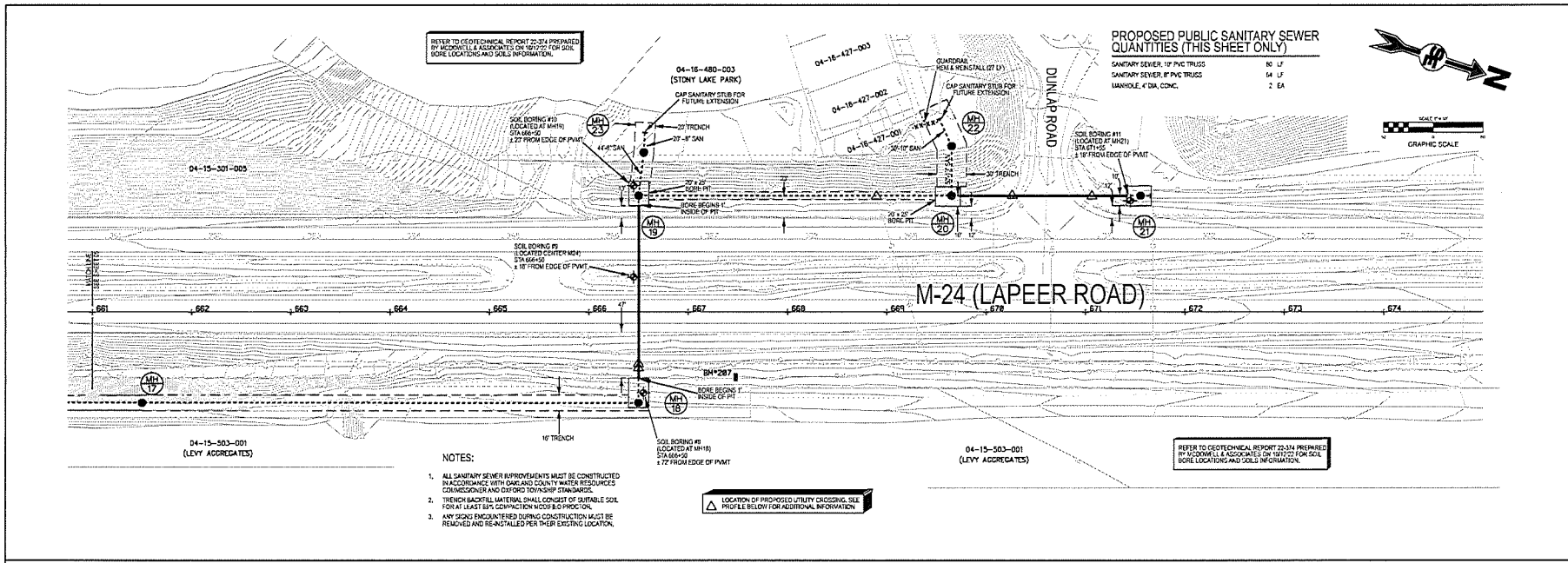
JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045859

STATE OF MICHIGAN
JAMES W. SHARPE
ENGINEER NO. 6201045859
PROFESSIONAL ENGINEER

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

FILE NO. NAME:
SANITARY SEWER P&P
(661+00 – 671+55)
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
COUNTY:	OAKLAND
SECTION:	15, 16 & 22
	T-5-N, R-10-E
INITIAL SUBMITTAL:	10/25/22
THIS SUBMITTAL:	08/10/23
SCALE:	H=1"=50' V=1"=5'
SHEET:	06
PROJECT:	015.06.11

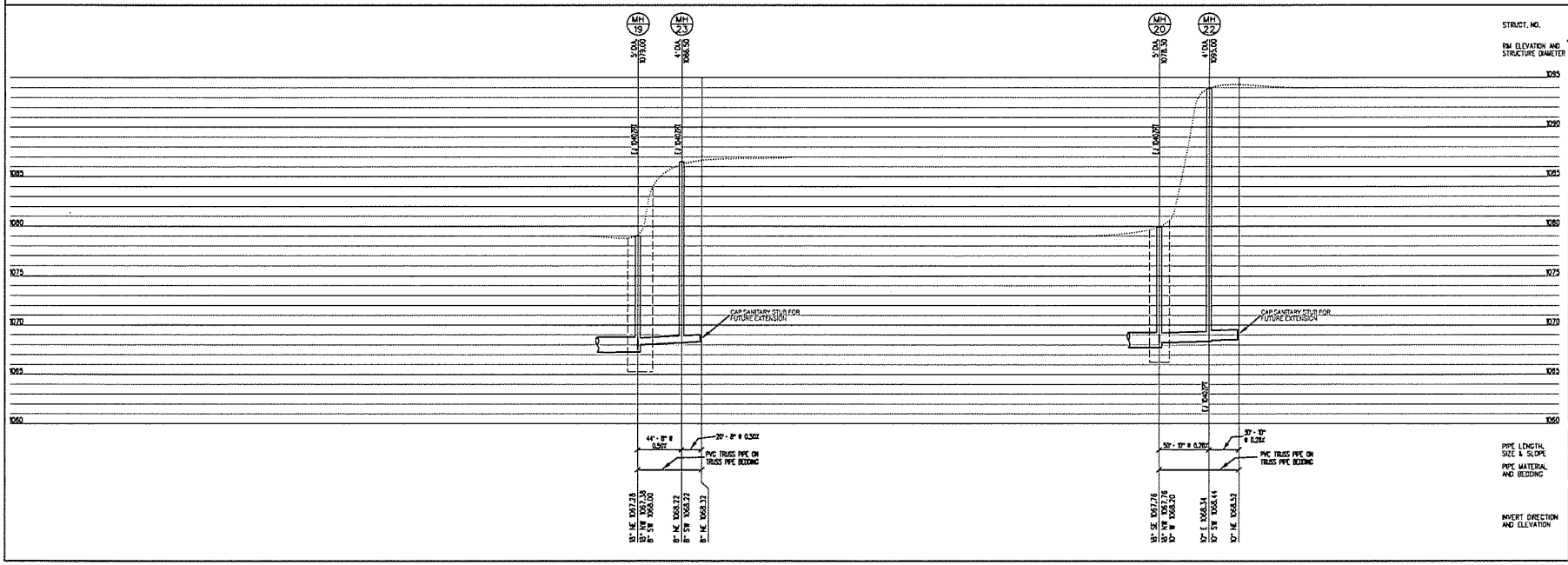


PROPOSED PUBLIC SANITARY SEWER QUANTITIES (THIS SHEET ONLY)

SANITARY SEWER, 10" PVC TRUSS	80	LF
SANITARY SEWER, 8" PVC TRUSS	54	LF
MANHOLE, 4' DIA, CONC.	2	EA

NOTES:

1. ALL SANITARY SEWER IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH OAKLAND COUNTY WATER RESOURCES COMMISSIONER AND OXFORD TOWNSHIP STANDARDS.
2. TRENCH BACKFILL MATERIAL SHALL CONSIST OF SUITABLE SOIL FOR AT LEAST 85% COMPACTION MODIFIED PROCTOR.
3. ANY SIGNS ENCOUNTERED DURING CONSTRUCTION MUST BE REMOVED AND REINSTALLED PER THEIR EXISTING LOCATION.



SHARPE ENGINEERING, Inc

DATE:	SUBMITTAL NOTE
11/08/22	REVISED PER MPC COMMENTS DATED 10/31/22
12/12/22	REVISED PER OAKLAND COUNTY COMMENTS DATED 12/12/22
01/17/23	REVISED PER MDOT COMMENTS DATED 01/04/23
02/07/23	FOR BIDS

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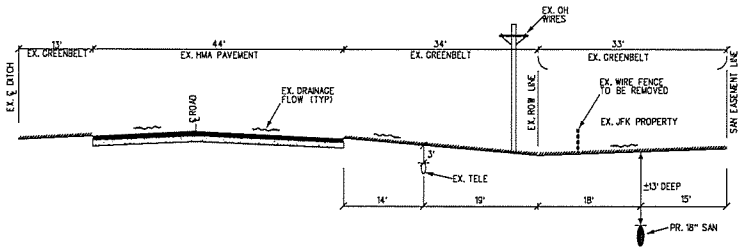
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

PLAN NAME:
SANITARY SEWER P&P STUB EXTENSIONS
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
COUNTY:	OAKLAND
SECTION:	15, 16 & 22
	T-5-N , R-10-E
INITIAL SUBMITTAL:	10/25/22
THIS SUBMITTAL:	08/10/23
SCALE:	H-1"=50' V-1"=5'
SHEET:	07
PROJECT:	015.06.11



SECTION A-A
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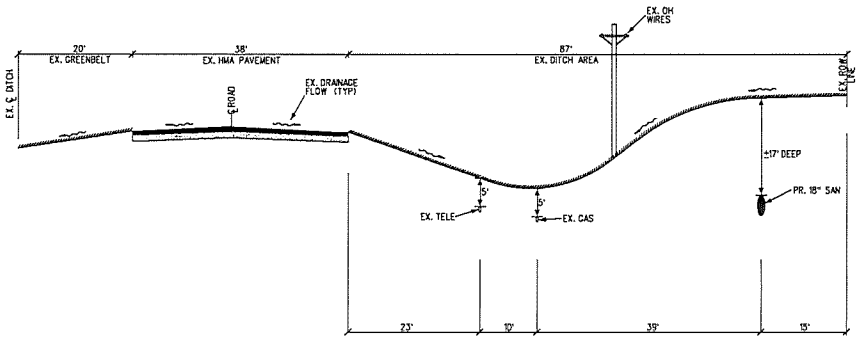

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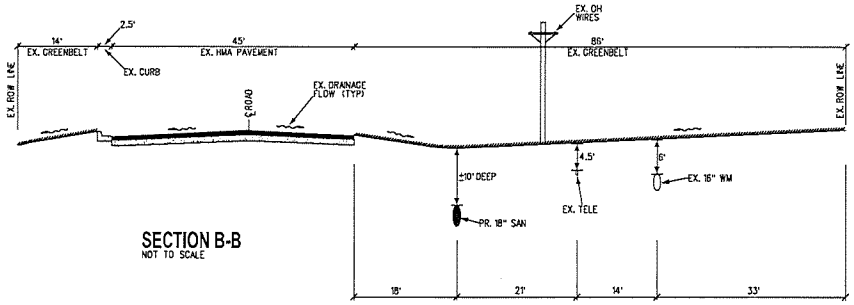

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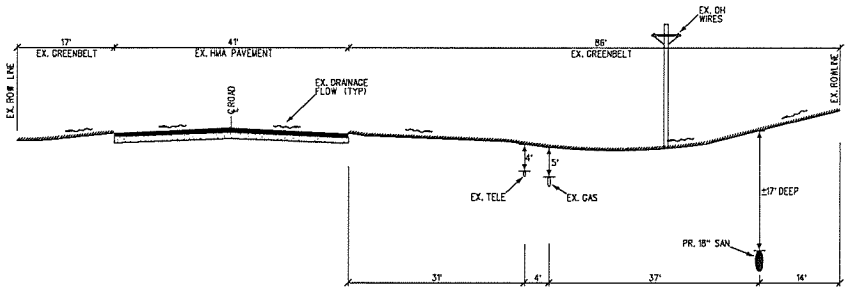

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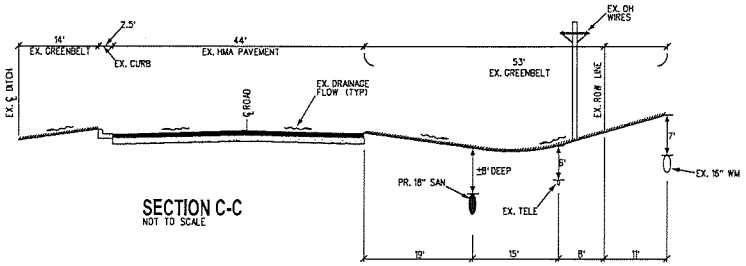
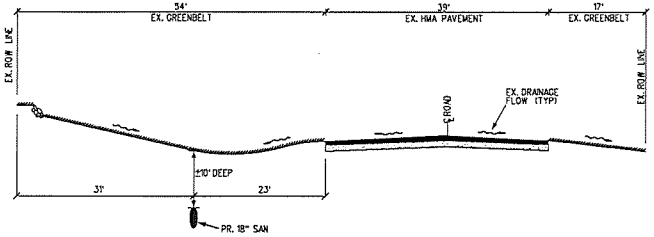


SECTION C-C
NOT TO SCALE



SECTION F-F
NOT TO SCALE

SHARPE ENGINEERING, Inc

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02/06/23	REVISED PER MDOT COMMENTS DATED 02/01/23
03/06/23	REVISED PER WRC COMMENTS DATED 03/03/23
08/10/23	FOR BID

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PLAN NAME:
CROSS SECTIONS
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
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	T-5-N, R-10-E

INITIAL SUBMITTAL:	10/25/22
THIS SUBMITTAL:	08/10/23
SCALE:	N/A
SHEET:	08
PROJECT:	015.06.17

REMOVAL AND DEMOLITION NOTES

1. CONTACT MISS-DIG FOR UTILITY STAKING PRIOR TO ANY CONSTRUCTION ACTIVITIES.
2. ALL DEMOLITION ITEMS REMOVED AS PART OF THE CONSTRUCTION ACTIVITIES SHALL BECOME PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OFF-SITE IN A SAFE AND LEGAL MANNER.
3. ANY ITEMS NOT SPECIFICALLY CALLED OUT FOR DEMOLITION BUT ARE REQUIRED FOR THE SUCCESSFUL COMPLETION OF THIS PROJECT SHALL NOT BE PAID FOR SEPARATELY BUT SHALL BE INCLUDED IN THE PRICE FOR OTHER CONTRACT PAY ITEMS.
4. ANY DAMAGE TO EXISTING SIDEWALKS, PATHWAYS, PARKING AREAS, CURBING, ETC. OUTSIDE THE SCOPE OF THE WORK SHALL BE SAWCUT OUT, REMOVED, AND REPLACED PER EXISTING CROSS-SECTION AT NO ADDITIONAL COST TO THE OWNER.
5. PROPER CARE SHALL BE TAKEN FOR REMOVAL / DEMOLITION ITEMS ABUTTING EXISTING ITEMS TO REMAIN SUCH AS IRRIGATION BOXES, ROADWAYS, ELECTRICAL RISERS, FIRE HYDRANTS, LANDSCAPING, ETC. SO AS TO NOT CAUSE DAMAGE.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE WITHIN THE ROAD ROW.
7. TOPSOIL MAY BE STRIPPED AND STOCKPILED AT THE DIRECTION OF THE OWNER. ANY TOPSOIL NEEDED TO COMPLETE PROPOSED RESTORATION TAKEN FROM THIS STOCKPILE MUST BE SCREENED BEFORE PLACEMENT.
8. ALL LAWN AREAS DISRUPTED BY THE CONTRACTOR OUTSIDE OF THE PROPOSED LIMITS OF CONSTRUCTION SHALL BE PROPERLY GRADED AND RESTORED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
9. ALL MUCK, MARL, TOPSOIL, STUMPS, AND ANY OTHER UNSUITABLE MATERIAL ENCOUNTERED DURING CONSTRUCTION SHALL BE REMOVED AND DISPOSED OF OFF-SITE. ALL MATERIALS SHALL BE REPLACED WITH MATERIAL THAT CAN BE MECHANICALLY COMPACTED TO 95% MAX. DENSITY.
10. ALL SOIL EROSION AND SEDIMENTATION CONTROL AND OTHER TEMPORARY ITEMS SHALL BE REMOVED UPON COMPLETION OF THE CONSTRUCTION ACTIVITIES.
11. ANY IRRIGATION APPURTENANCES DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY THE OWNER AND PAID FOR IN BID ITEM "IRRIGATION REPAIRS".

EROSION CONTROL & LANDSCAPE NOTES

1. ALL SOIL EROSION AND SEDIMENTATION CONTROL (SESC) MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE OXFORD TOWNSHIP STANDARDS.
2. THE SOIL EROSION CONTROLS WILL BE MAINTAINED WEEKLY AND AFTER EVERY STORM EVENT BY THE CONTRACTOR.
3. DAILY INSPECTIONS SHALL BE MADE BY THE CONTRACTOR TO DETERMINE THE EFFECTIVENESS OF ALL PROJECT SESC MEASURES. ANY NECESSARY REPAIRS SHALL BE PERFORMED WITHOUT DELAY.
4. ALL SEDIMENT FROM WORK ON THE PROJECT SITE SHALL BE CONTAINED ON-SITE AND NOT BE ALLOWED TO COLLECT ON ANY OFF-SITE AREAS OR WATERWAYS. WATERWAYS INCLUDE BOTH NATURAL AND MAN-MADE OPEN DITCHES, STREAMS, STORM DRAINS, LAKES, PONDS, AND WETLANDS.
5. CONTRACTOR SHALL APPLY TEMPORARY SESC MEASURES AS DIRECTED ON THESE PLANS. CONTRACTOR SHALL REMOVE TEMPORARY MEASURES AS SOON AS PERMANENT STABILIZATION OF SLOPES, DITCHES, AND OTHER CHANGES HAVE BEEN ESTABLISHED.
6. STAGING THE WORK SHALL BE DONE BY CONTRACTOR AS REQUIRED TO ENSURE PROGRESSIVE STABILIZATION OF DISTURBED EARTH.
7. THE CONTRACTOR SHALL PRESERVE NATURAL VEGETATION OUTSIDE OF THE GRADING AREA AS MUCH AS POSSIBLE.
8. VEGETATION STABILIZATION OF ALL DISTURBED AREAS SHALL BE ESTABLISHED WITHIN 15 DAYS OF COMPLETION OF FINAL GRADING.
9. PROTECT ALL TREES TO REMAIN, INCLUDING THEIR BRANCHES AND ROOTS, FROM DAMAGE DUE TO THIS WORK.
10. INSTALL SESC MEASURES PRIOR TO THE START OF CONSTRUCTION ACTIVITIES. MAINTAIN ALL MEASURES THROUGHOUT DURATION OF PROJECT AND UNTIL NEW VEGETATION HAS BEEN ESTABLISHED.
11. ALL MUD/SOIL/SEDIMENT TRACKED ONTO EXISTING STATE/COUNTY/LOCAL ROADS FROM THIS SITE, DUE TO CONSTRUCTION, SHALL BE REMOVED BY THE CONTRACTOR BY THE END OF THE SAME WORKING DAY. USE MECHANICAL SWEEPERS IF REQUIRED.
12. ALL PERMANENT SESC MEASURES SHALL BE INSTALLED AND OPERATIONAL BEFORE A FINAL CERTIFICATE OF COMPLIANCE IS ISSUED. TEMPORARY SESC MEASURES SHALL BE MAINTAINED UNTIL PERMANENT SESC MEASURES HAVE BEEN IMPLEMENTED.
13. ISSUANCE OF AN EROSION CONTROL PERMIT DOES NOT NEGATE THE NEED FOR ANY OTHER FEDERAL, STATE, OR LOCAL PERMITS.
14. ANY SESC DEVICES WHICH BECOME TORN, RIPPED, FALLEN OR FAILS TO PREVENT EROSION AS INTENDED, SHALL BE IMMEDIATELY REMOVED AND REPLACED.
15. ANY MULCH OR SOIL STABILIZATION MEASURES WHICH ARE DISTURBED DUE TO CONSTRUCTION, HEAVY RAIN EVENTS, ETC. SHALL BE RESTORED IMMEDIATELY TO PREVENT FURTHER EROSION.
16. SHOULD DEWATERING BE REQUIRED, IT SHALL BE DONE IN A MANNER WHICH WILL NOT CONTRIBUTE TO DEPOSITION OF SEDIMENT INTO WATERWAYS OR ONTO ROADWAYS.
17. LIMITS OF EARTH DISRUPTION SHALL BE CONFINED TO THE SANITARY SEWER EASEMENTS AND THE ROAD RIGHT OF WAY. ADDITIONAL DISRUPTION OUTSIDE OF THE EASEMENTS SHALL BE RESTORED IN ACCORDANCE WITH THE LANDSCAPE SPECIFICATIONS, BUT SHALL NOT BE PAID FOR SEPARATELY.
18. SITE RESTORATION SHALL BE PERFORMED BY PLACING 2" OF TOPSOIL WITH SEED AND MULCH BLANKETS IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS. LOOSE STRAW IS NOT ACCEPTABLE.
19. ALL REQUIRED LANDSCAPE RESTORATION INCLUDING TOPSOIL, SEEDING, AND MULCHING SHALL BE PERFORMED IN ACCORDANCE WITH THE LANDSCAPE RESTORATION SPECIFICATION PROVIDED IN THE BIDDING DOCUMENTS.

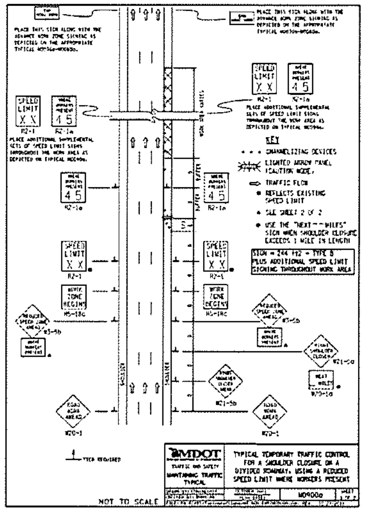
IMPROVEMENT NOTES

1. ALL CONSTRUCTION METHODS, WORKMANSHIP, AND MATERIALS SHALL CONFORM TO THE CURRENT STANDARDS AND SPECIFICATIONS OF OXFORD TOWNSHIP AND OTHER AGENCIES HAVING JURISDICTION OVER THIS PROJECT.
2. ALL NECESSARY PERMITS, BONDS, INSURANCES, ETC. SHALL BE PAID FOR AND OBTAINED BY THE CONTRACTOR. REIMBURSEMENT TO THE CONTRACTOR FOR THESE ITEMS WILL NOT BE MADE TO THE CONTRACTOR UNLESS SPECIFICALLY NOTED ON THE BID FORM.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL DURING ALL PERIODS OF CONSTRUCTION.
4. MATERIAL THAT IS REQUIRED TO BE HAULED OFF-SITE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND DISPOSED OF IN A SAFE AND LEGAL MANNER.
5. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE EXISTENCE AND LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.

TRAFFIC CONTROL NOTES

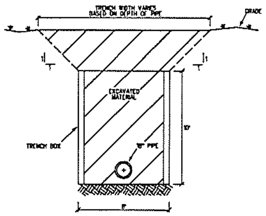
1. TRAFFIC CONTROL SHALL BE PROVIDED FOR ALL ASPECTS OF CONSTRUCTION. TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH THE APPROVED MDOT AND RCOC PERMITS.
2. THE CONTRACTOR MUST ADHERE TO THE DATES AND TIMES LISTED ON THE MDOT AND RCOC PERMITS AND THE PROJECT SPECIFICATIONS. FAILURE TO DO SO MAY RESULT IN THE PERMITS BEING REVOKED.
3. CONTRACTOR SHALL ADHERE TO ALL THE REQUIREMENTS LISTED IN THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
4. ALL DEVICES THAT ARE PLACED WITHIN THE ROW SHALL ADHERE TO ALL CURRENT MDOT, RCOC, AND MMUTCD STANDARDS.
5. IN THE AREAS OF PAVEMENT OPERATIONS OR OTHER ACTIVITIES WITHIN THE TRAVELED WAY AND ADJACENT TO THE EXISTING TRAVELED LANE, THE CONTRACTOR SHALL ASSURE THAT NO PAVEMENT DROP-OFFS ARE LEFT EXPOSED DURING NON-WORKING HOURS.
6. THE CONTRACTOR SHALL ESTABLISH A TRAFFIC CONTROL SUPERVISOR ON-SITE DURING WORKING HOURS FOR IMMEDIATE RESPONSE TO TRAFFIC CONTROL ISSUES / CONCERNS.
7. THE CONTRACTOR WILL BE REQUIRED TO COVER UP ALL CONFLICTING SIGNS WITHIN OR PRIOR TO THE WORK ZONE. CONFLICTING SIGNS SHALL BE COVERED IN A WAY SO AS TO NOT CAUSE DAMAGE TO THE SIGN. SHOULD A SIGN BE DAMAGED IT SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER.
8. CONTRACTOR SHALL CONTACT MDOT / RCOC IN ACCORDANCE WITH THE PERMITS PRIOR TO ANY ROW WORK BEING PERFORMED.
9. PROVIDE TEMPORARY SIGNAGE AS REQUIRED BY THE RIGHT-OF-WAY CONSTRUCTION PERMIT. ALL SIGNS THAT ARE PART OF THE TEMPORARY WORK ZONE THAT ARE ANTICIPATED TO REMAIN IN PLACE FOR MORE THAN 30 DAYS SHALL BE PLACED ON PERMANENT POSTS.
10. ANY EQUIPMENT, MATERIALS, OR VEHICLES STORED WITHIN ROW SHALL BE CLEAR OF ANY SIGNAGE, DRIVEWAYS, AND MAILBOXES AND SHALL NOT IMPEDE NOR ENDANGER ROADWAY TRAFFIC.
11. PLACE CONSTRUCTION BARRELS ALONG CURB LINE / EDGE OF ROAD WHEN CONSTRUCTION ACTIVIES ARE OCCURRING.
12. IF ANY OF THE SIGNS AND/OR TRAFFIC CONTROL DEVICES ARE BEING USED OVERNIGHT THE MDOT STANDARDS FOR MINIMUM REFLECTIVITY SHALL APPLY.
13. THE CONTRACTOR SHALL ESTABLISH A TRAFFIC CONTROL SUPERVISOR ON-SITE DURING WORKING HOURS FOR IMMEDIATE RESPONSE TO TRAFFIC CONTROL ISSUES / CONCERNS.

MDOT TRAFFIC CONTROL DETAIL



MDOT NOTES

1. CONTRACTOR SHALL CALL INSPECTOR OR PERMIT SUPERVISOR BEFORE BEGINNING ANY WORK IN RIGHT-OF-WAY.
2. "PROPER SIGNING" IS REQUIRED BEFORE ANY WORK IN RIGHT-OF-WAY IS STARTED.
3. LANE CLOSURES ARE RESTRICTED TO 9AM-3PM MONDAY THROUGH FRIDAY.
4. WITHIN THE INFLUENCE OF THE ROADBED, MDOT CLASS II SAND, COMPACTED TO 95% MAX. UNIT DENSITY IS REQUIRED.
5. THE CONTRACTOR SHALL HAVE A MDOT APPROVED PLAN AND PERMIT ON SITE AT ALL TIMES.
6. THE CONTRACTOR SHALL NOTIFY MDOT ELECTRONICALLY VIA CPS A MINIMUM OF FIVE (5) DAYS PRIOR TO THE START OF ANY CONSTRUCTION WITHIN THE MDOT ROW. WORK SHALL NOT COMMENCE UNTIL THE PERMIT HAS BEEN REVIEWED AND PROCESSED THROUGH THE CPS.
7. ALL UTILITIES, INCLUDING DRAINAGE FACILITIES, SHALL BE LOCATED PRIOR TO ANY EXCAVATION IN THE MDOT ROW. MDOT FACILITIES ARE NOT LOCATED THROUGH THE MISS DIG SYSTEM.
8. NO PARKING OR STORAGE OF MATERIAL OR EQUIPMENT WILL BE ALLOWED WITHIN THE MDOT ROW UNLESS INDICATED AS ACCEPTABLE IN THE MDOT PERMIT.
9. PLACE TRENCH BACKFILL IN ACCORDANCE WITH MDOT STANDARD R-83-B.
10. THE CONTRACTOR SHALL BE IN ACCORDANCE WITH THE MDOT VISIBILITY POLICY IN REGARDS TO HIGH VISIBILITY CLOTHING WORN BY ALL WORKERS IN MDOT ROW.



TRENCH EXCAVATION DETAIL
NOT TO SCALE

NOTES:
1. CONTRACTOR SHALL USE TRENCH BOX(ES) SUCH THAT A 1:1 SLOPE FROM THE TRENCH TO THE BACK OF CURB AND/OR EDGE OF PAVED SHOULDER IS MAINTAINED.
2. A SECOND TRENCH BOX MAY BE REQUIRED AND STACKED AS NECESSARY IF DEPTH OF SEWER AND PROXIMITY TO ROADWAY WARRANT IT.

PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE FOLLOWING PERMITS:
1. MDOT RIGHT-OF-WAY CONSTRUCTION PERMIT
2. RCOC RIGHT-OF-WAY UNDERGROUND CONSTRUCTION PERMIT
3. OXFORD TWP SESC PERMIT
4. WRC SANITARY SEWER EXTENSION PERMIT

CONSTRUCTION OF THE FOLLOWING ITEMS, WHERE CALLED FOR ON THE PLANS, WILL BE CONSTRUCTED ACCORDING TO MICHIGAN DEPARTMENT OF TRANSPORTATION AS INDICATED.

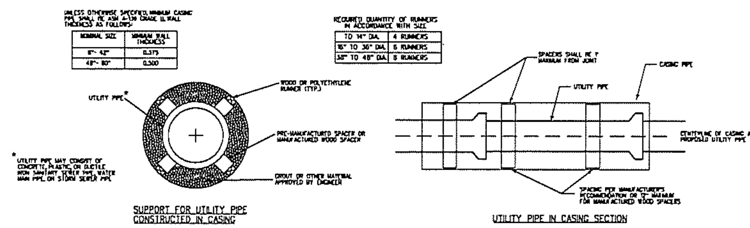
ITEM OF WORK	STANDARD PLAN/FORM NUMBERS
ROAD STANDARD PLANS	
UTILITY TRENCHES	R-83-C
SOIL EROSION & SEDIMENTATION CONTROL MEASURES	R-96-C
SEEDING AND TREE PLANTING	R-100-H
MAINTAINING TRAFFIC TYPICALS	
MAINTAINING TRAFFIC TYPICAL - "T", "P", AND "F" VALUES	[illegible]
MAINTAINING TRAFFIC TYPICAL - ADVANCE SIGNING TREATMENT	[illegible]
MAINTAINING TRAFFIC TYPICAL - TEMPORARY LANE CLOSURE	[illegible]
STANDARD UTILITY FORMS	
SPECIAL CONDITIONS FOR HORIZONTAL AUGER BORING [illegible]	[illegible]
SPECIAL PROVISION FOR FLOWABLE FILL FOR UTILITY TRENCHES	[illegible]

BENCHMARKS

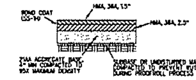
NO.	ELEVATION	LOCATION	DESCRIPTION
202	1063.506	W. SIDE OF M-24 AT "FLAGSTAR BANK"	SET CHISELED ☒ ON TOP (E. SIDE) OF CONCRETE BASE OF LIGHT POLE
203	1068.623	E. SIDE OF M-24, NEAR 1ST TURNAROUND S. OF MARKET ST.	FOUND RR SPIKE IN W. FACE OF POWER POLE
204	1078.040	E. SIDE OF M-24 AT SOUTHERLY ENTRANCE TO "MEIJER"	SET CHISELED ☒ ON TOP OF W. SIDE OF CONCRETE BASE OF LIGHT POLE
205	1080.224	W. SIDE OF MEIJER GAS STATION, SE QUADRANT OF M-24 AND RAY RD.	SET CHISELED ☒ ON TOP OF W. SIDE OF CONCRETE BASE OF LIGHT POLE
206	1067.150	E. SIDE OF M-24, 4TH POLE N. OF RAY RD.	SET RR SPIKE IN W. FACE OF POWER POLE
207	1090.947	E. SIDE M-24, 2ND POLE S. OF DUNLAP RD.	SET RR SPIKE IN W. FACE OF POWER POLE

CONTROL POINTS

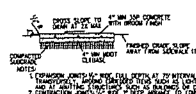
NO.	NORTHING	EASTING	ELEVATION	LOCATION	DESCRIPTION
63660	494945.464	13413606.400	1068.890	NE OF M-24, BETWEEN DUNLAP RD. AND METAMORA RD.	FOUND 4" DISC STAMPED "63660-2006" IN A 16" CONCRETE POST FLUSH WITH THE GROUND
63661	487517.746	13417410.000	1063.290	1300' S. OF MARKET ST., 750' N. OF DRIVE #552	FOUND 4" DISC STAMPED "63661-2006" IN A 16" CONCRETE POST FLUSH WITH THE GROUND
102	456071.772	13416956.309	1068.617	MEDIAN OF M-24, N. OF MARKET ST.	SET 5/8" IRON WITH ROWE TRAVERSE CAP
103	490225.405	13416638.017	1074.362	S. OF TURNAROUND FROM NORTHBOUND TO SOUTHBOUND	SET 5/8" IRON WITH ROWE TRAVERSE CAP
104	490421.194	13418284.331	1079.368	NE QUADRANT OF M-24 AND RAY RD.	SET 5/8" IRON WITH ROWE TRAVERSE CAP
105	491752.503	13415614.439	1078.517	W. SIDE OF M-24, 5' ± W. OF GUARD RAIL AT STONY LAKE	SET 5/8" IRON WITH ROWE TRAVERSE CAP



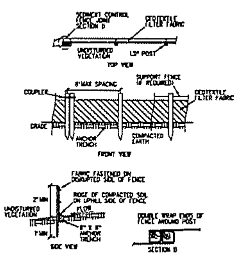
UTILITY PIPE IN CASING DETAIL
NOT TO SCALE



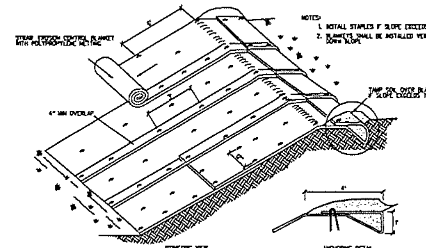
HMA - CART PATH
NOT TO SCALE



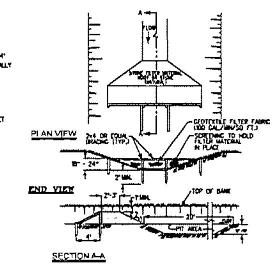
CONCRETE SIDEWALK
NOT TO SCALE



SEDIMENT CONTROL FENCE
NOT TO SCALE



MULCH BLANKET
NOT TO SCALE



DITCH SEDIMENT TRAP
NOT TO SCALE

SHARPE ENGINEERING, Inc.

DATE	SUBMITTAL NOTE
01/04/23	REVISED PER WRC COMMENTS DATED 12/14/22
02/03/23	REVISED PER MDOT COMMENTS
04/13/23	REVISED PER MDOT COMMENTS DATED 03/03/23
08/10/23	FOR BIDS

MISS DIG SYSTEM
KNOW WHAT'S BELOW
800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE

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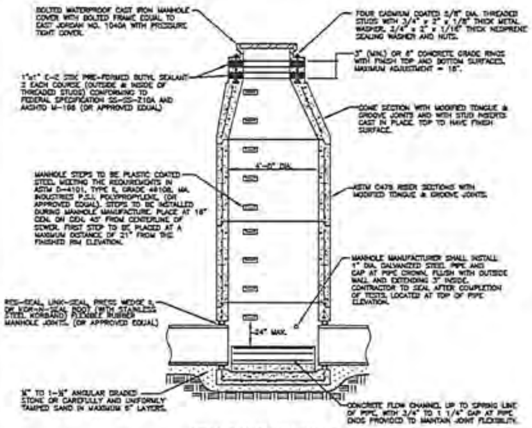
JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045659

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

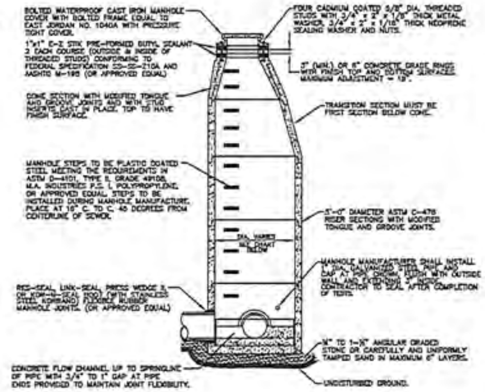
PLAN NAME:
PROJECT NOTES & DETAILS
NORTH AREA SPECIAL ASSESSMENT DISTRICT

CITY:	OXFORD TWP
COUNTY:	OAKLAND
SECTION:	15, 16 & 22
T-5-N, R-10-E	
INITIAL SUBMITTAL:	10/25/22
THIS SUBMITTAL:	08/10/23
SCALE:	N/A
SHEET:	09
PROJECT:	016.06.11



STANDARD MANHOLE

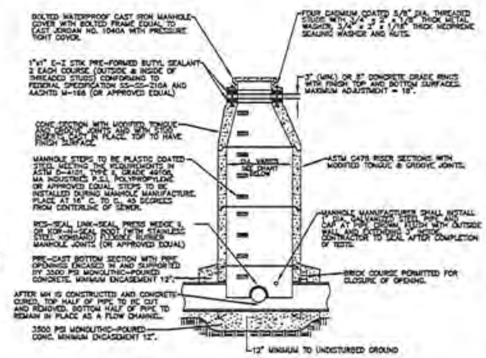
MAX. PIPE SIZE FOR STRAIGHT THRU INSTALLATION	MAX. PIPE SIZE FOR RIGHT ANGLE INSTALLATION
24"	18"



STANDARD OVERSIZED MANHOLE

MANHOLE SIZING CHART

MANHOLE DIAMETER	MAX. PIPE SIZE FOR STRAIGHT THRU INST.	MAX. PIPE SIZE FOR RIGHT ANGLE INST.
5'	36"	24"
6'	42"	36"
7'	60"	42"



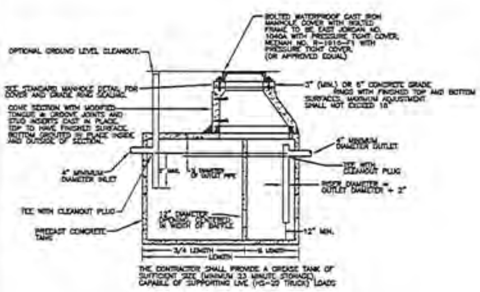
MANHOLE CONSTRUCTED OVER EXISTING SEWER

MANHOLE SIZING CHART

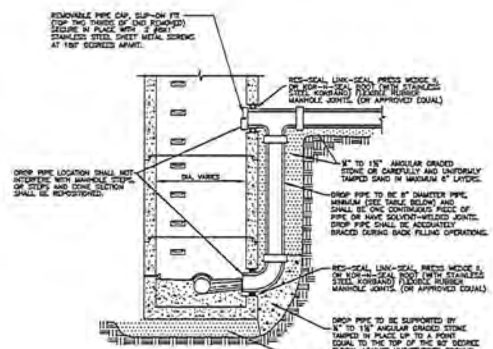
MANHOLE DIAMETER	MAX. PIPE SIZE FOR STRAIGHT THRU INST.
4'	24"
5'	36"
6'	42"
7'	60"

SANITARY SEWER CONSTRUCTION NOTES

1. ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT STANDARDS AND SPECIFICATIONS OF THE LOCAL UNIT OF GOVERNMENT AND THE WATER RESOURCES COMMISSIONER (WRC). ALL SANITARY SEWER CONSTRUCTION SHALL HAVE FULL-TIME INSPECTION SUPERVISED BY A STATE OF MICHIGAN LICENSED PROFESSIONAL ENGINEER PROVIDED BY, OR CAUSED TO BE PROVIDED BY, THE LOCAL UNIT OF GOVERNMENT.
2. AT ALL CONNECTIONS TO WRC SEWERS OF EXTENSIONS, AND BEFORE START OF CONSTRUCTION, THE CONTRACTOR MUST OBTAIN A SEWER INSPECTION PERMIT ISSUED BY WRC. GRAVITY SEWER PERMIT CHARGES ARE $250 FOR EACH CONNECTION PLUS $25 FOR EACH MANHOLE CONSTRUCTED. PRESSURE SEWER PERMIT CHARGES ARE $250 PER 2,460 L.F. OF FORCE MAIN WITH A MINIMUM PERMIT FEE OF $250. FAILURE TO PASS ANY TEST SEGMENT WILL RESULT IN AN ADDITIONAL CHARGE TO THE CONTRACTOR FOR EACH RETEST, IN ACCORDANCE WITH THE ABOVE PRICE SCHEDULE. THE CONTRACTOR SHALL ALSO HAVE POSTED WITH WRC A $5,000 SURETY BOND AND $500 CASH DEPOSIT. THE CONTRACTOR SHALL NOTIFY THE LOCAL UNIT OF GOVERNMENT AND WRC (248-858-1105) 24 HOURS PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. FINAL ACCEPTANCE TESTS MUST BE WITNESSED BY COUNTY PERSONNEL AND MUST BE SCHEDULED BY MUNICIPALITY OR IT'S CONSULTANT IN ADVANCE WITH 24 HOUR NOTICE AT 248-858-1105.
3. NO SEWER INSTALLATION SHALL HAVE AN INFILTRATION EXCEEDING 100 GALLONS PER INCH DIAMETER PER MILE OF PIPE IN A 24 HOUR PERIOD, AND NO SINGLE RUN OF SEWER BETWEEN MANHOLES SHALL EXCEED 100 GALLONS PER INCH DIAMETER PER MILE. AIR TESTS IN LIEU OF INFILTRATION TESTS SHALL BE AS SPECIFIED IN THE WATER RESOURCES COMMISSIONER STANDARDS. ONLY PIPE AND PIPE JOINTS APPROVED BY WRC MAY BE USED FOR SANITARY SEWER CONSTRUCTION.
4. LOCATED IN THE FIRST MANHOLE UPSTREAM FROM THE POINT OF ALL CONNECTIONS TO AN EXISTING WRC SEWER, OR EXTENSION THERETO, A TEMPORARY 12-INCH DEEP SUMP SHALL BE PROVIDED IN THE FIRST MANHOLE ABOVE THE CONNECTION WHICH WILL BE FILLED IN AFTER SUCCESSFUL COMPLETION OF ANY ACCEPTANCE TEST UP TO THE STANDARD FILLET PROVIDED FOR THE FLOW CHANNEL. A WATERTIGHT BULKHEAD SHALL BE PROVIDED ON THE DOWNSTREAM SIDE OF THE SUMP MANHOLE.
5. AT ALL TIMES WHEN LAYING OF NEW PIPE IS NOT ACTUALLY IN PROGRESS, THE UPSTREAM OPEN END OF THE PIPE SHALL BE CLOSED BY TEMPORARY WATERTIGHT PLUGS OR BY OTHER APPROVED MEANS. IF WATER IS IN THE TRENCH WHEN WORK IS RESUMED, THE PLUG SHALL NOT BE REMOVED UNTIL THE DANGER OF WATER ENTERING THE PIPE HAS PASSED.
6. ALL BUILDING LEADS AND RISERS SHALL BE SIX INCH SDR 23.5 ABS PIPE WITH CHEMICALLY FUSED JOINTS OR AN APPROVED EQUAL PIPE AND JOINT. BUILDING LEADS TO BE FURNISHED WITH REMOVABLE AIRTIGHT AND WATERTIGHT STOPPERS.
7. ALL RIGID SEWER PIPE SHALL BE INSTALLED IN CLASS "B" BEDDING OR BETTER. ALL FLEXIBLE, SEMI-FLEXIBLE, OR COMPOSITE SEWER PIPE SHALL BE INSTALLED IN CONFORMANCE TO WRC SPECIFICATIONS.
8. ALL NEW MANHOLES SHALL HAVE WRC APPROVED FLEXIBLE, WATERTIGHT SEALS WHERE PIPES PASS THROUGH WALLS. MANHOLES SHALL BE OF PRE CAST SECTIONS WITH MODIFIED GROOVE TONGUE AND RUBBER GASKET TYPE JOINTS. PRE CAST MANHOLE CONE SECTIONS SHALL BE WRC APPROVED MODIFIED ECCENTRIC CONE TYPE. ALL MANHOLES SHALL BE PROVIDED WITH BOLTED, WATERTIGHT COVERS.
9. AT ALL CONNECTIONS TO MANHOLES ON WRC SEWERS, OR EXTENSIONS THERETO, DROP CONNECTIONS WILL BE REQUIRED WHEN THE DIFFERENCE IN INVERT ELEVATIONS EXCEEDS 18 INCHES.
10. TAPS TO EXISTING MANHOLES SHALL BE MADE BY CORING. THE CONTRACTOR SHALL PLACE A KOR-N-SEAL BOOT (OR WRC APPROVED EQUAL) AFTER CORING IS COMPLETED. BLIND DRILLING WILL ONLY BE PERMITTED IN LIEU OF CORING WITH PRIOR WRC APPROVAL.
11. MANHOLES CONSTRUCTED DIRECTLY ON WRC SEWERS SHALL BE PROVIDED WITH COVERS READING "WATER RESOURCES COMMISSIONER-SANITARY" IN RAISED LETTERS.
12. NO GROUND WATER, STORM WATER, CONSTRUCTION WATER, DOWN SPOUT DRAINAGE OR WEEP TILE DRAINAGE SHALL BE ALLOWED TO ENTER ANY SANITARY SEWER INSTALLATION.
13. PRIOR TO ANY EXCAVATION, THE CONTRACTOR SHALL TELEPHONE MISS DIG (800-482-7171) FOR THE LOCATION OF UNDERGROUND PIPELINE AND CABLE FACILITIES AND SHALL ALSO NOTIFY REPRESENTATIVES OF OTHER UTILITIES LOCATED IN THE VICINITY OF THE WORK.
14. AN 18 INCH MINIMUM VERTICAL SEPARATION AND A 10 FOOT MINIMUM HORIZONTAL SEPARATION MUST BE MAINTAINED BETWEEN SANITARY SEWER AND WATER MAIN.
15. NEW MANHOLES BUILT OVER AN EXISTING SANITARY SEWER SHALL HAVE MONOLITHIC POURED BOTTOMS.
16. IF THE STRUCTURE FALLS WITHIN THE ROADBED OF A GRAVEL ROAD OR WITHIN THE UNPAVED SHOULDER OF A PAVED ROAD, THE COVER SHALL BE SIX (6") INCHES BELOW THE FINISHED GRAVEL SURFACE.

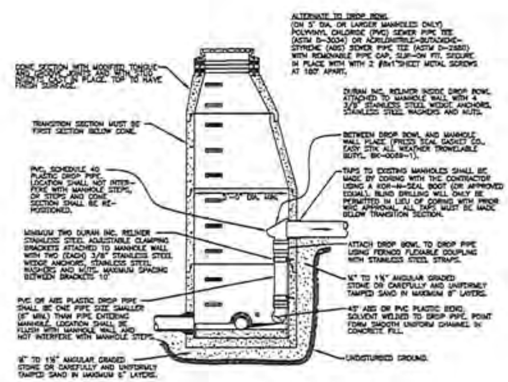


DOUBLE-COMPARTMENT
GREASE INTERCEPTOR TANK
FOR OUTLET PIPE BURIAL 42" AND DEEPER



SEWER SIZE	DROP SIZE	MH SIZE
UP TO 10"	8"	4'
UP TO 18"	10"	4'
UP TO 30"	18"	5'

EXTERIOR DROP CONNECTION
(REQUIRES ADVANCED APPROVAL BY WRC)



INTERIOR DROP CONNECTION

REVISION BLOCK

SANITARY SEWER DETAILS AND NOTES

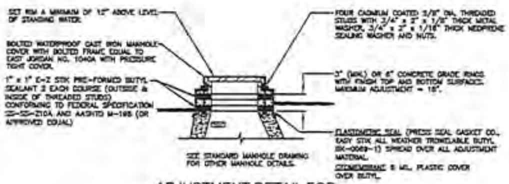
ORIG. DATE:	08/21/07
SCALE:	NO SCALE
DESIGNED BY:	WRC
DRAWN BY:	WRC Mapping

WRC WATER RESOURCES COMMISSIONER

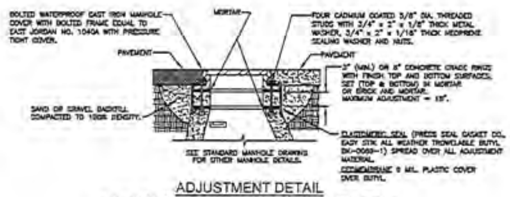
SHEET NO.: 1 of 2

MANHOLE RIM ADJUSTMENT CHART

MANHOLE LOCATION	SET RIM ELEVATION
[illegible]	[illegible]
FLOOD PLAIN	[illegible]
GRAVEL ROAD / SHOULDER	6" BELOW FINISH GRADE
PAVEMENT / [illegible]	FLUSH WITH FINISH GRADE



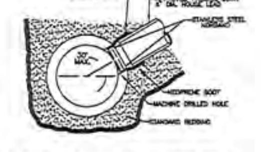
ADJUSTMENT DETAIL FOR
MANHOLE TOPS WITHIN FLOOD PRONE AREAS



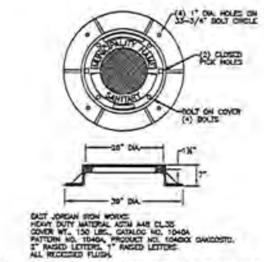
ADJUSTMENT DETAIL
MANHOLE TOPS WITHIN PAVEMENT AREAS

WATER RESOURCES COMMISSIONER GRAVITY BUILDING LEAD REQUIREMENTS AND DETAILS

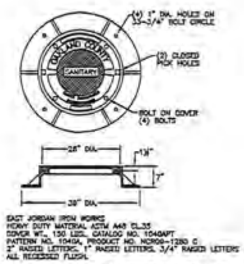
1. ALL BUILDING LEAD WORK MUST BE PERFORMED UNDER WATER RESOURCES COMMISSIONER (WRC) AND/OR LOCAL UNIT OF GOVERNMENT INSPECTION.
2. FOR ALL WRC-OPERATED SYSTEMS, CALL 248-858-1110 24-HOURS IN ADVANCE OF WORK TO SCHEDULE INSPECTION.
3. NO SANITARY SEWER MAY BE USED AS A CLEANOUT OF DEWATERING OUTLET.
4. WHERE AN EXISTING BUILDING LEAD IS BEING EXTENDED, DISSIMILAR TYPES AND SIZES OF PIPE SHALL BE JOINED USING AN WRC APPROVED ADAPTER.
5. APPROVED BUILDING LEAD PIPE FOR GRAVITY SEWER LEADS:
   A. ABS PLASTIC, ASTM D2751, SDR 23.5.
   B. PVC PLASTIC, ASTM D3034, SDR 23.5 OR ASTM D2665, SCHEDULE 40.
   C. DUCTILE IRON PIPE, AMERICAN WATER WORKS ASSOCIATION (AWWA) C-104/A21.4, CLASS 54. JOINTS SHALL BE SUPER BEL TITE, TYTON, TY-SEAL, MULTI-TITE, DUAL-TITE, OR VERI-TITE.
   D. ANY DEVIATIONS FROM SPECIFIED ABOVE REQUIRE APPROVAL BY WRC.
6. ALLOWABLE TYPES OF SEWER PIPE ADAPTERS:
   A. FERNCO ADAPTER/REDUCER DONUTS.
   B. FERNCO FLEXIBLE COUPLING.
   C. MISSION CLAY BAND-SEAL COUPLING.
   D. SMITH-BLAIR STAINLESS STEEL REPAIR CLAMP.
   E. HURON-CLINTON O-RING ADAPTER.
   F. HAMILTON-KENT GEAR GRIP ADAPTER.
   G. PLANT FABRICATED JOINT CONVERSION PIPE.



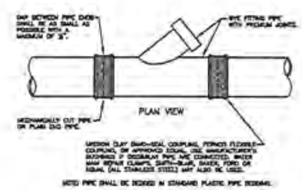
KOR-N-TEE TAP FOR CONCRETE PIPE



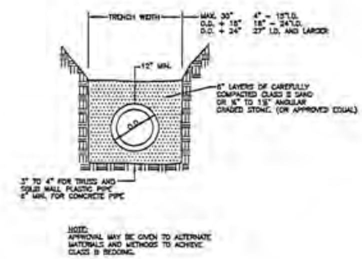
LOCAL MUNICIPALITIES MANHOLE COVER



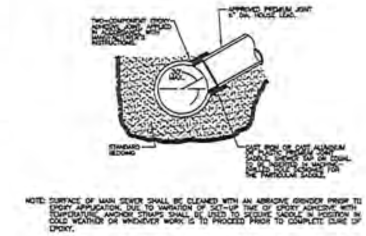
W.R.C. LETTERED MANHOLE COVER



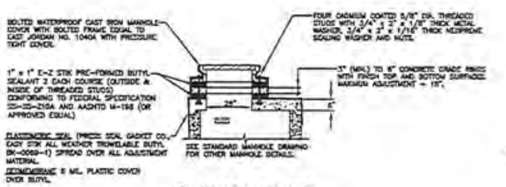
WYE PIPE INSERTION WITH FLEXIBLE COUPLINGS
(RIGID PIPE)



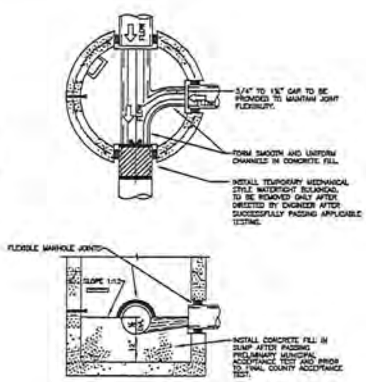
STANDARD BEDDING
(CLASS B)



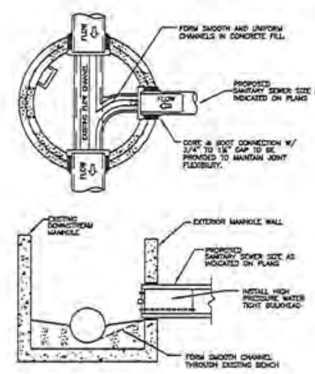
SEWER TAP-ALL SIZES OF MAIN SEWER PIPES
VITRIFIED CLAY



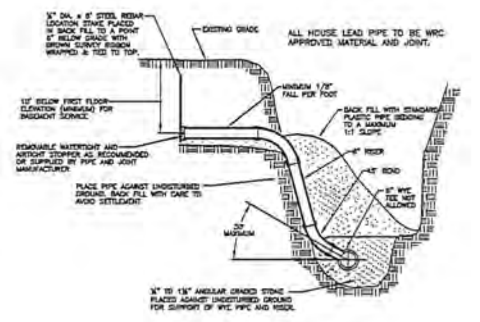
FLAT TOP MANHOLE



SUMP MANHOLE FOR TESTING,
CLEANING AND DEWATERING



TESTING BULKHEAD WITH PIPE TAP



HOUSE LEAD DETAIL

REVISION BLOCK

SANITARY SEWER DETAILS AND NOTES

ORIG. DATE:	05-09-03
SCALE:	NO SCALE
DESIGNED BY:	MWD
DRAWN BY:	Mapping Staff

WRC
WATER RESOURCES COMMISSIONER

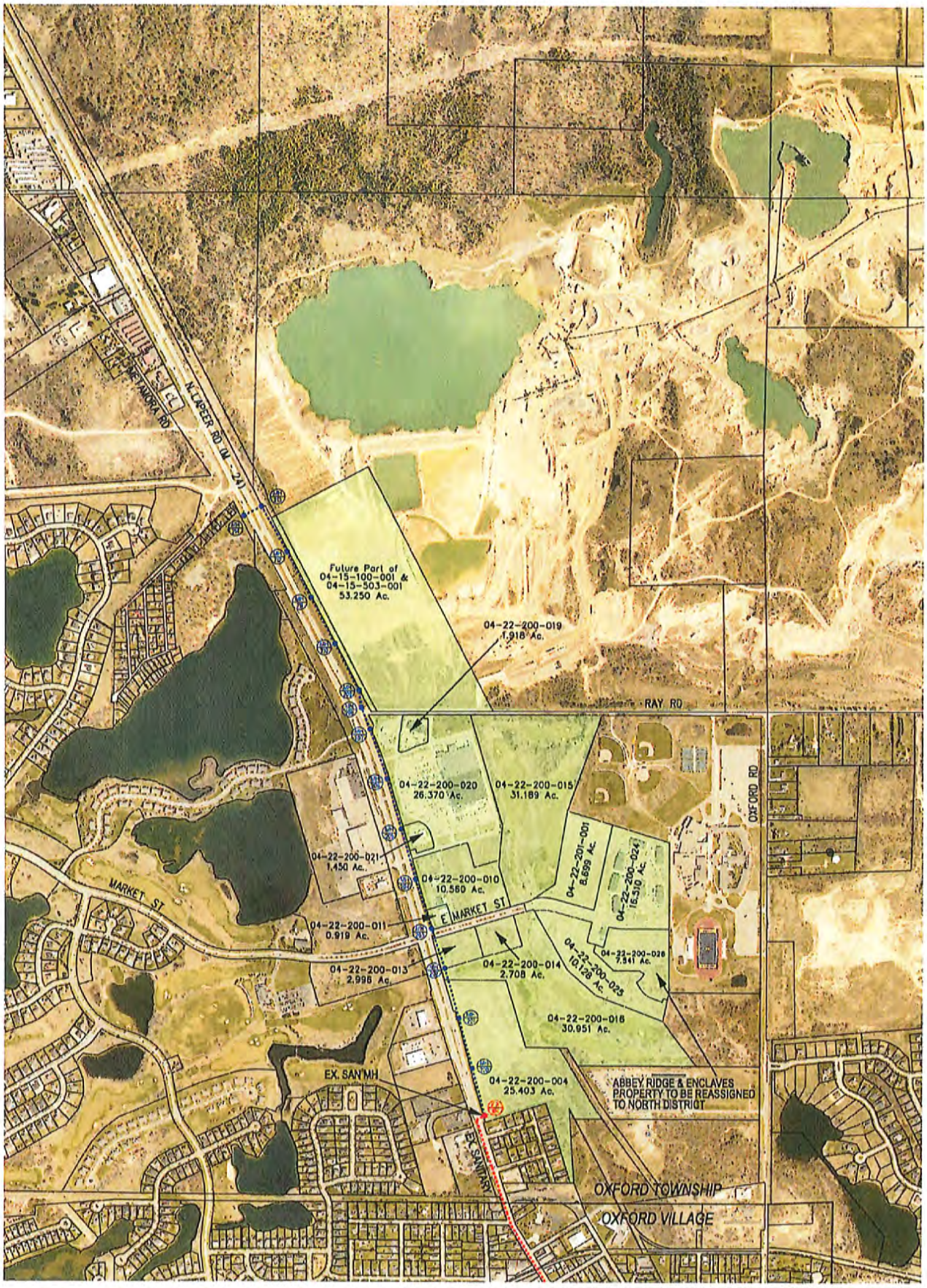
ONE PUBLIC WORKS DRIVE, BLDG 95 WEST
WATERFORD, MICHIGAN
48328-1907

SHEET NO.: 2 of 2

PRELIMINARY SANITARY SEWER SAD APPORTIONMENT

N

SCALE: 1" = 400'



Date: September 13, 2023

To: Board of Trustees

From: Water and Sewer Committee
(Jack Curtis, Jonathan Nold, Curtis Wright)

Re: North Area Sanitary Sewer project Timeline

Dear Board Members:

Based on the bid being awarded, attached is a proposed timeline for the North Area Sanitary Sewer project.

New Proposed Timeline for North Sewer SAD

- **August 10, 2023**: Project advertised for bids
- **August 31, 2023:** Bids due to Township from Contractors
- **September 6th, 2023:** Engineer recommendation to Board regarding Bids at the September 6th meeting.
- **October 11, 2023**:
  - Board Meeting where Board will tentatively approve/reject bid;
  - If bid approved, Supervisor reports special assessment roll to the Township Board.
  - if Bid tentatively approved, Township Board of Trustees will consider a resolution setting the second public hearing for November to review and hear any objections to the special assessment roll.
- **October 12, 2023**:
  - The completed special assessment roll will be given to the Township Clerk to be made available for public inspection prior to the second public hearing.
  - Notice of the second public hearing shall be given to each record owner, or the party of interest in, of the properties to be included in the district, at least 10 days before November 8, 2023. Notice shall also be published twice before the public hearing in a newspaper circulating in the township, with the first publication also being at least 10 days before the date of the public hearing.
- **November 8, 2023:**
  - 2nd Public Hearing. The second public hearing will be held by the Township Board as required under Public Act 188 of 1954, as amended, to hear objections to the assessment roll.
  - After close of the 2nd public hearing (but on the same agenda), the Township Board of Trustees will consider a resolution to confirm the special assessment roll and direct the assessment to be collected. And also determine number of annual installments and interest rate to be charged on future installments.
  - If a special assessment roll is confirmed, the township clerk endorses the assessment roll on this date.
  - If SAD roll is confirmed the Township Board will consider awarding of the bid for the improvement project on this date.
- **November 9, 2023:**
  - The township clerk delivers to the township treasurer the SAD roll, to which he shall attach his warrant commanding the township treasurer to collect the assessments therein in accordance with the directions of the township board. Upon receiving such special assessment roll and warrant the treasurer shall proceed to

collect the several amounts assessed therein as the same shall become due (see MCL 41.729).

- A notice of special assessment will be mailed to affected property owners within 20 days after confirmation of the special assessment roll.
- **Generally at this time, the Township Board will begin the process of obtaining funding and/or issuing bonds to finance the construction of the project. However, please discuss with your bond counsel regarding timing.**

- **December 8, 2023:** Deadline for Court Challenge to Assessment

The remaining Dates are dependent on bond timeline and when Twp will have funds deposited

- **Commence Construction [Date TBD].** The Township will commence construction of the improvement project.

- **Implement Assessments.** The Township will begin the process of collecting the special assessments against the individual properties within the special assessment district.

- **6 Months from construction commencement date**: tentative completion of construction

Date: September 13, 2023

To: Board of Trustees

From: Safety Path Committee
(Joseph Ferrari, Margie Payne, Curtis Wright)

Re: Lakeville Road Safety Path project Bid award

Dear Board Members:

The Lakeville Road Safety Path project was advertised on the Michigan Inter-governmental Trade Network *("MITN").*

Two (2) Bids were received.

Attached is a recommendation letter from Sharpe Engineering, the Bid Tabulation sheet, and the engineered plans of the project.

The following motion is offered for consideration:

I move to award the Lakeville Road Safety Path project to Jacklyn Contracting, LLC at the base bid price of $147,535.00. This $147,535.00 amount to be expensed to the Safety Path Fund 297.

SHARPE ENGINEERING
101 N. WASHINGTON • OXFORD MI 48371
P 248.872.2100 • SHARPE-ENGINEERING.COM

September 7, 2023

SE Project # 017.05.02

Charter Township of Oxford
300 Dunlap
Oxford, MI 48371

Re: **Lakeville Road Safety Path Project**
Bid Results

Oxford Township Board Members,

Please accept the following information to assist you in your decision towards the award of a contract for the Lakeville Road Safety Path project.

Bids for the Lakeville Road Safety Path project were received on August 31, 2023 @ 11:00 am, were opened publicly, and read aloud. A total of two (2) bids were received. The bids were $147,535.00 and $186,240.90 with the low bid being submitted by Jacklyn Contracting, LLC. A copy of the bid results are attached for your reference.

Client references for projects representing similar work were requested by our office and supplied to us from the low-bid contractor. We were able to speak with several of the reference contacts, all of which indicated that the work performed under contract was completed satisfactorily and that they would recommend the contractor again should they be the low bidder on another one of their projects.

Jacklyn Contracting has neither performed work directly for Oxford Township, nor for private development projects within the Township, however they were a subcontractor that performed all of the grading in conjunction with the 2015 Township Hall safety path project. Jacklyn Contracting will be performing the grading and prepping the pathway, but Total Asphalt will perform the actual paving. Jacklyn's qualifications and references indicate that they, along with their proposed subcontractors, do have the equipment, manpower, and similar related experience to complete the project as designed.

On the basis of the submitted bid prices, qualifications, and review of references, we would have no objection should the Lakeville Road Safety Path project be awarded to Jacklyn Contracting, LLC at the base bid of $147,535.00. Final payment will be based on the unit prices submitted on the Bid Form and final field measurements in accordance with the contract documents.

Please feel free to contact me if you have any questions.

Respectfully,

Jim Sharpe
President

Attachments: Bid Results

cc via email: Scott Jacklyn – Jacklyn Contracting

Bids received August 31, 2023 @ 11:00 a.m.

SE Project # 017.05.02

Bid Results - Lakeville Road Safety Path Project
Oxford Township, Oakland County, Michigan

				Jacklyn Contracting		Birmingham Sealcoat	
ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	RYCB Inlet Filter	EA	1	$200.00	$200.00	$330.00	$330.00
2	Sediment Control Fence	LF	545	$3.00	$1,635.00	$3.30	$1,798.50
3	Tree, Rem (greater than 6")	EA	9	$500.00	$4,500.00	$385.00	$3,465.00
4	Clearing & Brush Removal	LS	1	$6,000.00	$6,000.00	$4,180.00	$4,180.00
5	Sign, Rem, Salvage, Reinstall	EA	1	$200.00	$200.00	$550.00	$550.00
6	Mailbox, Rem, Salvage, Reinstall	EA	2	$250.00	$500.00	$275.00	$550.00
7	Ground Light, Rem, Relocate	EA	1	$200.00	$200.00	$1,500.00	$1,500.00
8	Pvmt, Rem	SF	1,225	$2.00	$2,450.00	$4.40	$5,390.00
9	Gravel, Rem	SF	1,400	$1.00	$1,400.00	$1.76	$2,464.00
10	Station Grading, Safety Path	STA	14.25	$1,500.00	$21,375.00	$2,750.00	$39,187.50
11	Ditching	LF	500	$15.00	$7,500.00	$8.80	$4,400.00
12	CSP, 12", incl End Section	LF	80	$50.00	$4,000.00	$114.13	$9,130.40
13	Shoulder, 23A	CY	20	$100.00	$2,000.00	$82.50	$1,650.00
14	Aggregate, 21AA, 4", Safety Path	SF	8,500	$1.75	$14,875.00	$1.83	$15,555.00
15	Aggregate, 21AA Limestone, 8", Pvmt	SF	2,100	$5.00	$10,500.00	$3.73	$7,833.00
16	Aggregate, 1" x 3"	TON	125	$50.00	$6,250.00	$52.80	$6,600.00
17	Geotextile Separator Fabric	SF	3,950	$1.00	$3,950.00	$1.10	$4,345.00
18	Sidewalk Ramp, 6", incl. ADA domes	SF	260	$25.00	$6,500.00	$23.00	$5,980.00
19	HMA, 36A	TON	100	$175.00	$17,500.00	$181.00	$18,100.00
20	HMA, 13A	TON	160	$150.00	$24,000.00	$168.00	$26,880.00
21	Landscape Restoration	LS	1	$5,000.00	$5,000.00	$6,500.00	$6,500.00
22	Maintenance of Traffic	LS	1	$2,000.00	$2,000.00	$5,852.50	$5,852.50
23	Allowance - RCOC permit	EA	1	$2,000.00	$2,000.00	$2,000.00	$2,000.00
24	Inspection Days	EA	$600.00	5	$3,000.00	20	$12,000.00
			TOTAL PROJECT BID PRICE		**$147,535.00**		**$186,240.90**

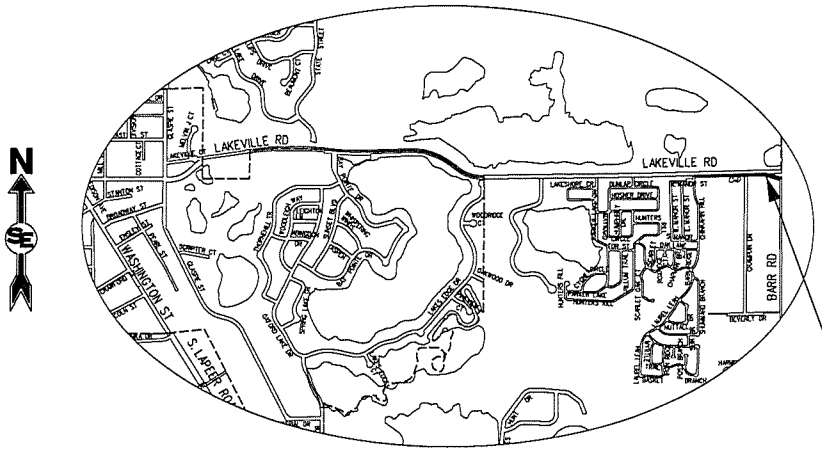
Corrected by Engineer

LAKEVILLE ROAD SAFETY PATH PROJECT

(CHINKAPIN RILL TO BARR ROAD)

OXFORD TOWNSHIP, OAKLAND COUNTY, MICHIGAN

SECTION 25, T-5-N, R-10-E



LOCATION MAP
(1"=1,000')

SHEET INDEX

	COVER SHEET
01	EXISTING CONDITIONS
02	DEMOLITION & SESC PLAN
03	IMPROVEMENT & GRADING PLAN
04	CROSS SECTIONS, NOTES & DETAILS
1 OF 1	WRC SOIL EROSION AND SEDIMENTATION DETAILS

GENERAL PROVISIONS

THE IMPROVEMENTS BY THESE PLANS SHALL BE PERFORMED IN ACCORDANCE WITH THE PROPOSAL AND ACCOMPANYING SPECIFICATIONS FOR THIS PROJECT INCLUDING THE 2020 MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION ROAD & BRIDGE STANDARD PLANS, THE ROAD COMMISSION FOR OAKLAND COUNTY SPECIFICATIONS AND GUIDELINES, AND THE CURRENT STANDARDS AND SPECIFICATIONS OF THE CHARTER TOWNSHIP OF OXFORD.

PAVEMENT MARKINGS AND PLACING OF TRAFFIC CONTROL SIGNS SHALL BE DONE IN ACCORDANCE WITH THE MOST CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

THE LOCATIONS OF ALL PUBLIC UTILITIES SHOWN ON THESE PLANS ARE TAKEN FROM THE BEST AVAILABLE DATA. THE CHARTER TOWNSHIP OF OXFORD WILL NOT BE RESPONSIBLE FOR ANY OMISSION OR VARIATION FROM THE LOCATIONS SHOWN. PURSUANT TO ACT 53 OF THE P.A. OF 1974, AS A CONDITION OF THIS CONTRACT, NOTICE SHALL BE GIVEN TO MISS DIG PRIOR TO UNDERGROUND WORK TO BE PERFORMED IN ACCORDANCE TO THIS CONTRACT, PHONE (800) 482-7171 OR 811. UTILITY SERVICE CONNECTIONS ARE NOT SHOWN ON THE PLANS AND ARE NOT THE RESPONSIBILITY OF THE TOWNSHIP.

SUBMITTAL AND APPROVAL DATES

AGENCY	SUBMITTAL	DATE SUBMITTED	DATE REVISED	DATE APPROVED	PERMIT NUMBER
RCOC	ROW PERMIT	08/01/23			
OXFORD TWP	SOIL EROSION PERMIT	08/15/23	—	08/15/23	PSEZ3-0057

NOTE: A COPY OF ALL PERMITS PERTAINING TO THIS PROJECT SHALL BE AVAILABLE ON-SITE DURING ALL PHASES OF CONSTRUCTION.

SHARPE ENGINEERING, Inc

DATE:	SUBMITTAL NOTE
08/01/23	INITIAL PERMIT SUBMITTAL TO RCOC
08/16/23	(FOR BID)

MISS DIG SYSTEM
CALL 811 IT'S HELPFUL
800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE

THIS DOCUMENT IS RESTRICTED FOR USE ON THIS PROJECT. CONTACTING INC. NOT OTHER THAN ACCEPTED BY THE OWNER. THE USE OF THIS DOCUMENT FOR THE OWNER OF SHARPE ENGINEERING, INC. SHALL BE ACCEPTED BY THE OWNER. THE OWNER ALSO ACKNOWLEDGES THAT THE DOCUMENT IS INSTRUMENTS OF SERVICE, SHARPE ENGINEERING, INC. RETAINS OWNERSHIP AND USE OF THE DOCUMENT.

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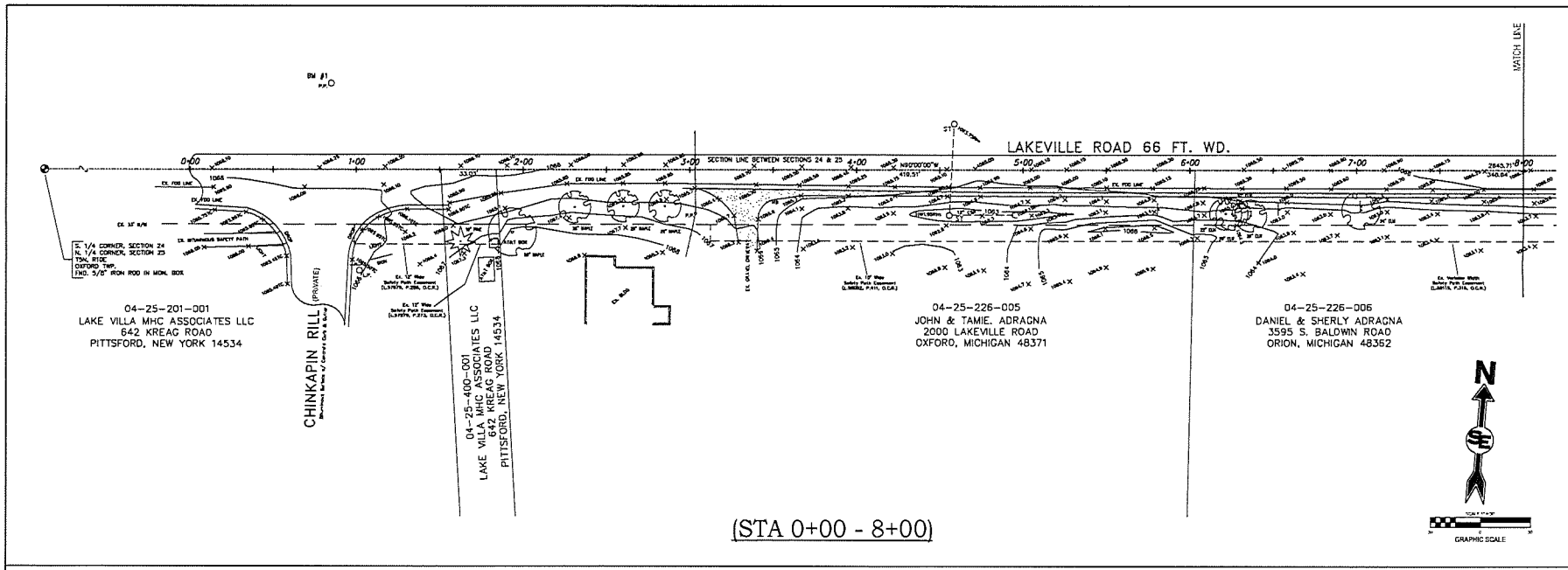
JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045659
STATE OF MICHIGAN
JAMES W. SHARPE
ENGINEER NO. 6201045659
LICENSED PROFESSIONAL ENGINEER

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

PLAN NAME:
COVER SHEET
LAKEVILLE ROAD SAFETY PATH PROJECT (CHINKAPIN RILL TO BARR ROAD)

CITY:	OXFORD
COUNTY:	OAKLAND
SECTION:	25
T-5-N, R-10-E	

INITIAL SUBMITTAL:	08/01/23
THIS SUBMITTAL:	08/16/23
SCALE:	N/A
SHEET:	COVER
PROJECT:	017.05.02



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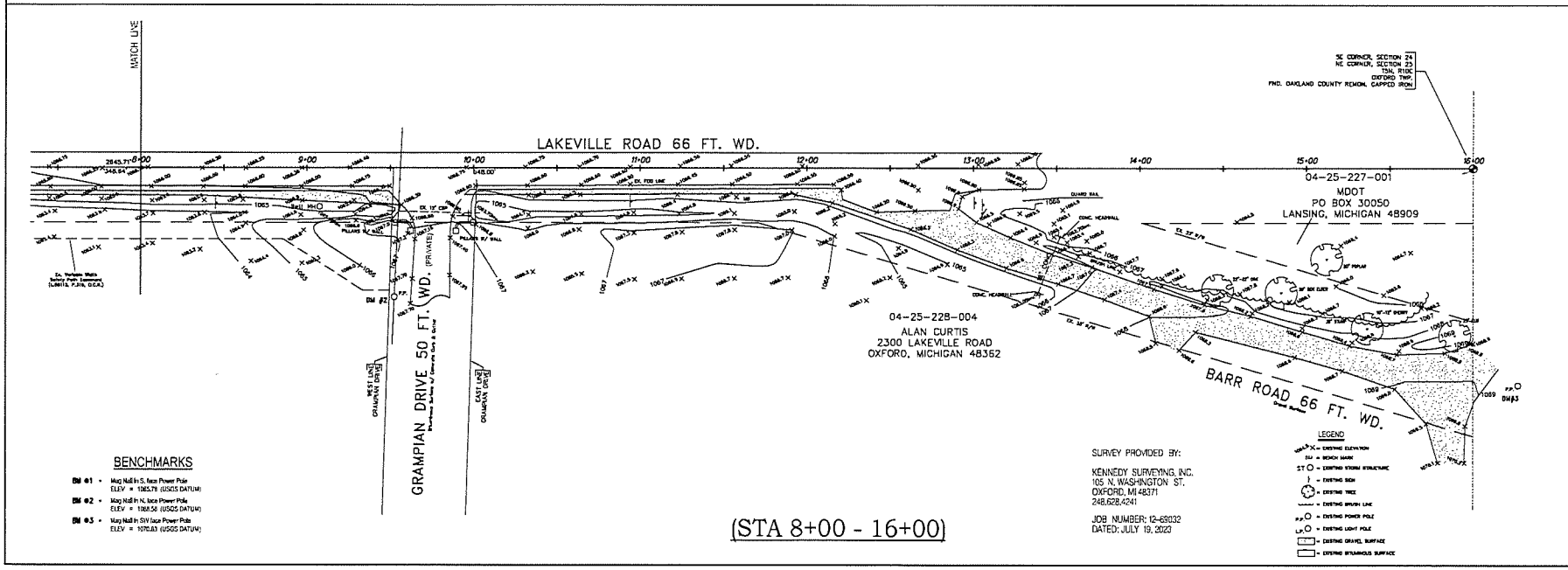


(STA 8+00 - 16+00)

SHARPE ENGINEERING, Inc

DATE	SUBMITTAL NOTE
08/01/23	INITIAL PERMIT SUBMITTAL TO ROCK
08/16/23	FOR BIDS

MISS DIG SYSTEM
CALL 800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE

JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045859

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

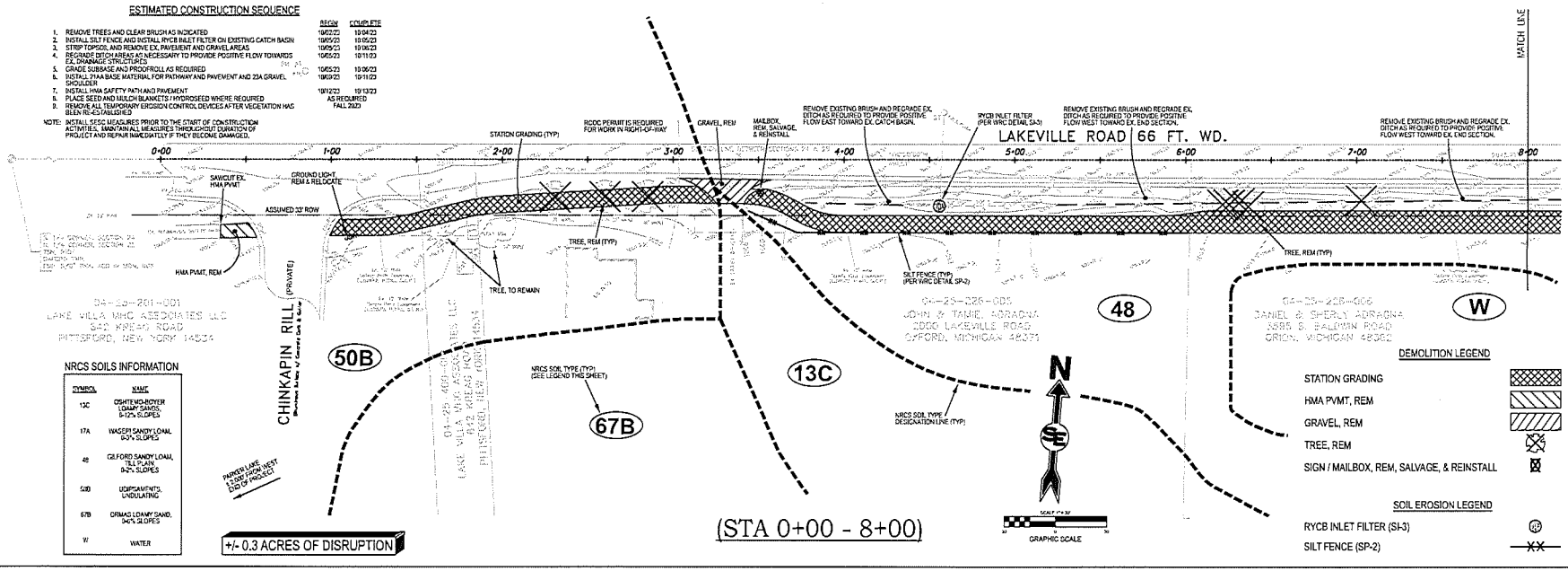
PLAN NAME:
EXISTING CONDITIONS
LAKEVILLE ROAD SAFETY PATH PROJECT
(CHINKAPIN RILL TO BARR ROAD)

CITY:	OXFORD
COUNTY:	OAKLAND
SECTION:	25
T-5-N, R-10-E	
INITIAL SUBMITTAL:	08/01/23
THIS SUBMITTAL:	08/16/23
SCALE:	1" = 30'
SHEET:	01
PROJECT:	017.05.02

ESTIMATED CONSTRUCTION SEQUENCE

		BEGIN	COMPLETE
1.	REMOVE TREES AND CLEAR BRUSH AS INDICATED	10/03/23	10/04/23
2.	INSTALL SILT FENCE AND INSTALL RYCB INLET FILTER ON EXISTING CATCH BASIN	10/05/23	10/05/23
3.	STRIP TOPSOIL AND REMOVE EX. PAVEMENT AND GRAVEL AREAS	10/05/23	10/06/23
4.	REGRADE DITCH AREAS AS NECESSARY TO PROVIDE POSITIVE FLOW TOWARDS EX. DRAINAGE STRUCTURES	10/05/23	10/11/23
5.	GRADE SUBBASE AND PROOFROLL AS REQUIRED	10/05/23	10/06/23
6.	INSTALL 21AA BASE MATERIAL FOR PATHWAY AND PAVEMENT AND 23A GRAVEL SHOULDER	10/09/23	10/11/23
7.	INSTALL HMA SAFETY PATH AND PAVEMENT	10/12/23	10/13/23
8.	PLACE SEED AND MULCH BLANKETS / HYDROSEED WHERE REQUIRED		AS REQUIRED
9.	REMOVE ALL TEMPORARY EROSION CONTROL DEVICES AFTER VEGETATION HAS BEEN RE-ESTABLISHED		FALL 2023

NOTE: INSTALL SESC MEASURES PRIOR TO THE START OF CONSTRUCTION ACTIVITIES. MAINTAIN ALL MEASURES THROUGHOUT DURATION OF PROJECT AND REPAIR IMMEDIATELY IF THEY BECOME DAMAGED.



NRCS SOILS INFORMATION

SYMBOL	NAME
13C	OSHTEMO-BOYER LOAMY SANDS, 6-12% SLOPES
17A	WASEPI SANDY LOAM, 0-3% SLOPES
48	GILFORD SANDY LOAM, TILL PLAIN, 0-2% SLOPES
50B	UDIPSAMMENTS, UNDULATING
67B	ORMAS LOAMY SAND, 0-6% SLOPES
W	WATER

+/- 0.3 ACRES OF DISRUPTION

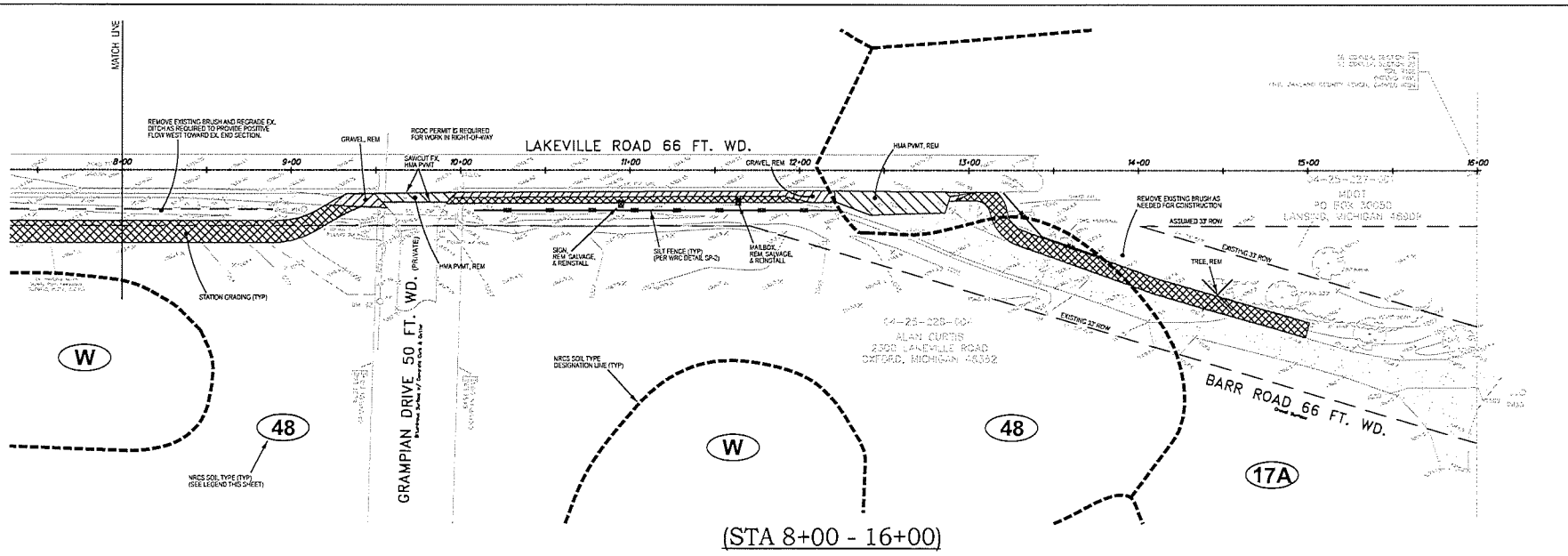
(STA 0+00 - 8+00)

DEMOLITION LEGEND

- STATION GRADING
- HMA PVMT, REM
- GRAVEL, REM
- TREE, REM
- SIGN / MAILBOX, REM, SALVAGE, & REINSTALL

SOIL EROSION LEGEND

- RYCB INLET FILTER (SI-3)
- SILT FENCE (SP-2)



(STA 8+00 - 16+00)

SHARPE ENGINEERING, INC

DATE:	SUBMITTAL NOTE
08/01/23	PC/PA, PERMIT SUBMITTAL TO RCOC
08/16/23	CHR REVS

MISS DIG SYSTEM
CALL BEFORE YOU DIG!
800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE.

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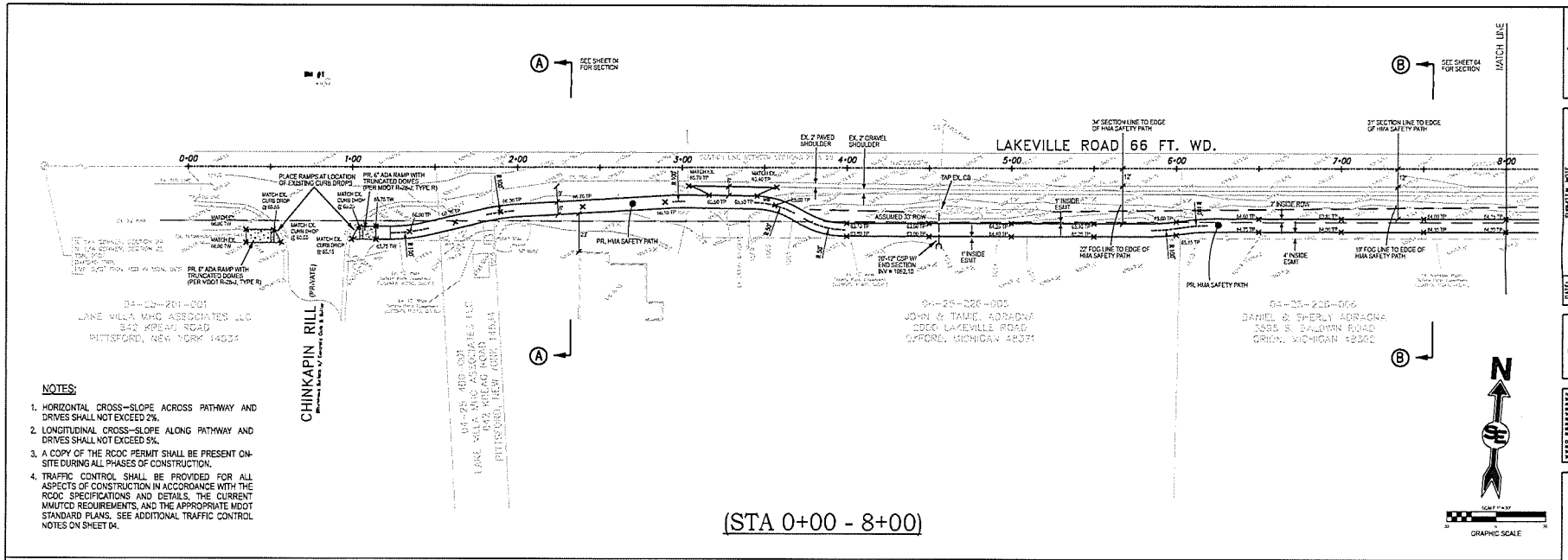
NO. 6201045659

STATE OF MICHIGAN
JAMES W. SHARPE
ENGINEER
NO. 6201045659
LICENSED PROFESSIONAL ENGINEER

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
200 DUNLAP ROAD
OXFORD, MI 48371
248.628.9767

PLAN NAME:
DEMOLITION & SESC PLAN
LAKEVILLE ROAD SAFETY PATH PROJECT (CHINKAPIN RILL TO BARR ROAD)

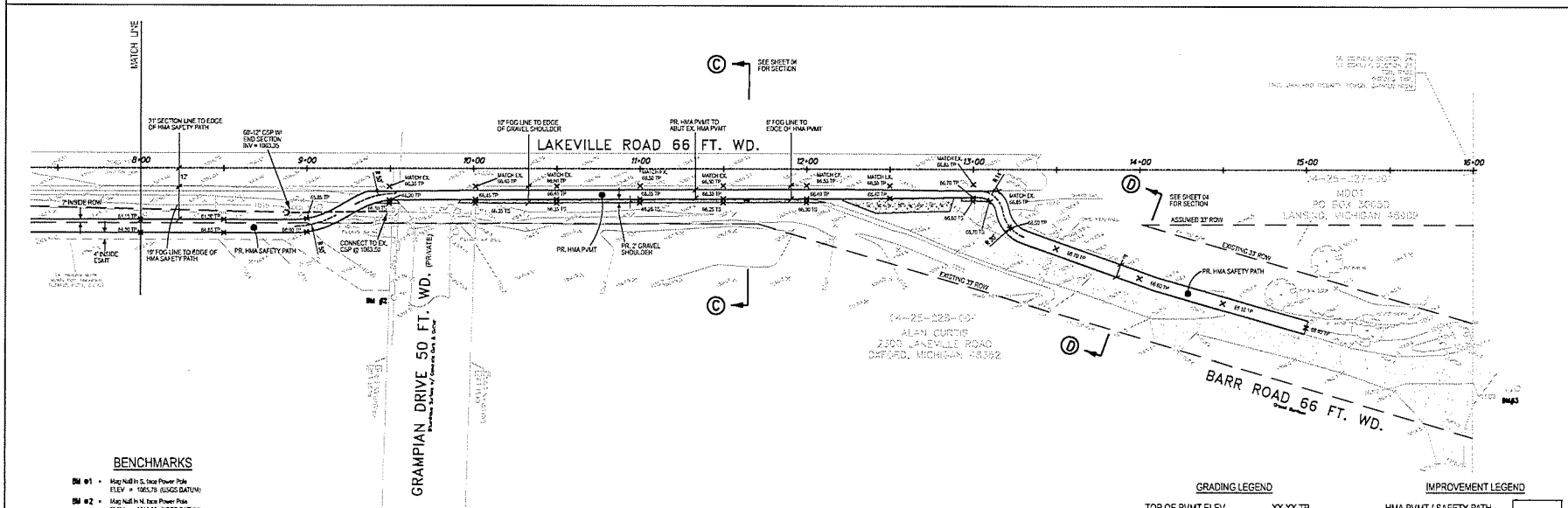
CITY:	OXFORD
COUNTY:	OAKLAND
SECTION:	25
T-5-N , R-10-E	
INITIAL SUBMITTAL:	08/01/23
THIS SUBMITTAL:	08/16/23
SCALE:	1" = 30'
SHEET:	02
PROJECT:	017.05.02



NOTES:

1. HORIZONTAL CROSS-SLOPE ACROSS PATHWAY AND DRIVES SHALL NOT EXCEED 2%.
2. LONGITUDINAL CROSS-SLOPE ALONG PATHWAY AND DRIVES SHALL NOT EXCEED 5%.
3. A COPY OF THE RCOC PERMIT SHALL BE PRESENT ON-SITE DURING ALL PHASES OF CONSTRUCTION.
4. TRAFFIC CONTROL SHALL BE PROVIDED FOR ALL ASPECTS OF CONSTRUCTION IN ACCORDANCE WITH THE RCOC SPECIFICATIONS AND DETAILS, THE CURRENT MMUTCD REQUIREMENTS, AND THE APPROPRIATE MDOT STANDARD PLANS. SEE ADDITIONAL TRAFFIC CONTROL NOTES ON SHEET 04.

(STA 0+00 - 8+00)



BENCHMARKS

BM #1 • Mag Nail in S. face Power Pole ELEV = 1065.78 (USGS DATUM)
BM #2 • Mag Nail in N. face Power Pole ELEV = 1066.56 (USGS DATUM)
BM #3 • Mag Nail in SW face Power Pole ELEV = 1070.63 (USGS DATUM)

(STA 8+00 - 16+00)

GRADING LEGEND		IMPROVEMENT LEGEND	
TOP OF PVMT ELEV.	XX.XX TP	HMA PVMT / SAFETY PATH	
TOP OF WALK ELEV.	XX.XX TW	CONCRETE PVMT	
TOP OF SHOULDER ELEV.	XX.XX TS	GRAVEL SHOULDER	

SHARPE ENGINEERING, Inc

DATE	SUBMITTAL NOTE
06/27/23	INITIAL PERMIT SUBMITTAL TO RCOC
08/16/23	FOR BID

MISS DIG SYSTEM
BOOK 1 FRAT'S BOOK
800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE

JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045659

STATE OF MICHIGAN
JAMES W. SHARPE
ENGINEER
No. 6201045659
LICENSED PROFESSIONAL ENGINEER

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

PLAN NAME:
IMPROVEMENT & GRADING PLAN
LAKEVILLE ROAD SAFETY PATH PROJECT
(CHINKAPIN RILL TO BARR ROAD)

CITY:	OXFORD
COUNTY:	OAKLAND
SECTION:	25
T-5-N, R-10-E	
INITIAL SUBMITTAL:	08/01/23
THIS SUBMITTAL:	08/16/23
SCALE:	1" = 30'
SHEET:	03
PROJECT:	017.05.02

REMOVAL AND DEMOLITION NOTES

1. CONTACT MISS-DIG FOR UTILITY STAKING PRIOR TO ANY REMOVALS.
2. ALL DEMOLITION ITEMS REMOVED AS PART OF THE CONSTRUCTION ACTIVITIES SHALL BECOME PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OFF-SITE IN A SAFE AND LEGAL MANNER.
3. ANY ITEMS NOT SPECIFICALLY CALLED OUT FOR DEMOLITION BUT ARE REQUIRED FOR THE SUCCESSFUL COMPLETION OF THIS PROJECT SHALL NOT BE PAID FOR SEPARATELY, BUT RATHER INCLUDED IN OTHER CONTRACT PAY ITEMS.
4. ANY DAMAGE TO THE EXISTING SIDEWALKS, PATHWAYS, PARKING AREAS, CURBING, ETC. OUTSIDE THE SCOPE OF THE WORK SHALL BE SAWCUT OUT AND REPLACED PER EXISTING CROSS-SECTION AT NO ADDITIONAL COST TO THE OWNER.
5. PROPER CARE SHALL BE TAKEN FOR REMOVAL/DEMOLITION ITEMS ABUTTING EXISTING ITEMS TO REMAIN SUCH AS IRRIGATION BOXES, ROADWAYS, ELECTRICAL RISERS, FIRE HYDRANTS, LANDSCAPING, ETC. SO AS TO NOT CAUSE DAMAGE.
6. ALL PAVEMENT REMOVAL SHALL BE MADE BY SAWCUTTING FULL DEPTH IN STRAIGHT LINES IN THE AREAS OF PROPOSED REMOVALS AND PROTECTING EXISTING PAVEMENT TO REMAIN.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE WITHIN THE ROAD ROW.
8. REFER TO THE NRCS SOILS LEGEND ON SHEET C2 FOR ON-SITE SOIL TYPES.
9. TOPSOIL MAY STRIPPED AND STOCKPILED ON THE SITE AT THE DIRECTION OF THE OWNER. ANY TOPSOIL NEEDED TO COMPLETE PROPOSED LANDSCAPING TAKEN FROM THIS STOCKPILE MUST BE SCREENED BEFORE PLACEMENT.
10. ALL LAWN AREAS DISRUPTED BY THE CONTRACTOR OUTSIDE OF THE PROPOSED LIMITS OF CONSTRUCTION SHALL BE PROPERLY GRADED AND RESTORED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
11. ALL MUCK, MARL, TOPSOIL, STUMPS, AND ANY OTHER UNSUITABLE MATERIAL ENCOUNTERED BY THE PAVING/CLEARING CONTRACTOR WITHIN THE SITE SHALL BE REMOVED AND DISPOSED OF AS DIRECTED BY THE ENGINEER. ALL MATERIALS REMOVED SHALL BE REPLACED WITH MATERIALS OF A NATURE AND COMPOSITION SIMILAR TO THE ADJACENT MATERIALS SUCH THAT THE PAVEMENT SHALL REST ON THE SUBBASE OF RELATIVELY UNIFORM COMPOSITION. SUCH MATERIAL SHALL BE MECHANICALLY COMPACTED TO 95% OF ITS MAXIMUM DENSITY.
12. LIMITS OF EARTH DISRUPTION SHALL BE STRICTLY CONFINED TO AREAS BETWEEN ROADWAYS AND THE SEDIMENT CONTROL FENCE. TYPICALLY, DISRUPTION WILL ONLY CONSIST OF 10' WIDE STATION GRADING AND TRANSITIONING THE PROPOSED GRADE INTO THE EXISTING GRADE.

EROSION CONTROL NOTES

1. ALL SOIL EROSION AND SEDIMENTATION CONTROL (SESC) MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE OCWRC & OXFORD TOWNSHIP.
2. DAILY INSPECTIONS SHALL BE MADE BY THE CONTRACTOR TO DETERMINE THE EFFECTIVENESS OF ALL PROJECT SESC MEASURES. ANY NECESSARY REPAIRS SHALL BE PERFORMED WITHOUT DELAY.
3. ANY SEDIMENT FROM WORK ON THE PROJECT SITE SHALL BE CONTAINED ON-SITE AND NOT BE ALLOWED TO COLLECT ON ANY OFF-SITE AREAS OR WATERWAYS. WATERWAYS INCLUDE BOTH NATURAL AND MAN-MADE OPEN DITCHES, STREAMS, STORM DRAINS, LAKES, PONDS, AND WETLANDS.
4. CONTRACTOR SHALL APPLY TEMPORARY SESC MEASURES AS DIRECTED ON THESE PLANS. CONTRACTOR SHALL REMOVE TEMPORARY MEASURES AS SOON AS PERMANENT STABILIZATION OF SLOPES, DITCHES, AND OTHER CHANGES HAVE BEEN ESTABLISHED.
5. STAGING THE WORK SHALL BE DONE BY CONTRACTOR AS REQUIRED TO ENSURE PROGRESSIVE STABILIZATION OF DISTURBED EARTH.
6. SESC MEASURES SHALL BE ESTABLISHED AROUND THE PERIMETER OF THE PROJECT SITE TO PREVENT AGAINST ANY TRANSPORTING OF SOIL OFF THE SITE.
7. THE CONTRACTOR SHALL PRESERVE NATURAL VEGETATION OUTSIDE OF THE GRADING AREA AS MUCH AS POSSIBLE.
8. VEGETATION STABILIZATION OF ALL DISTURBED AREAS SHALL BE ESTABLISHED WITHIN 7 DAYS OF COMPLETION OF FINAL GRADING.
9. PROTECT ALL TREES TO REMAIN, INCLUDING THEIR BRANCHES AND ROOTS, FROM DAMAGE DUE TO THIS WORK.
10. INSTALL SESC MEASURES PRIOR TO THE START OF CONSTRUCTION ACTIVITIES. MAINTAIN ALL MEASURES THROUGHOUT DURATION OF PROJECT, AND UNTIL NEW VEGETATION HAS BEEN ESTABLISHED.
11. ALL MUD/SOIL/SEDIMENT TRACKED ONTO EXISTING STATE/COUNTY/LOCAL ROADS FROM THIS SITE, DUE TO CONSTRUCTION, SHALL BE REMOVED BY THE CONTRACTOR BY THE END OF THE SAME WORKING DAY.
12. ALL PERMANENT SESC MEASURES SHALL BE INSTALLED AND OPERATIONAL BEFORE A FINAL CERTIFICATE OF COMPLIANCE IS ISSUED. TEMPORARY SESC MEASURES SHALL BE MAINTAINED UNTIL PERMANENT SESC MEASURES HAVE BEEN IMPLEMENTED.
13. IMMEDIATELY AFTER SEEDING, MULCH ALL SEEDED AREAS WITH MULCH BLANKETS IN ACCORDANCE WITH THE PROJECT RESTORATION SPECIFICATIONS. IF NONE EXIST, SPREAD UNIFORMLY AT THE RATE OF 1½ TO 2 TONS PER ACRE, OR 100 POUNDS (2 OR 3 BALES) PER 1,000 SQUARE FEET. THIS MULCH SHOULD BE ANCHORED WITH A DISC-TYPE MULCH ANCHORING TOOL OR OTHER MEANS, AS APPROVED BY THE GOVERNING AGENCY.
14. SHOULD DEWATERING BE REQUIRED, IT SHALL BE DONE IN A MANNER WHICH WILL NOT CONTRIBUTE TO DEPOSITION OF SEDIMENT INTO WATERWAYS OR ONTO ROADWAYS.
15. ISSUANCE OF AN EROSION CONTROL PERMIT DOES NOT NEGATE THE NEED FOR ANY OTHER FEDERAL, STATE, OR LOCAL PERMITS.
16. ANY SESC DEVICES WHICH BECOME TORN, RIPPED, FALLEN, OR FAILS TO PREVENT EROSION AS INTENDED, SHALL BE IMMEDIATELY REMOVED AND REPLACED.
17. ANY MULCH OR SOIL STABILIZATION MEASURES WHICH ARE DISTURBED DUE TO CONSTRUCTION, HEAVY RAIN EVENTS, ETC. SHALL BE RESTORED IMMEDIATELY TO PREVENT FURTHER EROSION.

PAY ITEM NOTES

1. ALL TEMPORARY TRAFFIC CONTROL DEVICES AS REQUIRED UNDER THE RCOC PERMIT INCLUDING BUT NOT LIMITED TO SIGNAGE, BARRELS, FLAGGERS, BARRICADES, ETC. SHALL BE INCLUDED IN THE PAY ITEM FOR "MAINTENANCE OF TRAFFIC".
2. THE PAY ITEM FOR "AGGREGATE BASE, 21AA, CIP" SHALL INCLUDE ALL WORK NECESSARY TO PROPERLY TRANSPORT, INSTALL, AND COMPACT THE MATERIAL IN PREPARATION OF THE HMA PAVEMENT. IF AREAS IN THE FIELD ARE DETERMINED TO HAVE AN ACCEPTABLE BASE SUCH THAT 21AA AGGREGATE IS NOT REQUIRED TO SUPPORT THE HMA SAFETY PATH, THOSE AREAS SHALL BE MEASURED AND NOT PAID FOR.
3. LIMITS OF EARTH DISRUPTION SHALL TYPICALLY CONSIST OF +/- 10' WIDE STATION GRADING FOR THE HMA SAFETY PATH AND ANY ADDITIONAL GRADING TO TRANSITION THE PROPOSED GRADE INTO THE ADJACENT EXISTING GRADE. ALL GRADING REQUIRED FOR THE SUCCESSFUL COMPLETION OF THIS PROJECT SHALL BE INCLUDED IN THE PAY ITEM FOR "STATION GRADING, SAFETY PATH".
4. ADDITIONAL GRADING OUTSIDE OF THE 10' LIMIT AS INDICATED ON THE DETAIL BUT NECESSARY TO TRANSITION INTO THE EXISTING GRADE SHALL NOT BE PAID FOR SEPARATELY, BUT SHALL BE INCLUDED IN THE UNIT COST FOR "STATION GRADING, SAFETY PATH".
5. THE CLEANING OUT / REGRADING OF EXISTING DITCHES TO PROVIDE POSITIVE DRAINAGE PATTERNS BETWEEN PROPOSED PATH AND EXISTING ROADWAY SHALL NOT BE PAID FOR SEPARATELY, BUT INCLUDED AS A PART OF "STATION GRADING, SAFETY PATH".
6. "TREE, REM" SHALL NOT BE PAID FOR BASED ON THE DIAMETER OF EACH TREE, BUT RATHER FOR EACH TREE GREATER THAN 6" IN DIAMETER. TREES LESS THAN 6" REQUIRED TO BE REMOVED SHALL NOT BE PAID FOR AS "TREE, REM", BUT RATHER INCLUDED IN THE PAYMENT FOR "CLEARING AND BRUSH REMOVAL".
7. ALL LAWN AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED IN ACCORDANCE WITH THE LANDSCAPE RESTORATION SPECIFICATION. AFTER PREPARING THE SOIL, AREAS SHALL BE SEEDED AND MULCH BLANKETS PLACED OVER ALL SEEDED AREAS. CONTRACTOR SHALL ALSO PROVIDE ADDITIONAL GRADING AND LANDSCAPING, AS REQUIRED, TO PROPERLY TRANSITION TO THE EXISTING GRADE. ALL RESTORATION WORK TO GRADE, SEED, AND INSTALL MULCH BLANKETS SHALL BE PAID AT THE UNIT PRICE FOR "LANDSCAPE RESTORATION".
8. THE LOCATIONS OF EXISTING IRRIGATION LINES ARE UNKNOWN. ANY IRRIGATION REPAIRS SHALL NOT BE PAID FOR SEPARATELY BUT SHALL BE INCLUDED IN OTHER PAY ITEMS. ALL IRRIGATION LINES, VALVE BOXES, SPRINKLER HEADS, ETC. THAT ARE DAMAGED DURING THE PROJECT SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE OWNER.

IMPROVEMENT NOTES

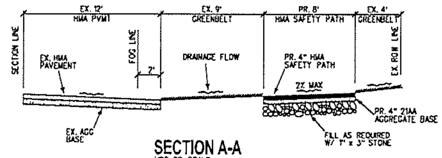
1. ALL CONSTRUCTION METHODS AND MATERIALS SHALL CONFORM TO THE CURRENT STANDARDS AND SPECIFICATIONS OF THE LOCAL MUNICIPALITY AND OTHER AGENCIES HAVING JURISDICTION OVER THIS PROJECT.
2. ALL NECESSARY PERMITS, BONDS, INSURANCES, ETC. SHALL BE PAID BY THE CONTRACTOR.
3. ALL ELEVATIONS ON THESE PLANS ARE NAVD88 DATUM.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL DURING ALL PERIODS OF CONSTRUCTION.
5. PAVEMENT AND WALK CONSTRUCTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:
   - A. FINE GRADING AND FINAL PROOF-ROLLING OF THE SUBBASE MATERIAL.
   - B. REMOVAL AND REPLACEMENT OF UNACCEPTABLE SUBBASE MATERIALS.
   - C. PLACEMENT OF THE HMA PAVEMENT AND CONCRETE WALKWAYS, COMPLETE IN PLACE.
   - D. SEEDING AND MULCHING OR SODDING OF ALL DISTURBED AREAS.
   - E. ANY OTHER WORK NORMALLY REQUIRED TO CONSTRUCT THE PAVEMENT TO THE FORM AND GRADE INDICATED ON THE PLANS.
6. ALL FILL MATERIALS REQUIRED TO BRING THE SUBBASE TO GRADE SHALL CONFORM TO THE PROJECT SPECIFICATIONS.
7. ALL CONCRETE SIDEWALK, HMA PAVEMENT, AND SIMILAR PAVEMENT ITEMS SHALL BE PLACED DURING ACCEPTABLE CLIMATIC CONDITIONS FOR THIS REGION.
8. PROPER PREPARATION, CURING, COMPACTION AND FINISHING OF NEW PAVEMENTS SHALL MEET THE REQUIREMENTS SET FORTH BY THE LOCAL MUNICIPALITY, OR IN ACCORDANCE WITH THE 2020 MDOT STANDARDS FOR CONSTRUCTION IF NO LOCAL REQUIREMENTS.
9. SITE RESTORATION SHALL BE PERFORMED BY PLACING 2" OF TOPSOIL WITH SEED AND MULCH BLANKETS IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS. HAND STREWN MULCH MAY BE USED IF RESTORATION AREA IS LESS THAN 18" WIDE.
10. IT IS NOT THE INTENT TO PROVIDE A BALANCED GRADING PLAN. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO IMPORT NECESSARY MATERIAL AND/OR EXPORT EXCESS MATERIAL OFF-SITE AT NO ADDITIONAL COST TO THE OWNER.
11. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE EXISTENCE AND LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
12. ANY REQUIRED SIGN RELOCATIONS SHALL BE PERFORMED BY RCOC.
13. 2% MAX CROSS-SLOPE ON HMA SAFETY PATHS SHALL BE MAINTAINED THROUGH DRIVEWAYS, APPROACHES, AND ROADWAYS.
14. CONSTRUCTION STAKING FOR PROPOSED SAFETY PATH CENTERLINE / OFFSETS TO BE PERFORMED BY OXFORD TOWNSHIP'S ENGINEER. CONTACT THE TOWNSHIP ENGINEERING REPRESENTATIVE A MINIMUM OF 72 HOURS PRIOR TO WORK.
15. FULL-TIME INSPECTION BY OXFORD TOWNSHIP AND RCOC WILL BE REQUIRED. INSPECTION BY THE RCOC WILL BE IN ACCORDANCE WITH THE PERMIT.

TRAFFIC CONTROL NOTES

1. THE CONTRACTOR MUST ADHERE TO THE DATES AND TIMES LISTED ON THE RCOC PERMIT AND THE PROJECT SPECIFICATIONS. FAILURE TO DO SO MAY RESULT IN THE PERMIT BEING REVOKED.
2. TRAFFIC CONTROL SHALL BE PROVIDED FOR ALL ASPECTS OF CONSTRUCTION. PROPER SIGNING IS REQUIRED BEFORE ANY WORK IN ROW IS STARTED. TRAFFIC CONTROL DEVICES UTILIZED BY THE CONTRACTOR SHALL ADHERE TO ALL THE REQUIREMENTS LISTED IN THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND SHALL BE IN ACCORDANCE WITH THE CURRENT RCOC AND MDOT STANDARD PLANS.
3. IN THE AREAS OF PAVEMENT OPERATIONS OR OTHER ACTIVITIES WITHIN THE TRAVELED WAY AND ADJACENT TO THE EXISTING TRAVELED LANE, THE CONTRACTOR SHALL ASSURE THAT NO PAVEMENT DROP-OFFS ARE LEFT EXPOSED DURING NON-WORKING HOURS.
4. THE CONTRACTOR WILL BE REQUIRED TO COVER UP ALL CONFLICTING SIGNS WITHIN OR PRIOR TO THE WORK ZONE. CONFLICTING SIGNS SHALL BE COVERED IN A WAY SO AS TO NOT CAUSE DAMAGE TO THE SIGN. SHOULD A SIGN BE DAMAGED IT SHALL BE REPLACED AT NO COST TO THE OWNER.
5. CONTRACTOR SHALL CALL THE RCOC INSPECTOR OR PERMIT SUPERVISOR BEFORE BEGINNING ANY WORK IN ROW.
6. IF ANY OF THE SIGNS AND/OR TRAFFIC CONTROL DEVICES ARE BEING USED OVERNIGHT THE MDOT STANDARDS FOR MINIMUM REFLECTIVITY SHALL APPLY.
7. ALL SIGNS THAT ARE PART OF THE WORK ZONE THAT ARE IN PLACE FOR MORE THAN 3 DAYS SHALL BE PLACED ON POSTS.
8. COVERING EXISTING WHITE AND YELLOW STRIPES WITH BLACK PAINT AS A METHOD OF STRIPE REMOVAL IS STRICTLY PROHIBITED.
9. ALL DEVICES THAT ARE PLACED WITHIN THE ROW SHALL ADHERE TO CURRENT MDOT / RCOC STANDARDS AND REQUIREMENTS.
10. THE CONTRACTOR SHALL ESTABLISH A TRAFFIC CONTROL SUPERVISOR ON-SITE DURING WORKING HOURS FOR IMMEDIATE RESPONSE TO TRAFFIC CONTROL ISSUES / CONCERNS.
11. PLACE CONSTRUCTION BARRELS ALONG CURB LINE / EDGE OF ROAD WHEN CONSTRUCTION ACTIVIES ARE OCCURRING.
12. PROVIDE FLAG CONTROL AS NEEDED TO MAINTAIN TRAFFIC FLOW. FLAG PERSON IS REQUIRED FOR TEMPORARY ONE LANE ROADS.
13. CONTRACTOR SHALL MAINTAIN TWO-WAY TRAFFIC AT ALL TIMES.

RCOC NOTES

1. CONTRACTOR SHALL CALL INSPECTOR OR PERMIT SUPERVISOR BEFORE BEGINNING ANY WORK IN THE RIGHT-OF-WAY.
2. LANE CLOSURES ARE RESTRICTED TO 9AM-3PM MONDAY THROUGH FRIDAY.
3. SUITABLE BASE WITHIN RCOC ROW TO BE DETERMINED BY THE RCOC INSPECTOR IN THE FIELD.
4. PROPER CONSTRUCTION SIGNING IS REQUIRED BEFORE ANY WORK IN ROW IS STARTED.
5. RAMPS & SIDEWALKS MUST MEET ADA SPECIFICATIONS.
6. WITHIN THE INFLUENCE OF THE ROADBED, MDOT CLASS II SAND, COMPACTED TO 95% MAXIMUM UNIT DENSITY IS REQUIRED.



SECTION A-A
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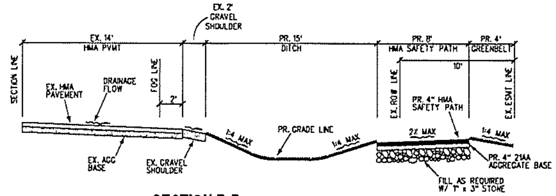

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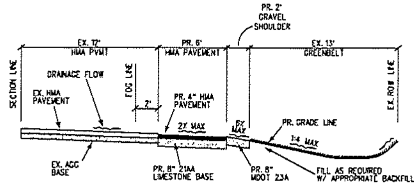

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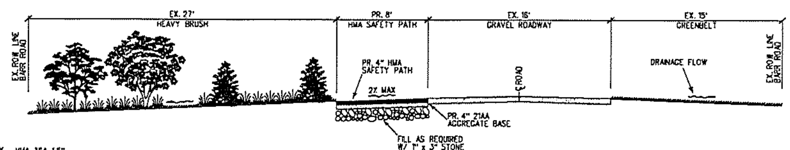

SECTION D-D
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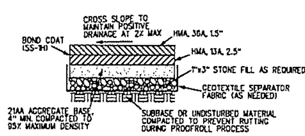

HMA SAFETY PATH
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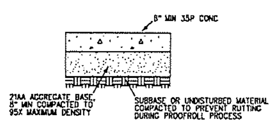
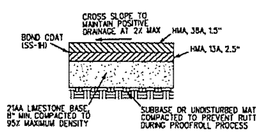
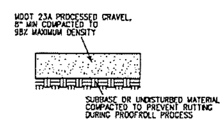


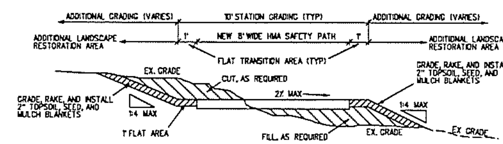
6" CONCRETE
NOT TO SCALE



HMA PAVEMENT
NOT TO SCALE



GRAVEL SHOULDER
NOT TO SCALE



SAFETY PATH GRADING AND LANDSCAPE RESTORATION DETAIL
NOT TO SCALE

SHARPE ENGINEERING, Inc
101 N. Washington
Oxford, MI 48371
248.877.7004

DATE	SUBMITTAL NOTE
08/01/23	INITIAL PERMIT SUBMITTAL TO RCOC
08/16/23	FOR BIDS

MISS DIG SYSTEM
KNOW WHAT'S BELOW
800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE

JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045859

STATE OF MICHIGAN
JAMES W. SHARPE
ENGINEER
NO.
6201045859
LICENSED PROFESSIONAL ENGINEER

DEVELOPED FOR:
CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD
OXFORD, MI 48371
248.628.9787

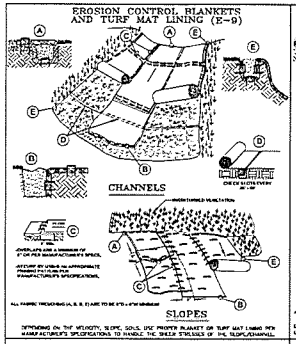
PLAN NAME:

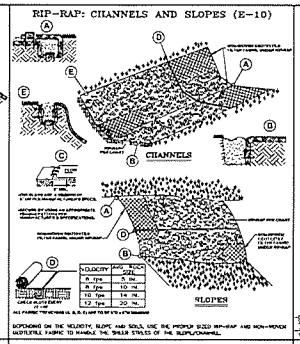
CROSS SECTIONS, NOTES & DETAILS

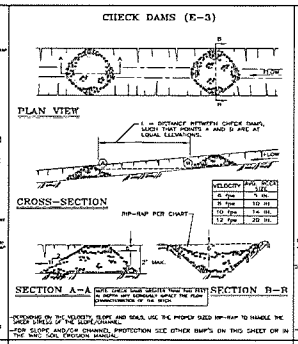
LAKEVILLE ROAD SAFETY PATH PROJECT
(CHINKAPIN RILL TO BARR ROAD)

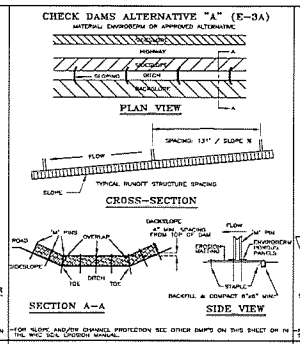
CITY:	OXFORD
COUNTY:	OAKLAND
SECTION:	25
T-5-N, R-10-E	

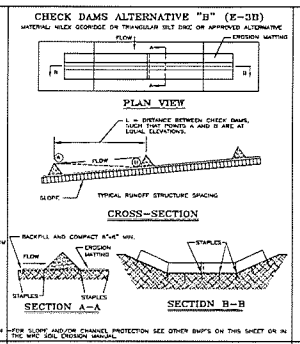
INITIAL SUBMITTAL:	08/01/23
THIS SUBMITTAL:	08/16/23
SCALE:	N/A
SHEET:	04
PROJECT:	017.05.02

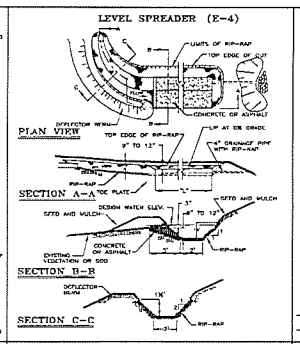


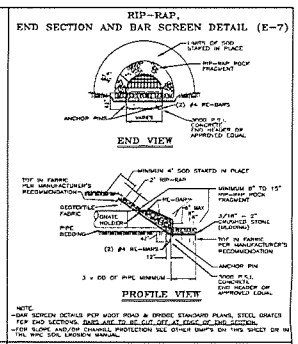


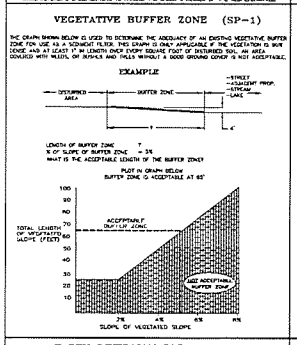


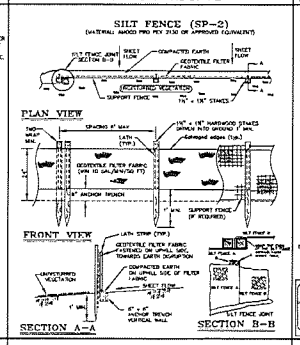


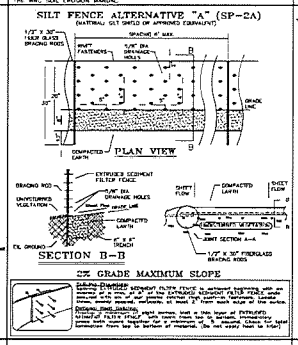


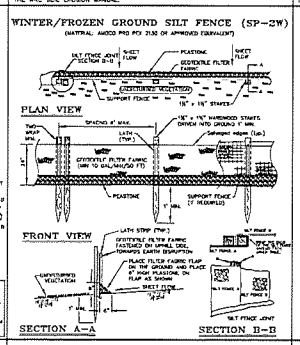


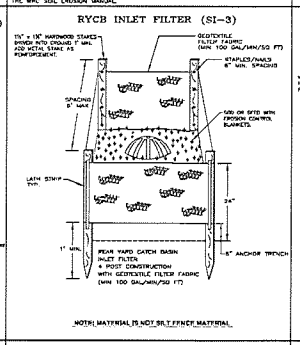


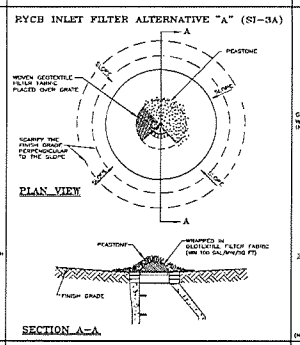


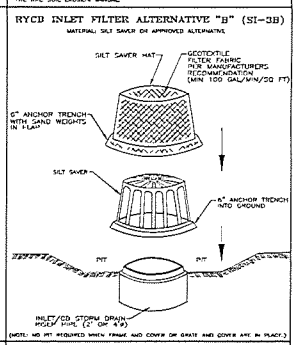


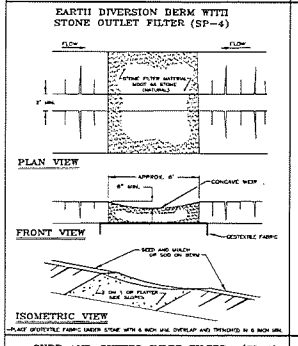


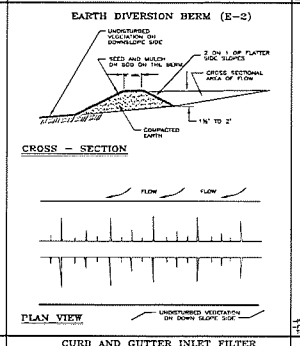


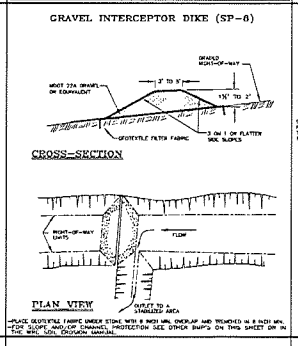


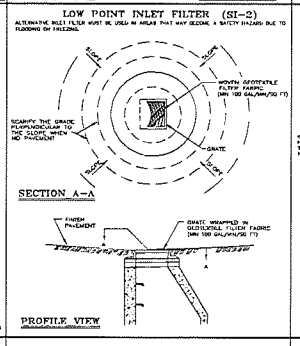


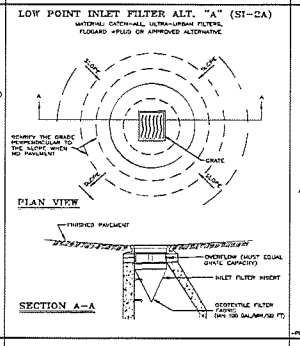


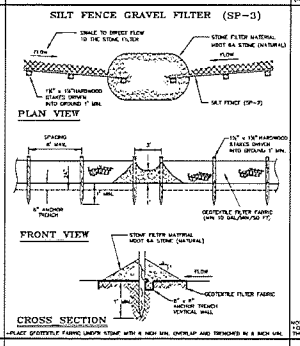


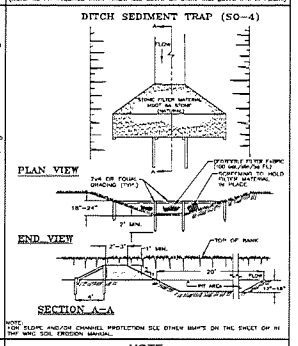


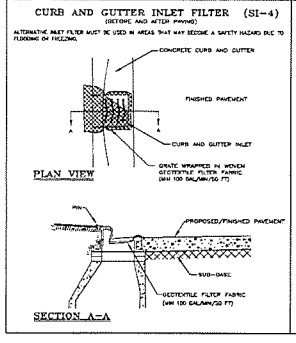


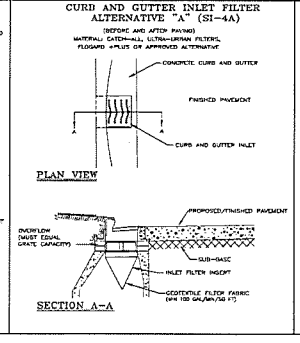


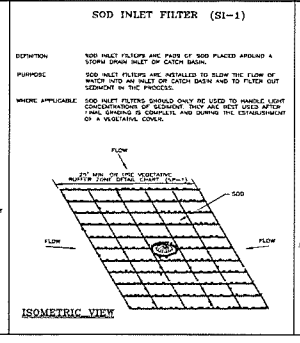


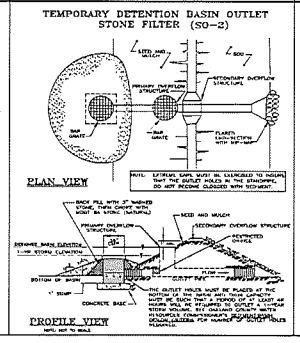


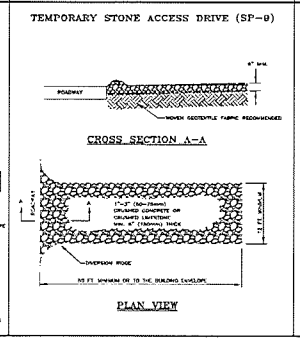


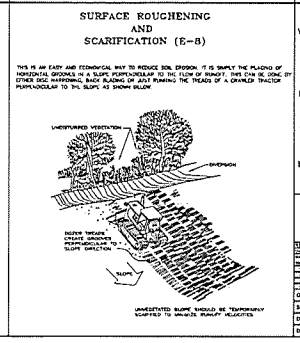












NOTE:

WHILE PERFORMING WORK INVOLVING GROUNDS MAINTENANCE AND/OR THE CONSTRUCTION/MAINTENANCE OF ANY INFRASTRUCTURE, INCLUDING ROADS, WATER MAINS, SANITARY SEWERS, STORM DRAINS AND STORM WATER BEST MANAGEMENT PRACTICES (BMPS), CONTRACTORS SHALL MINIMIZE POLLUTION FROM STORM WATER RUNOFF THAT CAN AFFECT WATER QUALITY RELATED TO WORK ACTIVITIES. POLLUTANTS THAT COULD IMPAIR WATER QUALITY MAY INCLUDE FUEL, GREASE AND OIL, NUTRIENTS, BACTERIA AND PATHOGENS, LITTER AND DEBRIS, AND SOIL EROSION AND SEDIMENTATION. APPLICABLE BMPS SHALL BE IMPLEMENTED BY THE CONTRACTOR TO THE MAXIMUM EXTENT PRACTICABLE TO PROTECT WATER QUALITY AND WILDLIFE HABITAT.

SOIL EROSION AND SEDIMENTATION CONTROL DETAILS

ORIG. DATE:	01/01/01
SCALE:	NONE
DESIGNED BY:	WRC
DRAWN BY:	Mapping

WRC

SHEET NO.: 1 of 1

Date: September 13, 2023

To: Board of Trustees

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

Re: Office Operations Liaison Position

Dear Board Members:

Based on Township Board Member comments at the July 12, 2023 Meeting, the Compensation Committee has updated the Job Description.

A copy of the updated Job Description is attached for your review.

Also attached is a blue lined copy of the changes to the Job Description.

If the Township Board is in favor to proceed, the following motion is offered for consideration:

I move to approve the Office Operations Liaison Job Description and authorize Supervisor Jack Curtis to recruit, hire, and fill the Office Operations Manager position at a salary range between $60,000.00 to $75,000.00, depending on experience and qualifications, and to include all benefits afforded to full-time Oxford Township employees.

Charter Township of Oxford
Job Description

Job Title: Office Operations Liaison
Supervised By: Charter Township Supervisor
Supervises: N/A

General Summary:
Under the supervision of the Township Supervisor, the Operations Liaison is an exempt employee who shall perform a broad range of functions in support of the daily operations of Oxford Township. The Operations Liaison works directly with the Supervisor and Township Board members to ensure that the Board's goals are adequately considered and incorporated in all Township operations. Possesses well developed administrative, financial, and clerical skills, and a working knowledge of municipal practices and procedures related to the duties assigned. The ideal candidate will conduct research on behalf of Board members, greet and interact with the public, answer and respond to telephone calls and inquiries from residents, business owners, as well as other governmental officials, professional staff and the general public, and prepare reports and other correspondence.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Acts as contact point for all Township boards, committees, and other partners, as assigned.

2. Serves as communications bridge between the various committees, boards, and Township leadership.

3. Conducts assigned research, gathers information, and provides summaries and reports.

4. Prepares and disseminates reports on Township activities and initiatives.

5. Possesses strong financial knowledge to assist in bond projects, budgeting, financing, and investing activities of Oxford Township, especially on the water system and sewer system.

6. Updates the Board of Trustees on pending legislation and new legislation affecting Oxford Township. Prepares, posts, and publishes meeting notices, publications, correspondence, and other documents at the appropriate locations.

7. Provides information to the public regarding Township policies, meetings of the Board of Trustees, its committees, associated commissions and Boards, and other matters.

8. Receives and/or documents public concerns pertaining to Township operations and services and responds as appropriate.

9. Provides administrative support to all Township departments *(Building, Clerk, Supervisor, Treasurer, etc.)* including front counter assistance, answering telephones, and provides accurate information to the public as necessary.

10. Attends evening meetings and other events which may be held on weekends or evenings and requires flexible work hours.

11. Serves as the reserve recording secretary to the Oxford Township Board of Trustees, Planning Commission, and Zoning Board of Appeals and provides meeting minutes as needed.

12. Assists with the election process by preparing materials, supporting polling locations, completing voter registrations, and other election duties as assigned.

13. Manages and responds to Freedom of Information Act (F.O.I.A.) requests, as assigned.

14. Performs related work and other duties as assigned.

Required Knowledge, Skills, Abilities:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job. Applicants requiring special accommodation should inform the Township to coordinate in advance.

- Ability to maintain impartiality and provide objective support for Township projects.
- Considerable knowledge of computer software applications, particularly Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.)
- Ability to utilize financial and other data driven applications to find, analyze, and report information. Experience with BS&A software desired.
- Demonstrated self-motivator capable of promptly and effectively monitoring, coordinating, and communicating strategic objectives.
- Knowledge of and ability to utilize social media platforms for obtaining and sharing information.
- Knowledge of municipal government regulations, structures, statutes, policies, and practices.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, visitors, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to understand and interpret codified ordinances and resolutions.
- Comfortable facilitating group meetings and public speaking.
- Ability to maintain confidentiality.

- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.

Minimum Qualifications:

At the Township's discretion, applicant experience and education may be substituted to meet minimum qualifications.

- High school or equivalent diploma. An associate or bachelor's degree in public administration, business administration, communications, or related filed is desired.
- Specialized coursework or vocational training in office administration, public administration, government relations, communications, or other similar experience in related areas.
- Minimum two (2) years' experience with clerical, financial, and office management or related work.
- Must be certified as a Notary Public within ninety (90) days of hire. May also be requested to be bonded.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate. The employee is regularly required to sit, speak, or listen and hear. Frequently required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee will travel to other locations to attend meetings and events. A valid driver's license and/or independent and available transportation is necessary. The employee must regularly lift and/or move items of light weight. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Charter Township of Oxford
Job Description

Job Title: Office Operations ~~Manager~~Liaison
Supervised By: Charter Township Supervisor
Supervises: N/A

General Summary:
Under the supervision of the Charter Township Supervisor, the ~~Office~~ Operations ~~Manager~~ Liaison is an exempt employee who shall perform a broad range of functions in support of the daily operations of Oxford Township. The Operations Liaison is meant to work with the Supervisor and Township Board members to ensure that the Board's goals are adequately considered and incorporated in all Township operations. Possesses well developed administrative, financial, and clerical skills, and a working knowledge of municipal practices and procedures related to the duties assigned. The ideal candidate will conduct research on behalf of Board members, greet and interact with the public, answer and respond to telephone calls and inquiries from residents, business owners, as well as other governmental officials, professional staff and the general public, and prepare reports and other correspondence.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. ~~1.~~ Serves as communications bridge between the various committees, Boards, and Township leadership.

2. Acts as contact point for all Township boards, committees, and other partners, as assigned.

~~1.~~3. Serves as recording secretary for all Oxford Township Board Committees, and Planning Commission Committees, and provides meeting minutes as resolved.

2. Serves as the reserve recording secretary to the Oxford Township Board of Trustees, Planning Commission, and Zoning Board of Appeals and provides meeting minutes as needed.

4. ~~3.~~ Compiles and disseminates reports on Township activities and initiatives.

~~2.~~5. Prepares, posts, and publishes meeting notices, publications, correspondence, and other documents at the appropriate locations.

4. Possesses strong financial knowledge to assist in bond projects, budgeting, financing, and investing activities of Oxford Township, especially on the water system and sewer system.

5. ~~Ability to understand and interpret codified ordinances and resolutions.~~

6. Updates the Board of Trustees on pending legislation and new legislation affecting Oxford Township. ~~from various subscriptions including, but not limited to, the Michigan Townships Association and Gongwer News Service.~~

6. ~~7.~~ Provides information to the public regarding Township policies, meetings of the Board of Trustees, its committees, associated commissions and Boards, and other matters.

~~3.~~7. Receives and/or documents public concerns pertaining to Township operations and services and responds as appropriate.

8. ~~Must be certified as a Notary Public within ninety (90) days of hire. May also be requested to be bonded.~~

9. Assists with the election process as requested.

10. Provides administrative support to all Township departments *(Building, Clerk, Supervisor, Treasurer, etc.)* including front counter assistance, answering telephones, and provides accurate information to the public as necessary.

11. ~~Must be willing to attend~~Attends evening meetings and other events which may be held on weekends or evenings and requires ~~work~~ flexible work hours.

12. Manages and responds to Freedom of Information Act (F.O.I.A.) requests as necessary.

13. Performs related work and other duties as ~~required~~assigned.

Required Knowledge, Skills, Abilities ~~and Minimum Qualifications~~:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. Applicants requiring special accommodation should inform the Township to coordinate in advance.

- ~~Educational requirements include a high school or equivalency diploma with additional vocational training in office administration, secretarial and related areas. Necessary experience includes two (2) years of clerical, financial, and office management or related work. An Associates or Bachelor's Degree in public administration or business administration is beneficial to the position.~~

- Ability to maintain impartiality and provide objective support for Township projects.

- Considerable knowledge of computer software applications, particularly Microsoft Office and BS & A software.

- Demonstrated self-motivator capable of promptly and effectively monitoring, coordinating, and communicating strategic objectives.

- Knowledge of and ability to utilize social media platforms for obtaining and sharing information.

- Knowledge of municipal government policies and practices.

- Skill in operating a variety of computer software programs including word processing, database and spreadsheet applications.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, visitors, and the public.

- Ability to communicate effectively and present ideas orally and in writing.

- Ability to understand and interpret codified ordinances and resolutions.

- Comfortable facilitating group meetings and public speaking.

- Ability to maintain confidentiality.

- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.

Minimum Qualifications:
At the Township's discretion, applicant experience and education may be substituted to meet minimum qualifications.

- High school or equivalent diploma. An Associate or Bachelor Degree in public administration or business administration is desired.
- Specialized coursework or vocational training in office administration, public administration, government relations, communications, or other similar experience in related areas.
- Minimum two (2) years' experience with clerical, financial, and office management or related work.
- Must be certified as a Notary Public within ninety (90) days of hire. May also be requested to be bonded.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate. E~~While performing the duties of this job, the e~~mployee is regularly required to sit~~, and~~ speak,~~talk~~ or listen and hear. ~~The employee~~F ~~f~~requently ~~is~~ required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. Employee will~~, and~~ travel to other locations to attend meetings and events. A valid driver's license and/or independent and available transportation is necessary. The employee must regularly lift and/or move items of light weight. Specific vision abilities required by this job include close vision, and ability to adjust focus.

~~While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate.~~

MEMO

TO: Oxford Township Board of Trustees

FROM: Oxford Twp. Safety Path Committee

DATE: September 7, 2023

RE: November 2024 Proposed Safety Path Ballot Language

The Oxford Township Safety Path Committee is requesting that the Oxford Township Board of Trustees consider placing the attached ballot proposal on the November, 2024, General Election ballot.

These figures may change as we get closer to the election and have preliminary 2024 township taxable value calculations. This proposed millage would be levied on just Oxford Township parcels, excluding Oxford Village parcels (like our Police Contracting millage)

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

Moved by:_____ Seconded by: _____

To adopt the Charter Township of Oxford Safety Path Millage Resolution as presented and attach it as an appendix to the minutes.

CHARTER TOWNSHIP OF OXFORD
SAFETY PATH MILLAGE

WHEREAS, The Oxford Township Safety Path Committee is requesting that the Oxford Township Board of Trustees consider placing the attached ballot proposal on the November, 2024, General Election ballot.

WHEREAS, the Township has determined it is necessary for the funding of a safety path for the benefit of Township residents that the millage be approved at the rate of .50 mills.

WHEREAS, the total estimated millage amount to be collected will be up to *482,649.62* in the first year if approved and levied.

WHEREAS, the figures set forth in the millage as presented are estimates that are subject to change based upon the preliminary 2024 township taxable value calculations.

WHEREAS, this proposed millage would be levied on all Oxford Township parcels, and would exclude parcels located within the Village of Oxford.

NOW THEREFORE BE IT RESOLVED that the Township Clerk shall place upon the ballot for the November, 2024 general election the new additional Charter Township of Oxford Safety Path Millage of .50 mills for a period of 10 years, starting with the December 2024 levy for consideration by the electorate.

BE IT FURTHER RESOLVED that the Oxford Township (Not Including the Village of Oxford) Safety Path Millage shall be placed on the November 2024, General Election Ballot, subject to changes in the estimated amount to be levied based upon receipt of the preliminary 2024 Township taxable value calculations.

BE IT FURTHER RESOLVED that the following language for the Charter Township of Oxford Safety Path Millage is hereby adopted and approved by the Charter Township of Oxford Board of Trustees:

Proposed Charter Township of Oxford (Not Including the Village of Oxford)
Safety Path Millage

Shall the Charter Township of Oxford be authorized to levy up to *.50* mills for a period of *10 years*, starting with the *December 2024* levy to provide funds for the construction and maintenance of a network of safety paths, trails, and boardwalks to provide healthy recreational opportunities and safe routes to schools, parks, and neighborhoods in the Township; and acquisition of property and rights-of-way for such purposes?

Approval of this proposal would authorize a tax limitation levy of *.50* mills on all taxable property in the Township as a new additional millage for purposes of construction, repair, and maintenance of safety paths located in the Township. The millage will be assessed on all taxable property within the Township, except and excluding all taxable property within the Village of Oxford. Approval of this proposal would authorize the levy of approximately *$.50* per *$1,000* of taxable property in the Township. It is estimated that this proposal would result in the authorization to collect up to $ *482,649.62* in the first year if approved and levied.

Shall this proposal be adopted?

[ ] Yes

[ ] No

Moved: _____ **Seconded:** _____

AYES: ____

NAYS: ____

ABSENT: ____

Adopted at a regular meeting of the Charter Township of Oxford Board of Trustees, Oakland County, Michigan, held on the _____day of October 2023.

_____
Curtis W. Wright, Clerk
Charter Township of Oxford

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

I, Curtis W. Wright, CMC, duly elected Clerk of the Charter Township of Oxford, do hereby certify that the foregoing is a complete and true copy of a Resolution adopted by the Charter Township of Oxford at a meeting of the Board of Trustees held on the _____ day of October 2023.

_____
Curtis W. Wright, Clerk
Charter Township of Oxford

MEMO

TO: Oxford Township Board of Trustees

FROM: Oxford Twp. Safety Path Committee

DATE: September 7, 2023

RE: Safety Path Ordinance Recommended Changes

The Oxford Township Safety Path Committee has been working on revisions to Chapter 42-Streets, Sidewalks and other Public Places, Article III Safety Paths and Sidewalks (i.e. the Safety Path Ordinance).

We would like to request that the Oxford Township Board of Trustees consider starting through the township ordinance amendment process, beginning with setting a first reading of the proposed Safety Path Ordinance amendments. The proposed amendments are included for your review.

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

Moved by:_____ Seconded by: _____

To authorize the setting of a First Reading of the proposed changes to Chapter 42-Streets, Sidewalks and other Public Places, Article III Safety Paths and Sidewalks (i.e. the Safety Path Ordinance) at the October 11, 2023 Oxford Township Board of Trustees meeting.

Exhibit A

ARTICLE III. SAFETY PATHS AND SIDEWALKS

Sec. 42-101. Title.

This article shall be known and may be cited as the "Charter Township of Oxford Safety Path and Sidewalk Regulation Ordinance," and it shall be deemed sufficient in any action for the enforcement of the provisions hereof to define the same by such short title and by reference to the number hereof.

(Ord. No. 117, § 1, 2-11-2004)

Sec. 42-102. Purpose.

The purpose of this article shall be:

(1) In the consideration and enactment of this article, the township board finds that there are public safety paths which are part of the township system intended for general public use during times when accumulations of snow and/or ice are not on the safety paths; and, that there are sidewalks that are not part of the township's system of safety paths as shown on the official safety path map, maintained by the township. It is the intent of the township board to finance the maintenance and repair of safety paths from the safety path fund or through a safety path millage, if adopted, and to finance needed maintenance and repair of sidewalks by special assessment.

(2) To further secure and protect the general welfare and safety of the citizens and other persons within the township.

(3) To regulate the development and construction of safety paths within the township, by reference to the township's adopted design standard ordinance, article IV of this chapter.

(4) To provide for the maintenance of those safety paths, as well as signage along them.

(5) To authorize the issuance of permits for the construction of safety paths.

(6) To authorize the collection of fees for the construction of safety paths.

(7) To provide for penalties upon the violation of these provisions.

(Ord. No. 117, § 2, 2-11-2004)

Sec. 42-103. Definitions.

(a) The following words and phrases, when used in this article, shall have the meanings respectively ascribed to them in this section:

Board means the board of trustees of the Charter Township of Oxford.

Commission means the planning commission of the Charter Township of Oxford.

Committee means the safety path committee of the Charter Township of Oxford.

Condition of disrepair means having any one or more of the following characteristics; provided, however, that the existence of any one or more of these characteristics shall not create a presumption or other indication that such characteristics were the cause of any injury or damage which may occur:

(1) *Hole.* ~~Place where the surface is missing;~~

(2) *Gap.* Separation of material proportion on the surface of the safety path or sidewalk itself or between the safety path or sidewalk and the adjacent surface;

(3) *Rise or drop.* Abrupt change in grade where one surface vertically separates from an adjacent surface;

~~(4) *Tilt.* Incline where the safety path or sidewalk surface has rotated and is no longer oriented in gradient or cross slope;~~

(~~5~~4) *Swell or depression.* Place where the surface undulates due to uplift or subsidence of underlying materials;

(~~6~~5) *Object or debris.* Obstruction that covers some or all of the surface of the safety path or sidewalk;

(~~7~~6) *Suspension.* Object or material hanging over the surface of the sidewalk or safety path below a height of 8.5 feet.

Developer means a person causing a development to be created on property they own or have interest in.

Development means any land development project requiring approval of a site plan, condominium site plan, or subdivision plat in accordance with Ordinance No. 67a or chapter 46, article III of this Code.

Existing fixed object means an object that cannot be easily moved without the assistance of mechanical tools and/or without causing destruction to the property to which it is attached, including, but not limited to, buildings, driveways, utility poles, and fences.

Master plan means the Charter Township of Oxford Master Plan; prepared and adopted under Act No. 168 of the Public Acts of Michigan of 1959, as amended.

Owner means a natural person, firm, association, partnership, corporation or other legal entity or combination of them which may hold any ownership interest in land whether recorded or not.

Pathway, for purposes of this article only, shall be synonymous with the term "safety path."

Person means a natural person, firm, association, partnership, corporation or other legal entity.

Report means minutes of any meeting of the safety path committee, as approved by the Committee.~~, prepared by the committee.~~

Road, public means a road accepted by dedication or otherwise by the road commission for the county as defined under State Law.

Safety path plan means the recommended and approved plan showing all planned safety paths, existing or future, incorporated as a portion of the open space and greenway plan that has been adopted as part of the township's master plan.

~~*Sidewalk and safety path* shall be synonymous in terms of their basic substantive meaning, being a constructed surface located in a public right-of-way, but separate from any improved portion of a roadway or highway, dedicated primarily for use by pedestrians and persons operating nonmotorized vehicles. For purposes of regulation under this article only, sidewalks and safety paths shall be broken into two sub-classifications, as follows:~~

~~(1) A "s~~*Safety path*~~"~~ shall mean a certain type of ~~sidewalk~~ non-motorized pathway constructed for the benefit of the general public~~ in the township~~, as shown on the official safety path map maintained by the township. The use of the term "safety path" itself does not mean, and shall not be construed or

relied upon in any way as meaning, that such safety paths are inherently safe or in a safe condition. Instead, the reference to "safety" in the labeling of such paths is nothing other than a reference to the fact that such pathways are typically considered to be safer for pedestrians to use than the improved portions of road on which motor vehicles travel.

~~(2)~~ ~~"~~*Sidewalk*~~"~~ shall mean and refer to all other constructed surfaces located in the public right-of-way dedicated primarily for pedestrian usage, not including those ~~sidewalks~~ non-motorized pathways being referenced above as "safety paths," and constructed primarily as dedicated pedestrian paths within subdivisions or adjacent to street lots.

Street lots means one or more lots which are not part of a formally created subdivision, but which are part of a neighborhood where a sidewalk has been constructed to serve the lots within such neighborhood.

Subdivision means the lots, units, and other areas which are part of a development platted under the Michigan Land Division Act (or predecessor Act) or created under the Condominium Act.

Vegetation means trees, shrubs, bushes, flowers, weeds, or any other type of plant growth.

(b) Terms not expressly defined above shall have their customary dictionary meanings, taking into consideration the context and intent of this article.

(Ord. No. 117, § 3, 2-11-2004)

Sec. 42-104. Safety path development.

The township's safety path plan, as incorporated into the open space and greenway plan, shall guide the development of a system of planned safety paths in the township and shall be updated from time to time as an amendment to, or in conjunction with, the master plan, in accordance with MCL 125.321 et seq.

(Ord. No. 117, § 4, 2-11-2004)

Sec. 42-105. Safety path plan implementation/developer's responsibilities.

(a) All developers of property along either side of a public roadway shall, upon development of their property, construct a pathway that is located within the public road right-of-way and extends the full width of their property, in accordance with the design and construction standards adopted under article IV of this chapter.

(b) In lieu of constructing the pathway, and only with the recommendation of the planning commission and safety path committee and approval of the township board, a developer may be allowed to pay to the township a sum of money equivalent to the actual cost of construction of the path, including permit, engineering, and inspection fees. The in lieu of payment option shall not be available in cases where a safety path is depicted in the Township's adopted Master Plan. Except as otherwise provided below, the actual cost of construction, including fees, shall be determined by the township engineer, and shall be based on recent bids received by the township for similar types of path construction. ~~, except that, in those~~ In cases where ~~the~~ construction of a safety path as otherwise required herein would be impracticable due to the physical nature and/or layout of the road and/or the property, ~~,~~ the ~~the~~ township board may waive or reduce the required payment accordingly. All funds collected under this subsection shall be deposited into the safety path fund and used for the construction of the safety path system.

In all cases in which payment for required safety paths is allowed in lieu of construction, a written contract, drafted by the township and indicating the sum of money to be paid to the township and associated provisions, shall be executed by both the developer and the township as a condition of either final site plan approval or final preliminary plat approval. The contract shall include a provision requiring that the Developer dedicate all required easements for safety path construction to the Township. All provisions of said contract, including the financial

contribution to the township safety path fund, shall be satisfied prior to issuance of any building permits and/or issuance of a soil erosion permit by the township building department.

(c) Unless the township board has allowed a developer to pay a sum of money to the township in lieu of constructing a pathway under subsection (b), construction of the safety path shall be completed for each phase (if applicable) prior to the issuance of a final certificate of occupancy for any building structure located on the parcel adjacent to which the safety path is to be located. The developer shall be responsible for securing all necessary permits, paying all necessary fees, and obtaining necessary inspections from the township, the road commission for the county, and/or the state department of transportation.

In order to ensure completion of the path, the developer shall deposit cash to be placed into the township's trust and agency fund, in the amount of the estimated cost of the safety path plus ten percent to guarantee the completion of such path. The cost estimate shall be approved by the township engineer. The escrow amount shall be returned to the developer upon completion of the safety pathway and approval by the township engineer and building official.

(d) Anyone constructing a safety path in the township shall first obtain a permit from the township building department, using forms provided by the same. A permit shall be granted by the building department only upon determining that the provisions of this article and all other applicable codes and ordinances of the township have been met. A township review escrow shall be established in accordance with the schedule of fees and escrow charges, for applicable portions of site plan review, and shall be deposited with the township, along with plan submittal. The permit fee shall be set by the Board of Trustees by Resolution. ~~be one-half of one percent of the construction cost as agreed upon by the township engineer and the developer, but not fewer than [$]100.00. Also $500.00 shall be placed in escrow, per 1,000 feet of pathway ($500.00 minimum), toward the anticipated cost of three inspections by the township. Any unused portion of such escrows shall be returned to the developer.~~

(e) In addition to the above construction, permit, and inspection fees, the developer shall place, with the township, a ~~cash performance bond~~performance guarantee in the form of a certified check, letter of credit, or cash in the amount of twenty five (25%) percent of the estimated cost of the safety path construction, as ~~agreed upon~~determined by the township engineer~~ and the developer~~, to be placed in the township's trust and agency fund and to be held for a ~~one~~ two year period following the final inspection of such path by the township engineer. At the expiration of the ~~one~~ two year period, the performance guarantee shall ~~guarantee] bond will~~ be reimbursed to the developer, provided that no damage has been done to the safety path by construction activities and that the path is in essentially the same condition as it was at the time of ~~find~~ final inspection by the township engineer.

(Ord. No. 117, § 5, 2-11-2004)

Sec. 42-106. Safety path construction standards.

Safety paths shall be constructed according to the standards and specifications adopted under article IV of this chapter.

(Ord. No. 117, § 6, 2-11-2004)

Sec. 42-107. Use of safety paths.

(a) Safety paths shall generally be restricted to nonmotorized use, including, but not limited to, bicyclists, pedestrians, joggers, skaters, and wheelchair users. It shall be unlawful to operate or park a motor vehicle, off-road recreational vehicle, motorcycle, moped, golf cart and the like within the township's safety path

system; however, the use of motorized wheelchairs and battery-powered vehicles designed for the play of young children shall be permitted.

(b) Seasonal use. The township, in its discretion, may decline to keep any or all safety paths clear of ice and/or snow during the periods of such accumulation. Any person who shall use a safety path during such a period shall do so at his or her own risk, and the township shall not be liable for any injury or loss incurred by such use. The township may also keep any or all portions of the safety path system closed because of such accumulation, inclement weather, or for any other reason. No person shall use or traverse such a closed portion of any safety path, and the township shall not be liable for any injury or loss incurred by reason of such use or traversal.

(c) It shall be unlawful for any person to ride or allow a horse, or other hooved mammal, upon a safety path or sidewalk.

(Ord. No. 117, § 7, 2-11-2004)

Sec. 42-108. Safety path maintenance.

(a) The developer who is responsible for the construction of any section of approved township safety path shall be responsible for the maintenance of such path for a period of ~~one~~ two years, commencing on the date of the path's final inspection by the township engineer and expiring on the ~~one~~ two year anniversary date of such inspection. This expiration date is intended to coincide with the bond reimbursement date, at which time the township, upon approvals from the township engineer as to the acceptable condition of such path, shall take over the maintenance of such path and the developer's responsibility shall end, excepting for subsections (c) and (d).

(b) The developer of real property parcel adjacent to which a safety path traverses shall be responsible for the following maintenance during the duration of the ~~one~~two-year period noted under subsection (a), above:

(1) Repair of surface cracks, upheaval, or deterioration.

(2) Repair of any damage caused by the elements or by any person.

(c) Safety paths constructed as part of the internal site improvements of any Planned Unit Development or any Development Governed by the Michigan Condominium Act (Act 59 of 1978), as may be amended, within the Township, shall be constructed and maintained by the Developer as stated in this Section. Thereafter the Homeowners Association shall be responsible for all future maintenance, replacement, or repair thereof. These requirements shall be made a part of the condominium bylaws and recorded as part of the Development's Master Deed.

(d) Owners of developed property shall keep the portion of the safety path that runs adjacent to their property free and clear of all debris, litter, leaves or branches, machinery, vehicles, equipment, junk, and other items which may obstruct the use of the safety path.

(e) Any person who negligently, intentionally, or maliciously causes damage to the safety path shall be responsible for either one of the following:

(1) Repair and/or replacement of the affected portion of the safety path, or

(2) The cost of repair to the safety path by the Township Engineer.

Should the responsible person choose to repair and/or replace the safety path, said repair shall be made in accordance with the standards adopted under article IV of this chapter, within 90 days, weather conditions permitting, following issuance of a township construction permit.

If the responsible person opts to pay the cost of repair, notice of the actual cost of such repair shall be sent to the responsible person by the township clerk, with a demand for payment. If said person fails to pay such costs within 30 days after notice, the township board may authorize civil action to collect such costs. Any costs incurred by the township in connection with this civil action shall be borne by the responsible person and/or party.

(f) Removal of animal excrement required. It shall be unlawful for an owner, or temporary custodian, of any domesticated animal to allow or permit such animal to soil, defile, defecate, or to commit any nuisance on a sidewalk or safety path unless:

(1) Such owner, or temporary custodian, shall immediately remove all droppings deposited by such animal by any sanitary method, and for such purposes shall possess a container of sufficient size to collect and remove the above mentioned droppings and exhibit the container, if requested by any official empowered to enforce this article; and

(2) Such owner, or temporary custodian, shall deposit said droppings or container of droppings in a toilet or a receptacle ordinarily used for garbage and covered by a lid or in an otherwise lawful and sanitary manner.

(Ord. No. 117, § 8, 2-11-2004)

Sec. 42-109. Sidewalk installation and maintenance.

(a) The township board, pursuant to MCL 41.288a, may order the construction, maintenance, or repair of sidewalks in the township because of health, safety, or general welfare of the residents of the township.

(b) The following regulations shall apply to sidewalks in the township:

(1) In exercising its powers to compel the construction, repair or maintenance of sidewalks under MCL 41.288a, the township shall follow the procedures described below:

a. The township shall obtain the approval of the state department of transportation or of the road commission for the county with regard to undertaking the construction, maintenance, and/or repair of sidewalks in a right-of-way within their respective jurisdiction.

b. A plan and cost estimate for construction, maintenance, and/or repair shall be prepared, along with an assessment roll based upon such cost estimate, allocating the cost of the project including the cost of estimate preparation, inspection, engineering, legal, finance and administration, to the properties involved (e.g., the properties within the subdivision), and a notice of a public hearing shall be sent to owners of such lots, units and parcels. The notice shall include a basic description of the project and the cost estimate, and the tentative assessment amount, and shall be sent by first class mail to the last known address of the owner of the properties based upon the current tax assessment records in the township.

c. The township will also deliver the "notice of public hearing," described above under subsection b., to any affected homeowner's association registered to receive such notice.

(2) Following the public hearing, if the township board determines that the construction, maintenance, and/or repair of certain sidewalks is necessary due to being in a condition of disrepair, or due to one or more other identified reasons, the board may adopt a resolution confirming the assessment roll and determining to contract for such construction, maintenance, and/or repair, and assess the costs to the properties involved in proportion to the respective benefits received, payable in five annual installments, with interest; provided, however, prior to entering into such contract, the township board may, if requested in writing by persons representing a number of properties within the area to be assessed deemed sufficient by the township board, provide an opportunity within a reasonable time set by the township or the respective property owners involved to have the sidewalks constructed,

maintained, and/or repaired at their own expense, according to specifications directed by the township.

(3) A notice of assessment shall be sent to each property involved following entry into a contract for the construction, maintenance, and/or repair. If the amount of the contract is more or less than the cost estimate, the amount of the assessment upon each property shall be adjusted accordingly, provided, however, if the cost difference is more than 20 percent higher than the estimate, the contract shall not be entered into, and the assessment shall not be finalized unless and until a new public hearing is noticed and held by the township board in the manner provided above.

The township shall not exercise its powers under MCL 41.288a and/or subsection (a) of this section to compel, or finance, the construction of a sidewalk in such a way as to subject the owner of land containing a residential structure, such structure being over three years old, to any assessment or order of construction, unless the owner(s) of the majority of the property subject to such assessment(s) or order(s) shall have petitioned the township for such sidewalk construction.

(c) Assessments established under this article shall constitute a lien upon the property assessed and shall be collected, and delinquent assessment payments shall accrue interest and penalties, as provided for in Act No. 188 of the Public Acts of 1954, as amended.

(d) Township residents may petition the township for the establishment of a special assessment district to finance the installation of sidewalks pursuant to MCL 41.721 et seq., with such petitions governed by MCL 41.723(2) and (3).

(Ord. No. 117, § 9, 2-11-2004)

Sec. 42-110. Private maintenance and/or repair of sidewalks.

(a) Actions or activities that cause a sidewalk to become in a condition of disrepair are prohibited. If an area of sidewalk is in a condition of disrepair resulting from the actions of one or more private property owners, such owner or owners shall repair such area of sidewalk. For purposes of this section, "actions" shall include, but shall not be limited to: surface drainage; on-site construction; vehicular traffic; and other site activities and actions resulting in a condition of disrepair. All repairs shall be made within 90 days, weather permitting, following issuance of a township construction permit, and in accordance with the standards adopted under article IV of this chapter. The following sections shall also apply if a responsible person opts to repair and/or replace a damaged section of safety path under section 42-108(e).

(b) If damage or injury is caused as a result of a failure to promptly repair a condition of disrepair, as stated in subsection (a) of this section, above, and if the township had previously provided notice of the condition of disrepair and allowed an opportunity for hearing before the township board, or the board's designee, the owners to whom such notice was sent shall be liable to the township for any damages, costs and expenses incurred by the township, including reasonable attorney fees expended by the township.

(c) If an area of sidewalk is in a condition of disrepair resulting from the actions of a public utility franchise, such entity shall repair such area of sidewalk or safety path at its sole cost. For purposes of this section, "actions" shall include any on- site activities conducted by the public utility and actions resulting in a condition of disrepair. All repairs shall be made within ninety (90) days, weather permitting, following issuance of a Township construction permit, and in accordance with the standards in Section 42-108(e).

(de) In addition to the above, the township board, pursuant to MCL 41.288a, may order the repair of such sidewalk or safety paths by the persons whose actions resulted in a condition of disrepair; and, if such repair is not made within the time stated in the order of the township board, and the sidewalk or safety path is within reasonable proximity of the property owned by the breaching party, the township may proceed with the repairs and recover all costs and expenses incurred by the township, plus a reasonable administrative

fee, by assessing the property of the owner or owners who failed to make the repairs required under this section. Such assessments shall be made in accordance with the procedure specified, above, in this section. If the party failing to make the required repair does not own the property within reasonable proximity of the sidewalk or safety path to be repaired, the township may seek recovery of all costs and expenses, including reasonable administrative costs and attorney fees, by any lawful means.

(~~e~~d) As a condition to any recovery for injuries sustained by reasons of any defective sidewalk or safety path, the injured person shall serve notice upon the township within the time and in the manner prescribed by law (MCL 691.1404).

(Ord. No. 117, § 10, 2-11-2004)

Sec. 42-111. Prohibition of obstruction of sidewalks and safety paths.

(a) No person shall obstruct or cause or permit the obstruction of any sidewalk or safety path in the township by the placement on such sidewalk or safety path of any object, debris or material of any kind or nature, or by suspending any sign, object or material within 8.5 feet above a sidewalk or safety path. This provision is not intended to create an obligation to modify natural accumulations of snow or ice.

(b) Subsection (a) shall not apply in circumstances in which a person is temporarily loading or unloading a vehicle adjacent to the property, if such person has, if reasonably required, secured a device reasonably calculated to warn users of the sidewalk or safety path of the obstruction so as to avoid injury and/or damage.

(Ord. No. 117, § 11, 2-11-2004)

Sec. 42-112. Safety path signage.

The safety path committee may develop, in conjunction with the safety path plan, a plan for signage along each section of pathway as it is proposed for construction. The committee may require signs under the following circumstances and for the following reasons:

(1) As part of a developer's responsibility in constructing the path as approved by the township engineer.

(2) As part of the township's responsibility when the township assumes the maintenance of any portion of each path.

(3) To prohibit all motorized vehicles from using the path, excepting:

a. Vehicles for the physically disabled designed for use by one individual at a time.

b. Light duty maintenance vehicles authorized by the township.

(4) To alert pathway traffic to hidden driveways or similar hazards.

(5) To alert approaching motorists to the presence of the pathway.

The standards for signs including, but not limited to, sign size, material, location in relation to the pathway as well as the roadway, height and method of installation shall be in accordance with established county road commission sign standards.

(Ord. No. 117, § 12, 2-11-2004)

Sec. 42-113. Violations.

A person who violates any provision of this article of any of the terms or conditions of a permit is responsible for a municipal civil infraction as defined by state statute, and shall be subject to a civil fine as determined by the court, along with costs which may include all expenses, direct and indirect, to which the township has been put in connection with the enforcement of this article. A person who violates any provision of this article or any of the terms or conditions of a permit shall also be subject to such additional sanctions and judicial orders as are authorized under state law. Each day that a violation of this article of a permit continues to exist shall constitute a separate offense. In addition, the township may pursue any injunctive or other relief, which may be available. Nothing in this section shall be construed to limit the remedies available to the township in the event of a violation by a person of this article or a permit granted thereunder.

(Ord. No. 117, § 14, 2-11-2004)

Secs. 42-114—42-130. Reserved.

ARTICLE IV. ENGINEERING DESIGN STANDARDS

DIVISION 1. GENERALLY

Sec. 42-131. In general.

(a) These engineering design standards are intended to provide a reasonable and proper basis for the design and construction of subdivision and other project site improvements, including sanitary sewer, water main, stormwater management, and paving. Where standard codes are referenced within this article to the extent so referenced, they are adopted by reference. The standards are guidelines to assure high quality and system continuity yet deviation from the standards is at times encouraged to achieve a superior result. Deviation from the standards should be for valid reasons only and a request and justification shall be submitted to the township engineer for review and approval. The township engineer may permit the proposed deviation if the township engineer believes that the proposed deviation would result in an increase in construction safety, an increase in the safety of the final constructed improvement, a more effective operation of the final constructed improvement, minimization of potential negative impacts on one or more other parcels, and/or a more efficient operation of the review process set forth in this article.

(b) Extraordinary situations will arise that are not clearly defined by the standards or where the standards contained in this article set forth by their own terms requirements that are general, which may be inappropriate when applied to a particular situation. When such circumstances occur, the decision of the township engineer shall govern, based on the township engineer's appraisal of the safety of the construction and/or operation of the proposed improvement, the effectiveness of the final constructed improvement, and/or the potential negative impacts on one or more other parcels. An applicant may appeal the decision of the township engineer to the township board. The appeal shall be in writing and shall be submitted by the applicant outlining the reasons why a specific requirement should be modified for a particular site or situation.

(c) Where standard codes, acts, and details are referenced in this article to the extent so referenced, they are adopted by reference.

(d) Proposed improvement plans are not solely for review and construction but are also used to keep records of utilities for maintenance and future construction.

Exhibit B

ARTICLE III. SAFETY PATHS AND SIDEWALKS

Sec. 42-101. Title.

This article shall be known and may be cited as the "Charter Township of Oxford Safety Path and Sidewalk Regulation Ordinance," and it shall be deemed sufficient in any action for the enforcement of the provisions hereof to define the same by such short title and by reference to the number hereof.

(Ord. No. 117, § 1, 2-11-2004)

Sec. 42-102. Purpose.

The purpose of this article shall be:

(1) In the consideration and enactment of this article, the township board finds that there are public safety paths which are part of the township system intended for general public use during times when accumulations of snow and/or ice are not on the safety paths; and, that there are sidewalks that are not part of the township's system of safety paths as shown on the official safety path map, maintained by the township. It is the intent of the township board to finance the maintenance and repair of safety paths from the safety path fund or through a safety path millage, if adopted, and to finance needed maintenance and repair of sidewalks by special assessment.

(2) To further secure and protect the general welfare and safety of the citizens and other persons within the township.

(3) To regulate the development and construction of safety paths within the township, by reference to the township's adopted design standard ordinance, article IV of this chapter.

(4) To provide for the maintenance of those safety paths, as well as signage along them.

(5) To authorize the issuance of permits for the construction of safety paths.

(6) To authorize the collection of fees for the construction of safety paths.

(7) To provide for penalties upon the violation of these provisions.

(Ord. No. 117, § 2, 2-11-2004)

Sec. 42-103. Definitions.

(a) The following words and phrases, when used in this article, shall have the meanings respectively ascribed to them in this section:

Board means the board of trustees of the Charter Township of Oxford.

Commission means the planning commission of the Charter Township of Oxford.

Committee means the safety path committee of the Charter Township of Oxford.

Condition of disrepair means having any one or more of the following characteristics; provided, however, that the existence of any one or more of these characteristics shall not create a presumption or other indication that such characteristics were the cause of any injury or damage which may occur:

(1) *Hole.*

(2) *Gap.* Separation of material proportion on the surface of the safety path or sidewalk itself or between the safety path or sidewalk and the adjacent surface;

(3) *Rise or drop.* Abrupt change in grade where one surface vertically separates from an adjacent surface;

(4) *Swell or depression.* Place where the surface undulates due to uplift or subsidence of underlying materials;

(5) *Object or debris.* Obstruction that covers some or all of the surface of the safety path or sidewalk;

(6) *Suspension.* Object or material hanging over the surface of the sidewalk or safety path below a height of 8.5 feet.

Developer means a person causing a development to be created on property they own or have interest in.

Development means any land development project requiring approval of a site plan, condominium site plan, or subdivision plat in accordance with Ordinance No. 67a or chapter 46, article III of this Code.

Existing fixed object means an object that cannot be easily moved without the assistance of mechanical tools and/or without causing destruction to the property to which it is attached, including, but not limited to, buildings, driveways, utility poles, and fences.

Master plan means the Charter Township of Oxford Master Plan; prepared and adopted under Act No. 168 of the Public Acts of Michigan of 1959, as amended.

Owner means a natural person, firm, association, partnership, corporation or other legal entity or combination of them which may hold any ownership interest in land whether recorded or not.

Pathway, for purposes of this article only, shall be synonymous with the term "safety path."

Person means a natural person, firm, association, partnership, corporation or other legal entity.

Report means minutes of any meeting of the safety path committee, as approved by the Committee.

Road, public means a road accepted by dedication or otherwise by the road commission for the county as defined under State Law.

Safety path plan means the recommended and approved plan showing all planned safety paths, existing or future, incorporated as a portion of the open space and greenway plan that has been adopted as part of the township's master plan.

Safety path shall mean a certain type of non-motorized pathway constructed for the benefit of the general public, as shown on the official safety path map maintained by the township. The use of the term "safety path" itself does not mean, and shall not be construed or relied upon in any way as meaning, that such safety paths are inherently safe or in a safe condition. Instead, the reference to "safety" in the labeling of such paths is nothing other than a reference to the fact that such pathways are typically considered to be safer for pedestrians to use than the improved portions of road on which motor vehicles travel.

Sidewalk shall mean and refer to all other constructed surfaces located in the public right-of-way dedicated primarily for pedestrian usage, not including those non-motorized pathways being referenced above as "safety paths," and constructed primarily as dedicated pedestrian paths within subdivisions or adjacent to street lots.

Street lots means one or more lots which are not part of a formally created subdivision, but which are part of a neighborhood where a sidewalk has been constructed to serve the lots within such neighborhood.

Subdivision means the lots, units, and other areas which are part of a development platted under the Michigan Land Division Act (or predecessor Act) or created under the Condominium Act.

Vegetation means trees, shrubs, bushes, flowers, weeds, or any other type of plant growth.

(b) Terms not expressly defined above shall have their customary dictionary meanings, taking into consideration the context and intent of this article.

(Ord. No. 117, § 3, 2-11-2004)

Sec. 42-104. Safety path development.

The township's safety path plan, as incorporated into the open space and greenway plan, shall guide the development of a system of planned safety paths in the township and shall be updated from time to time as an amendment to, or in conjunction with, the master plan, in accordance with MCL 125.321 et seq.

(Ord. No. 117, § 4, 2-11-2004)

Sec. 42-105. Safety path plan implementation/developer's responsibilities.

(a) All developers of property along either side of a public roadway shall, upon development of their property, construct a pathway that is located within the public road right-of-way and extends the full width of their property, in accordance with the design and construction standards adopted under article IV of this chapter.

(b) In lieu of constructing the pathway, and only with the recommendation of the planning commission and safety path committee and approval of the township board, a developer may be allowed to pay to the township a sum of money equivalent to the actual cost of construction of the path, including permit, engineering, and inspection fees. The in lieu of payment option shall not be available in cases where a safety path is depicted in the Township's adopted Master Plan. Except as otherwise provided below, the actual cost of construction, including fees, shall be determined by the township engineer, and shall be based on recent bids received by the township for similar types of path construction. In cases where construction of a safety path as otherwise required herein would be impracticable due to the physical nature and/or layout of the road and/or the property, the township board may waive or reduce the required payment accordingly. All funds collected under this subsection shall be deposited into the safety path fund and used for the construction of the safety path system.

In all cases in which payment for required safety paths is allowed in lieu of construction, a written contract, drafted by the township and indicating the sum of money to be paid to the township and associated provisions, shall be executed by both the developer and the township as a condition of either final site plan approval or final preliminary plat approval. The contract shall include a provision requiring that the Developer dedicate all required easements for safety path construction to the Township. All provisions of said contract, including the financial contribution to the township safety path fund, shall be satisfied prior to issuance of any building permits and/or issuance of a soil erosion permit by the township building department.

(c) Unless the township board has allowed a developer to pay a sum of money to the township in lieu of constructing a pathway under subsection (b), construction of the safety path shall be completed for each phase (if applicable) prior to the issuance of a final certificate of occupancy for any building structure located on the parcel adjacent to which the safety path is to be located. The developer shall be responsible for securing all necessary permits, paying all necessary fees, and obtaining necessary inspections from the township, the road commission for the county, and/or the state department of transportation.

In order to ensure completion of the path, the developer shall deposit cash to be placed into the township's trust and agency fund, in the amount of the estimated cost of the safety path plus ten percent to guarantee the completion of such path. The cost estimate shall be approved by the township engineer. The escrow amount shall be returned to the developer upon completion of the safety pathway and approval by the township engineer and building official.

(d) Anyone constructing a safety path in the township shall first obtain a permit from the township building department, using forms provided by the same. A permit shall be granted by the building department only upon determining that the provisions of this article and all other applicable codes and ordinances of the township have been met. A township review escrow shall be established in accordance with the schedule of fees and escrow charges, for applicable portions of site plan review, and shall be deposited with the township, along with plan submittal. The permit fee shall be set by the Board of Trustees by Resolution.

(e) In addition to the above construction, permit, and inspection fees, the developer shall place, with the township, a performance guarantee in the form of a certified check, letter of credit, or cash in the amount of twenty five (25%) percent of the estimated cost of the safety path construction, as determined by the township engineer, to be placed in the township's trust and agency fund and to be held for a two year period following the final inspection of such path by the township engineer. At the expiration of the two year period, the performance guarantee shall be reimbursed to the developer, provided that no damage has been done to the safety path by construction activities and that the path is in essentially the same condition as it was at the time of final inspection by the township engineer.

(Ord. No. 117, § 5, 2-11-2004)

Sec. 42-106. Safety path construction standards.

Safety paths shall be constructed according to the standards and specifications adopted under article IV of this chapter.

(Ord. No. 117, § 6, 2-11-2004)

Sec. 42-107. Use of safety paths.

(a) Safety paths shall generally be restricted to nonmotorized use, including, but not limited to, bicyclists, pedestrians, joggers, skaters, and wheelchair users. It shall be unlawful to operate or park a motor vehicle, off-road recreational vehicle, motorcycle, moped, golf cart and the like within the township's safety path system; however, the use of motorized wheelchairs and battery-powered vehicles designed for the play of young children shall be permitted.

(b) Seasonal use. The township, in its discretion, may decline to keep any or all safety paths clear of ice and/or snow during the periods of such accumulation. Any person who shall use a safety path during such a period shall do so at his or her own risk, and the township shall not be liable for any injury or loss incurred by such use. The township may also keep any or all portions of the safety path system closed because of such accumulation, inclement weather, or for any other reason. No person shall use or traverse such a closed portion of any safety path, and the township shall not be liable for any injury or loss incurred by reason of such use or traversal.

(c) It shall be unlawful for any person to ride or allow a horse, or other hooved mammal, upon a safety path or sidewalk.

(Ord. No. 117, § 7, 2-11-2004)

Sec. 42-108. Safety path maintenance.

(a) The developer who is responsible for the construction of any section of approved township safety path shall be responsible for the maintenance of such path for a period of two years, commencing on the date of the path's final inspection by the township engineer and expiring on the two year anniversary date of such inspection. This expiration date is intended to coincide with the bond reimbursement date, at which time the township, upon approvals from the township engineer as to the acceptable condition of such path, shall take over the maintenance of such path and the developer's responsibility shall end, excepting for subsections (c) and (d).

(b) The developer of real property parcel adjacent to which a safety path traverses shall be responsible for the following maintenance during the duration of the two-year period noted under subsection (a), above:

(1) Repair of surface cracks, upheaval, or deterioration.

(2) Repair of any damage caused by the elements or by any person.

(c) Safety paths constructed as part of the internal site improvements of any Planned Unit Development or any Development Governed by the Michigan Condominium Act (Act 59 of 1978), as may be amended, within the Township, shall be constructed and maintained by the Developer as stated in this Section. Thereafter the Homeowners Association shall be responsible for all future maintenance, replacement, or repair thereof. These requirements shall be made a part of the condominium bylaws and recorded as part of the Development's Master Deed.

(d) Owners of developed property shall keep the portion of the safety path that runs adjacent to their property free and clear of all debris, litter, leaves or branches, machinery, vehicles, equipment, junk, and other items which may obstruct the use of the safety path.

(e) Any person who negligently, intentionally, or maliciously causes damage to the safety path shall be responsible for either one of the following:

(1) Repair and/or replacement of the affected portion of the safety path, or

(2) The cost of repair to the safety path by the Township Engineer.

Should the responsible person choose to repair and/or replace the safety path, said repair shall be made in accordance with the standards adopted under article IV of this chapter, within 90 days, weather conditions permitting, following issuance of a township construction permit.

If the responsible person opts to pay the cost of repair, notice of the actual cost of such repair shall be sent to the responsible person by the township clerk, with a demand for payment. If said person fails to pay such costs within 30 days after notice, the township board may authorize civil action to collect such costs. Any costs incurred by the township in connection with this civil action shall be borne by the responsible person and/or party.

(f) Removal of animal excrement required. It shall be unlawful for an owner, or temporary custodian, of any domesticated animal to allow or permit such animal to soil, defile, defecate, or to commit any nuisance on a sidewalk or safety path unless:

(1) Such owner, or temporary custodian, shall immediately remove all droppings deposited by such animal by any sanitary method, and for such purposes shall possess a container of sufficient size to collect and remove the above mentioned droppings and exhibit the container, if requested by any official empowered to enforce this article; and

(2) Such owner, or temporary custodian, shall deposit said droppings or container of droppings in a toilet or a receptacle ordinarily used for garbage and covered by a lid or in an otherwise lawful and sanitary manner.

(Ord. No. 117, § 8, 2-11-2004)

Sec. 42-109. Sidewalk installation and maintenance.

(a) The township board, pursuant to MCL 41.288a, may order the construction, maintenance, or repair of sidewalks in the township because of health, safety, or general welfare of the residents of the township.

(b) The following regulations shall apply to sidewalks in the township:

(1) In exercising its powers to compel the construction, repair or maintenance of sidewalks under MCL 41.288a, the township shall follow the procedures described below:

a. The township shall obtain the approval of the state department of transportation or of the road commission for the county with regard to undertaking the construction, maintenance, and/or repair of sidewalks in a right-of-way within their respective jurisdiction.

b. A plan and cost estimate for construction, maintenance, and/or repair shall be prepared, along with an assessment roll based upon such cost estimate, allocating the cost of the project including the cost of estimate preparation, inspection, engineering, legal, finance and administration, to the properties involved (e.g., the properties within the subdivision), and a notice of a public hearing shall be sent to owners of such lots, units and parcels. The notice shall include a basic description of the project and the cost estimate, and the tentative assessment amount, and shall be sent by first class mail to the last known address of the owner of the properties based upon the current tax assessment records in the township.

c. The township will also deliver the "notice of public hearing," described above under subsection b., to any affected homeowner's association registered to receive such notice.

(2) Following the public hearing, if the township board determines that the construction, maintenance, and/or repair of certain sidewalks is necessary due to being in a condition of disrepair, or due to one or more other identified reasons, the board may adopt a resolution confirming the assessment roll and determining to contract for such construction, maintenance, and/or repair, and assess the costs to the properties involved in proportion to the respective benefits received, payable in five annual installments, with interest; provided, however, prior to entering into such contract, the township board may, if requested in writing by persons representing a number of properties within the area to be assessed deemed sufficient by the township board, provide an opportunity within a reasonable time set by the township or the respective property owners involved to have the sidewalks constructed, maintained, and/or repaired at their own expense, according to specifications directed by the township.

(3) A notice of assessment shall be sent to each property involved following entry into a contract for the construction, maintenance, and/or repair. If the amount of the contract is more or less than the cost estimate, the amount of the assessment upon each property shall be adjusted accordingly, provided, however, if the cost difference is more than 20 percent higher than the estimate, the contract shall not be entered into, and the assessment shall not be finalized unless and until a new public hearing is noticed and held by the township board in the manner provided above.

The township shall not exercise its powers under MCL 41.288a and/or subsection (a) of this section to compel, or finance, the construction of a sidewalk in such a way as to subject the owner of land containing a residential structure, such structure being over three years old, to any assessment or order of construction, unless the owner(s)

of the majority of the property subject to such assessment(s) or order(s) shall have petitioned the township for such sidewalk construction.

(c) Assessments established under this article shall constitute a lien upon the property assessed and shall be collected, and delinquent assessment payments shall accrue interest and penalties, as provided for in Act No. 188 of the Public Acts of 1954, as amended.

(d) Township residents may petition the township for the establishment of a special assessment district to finance the installation of sidewalks pursuant to MCL 41.721 et seq., with such petitions governed by MCL 41.723(2) and (3).

(Ord. No. 117, § 9, 2-11-2004)

Sec. 42-110. Private maintenance and/or repair of sidewalks.

(a) Actions or activities that cause a sidewalk to become in a condition of disrepair are prohibited. If an area of sidewalk is in a condition of disrepair resulting from the actions of one or more private property owners, such owner or owners shall repair such area of sidewalk. For purposes of this section, "actions" shall include, but shall not be limited to: surface drainage; on-site construction; vehicular traffic; and other site activities and actions resulting in a condition of disrepair. All repairs shall be made within 90 days, weather permitting, following issuance of a township construction permit, and in accordance with the standards adopted under article IV of this chapter. The following sections shall also apply if a responsible person opts to repair and/or replace a damaged section of safety path under section 42-108(e).

(b) If damage or injury is caused as a result of a failure to promptly repair a condition of disrepair, as stated in subsection (a) of this section, above, and if the township had previously provided notice of the condition of disrepair and allowed an opportunity for hearing before the township board, or the board's designee, the owners to whom such notice was sent shall be liable to the township for any damages, costs and expenses incurred by the township, including reasonable attorney fees expended by the township.

(c) If an area of sidewalk is in a condition of disrepair resulting from the actions of a public utility franchise, such entity shall repair such area of sidewalk or safety path at its sole cost. For purposes of this section, "actions" shall include any on- site activities conducted by the public utility and actions resulting in a condition of disrepair. All repairs shall be made within ninety (90) days, weather permitting, following issuance of a Township construction permit, and in accordance with the standards in Section 42-108(e).

(d) In addition to the above, the township board, pursuant to MCL 41.288a, may order the repair of such sidewalk or safety paths by the persons whose actions resulted in a condition of disrepair; and, if such repair is not made within the time stated in the order of the township board, and the sidewalk or safety path is within reasonable proximity of the property owned by the breaching party, the township may proceed with the repairs and recover all costs and expenses incurred by the township, plus a reasonable administrative fee, by assessing the property of the owner or owners who failed to make the repairs required under this section. Such assessments shall be made in accordance with the procedure specified, above, in this section. If the party failing to make the required repair does not own the property within reasonable proximity of the sidewalk or safety path to be repaired, the township may seek recovery of all costs and expenses, including reasonable administrative costs and attorney fees, by any lawful means.

(e) As a condition to any recovery for injuries sustained by reasons of any defective sidewalk or safety path, the injured person shall serve notice upon the township within the time and in the manner prescribed by law (MCL 691.1404).

(Ord. No. 117, § 10, 2-11-2004)

Sec. 42-111. Prohibition of obstruction of sidewalks and safety paths.

(a) No person shall obstruct or cause or permit the obstruction of any sidewalk or safety path in the township by the placement on such sidewalk or safety path of any object, debris or material of any kind or nature, or by suspending any sign, object or material within 8.5 feet above a sidewalk or safety path. This provision is not intended to create an obligation to modify natural accumulations of snow or ice.

(b) Subsection (a) shall not apply in circumstances in which a person is temporarily loading or unloading a vehicle adjacent to the property, if such person has, if reasonably required, secured a device reasonably calculated to warn users of the sidewalk or safety path of the obstruction so as to avoid injury and/or damage.

(Ord. No. 117, § 11, 2-11-2004)

Sec. 42-112. Safety path signage.

The safety path committee may develop, in conjunction with the safety path plan, a plan for signage along each section of pathway as it is proposed for construction. The committee may require signs under the following circumstances and for the following reasons:

(1) As part of a developer's responsibility in constructing the path as approved by the township engineer.

(2) As part of the township's responsibility when the township assumes the maintenance of any portion of each path.

(3) To prohibit all motorized vehicles from using the path, excepting:

a. Vehicles for the physically disabled designed for use by one individual at a time.

b. Light duty maintenance vehicles authorized by the township.

(4) To alert pathway traffic to hidden driveways or similar hazards.

(5) To alert approaching motorists to the presence of the pathway.

The standards for signs including, but not limited to, sign size, material, location in relation to the pathway as well as the roadway, height and method of installation shall be in accordance with established county road commission sign standards.

(Ord. No. 117, § 12, 2-11-2004)

Sec. 42-113. Violations.

A person who violates any provision of this article of any of the terms or conditions of a permit is responsible for a municipal civil infraction as defined by state statute, and shall be subject to a civil fine as determined by the court, along with costs which may include all expenses, direct and indirect, to which the township has been put in connection with the enforcement of this article. A person who violates any provision of this article or any of the terms or conditions of a permit shall also be subject to such additional sanctions and judicial orders as are authorized under state law. Each day that a violation of this article of a permit continues to exist shall constitute a separate offense. In addition, the township may pursue any injunctive or other relief, which may be available. Nothing in this section shall be construed to limit the remedies available to the township in the event of a violation by a person of this article or a permit granted thereunder.

(Ord. No. 117, § 14, 2-11-2004)

Secs. 42-114—42-130. Reserved.

CHARTER TOWNSHIP OF OXFORD

Date: September 13, 2023

To: Board of Trustees

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

Re: Roof Replacement for Township Hall

Dear Board Members:

In its quest to continue making improvements to the township hall, the Capital Improvement Committee had the township hall's roof inspected. Attached is a summary of the inspector's findings.

Based on the information provided, the committee is recommending that the board go out to bid for a roof replacement for the township hall.

The following motion is offered for consideration:

I MOVE TO AUTHORIZE THE CAPITAL IMPROVEMENT COMMITTEE, IN CONSULTATION WITH THE TOWNSHIP ATTORNEY, TO ISSUE A REQUEST FOR PROPOSAL FOR THE SELECTION OF A QUALIFIED CONTRACTOR TO INSTALL A NEW ROOF TO THE TOWNSHIP HALL AND MAKE ANY NECESSARY REPAIRS. THE COST OF THE PROJECT IS NOT TO EXCEED $100,000.00 AND IS TO BE EXPENSED TO ACCOUNT 101-265-976.000 ADDITIONS AND IMPROVEMENTS.

ROYAL ROOFING
COMPANY, INC.
www.royal-roofing.com

Management Report

Oxford Township
Oxford Township Hall
300 Dunlap Road, Oxford Township, MI

Prepared For
Oxford Township

Powered By
ROYAL ROOFING
COMPANY, INC.
www.royal-roofing.com

Royal Roofing Company, Inc.**
2445 Brown Rd
Orion MI 48359
P: 248-276-7663 F: 248-276-9170
www.royal-roofing.com

Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Site Overview

Total Sections: 3
Total Sq Ft: 11,630

Map	Name	Sq Ft	Est Install	Grade
1	Section 1	8,200	2006	D
2	Section 2	130	2015	B
3	Section 3	3,300	2015	B

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Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Composition

Section: Section 1
Size: 8200
Overall Grade: D

Inspection Date: 07/27/2023
Inspector: Joe Sobas

Composition 1
Wood deck
Underlayment
Asphalt shingles

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Oxford Township Hall
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Observations

Section:	Section 1
Size:	8200
Overall Grade:	D
Inspection Date:	07/27/2023
Inspector:	Joe Sobas

Photo 1
Overview looking north

Photo 2
Overview looking south

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Oxford Township Hall
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Oxford Township, MI 48371

Deficiencies

Section: Section 1
Size: 8200
Overall Grade: D

Inspection Date: 07/27/2023
Inspector: Joe Sobas

1

Shingles - Granule Loss (Emergency)
Quantity: 1 EA
Deficiency:
The granules have dis-bonded from the surface layer exposing the asphalt.
Corrective Action:
Apply an elastomeric coating to provide UV protection to the membrane per industry standards.

2

Shingles - Exposed fasteners (Emergency)
Quantity: 1 EA
Deficiency:
There are exposed fasteners found through the shingles throughout this section. These conditions can allow moisture infiltration into the building.
Corrective Action:
These will need to be properly sealed or removed and replaced to prevent a leak problem.

Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Deficiencies (continued)

Section: Section 1
Size: 8200
Overall Grade: D

Inspection Date: 07/27/2023
Inspector: Joe Sobas

Shingles - Granule Loss (Emergency)
Quantity: 1 EA
Deficiency:
The granules have dis-bonded from the surface layer exposing the asphalt.
Corrective Action:
Apply an elastomeric coating to provide UV protection to the membrane per industry standards.

Shingles - Deteriorated building envelope (Emergency)
Quantity: 1 EA
Deficiency:
The existing building envelope is exhibiting visible signs of water infiltration into the masonry. This is a condition that can allow water infiltration and freeze/thaw damage to the wall.
Corrective Action:
A masonry contractor should be contacted to determine a solution. We can recommend a contractor upon request.

Royal Roofing Company, Inc.**
2445 Brown Rd
Orion MI 48359
P: 248-276-7663 F: 248-276-9170
www.royal-roofing.com

Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Deficiencies (continued)

Section: Section 1
Size: 8200
Overall Grade: D

Inspection Date: 07/27/2023
Inspector: Joe Sobas

5

Shingles - Deteriorated shingles (Emergency)
Quantity: 1 EA
Deficiency:
There are rando sections of deteriorated shingles. This condition is typically caused by overheating/baking of the shingles. Ventilation improvements will resolve/mitigate this condition..
Corrective Action:
The existing area will need to be removed and new shingles properly installed to prevent further problems.

6

Shingles - Improper venting (Emergency)
Quantity: 1 EA
Deficiency:
This roof has ridge venting and soffit venting. The installation of can type vents short circuits the ventilation process and can allow hot spots which over heat attic spaces and shingles leading to premature degradation.
Corrective Action:
Remove the can type vents to allow the soffit and ridge vent to perform as intended.

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Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Summary

Section: Section 1
Size: 8200
Overall Grade: D

Inspection Date: 07/27/2023
Inspector: Joe Sobas

Condition Summary

Membrane:	D
Flashings:	D
Sheet Metal:	C
Overall:	D

Overall Grade
A = 10 Years or more of service life remaining
B = 8-10 Years of service life remaining
C = 5-7 Years of service life remaining
D = 2-4 Years of service life remaining
F = Less than 1 Year of service life remaining

Recommendations

The existing roof system was observed in fair to poor condition based on deficiencies identified, shingle type and overall age of the roof. Degradation will increase at an increasing rate based on the existing granule loss and asphalt base that is exposed. Shingles are cracking/splitting due to the exposed asphalt being exposed to UV rays from the sun. The roof system has can type vents which may be short circuiting the soffit/ridge vent system. We recommend removing and covering the opening during roof replacemnt to allow the ventilation system to perform as intended. Our recommendation is to prepare a budget to remove and replace the existing roof system in the very near future to reduce the potential for interior leaks and damage.

Estimated Replacement Costs: $89,500.00

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Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Composition

Section: Section 2
Size: 130
Overall Grade: B

Inspection Date: 07/27/2023
Inspector: Joe Sobas

Composition 1
Wood Deck
Underlayment
Asphalt Shingles

Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Observations

Section:	Section 2
Size:	130
Overall Grade:	B
Inspection Date:	07/27/2023
Inspector:	Joe Sobas

Photo 1
Overview looking North

Photo 2
Overview Looking West

Royal Roofing Company, Inc.**
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Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Summary

Section:	Section 2
Size:	130
Overall Grade:	B
Inspection Date:	07/27/2023
Inspector:	Joe Sobas

Condition Summary

Membrane:	B
Flashings:	B
Sheet Metal:	B
Overall:	B

Overall Grade
A = 10 Years or more of service life remaining
B = 8-10 Years of service life remaining
C = 5-7 Years of service life remaining
D = 2-4 Years of service life remaining
F = Less than 1 Year of service life remaining

Recommendations

The existing roof section was observed in good condition with no reported leaks at this time. This section appears to have been constructed in or about 2015. No deficiencies were identified during this survey. We recommend bi-annual maintenance to keep the roof and drainage components free of debris and to help proactively identify potential problems before they become emergency leaks.

If the decision is made to replace the remainder of the roof shingles, we recommend replacing this section as well to restore uniformity with shingle type, color manufacturer and warranty.

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Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Composition

Section: Section 3
Size: 3300
Overall Grade: B

Inspection Date: 07/27/2023
Inspector: Joe Sobas

Composition 1
Wood Deck

Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Observations

Section:	Section 3
Size:	3300
Overall Grade:	B
Inspection Date:	07/27/2023
Inspector:	Joe Sobas

Photo 1
Overview looking North

Photo 2
Overview looking South

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Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Deficiencies

Section: Section 3
Size: 3300
Overall Grade: B

Inspection Date: 07/27/2023
Inspector: Joe Sobas

1

Shingles - Damaged Shingles (Emergency)
Quantity: 8 EA
Deficiency:
There are shingles with broken tabs and corners.
Corrective Action:
The damaged shingles will need to be removed and replaced with new shingles to prevent further damage.

2

Shingles - Exposed fasteners (Emergency)
Quantity: 20 EA
Deficiency:
There are exposed fasteners through the shingle membrane.
Corrective Action:
These will need to be properly sealed/replaced as needed to prevent a leak problem.

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Oxford Township Hall
300 Dunlap Road
Oxford Township, MI 48371

Summary

Section:	Section 3
Size:	3300
Overall Grade:	B
Inspection Date:	07/27/2023
Inspector:	Joe Sobas

Condition Summary

Membrane:	B
Flashings:	B
Sheet Metal:	B
Overall:	B

Overall Grade
A = 10 Years or more of service life remaining
B = 8-10 Years of service life remaining
C = 5-7 Years of service life remaining
D = 2-4 Years of service life remaining
F = Less than 1 Year of service life remaining

Recommendations

The existing roof section was observed in good condition with no reported leaks at this time. This section is newer construction and was an addition to the original structure. Some deficiencies were identified that are typical of a roof system of this type and age.

If the decision to remove and replace the adjacent, larger roof section , is made we recommend replacing this section as well to bring uniformity to the roof system as it relates to age, warranty, color and life expectancy.

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Oxford Township
300 Dunlap Road
Oxford Township, MI 48371

ROYAL ROOFING
COMPANY, INC.
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PROPERTY:
Oxford Township Hall
300 Dunlap Road
Oxford Township, MI

DESCRIPTION	AMOUNT
☐ Emergency	$0.00
☐ Remedial	$0.00

PAYMENT TERMS
Due Upon Receipt

AUTHORIZATION TO PROCEED

Signature: _____ Date: _____ $ _____

Printed Name: _____ PO # _____

Standard terms and conditions are expressly incorporated into this proposal. No deviation from the work specified in contract will be comitted unless a change order is first agreed

ROYAL ROOFING
COMPANY, INC.

8-3-2023

Oxford Township Hall
300 Dunlap Road
Oxford, MI 48371

Attn: Jack Curtis

Re: Roof Quote for Oxford Township Hall / 300 Dunlap Road / Oxford, MI 48371

The following are the roofing and related sheet metal materials and methods of applications that we intend to install on this project.

Scope of work

Shingle Roof:

1) Remove shingle roof and all related loose underlayment down to the wood deck.
2) Once all roofing is removed, damaged or rotten wood decking discovered would be replaced under a unit cost of $12.00 per square foot.
3) Dispose of all debris off site.
4) Install 24 gauge, pre-finished, galvanized metal drip edge. Owner to select "Standard Color" from manufacturer color chart.
5) Install Certainteed Winterguard ice and water shield waterproofing membrane 6'-0" up from gutter edge and 3'-0" in valleys.
6) Install Certainteed Diamond deck synthetic felt over remainder of exposed deck.
7) Install Landmark Pro Shingles by Certainteed "Limited Lifetime warranty". Owner to select "Standard Color" from manufacturer color chart.
8) Install one cut shingle valley.
9) Install new shingle over hip ridge vent.
10) Install new 750 roof vents.
11) Install new aluminum pipe flashing.
12) All work to be done per industry, existing condition and manufacturer standards.
13) A 2 year guarantee on workmenship from Royal Roofing.

Price: $ 89,500.00

Excluded: Interior protection and anything not stated in above scope of work.

2445 Brown Road ▲ Orion, MI 48359
Phone: (248) 276-7663 ▲ Fax: (248) 276-9170
www.royal-roofing.com

ROYAL ROOFING
COMPANY, INC

Contract Acceptance

The prices, terms, specifications, and conditions in this agreement and attached General Conditions are satisfactory and are hereby accepted. Contractor is authorized to do the work as specified. Invoices are due and payable within 30 days following receipt of the invoice. Contractor shall be entitled to a service charge of 1% per month on unpaid balances after 30 days, as well as reimbursement of court costs and actual attorney fees in the event contractor commences a court action to collect unpaid invoices

The Customer accepts that if changes to the scope of work are necessary during the course of construction, the Contractor will provide the Customer with a proposed change order and the Customer will be responsible for the additional costs of the agreed upon changes

The above contract may be withdrawn by Contractor if not accepted within 15 days of the Contractor's signing date.

Should you require any additional information, please contact our office.

Sam Sucura, Project Manger
SSucura@royal-roofing.com
Cell 586-246-5600

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

Authorized Signature _____ Date _____

Print Name _____

***Upon approval please sign and email back**

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ROYAL ROOFING
COMPANY, INC.
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Addendum to Reflect Present Supply Conditions

Date: 8-3-2023
Proposal: Oxford Township Hall
Delivered To: Jack Curtis

This proposal includes material costs based on present pricing provided by our suppliers. The current market conditions have exhibited unprecedented price volatility in virtually all of the individual component materials utilized in our proposal. Upon written acceptance of this proposal, Royal will attempt to secure pricing and delivery dates from our suppliers, but ultimately, the final price for materials will not be determined **until the date of delivery**. If the material pricing deviates from the unit prices quoted in this proposal the contract cost will be adjusted to reflect the cost increase. Our suppliers have agreed to provide documentation demonstrating the price increases from bid date to delivery date.

Our suppliers have communicated shortages and extended delivery dates which have never occurred before. It is understood that Royal Roofing is **not responsible** for any time delays caused by the lack of availability of materials including, but not limited too; insulation materials, EPDM, TPO, various asphaltic materials, PVC and other roof surface materials, lumber, sheet metal, etc.

Notwithstanding the aspects of pricing and material shortages mentioned above, this proposal is valid for 30 days from the date of correspondence.

Acknowledged By: _____ Date:_____
(Owners Representative)

Date: September 13, 2023

To: Board of Trustees

From: Joseph Ferrari, Treasurer

Re: Parks and Recreation 2023 Debt Millage Rate

Dear Board Members:

Attached is a final copy of the proposed Parks and Recreation 2023 Debt Millage Rate.

The following motion is offered for consideration:

I move to set the Parks and Recreation 2023 Debt Millage Rate at 0.1900 of a mill and authorize it to be placed on the December 2023 tax roll.

Memo

To: Jack L. Curtis, Supervisor

From: Joseph G. Ferrari, Treasurer

Date: August 30, 2023

Re: Parks and Rec. Bond Debt millage rate

Below, please find a calculation of the proposed Oxford Township Parks/Rec. Bond Debt millage rate for the 2023 Winter tax roll.

Balance in Investment/Savings Accounts as of August, 2023---	$ 33,171.52
Parks and Rec. Bond Debt Payment (Int.) for October, 2023-	$ -7,261.00
Total left in account	$ 25,910.52

2023 Total Taxable Value of Township/Village	$1,125,183,730
2023 Total Taxable Value of DDA Capture (5-01-23)	$- 21,087,675
2023 Actual Taxable Value of Township/Village	$1,104,096,055

2023 Actual Taxable Value of Township/Village	$1,104,096,055
2023 Proposed Parks/Rec. Bond Debt Millage Rate	$ x **0001900 (of a mill)**
2023 Total Tax Dollars to be received from that rate	$209,778.25

2023 Total Tax Dollars to be received from that rate	$ 209,778.25
Total projected balance left in Parks/Rec Bond Account	$ +25,910.52
Parks/Rec. Bond Debt (Prin/Int.) Debt Payments for 2024	$ -232,190.00
Total Projected Balance in Parks/Rec Bond Debt Account	**$ 3,498.77**

The reason why there is still a balance left in the Parks and Rec. Bond Debt Account is because we always like to have some funds in case of a major detrimental Michigan Tax Tribunal decision or State Tax Commission ruling. For example, if a major taxpayer receives a large taxable value decrease on their real and/or personal property, it could deplete our projected balance rather quickly.

As a historical note, Oxford Township levied the following in years past for the Parks and Rec. Bond Debt millage:

	Parks/Rec Bond Debt
Tax Year	**Rate**
2016	.27 of a mill
2017	.21 of a mill
2018	.25 of a mill
2019	.235 of a mill
2020	.23 of a mill
2021	.23 of a mill
2022	.205 of a mill

If you have any further questions, please feel free to contact me. Thank you very much for your time.

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: 2023 Millage Rates Form L-4029

Dear Board Members:

Attached is a copy of the proposed 2023 Tax Rate Request Form *(L-4029)* for approval.

The following motion is offered for consideration:

I move the following millage rates to be levied and collected December 1, 2023, the general property tax on all real and personal property within the Township upon the current tax roll an allocated millage of 0.8842 of a mill for Township Operations; and voter authorized millage of 0.9698 of a mill for Parks and Recreation; 3.8091 mills for Police Contracting (unincorporated portion of the Township only); 4.3997 mills for Fire Operations, EMS and Advance Life Support; 0.6271 of a mill and 0.6691 of a mill for Oxford Public Library; 0.0000 mills for North Oakland Transportation Authority; and 0.1900 of a mill for Parks and Recreation Bond Debt.

Michigan Department of Treasury
614 (Rev. 1-23)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023
OAKLAND	1,125,183,730
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties if a millage is levied against them.
TOWNSHIP OF OXFORD	

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119.
The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Operating	08/08/78	1.4100	0.8842	1.0000	0.8842	1.0000	0.8842		0.8842	
Voted	Library	08/07/84	1.0000	0.6271	1.0000	0.6271	1.0000	0.6271		0.6271	
Voted	Library	11/07/95	0.8500	0.6691	1.0000	0.6691	1.0000	0.6691		0.6691	
Voted	Parks & Rec	8/6/2019	1.0000	0.9698	1.0000	0.9698	1.0000	0.9698		0.9698	12/31/2029
Voted	Fire Op EMS/ALS	11/3/2020	4.5000	4.3997	1.0000	4.3997	1.0000	4.3997		4.3997	12/31/2023
Voted	North Oak Trans	8/7/2018	0.2409	0.2314	1.0000	0.2314	1.0000	0.2314		0.0000	12/31/2023
Voted	Parks Debt	11/08/16	0.2700	N/A	1.0000	N/A	1.0000	0.2700		0.1900	12/31/2025

Prepared by	Telephone Number	Title of Preparer	Date
Joseph G. Ferrari	(248) 628-9787 Ext. 105	Treasurer	9/13/2023

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☐ Secretary			
☐ Chairperson ☐ President			

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Michigan Department of Treasury
614 (Rev. 1-23)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023.
OAKLAND	965,299,240
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties if a millage is levied against them.
OXFORD TOWNSHIP POLICE	

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119.
The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Twp only Police	08/06/19	3.9152	3.8091	1.0000	3.8091	1.0000	3.8091		3.8091	12/31/2024

Prepared by	Telephone Number	Title of Preparer	Date
Joseph G. Ferrari	(248) 628-9787 Ext. 105	Treasurer	9/13/2023

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☐ Secretary			
☐ Chairperson ☐ President			

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Budget Approvals

i. General Fund (101) 2024 Budget

ii. Road Fund (204) 2024 Budget

iii. Fire Department Operations (206) 2024 Budget

iv. Police Contracting Fund (207) 2024 Budget

v. Parks & Recreation (208) 2024 Budget

vi. Cemetery Maintenance Fund (209) 2024 Budget

vii Telecommunications Fund (239) 2024 Budget

viii Building Department Fund (249) 2024 Budget

ix Cable Fund (296) 2024 Budget

x. Safety Path Fund (297) 2024 Budget

xi. Polly Trailway Management Council Fund (298) 2024 Budget

xii. North Oakland Transportation Authority 2024 Budget

xiii. Oxford Public Library 2024 Budget

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **General Fund** (101) 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for General Fund (101).

The following motion is offered for consideration:

I move to approve the recommended 2024 General Fund Budget with Revenues and Expenditures balancing at $4,801,627.77 based on the property tax millage rate to be levied at 0.8842 mills and attach the spreadsheet as an appendix to the minutes.

2024 General Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
101-000-400.000	OPENING FUND BALANCE	200,000.00	823,500.00	0.00	1,300,000.00
101-000-402.000	CURRENT TAX REVENUES	861,927.00	895,000.00	901,970.61	950,000.00
101-000-412.000	DELINQUENT TAXES	1,285.00	600.00	661.32	600.00
101-000-434.000	TRAILER PARK FEES	6,631.00	4,200.00	3,308.00	5,000.00
101-000-445.000	PENALTIES	6,234.00	5,000.00	4,801.83	5,000.00
101-000-448.001	SUMMER TAX COLLECTION	43,283.00	40,000.00	44,268.00	41,000.00
101-000-451.000	LAKE MICKELSON S.A.D.	0.00	21,350.00	21,350.00	21,850.00
101-000-452.000	CEDAR/LONG/TAN-TRI LAKE S.A.D.	0.00	30,850.00	30,850.00	30,850.00
101-000-453.000	MISCELLANEOUS SQUAW LAKE CANAL S.A.D.	3,051.00	3,137.00	4,637.00	4,916.00
101-000-454.000	MISCELLANEOUS SQUAW LK/CLEAR LK S.A.D.	14,125.00	14,125.00	14,125.00	14,125.00
101-000-458.000	ASSESSMENT FOR ELKVIEW	8,356.00	8,356.00	8,355.97	8,355.00
101-000-485.000	SOLICITATION PERMITS	500.00	0.00	300.00	0.00
101-000-497.000	ZONING PERMIT	26,000.00	0.00	19,210.00	0.00
101-000-499.002	MARIJUANA LICENSE APPLICATIONS FEES	0.00	0.00	16,000.00	15,000.00
101-000-500.000	DOG LICENSES	0.00	1,300.00	1,260.00	1,300.00
101-000-522.000	CDBG REVENUE	4,588.00	20,000.00	5,410.00	20,000.00
101-000-529.000	OPIOID SETTLEMENT	0.00	0.00	8,620.10	1,431.77
101-000-538.003	SPONGY MOTH SUPPRESSION PROGRAM	20,744.00	0.00	329.00	0.00
101-000-538.004	HAVA SECURITY GRANT - 2022	0.00	0.00	8,717.45	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION REVENUES	54,155.00	50,000.00	53,660.86	50,000.00
101-000-574.000	CONSTITUTIONAL TAX	2,212,960.00	1,975,000.00	1,337,701.00	1,975,000.00
101-000-574.001	EVIP STATE FUNDING	8,484.00	35,000.00	43,552.00	30,000.00
101-000-579.000	LIQUOR LICENSE FEES	0.00	0.00	250.00	2,000.00
101-000-613.000	LOT SPLITS	50.00	0.00	100.00	0.00
101-000-613.001	BOARD OF APPEALS	2,000.00	0.00	2,750.00	2,500.00
101-000-616.000	TOWNSHIP ADMIN FEE	5,200.00	0.00	2,000.00	1,500.00
101-000-616.001	ADMINISTRATION FEE PC/ZBA	900.00	0.00	400.00	900.00
101-000-617.000	SPEC BRD/COMM MEETING	0.00	0.00	0.00	2,000.00
101-000-626.000	BUILDING APPLICATION FEES	7,290.00	0.00	3,560.00	5,000.00
101-000-626.002	LAND IMPROVEMENT APP FEE	0.00	0.00	0.00	0.00
101-000-633.000	FILING FEE FOR TWP OFFICE CANDIDATES	100.00	0.00	0.00	700.00
101-000-634.000	REVENUE COPIES/AGENDAS/MINUTES	17,123.00	0.00	881.17	0.00
101-000-634.001	CEMETERY SALE OF GRAVES	9,400.00	4,800.00	8,200.00	5,200.00
101-000-634.002	CEMETERY FOUNDATION REVENUE	3,798.00	2,400.00	3,511.20	3,000.00
101-000-634.003	CEMETERY OPENING/CLOSING	12,000.00	12,000.00	9,700.00	13,000.00
101-000-665.001	INTEREST (HATTIE LENHOFF)	0.00	0.00	0.00	0.00

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
101-000-665.100	CLEARING FUND INTEREST	0.00	0.00	0.00	0.00
101-000-665.200	INTEREST SAVINGS ACCOUNT	8,425.00	3,000.00	211,570.62	0.00
101-000-665.701	INTEREST T&A	0.00	0.00	0.00	0.00
101-000-665.703	INTEREST TAX	21,221.00	25,000.00	26,490.48	25,000.00
101-000-675.014	HELEN SMITH PARK DONATIONS	52,450.00	0.00	24,206.80	0.00
101-000-677.000	reimbursement FROM EMPLOYEE	16.00	0.00	0.00	0.00
101-000-677.001	reimbursement FROM SEWER FUND	7,600.00	0.00	7,600.00	7,600.00
101-000-677.002	reimbursement CABLE TV	4,100.00	4,100.00	4,100.00	4,100.00
101-000-677.005	reimbursement WORKERS COMP	0.00	0.00	0.00	0.00
101-000-677.007	reimbursement ASSESSING	1,206.00	0.00	751.29	15,000.00
101-000-677.008	reimbursement BUILDING PERMIT	4,500.00	0.00	4,500.00	4,500.00
101-000-677.009	reimbursement EMPLOYEE - FIRE MEDICAL	1,387.00	0.00	2,313.52	0.00
101-000-677.010	reimbursement VILLAGE FIRE MEDICAL	509.00	0.00	385.44	0.00
101-000-677.011	reimbursement EMPLOYEE - POLICE MEDICAL	9,119.00	0.00	10,022.08	0.00
101-000-677.012	reimbursement VILLAGE POLICE MEDICAL	2,517.00	0.00	1,964.32	0.00
101-000-677.019	reimbursement PARKS & REC	5,100.00	5,100.00	5,100.00	5,100.00
101-000-677.020	reimbursement polly ann trailways	1,100.00	1,100.00	1,100.00	1,100.00
101-000-677.022	REIMBURSEMENT FROM FIRE FUND (213)	6,000.00	6,000.00	6,000.00	6,000.00
101-000-677.030	MILEAGE	1,065.00	0.00	795.00	0.00
101-000-678.021	REIMBURSEMENT/POLICE CONTRACTING RENT	18,000.00	18,000.00	18,000.00	18,000.00
101-000-680.000	MISCELLANEOUS INCOME	14,630.00	0.00	3,500.46	30,000.00
101-000-699.000	TRANSFER FROM	0.00	0.00	0.00	175,000.00
Total Estimated Revenue:		**3,689,129.00**	**4,008,918.00**	**2,888,840.52**	**4,801,627.77**
--- Appropriations ---					
101-101-703.000	WAGES ELECTED OFFICIAL SALARIES	30,000.00	0.00	21,980.00	30,000.00
101-101-827.000	RECORDING SECRETARY	2,000.00	1,700.00	1,680.00	2,000.00
101-101-829.000	MEMBERSHIP DUES	13,000.00	10,000.00	11,081.63	13,000.00
101-101-860.000	MILEAGE EXPENSE	2,000.00	1,500.00	946.12	1,500.00
101-101-860.001	MEALS/LODGING EXPENSE	2,500.00	2,500.00	1,597.84	2,500.00
101-101-903.000	LEGAL NOTICES	3,000.00	2,500.00	2,732.20	2,500.00
101-101-957.000	EDUCATION WORKSHOPS AND CONFERENCES	3,000.00	2,000.00	1,758.00	2,500.00
101-101-962.000	MISCELLANEOUS	2,300.00	2,000.00	17.16	1,000.00
101-171-702.001	WAGES COMMUNICATIONS & GRANTS MANAGER	70,000.00	77,000.00	51,912.72	0.00
101-171-703.000	WAGES ELECTED OFFICIAL SALARIES	88,000.00	95,000.00	61,913.88	105,000.00
101-171-707.000	WAGES & FEES TEMPORARY	4,000.00	1,500.00	0.00	0.00
101-171-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	50,000.00	55,000.00	39,541.86	0.00

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101-171-713.001	BENEFITS ACCRUED VACATION	20,000.00	0.00	0.00	0.00
101-171-829.000	MEMBERSHIP DUES	500.00	500.00	0.00	500.00
101-171-860.000	MILEAGE EXPENSE	3,500.00	1,000.00	521.98	1,000.00
101-171-860.001	MEALS/LODGING EXPENSE	5,000.00	1,000.00	2,434.13	3,000.00
101-171-957.000	EDUCATION WORKSHOPS AND CONFERENCES	5,000.00	3,500.00	280.00	3,500.00
101-171-962.000	MISCELLANEOUS	4,300.00	21,500.00	2,368.97	15,000.00
101-202-807.000	AUDIT FEES	7,500.00	7,500.00	7,900.00	8,500.00
101-215-703.000	WAGES ELECTED OFFICIAL SALARIES	80,000.00	88,000.00	61,623.00	98,000.00
101-215-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	49,463.00	57,000.00	36,895.25	0.00
101-215-709.000	WAGES DEPUTY	66,000.00	68,168.00	51,912.72	0.00
101-215-827.000	RECORDING SECRETARY	2,400.00	2,400.00	140.00	2,400.00
101-215-829.000	MEMBERSHIP DUES	775.00	775.00	810.00	1,000.00
101-215-860.000	MILEAGE EXPENSE	2,000.00	2,000.00	909.48	2,000.00
101-215-860.001	MEALS/LODGING EXPENSE	4,000.00	4,000.00	2,118.29	4,000.00
101-215-957.000	EDUCATION WORKSHOPS AND CONFERENCES	2,500.00	2,500.00	1,064.50	2,500.00
101-215-962.000	MISCELLANEOUS	1,000.00	21,500.00	298.23	12,000.00
101-231-933.297	MAINTENANCE SAFETY PATH	261,000.00	0.00	13,550.00	75,000.00
101-247-703.001	WAGES BOARD MEMBER FEES	5,500.00	3,000.00	3,240.00	3,500.00
101-247-860.000	MILEAGE EXPENSE	100.00	100.00	0.00	100.00
101-247-860.001	MEALS/LODGING EXPENSE	100.00	0.00	0.00	0.00
101-247-903.000	LEGAL NOTICES	800.00	500.00	331.80	400.00
101-247-957.000	EDUCATION WORKSHOPS AND CONFERENCES	500.00	150.00	0.00	300.00
101-247-962.000	MISCELLANEOUS	100.00	100.00	0.00	0.00
101-253-703.000	WAGES ELECTED OFFICIAL SALARIES	85,000.00	85,000.00	60,091.74	98,000.00
101-253-707.000	WAGES & FEES TEMPORARY	1,000.00	1,000.00	0.00	0.00
101-253-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	40,000.00	55,000.00	37,637.60	0.00
101-253-709.000	WAGES DEPUTY	66,000.00	75,000.00	50,157.00	0.00
101-253-814.000	DATA PROCESSING	8,000.00	3,000.00	4,727.35	10,000.00
101-253-829.000	MEMBERSHIP DUES	750.00	1,000.00	199.00	1,000.00
101-253-860.000	MILEAGE EXPENSE	1,400.00	600.00	495.32	900.00
101-253-860.001	MEALS/LODGING EXPENSE	2,000.00	1,000.00	464.91	2,000.00
101-253-957.000	EDUCATION WORKSHOPS AND CONFERENCES	3,000.00	400.00	504.00	3,000.00
101-253-962.000	MISCELLANEOUS	500.00	21,500.00	1,463.17	25,000.00
101-257-711.000	CONTRACT OAKLAND COUNTY	170,000.00	150,000.00	149,502.84	160,000.00
101-257-819.000	SERVICES PROFESSIONAL	0.00	0.00	0.00	0.00
101-257-826.000	LEGAL FEES	7,000.00	6,000.00	800.00	5,000.00
101-257-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
101-262-707.000	WAGES & FEES TEMPORARY	18,000.00	5,000.00	0.00	16,800.00
101-262-712.000	ELECTION INSPECTOR FEES	22,000.00	7,000.00	(150.00)	41,100.00
101-262-728.000	OFFICE SUPPLIES	9,000.00	1,500.00	6,450.13	12,000.00
101-262-730.000	POSTAGE	18,500.00	6,500.00	6,000.09	0.00
101-262-860.000	MILEAGE EXPENSE	1,200.00	100.00	0.00	500.00
101-262-860.001	MEALS/LODGING EXPENSE	1,000.00	1,000.00	0.00	0.00
101-262-890.000	CONTINGENCY	104,733.00	1,159,363.00	0.00	0.00
101-262-903.000	LEGAL NOTICES	1,500.00	250.00	0.00	1,200.00
101-262-933.000	MAINTENANCE EQUIPMENT	15,000.00	4,000.00	6,140.00	18,000.00
101-262-957.000	EDUCATION WORKSHOPS AND CONFERENCES	3,000.00	1,000.00	500.00	4,200.00
101-262-962.000	MISCELLANEOUS	1,500.00	500.00	1,070.23	1,500.00
101-262-977.000	EQUIPMENT ACQUISTION	10,500.00	500.00	6,110.50	0.00
101-265-740.000	OPER. SUPPLIES BUILDING	5,000.00	1,000.00	0.00	0.00
101-265-821.011	ENGINEERING FEES - PARKING LOTS	0.00	0.00	7,282.50	0.00
101-265-831.000	JANITORIAL SERVICE	9,500.00	8,500.00	5,265.46	12,000.00
101-265-853.000	TELEPHONE	21,000.00	11,000.00	19,959.38	22,000.00
101-265-921.000	UTILITIES - ELECTRIC BLDG	16,000.00	16,000.00	9,946.25	16,000.00
101-265-923.000	UTILITIES - HEAT	7,000.00	7,000.00	5,200.02	7,000.00
101-265-927.000	UTILITIES SEWER/WATER	2,000.00	2,000.00	2,212.00	3,000.00
101-265-927.001	UTILITIES WATER	8,000.00	5,000.00	3,852.15	3,000.00
101-265-929.000	TRASH DISPOSAL	2,000.00	1,500.00	1,131.00	2,000.00
101-265-931.000	MAINTENANCE BLDG/GROUNDS	36,000.00	23,000.00	12,814.83	23,000.00
101-265-932.001	MAINTENANCE GROUNDS	15,000.00	10,000.00	11,228.91	15,000.00
101-265-932.002	HELEN SMITH PARK EXPENSES	0.00	0.00	80,248.56	0.00
101-265-933.000	MAINTENANCE EQUIPMENT	5,000.00	5,000.00	3,740.14	5,000.00
101-265-962.000	MISCELLANEOUS	2,000.00	2,000.00	3,185.92	5,000.00
101-265-970.004	INTERNET FEES	4,000.00	1,000.00	299.84	1,000.00
101-265-976.000	ADDITIONS & IMPROVEMENTS	5,000.00	2,500.00	20,497.47	5,000.00
101-265-977.000	EQUIPMENT ACQUISTION	3,000.00	2,000.00	(675.00)	0.00
101-266-826.000	LEGAL FEES	70,000.00	70,000.00	15,950.00	70,000.00
101-267-728.000	OFFICE SUPPLIES	10,000.00	12,000.00	3,310.24	10,000.00
101-267-730.000	POSTAGE	10,000.00	5,000.00	8,015.57	10,000.00
101-267-804.000	CODIFICATION OF ORDINANCE	10,000.00	5,000.00	2,526.57	10,000.00
101-267-810.000	PROPERTY TAX STONY LAKE	12,100.00	0.00	0.00	12,100.00
101-267-821.002	EVIP EXPENDITURES	10,000.00	0.00	0.00	10,000.00
101-267-861.000	CONTRACTED SERVICES	10,000.00	0.00	17,155.16	10,000.00
101-267-880.000	PUBLIC RELATIONS	56,000.00	2,000.00	57,012.07	60,000.00

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101-267-890.000	CONTINGENCY	0.00	0.00	0.00	284,336.77
101-267-903.000	LEGAL NOTICES	1,000.00	100.00	0.00	0.00
101-267-933.000	MAINTENANCE EQUIPMENT	35,000.00	25,000.00	20,537.98	25,000.00
101-267-934.000	MAINTENANCE/GAS VEHICLE	8,000.00	5,000.00	223.94	3,000.00
101-267-955.000	INSURANCE LIABILITY	50,000.00	20,000.00	17,565.78	25,000.00
101-267-962.000	MISCELLANEOUS	7,000.00	6,000.00	4,431.81	6,500.00
101-267-962.002	ARPA EXPENSES	392,700.00	0.00	187,187.67	400,000.00
101-267-962.024	ARPA LEGAL FEES	3,000.00	0.00	3,812.50	5,000.00
101-267-962.028	MARIJUANA LEGAL FEES	0.00	0.00	0.00	0.00
101-267-970.003	COMPUTER PROGRAMMING	5,000.00	3,000.00	1,666.86	3,000.00
101-270-715.000	S.S.EMPLOYER SHARE	49,000.00	49,000.00	39,491.47	49,000.00
101-270-716.000	INSURANCE MEDICAL	300,000.00	250,000.00	170,787.13	250,000.00
101-270-716.001	INSURANCE MEDICAL - OLD FIRE FUND	13,000.00	7,000.00	4,764.74	5,000.00
101-270-716.002	INSURANCE MEDICAL - OLD POLICE FUND	50,000.00	20,000.00	20,806.46	20,000.00
101-270-717.000	INSURANCE MEDICAL - OLD POLICE FUND	5,200.00	4,200.00	3,615.66	4,500.00
101-270-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	80,000.00	50,000.00	71,955.69	80,000.00
101-270-720.000	MICH EMPLOY SECURITY COMM	2,000.00	2,500.00	2,232.94	2,500.00
101-270-815.000	CONTRACTED PAYROLL	5,000.00	3,000.00	3,444.11	5,000.00
101-446-969.000	HWY/RD MAINTENANCE CONTR	500.00	0.00	0.00	50,000.00
101-447-821.000	ENGINEERING FEES - GENERAL	12,500.00	10,000.00	10,450.00	12,500.00
101-447-821.004	ENGINEERING FEES - STORMWATER MGMT.	5,000.00	1,000.00	800.00	2,500.00
101-447-821.007	ENGINEERING FEES - WELLHEAD PROTECTION	7,500.00	2,000.00	7,000.00	3,000.00
101-448-926.000	UTILITIES STREET LIGHTS	10,000.00	10,000.00	9,179.66	12,000.00
101-531-803.000	SPONGY MOTH SPRAYING	150,000.00	100,000.00	658.00	0.00
101-531-880.001	RELATIONS - WEST NILE PROGRAM	300.00	100.00	35.22	200.00
101-567-712.011	FEES CEMETERY OPENING/CLOSING	14,500.00	10,500.00	9,850.00	12,000.00
101-567-712.012	FEES CEMETERY - FOUNDATION EXPENSE	3,600.00	1,600.00	2,814.00	2,500.00
101-567-712.014	CEMETERY GRAVE BUY BACK	1,000.00	0.00	20.00	0.00
101-567-825.000	CONTRACT CEMETERY MAINTENANCE	68,400.00	68,400.00	45,600.00	85,000.00
101-567-903.000	LEGAL NOTICES	100.00	100.00	94.80	100.00
101-567-921.000	UTILITIES - ELECTRIC BLDG	553.00	500.00	386.16	600.00
101-567-927.000	UTILITIES SEWER/WATER	1,000.00	1,000.00	545.88	1,000.00
101-567-932.000	MAINTENANCE GENERAL	81,000.00	10,000.00	4,255.50	6,000.00
101-567-962.000	MISCELLANEOUS	1,000.00	1,000.00	665.95	1,000.00
101-572-962.012	MISCELLANEOUS OAK RIDGE RD S.A.D.	0.00	0.00	0.00	0.00
101-572-962.017	MISC LAKE MICKELSON SAD (2016)	22,000.00	21,350.00	2,736.00	21,850.00
101-572-962.018	CEDAR/LONG/TAN-TRI LAKE S.A.D.	30,850.00	0.00	15,198.75	30,850.00

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101-572-962.019	PAINT LAKE CANAL S.A.D.	3,137.00	3,137.00	3,385.80	4,916.00
101-572-962.021	PAINT LAKE/CLEAR LK S.A.D.	14,125.00	14,125.00	14,286.26	14,125.00
101-694-802.000	UNALLOCATED CDBG EXPENSES	20,000.00	15,000.00	19,937.00	20,000.00
101-695-860.002	MILEAGE/MEALS ON WHEELS	3,500.00	2,000.00	2,251.39	3,000.00
101-695-861.001	CONTRACTED SERVICES NOTA	65,000.00	65,000.00	67,174.00	75,000.00
101-695-881.002	CONTRIBUTIONS YOUTH ASSISTANCE	13,560.00	13,500.00	25,897.96	13,500.00
101-701-703.001	WAGES BOARD MEMBER FEES	15,000.00	15,000.00	9,120.00	15,000.00
101-701-708.000	WAGES & FEES PC/ZBA ADMIN ASSISTANT	50,000.00	10,000.00	18,911.52	18,000.00
101-701-712.006	FEES CODE ENFORCEMENT OFFICER	25,000.00	0.00	15,732.50	20,000.00
101-701-728.000	OFFICE SUPPLIES	1,500.00	1,000.00	270.51	1,000.00
101-701-801.000	PLANNER/PROF. SERVICES PLANNER	33,000.00	35,000.00	13,375.00	20,000.00
101-701-801.001	PLANNER/PROF. SERVICES MASTER PLAN	0.00	0.00	0.00	100,000.00
101-701-801.009	PLANNER/PROF. SERVICES	46,000.00	30,000.00	52,572.50	50,000.00
101-701-826.000	LEGAL FEES	5,000.00	1,000.00	21,307.40	15,000.00
101-701-827.000	RECORDING SECRETARY	2,000.00	2,000.00	1,120.00	2,000.00
101-701-829.000	MEMBERSHIP DUES	1,500.00	1,500.00	0.00	1,500.00
101-701-860.000	MILEAGE EXPENSE	2,000.00	1,000.00	2,002.68	2,000.00
101-701-860.001	MEALS/LODGING EXPENSE	1,000.00	1,000.00	0.00	1,000.00
101-701-903.000	LEGAL NOTICES	2,000.00	2,000.00	537.20	2,000.00
101-701-957.000	EDUCATION WORKSHOPS AND CONFERENCES	2,000.00	2,000.00	0.00	2,000.00
101-701-962.000	MISCELLANEOUS	1,500.00	4,000.00	0.00	0.00
101-701-970.003	COMPUTER PROGRAMMING	1,000.00	0.00	0.00	0.00
101-702-703.001	WAGES BOARD MEMBER FEES	7,000.00	3,000.00	2,320.00	3,000.00
101-702-728.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00
101-702-801.000	PLANNER/PROF. SERVICES PLANNER	2,000.00	1,000.00	1,702.50	2,000.00
101-702-826.000	LEGAL FEES	200.00	200.00	4,545.00	3,000.00
101-702-827.000	RECORDING SECRETARY	1,500.00	1,000.00	560.00	1,000.00
101-702-860.000	MILEAGE EXPENSE	100.00	0.00	0.00	0.00
101-702-860.001	MEALS/LODGING EXPENSE	100.00	0.00	0.00	0.00
101-702-903.000	LEGAL NOTICES	800.00	500.00	663.60	1,000.00
101-702-957.000	EDUCATION WORKSHOPS AND CONFERENCES	500.00	250.00	0.00	0.00
101-803-881.001	NE OAKLAND HISTORICAL SOCIETY	1,650.00	1,650.00	(1,650.00)	1,650.00
101-901-963.000	DISASTER PLAN	1,000.00	0.00	0.00	0.00
101-901-970.000	VEHICLE PURCHASE	0.00	0.00	0.00	0.00
101-995-965.204	CONTRIBUTION TO ROAD FUND	0.00	100,000.00	50,000.00	200,000.00
101-995-965.206	CONTRIBUTION TO FIRE FUND	24,200.00	300,000.00	300,000.00	175,000.00
101-995-965.207	CONTRIBUTION TO POLICE FUND	0.00	7,000.00	0.00	0.00

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101-995-965.208	CONTRIBUTION PARKS AND REC	0.00	0.00	0.00	0.00
101-995-965.209	CONTRIBUTION TO CEMETERY FUND	85,000.00	250,000.00	0.00	400,000.00
101-995-965.297	CONTRIBUTION TO SAFETY PATH FUND	56,357.00	110,000.00	0.00	1,100,000.00
101-995-965.298	CONTRIBUTION TO POLLY ANN TRAIL	15,000.00	20,000.00	19,965.00	22,000.00
Total Appropriations:		**3,630,053.00**	**4,008,918.00**	**2,312,685.16**	**4,801,627.77**
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		**59,076.00**	**0.00**	**576,155.36**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Road Fund** (204) 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Road Fund (204).

The following motion is offered for consideration:

I move to approve the recommended 2024 Road Fund Budget with Revenues and Expenditures balancing at $200,700.00 and attach the spreadsheet as an appendix to the minutes.

2024 Road Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
204-000-400.000	OPENING FUND BALANCE	135,983.00	0.00	0.00	0.00
204-000-546.000	ALLOCATION FROM STATE	0.00	0.00	0.00	0.00
204-000-665.200	INTEREST SAVINGS ACCOUNT	180.00	0.00	632.14	700.00
204-000-665.300	INTEREST CD/POOL FUND	2.00	0.00	0.65	0.00
204-000-680.000	MISCELLANEOUS INCOME	3.00	0.00	1.00	0.00
204-000-699.101	TRANSFER FROM GENERAL FUND	0.00	100,000.00	50,000.00	200,000.00
Total Estimated Revenue:		**136,168.00**	**100,000.00**	**50,633.79**	**200,700.00**
--- Appropriations ---					
204-440-801.000	PLANNER/PROF. SERVICES PLANNER	0.00	0.00	0.00	0.00
204-440-811.000	RESTORATION	0.00	0.00	0.00	0.00
204-440-821.000	ENGINEERING FEES - GENERAL	0.00	0.00	0.00	0.00
204-440-826.000	LEGAL FEES	0.00	0.00	0.00	0.00
204-440-890.000	CONTINGENCY	0.00	100,000.00	0.00	0.00
204-440-962.000	MISCELLANEOUS	266.00	0.00	0.00	0.00
204-440-967.000	ROAD PAVINGS	0.00	0.00	0.00	0.00
204-440-969.000	HWY/RD MAINTENANCE CONTR	135,902.00	0.00	70,720.67	200,700.00
Total Appropriations:		**136,168.00**	**100,000.00**	**70,720.67**	**200,700.00**
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		**0.00**	**0.00**	**(20,086.88)**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Fire Department Fund** (206) 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Fire Fund (206).

The following motion is offered for consideration:

I move to approve the recommended 2024 Fire Department Fund Budget with Revenues and Expenditures balancing at $7,858,499.52 based on the property tax millage rate to be levied at 4.3997 mills and attach the spreadsheet as an appendix to the minutes.

2024 Fire Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
206-000-400.000	OPENING FUND BALANCE	1,072,397.63	1,480,760.00	0.00	2,125,808.52
206-000-402.000	CURRENT TAX REVENUES	4,288,592.60	4,300,000.00	4,488,283.57	4,857,691.00
206-000-408.000	FIRE/EMS CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00
206-000-412.000	DELINQUENT TAXES	2,159.10	0.00	572.94	1,000.00
206-000-437.000	EVIP REVENUE SHARING	0.00	0.00	0.00	0.00
206-000-499.001	FOOD TRUCK LICENSE	0.00	500.00	0.00	1,000.00
206-000-568.000	STATE GRANT REVENUE	0.00	0.00	0.00	0.00
206-000-574.002	EVIP REVENUE SHARING	129,909.93	100,000.00	101,816.69	130,000.00
206-000-576.000	STATUTORY TAX	0.00	0.00	0.00	0.00
206-000-619.000	COST RECOVERY - FIRE	0.00	0.00	0.00	0.00
206-000-628.000	REVENUE INSPECTION FEES	4,425.00	3,000.00	4,790.25	6,000.00
206-000-634.000	REVENUE COPIES/AGENDAS/MINUTES	400.00	100.00	624.42	500.00
206-000-635.000	ACCUMED-OXFORD BANK	7,386.75	1,000.00	73,567.41	0.00
206-000-665.200	INTEREST SAVINGS ACCOUNT	34,000.00	25,000.00	105,006.39	120,000.00
206-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
206-000-673.000	SALE OF ASSETS	2,222.00	0.00	500.00	0.00
206-000-673.002	SALE OF ROPER BOXES	0.00	0.00	320.00	500.00
206-000-677.000	reimbursement FROM EMPLOYEE	21,200.95	0.00	28,087.90	10,000.00
206-000-678.004	REIMBURSEMENT FROM VILLAGE-BLOOD DRAWS	400.00	0.00	0.00	0.00
206-000-680.000	MISCELLANEOUS INCOME	24,749.36	500.00	7,230.00	0.00
206-000-680.002	CPR/FIRST AID CLASSES	800.00	0.00	5,470.13	5,000.00
206-000-688.000	REIMBURSEMENT INSURANCE	7,248.00	0.00	11,914.13	1,000.00
206-000-688.010	ACCUMED REIMBURSEMENT	641,000.00	500,000.00	259,393.25	600,000.00
206-000-688.021	REIMBURSEMENT FOR 11/30/2021 RESPONSE	12,896.10	0.00	0.00	0.00
206-000-699.000	TRANSFER FROM	0.00	0.00	0.00	0.00
206-000-699.101	TRANSFER FROM GENERAL FUND	24,200.00	300,000.00	0.00	0.00
Total Estimated Revenue:		**6,273,987.42**	**6,710,860.00**	**5,087,577.08**	**7,858,499.52**
--- Appropriations ---					
206-357-703.030	WAGES FIREFIGHTERS (PAID ON CALL)	47,400.00	47,500.00	20,233.14	49,440.00
206-357-703.040	PART TIME WAGES	250,821.00	332,880.00	148,664.01	281,610.24
206-357-703.050	VOLUNTEERS	1,600.00	12,360.00	470.00	1,500.00
206-357-704.010	PERSONNEL FULL TIME	1,722,918.00	1,823,716.00	950,372.12	1,943,588.37
206-357-704.050	PERSONNEL CLERICAL	58,300.00	60,049.00	37,251.87	67,977.80
206-357-704.080	COMP LEAVE/PERSONAL TIME PAY OUT	24,977.97	21,789.00	17,482.85	26,476.65
206-357-704.081	VACATION TIME PAY OUT	86,000.00	60,000.00	41,656.05	79,853.78
206-357-707.010	FIRE ASSOCIATION	4,200.00	2,400.00	98.00	0.00
206-357-709.001	WAGES OVERTIME	202,149.00	200,000.00	126,890.77	200,000.00

2024 Fire Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
206-357-709.002	WAGES HOLIDAY PAY	91,918.00	78,705.00	53,291.12	84,756.89
206-357-715.000	S.S.EMPLOYER SHARE	231,152.00	237,715.00	101,575.54	183,245.99
206-357-716.000	INSURANCE MEDICAL	859,171.00	822,505.00	403,448.44	847,822.35
206-357-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	538,025.00	917,197.00	645,835.46	750,000.00
206-357-718.050	DEFERRED COMP-EMPLOYER MATCH	27,000.00	40,000.00	20,437.87	40,000.00
206-357-720.000	MICH EMPLOY SECURITY COMM	12,875.00	12,500.00	6,177.29	12,500.00
206-357-721.000	WORKERS COMP INS	204,250.00	158,000.00	151,597.00	199,622.38
206-357-723.000	DRY CLEANING	4,090.00	3,500.00	2,753.82	4,800.00
206-357-727.000	FEES ADMINISTRATIVE	7,235.00	6,595.00	6,000.21	7,300.00
206-357-728.000	OFFICE SUPPLIES	7,210.00	8,000.00	3,302.28	7,000.00
206-357-729.000	PRINTING & PUBLISHING	2,500.00	3,000.00	910.60	3,500.00
206-357-730.000	POSTAGE	300.00	600.00	148.55	500.00
206-357-731.000	UNIFORM EXPENSE UNIFORMS	30,085.00	21,250.00	21,901.36	28,050.00
206-357-732.000	SUBSCRIPTIONS	1,750.00	1,000.00	2,547.79	2,500.00
206-357-739.000	GAS UNLEADED FUEL	12,097.17	15,000.00	5,620.92	15,000.00
206-357-742.000	OPERATING SUPPLIES-MEDICAL	70,750.00	40,000.00	82,779.77	35,000.00
206-357-742.001	OPERATING SUPPLIES-FIRE	42,000.00	25,000.00	31,399.60	50,000.00
206-357-742.002	CPR SUPPLIES	0.00	0.00	1,094.09	1,500.00
206-357-743.000	TURN-OUT GEAR	15,635.28	25,000.00	25,611.04	28,000.00
206-357-744.000	EQUIPMENT	5,000.00	5,000.00	1,680.25	3,000.00
206-357-746.000	EXTINGUISHER RECHARGES	2,178.89	1,500.00	2,493.54	2,500.00
206-357-748.000	BUILDING MAINTENANCE-PARTS/SUPPLIES	30,000.00	26,000.00	23,031.98	25,000.00
206-357-748.001	BUILDING MAINTENANCE - LABOR	50,000.00	20,000.00	8,780.34	25,000.00
206-357-749.000	OFFICE EQUIPMENT	3,000.00	2,000.00	0.00	2,500.00
206-357-752.000	TOOLS	3,114.92	2,500.00	253.29	2,000.00
206-357-754.000	UNIFORMS-PAID ON CALL	6,224.49	8,000.00	5,304.42	10,000.00
206-357-780.010	GAS DIESEL FUEL	46,000.00	40,000.00	21,343.02	45,000.00
206-357-791.000	EQUIPMENT MAINTENANCE	500.00	300.00	0.00	564.63
206-357-791.001	VEHICLE MAINTENANCE-FIRE	40,000.00	40,000.00	28,779.19	40,000.00
206-357-791.002	RADIO/COMMUNICATIONS SUPPLIES	3,000.00	1,000.00	0.00	7,500.00
206-357-791.003	VEHICLE MAINTENANCE-MEDICAL	14,200.00	30,000.00	11,717.11	20,000.00
206-357-802.001	UNALLOCATED COST RECOVERY BILLING	53,200.00	45,000.00	32,703.16	57,091.95
206-357-805.000	DISPATCHING	91,770.02	70,000.00	41,186.52	72,000.00
206-357-807.000	AUDIT FEES	3,605.00	3,500.00	3,340.00	3,600.00
206-357-815.000	CONTRACTED PAYROLL	10,000.00	15,000.00	3,005.06	8,000.00
206-357-826.000	LEGAL FEES	20,000.00	12,000.00	45.00	15,000.00
206-357-829.000	MEMBERSHIP DUES	7,536.00	7,000.00	3,044.50	7,500.00
206-357-836.000	PHYSICALS	11,200.00	4,500.00	6,981.00	12,000.00
206-357-850.000	SECURITY SYSTEM (BLDG)	5,000.00	5,000.00	2,535.60	5,000.00

2024 Fire Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
206-357-853.000	TELEPHONE	16,000.00	15,000.00	8,045.45	12,667.18
206-357-854.000	CELL PHONES	7,350.00	7,500.00	2,566.30	6,537.02
206-357-860.000	MILEAGE EXPENSE	700.00	500.00	1,802.25	2,000.00
206-357-880.000	PUBLIC RELATIONS	3,000.00	3,000.00	30.68	4,250.00
206-357-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
206-357-903.000	LEGAL NOTICES	0.00	0.00	0.00	500.00
206-357-921.000	UTILITIES - ELECTRIC BLDG	26,950.00	25,000.00	13,241.27	28,469.27
206-357-923.000	UTILITIES - HEAT	13,360.00	20,000.00	13,722.32	19,201.02
206-357-927.000	UTILITIES SEWER/WATER	3,090.00	4,000.00	1,756.37	3,500.00
206-357-927.001	UTILITIES WATER	11,354.00	7,000.00	3,617.78	7,500.00
206-357-929.000	TRASH DISPOSAL	2,300.00	2,000.00	888.00	2,000.00
206-357-932.001	GROUNDS MAINTENANCE	10,000.00	10,000.00	10,328.29	10,000.00
206-357-933.000	MAINTENANCE EQUIPMENT (LABOR)	12,000.00	15,000.00	1,061.23	10,000.00
206-357-933.001	SOFTWARE & SUPPORT	16,600.00	20,000.00	9,051.56	17,000.00
206-357-933.002	RADIO/COMMUNICATIONS PARTS & LABOR	3,000.00	1,000.00	486.01	2,000.00
206-357-934.001	VEHICLE MAINTENANCE (LABOR)	42,000.00	35,000.00	14,965.46	40,000.00
206-357-934.002	VEHICLE MAINTENANCE (LABOR) MEDICAL	10,000.00	20,000.00	9,860.46	20,000.00
206-357-955.000	INSURANCE LIABILITY-VFIS	18,025.00	18,000.00	13,338.00	18,000.00
206-357-955.010	INSURANCE FIREFIGHTERS	15,450.00	16,000.00	11,362.00	15,500.00
206-357-955.020	FLEET INSURANCE	36,050.00	35,000.00	24,700.00	34,000.00
206-357-957.000	EDUCATION WORKSHOPS AND CONFERENCES	15,000.00	15,000.00	12,796.22	20,000.00
206-357-957.001	EDUCATION TRAINING	34,500.00	27,000.00	15,258.08	35,000.00
206-357-962.000	MISCELLANEOUS	20,000.00	10,000.00	1,006.28	10,000.00
206-357-962.027	UNION GYM EQUIPMENT	0.00	0.00	900.00	2,574.00
206-357-970.000	VEHICLE PURCHASE	982,000.00	1,007,000.00	0.00	2,223,000.00
206-357-970.001	CAPITAL OUTLAY	18,380.00	0.00	1,257.50	0.00
206-357-977.000	EQUIPMENT ACQUISTION	0.00	15,000.00	0.00	0.00
Total Appropriations:		**6,279,047.74**	**6,642,561.00**	**3,277,817.05**	**7,858,499.52**
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		**(5,060.32)**	**68,299.00**	**1,809,760.03**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Police Contracting** (207) 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Police Contracting Fund (207).

The following motion is offered for consideration:

I move to approve the recommended 2024 Police Contracting Fund Budget with Revenues and Expenditures balancing at $5,640,200.00 based on the property tax millage rate to be levied at 3.8091 mills and attach the spreadsheet as an appendix to the minutes.

2024 Police Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
207-000-400.000	OPENING FUND BALANCE	691,665.00	0.00	0.00	1,500,000.00
207-000-402.000	CURRENT TAX REVENUES	3,238,597.00	3,390,000.00	3,396,405.53	3,640,000.00
207-000-412.000	DELINQUENT TAXES	1,900.00	1,000.00	152.82	200.00
207-000-568.000	LIQUOR LICENSE FEES	10,278.00	0.00	0.00	9,000.00
207-000-573.000	LOCAL COMMUNITY STABILIZATION REVENUES	74,590.00	72,000.00	68,666.30	70,000.00
207-000-574.002	EVIP REVENUE SHARING	17,871.00	17,000.00	0.00	17,000.00
207-000-582.001	OXFORD SCHOOL/LIAISON OFC	104,444.00	110,000.00	222,784.00	250,000.00
207-000-619.001	RECOVERED COSTS FOR TOUGH MUDDER	0.00	0.00	0.00	8,000.00
207-000-626.001	TOWNSHIP REVIEW FEES	700.00	500.00	0.00	0.00
207-000-626.002	OCSO MINI CONTRACTS	14,740.00	20,000.00	9,901.04	5,000.00
207-000-656.001	COURT FINES	44,500.00	30,000.00	26,229.18	30,000.00
207-000-656.002	PARKING TICKET FEES	1,000.00	1,000.00	750.00	1,000.00
207-000-665.200	INTEREST SAVINGS ACCOUNT	6,100.00	3,000.00	104,995.84	100,000.00
207-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
207-000-676.002	TRANSFER FROM	0.00	0.00	0.00	0.00
207-000-678.003	MICHIGAN TRAFFIC SAFETY GRANT PROGRAM	6,000.00	0.00	0.00	0.00
207-000-680.000	MISCELLANEOUS INCOME	16,000.00	0.00	0.00	10,000.00
207-000-699.101	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00
Total Estimated Revenue:		**4,228,385.00**	**3,644,500.00**	**3,829,884.71**	**5,640,200.00**
--- Appropriations ---					
207-302-706.000	WAGES SECRETARY	50,000.00	55,000.00	32,263.20	60,000.00
207-302-707.000	WAGES & FEES TEMPORARY	0.00	0.00	0.00	0.00
207-302-709.001	WAGES OVERTIME	200,000.00	220,000.00	125,422.85	200,000.00
207-302-711.001	CONTRACT O.C.S.D.	3,758,360.00	3,254,250.00	1,820,740.08	3,776,950.00
207-302-711.003	CONTRACT O.C.S.D. MINI CONTRACTS	7,500.00	20,000.00	0.00	5,000.00
207-302-711.005	CONTRACT OCSD - TOUGH MUDDER	0.00	0.00	702.77	8,000.00
207-302-715.000	S.S.EMPLOYER SHARE	4,700.00	3,700.00	2,431.59	3,500.00
207-302-716.000	INSURANCE MEDICAL	28,000.00	20,000.00	9,560.94	15,000.00
207-302-717.000	LIFE INSURANCE	1,375.00	500.00	388.35	0.00
207-302-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	8,100.00	7,100.00	4,839.48	8,000.00
207-302-720.000	MICH EMPLOY SECURITY COMM	250.00	250.00	190.00	250.00
207-302-728.000	OFFICE SUPPLIES	1,000.00	1,000.00	222.61	500.00
207-302-730.000	POSTAGE	0.00	0.00	0.00	0.00
207-302-807.000	AUDIT FEES	1,700.00	1,700.00	2,000.00	3,000.00
207-302-815.000	CONTRACTED PAYROLL	0.00	0.00	0.00	0.00

2024 Police Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
207-302-826.000	LEGAL FEES	30,000.00	30,000.00	17,500.00	30,000.00
207-302-831.000	JANITORIAL SERVICE	4,500.00	4,500.00	1,991.50	4,500.00
207-302-853.000	TELEPHONE	4,000.00	4,000.00	0.00	0.00
207-302-860.000	MILEAGE EXPENSE	100.00	0.00	0.00	0.00
207-302-860.001	MEALS/LODGING EXPENSE	0.00	0.00	0.00	0.00
207-302-890.000	CONTINGENCY	75,000.00	3,000.00	0.00	0.00
207-302-903.000	LEGAL NOTICES	100.00	0.00	0.00	0.00
207-302-910.000	INSURANCE LIABILITY	100.00	0.00	0.00	0.00
207-302-921.000	UTILITIES - ELECTRIC BLDG	0.00	0.00	0.00	0.00
207-302-931.000	MAINTENANCE BLDG/GROUNDS	6,300.00	1,000.00	3,105.37	5,000.00
207-302-933.000	MAINTENANCE EQUIPMENT	500.00	500.00	2,097.98	2,500.00
207-302-940.000	RENT EXPENSE	18,000.00	18,000.00	18,000.00	18,000.00
207-302-957.000	EDUCATION WORKSHOPS AND CONFERENCES	500.00	0.00	0.00	0.00
207-302-962.000	MISCELLANEOUS	500.00	500.00	6,151.76	0.00
207-302-976.000	ADDITIONS & IMPROVEMENTS	13,800.00	2,500.00	27,618.85	0.00
207-302-976.002	SUBSTATION EXPANSION	0.00	0.00	4,950.00	1,500,000.00
207-302-977.000	EQUIPMENT ACQUISTION	14,000.00	0.00	0.00	0.00
Total Appropriations:		**4,228,385.00**	**3,647,500.00**	**2,080,177.33**	**5,640,200.00**
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		**0.00**	**(3,000.00)**	**1,749,707.38**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Parks and Recreation** (208) 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Parks and Recreation Fund (208).

The following motion is offered for consideration:

I move to approve the recommended 2024 Parks and Recreation Fund Budget with Revenues and Expenditures balancing at $1,750,000.00 based on the property tax millage rate to be levied at 0.9698 mills and attach the spreadsheet as an appendix to the minutes.

2024 Parks Rec Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
208-000-400.000	OPENING FUND BALANCE	0.00	55,000.00	0.00	0.00
208-000-402.000	CURRENT TAX REVENUES	935,000.00	980,000.00	985,043.67	1,050,000.00
208-000-412.000	DELINQUENT TAXES	500.00	0.00	24,719.27	20,000.00
208-000-568.000	GRANT REVENUE	0.00	0.00	0.00	0.00
208-000-573.000	LOCAL COMMUNITY STABILIZATION REVENUES	0.00	20,000.00	38,512.81	40,000.00
208-000-574.002	EVIP REVENUE SHARING	5,000.00	0.00	0.00	0.00
208-000-576.000	STATUTORY TAX	0.00	0.00	0.00	0.00
208-000-626.000	BUILDING APPLICATION FEES	100.00	100.00	0.00	0.00
208-000-651.401	REVENUE SENIOR ATHLETICS	1,500.00	2,500.00	4,835.00	5,000.00
208-000-651.402	REVENUE SENIOR ENRICHMENT	5,000.00	4,000.00	9,368.50	10,000.00
208-000-651.403	REVENUE SENIOR HEALTH & WELLNESS	3,000.00	6,000.00	3,858.00	6,000.00
208-000-651.404	REVENUE SENIOR LIFE SKILLS	1,500.00	2,000.00	1,954.00	2,000.00
208-000-651.405	REVENUE SENIOR SPECIAL EVENTS	1,500.00	1,500.00	1,000.00	1,500.00
208-000-651.406	REVENUE SENIOR ARTS	1,000.00	1,000.00	0.00	1,000.00
208-000-651.500	REVENUE GIFT CERTIFICATES	0.00	0.00	0.00	0.00
208-000-651.550	REVENUE SUMMER CAMP/PLAYGROUND	45,000.00	50,000.00	32,410.00	50,000.00
208-000-651.551	REVENUE PLAY IT SAFE CAMP	800.00	800.00	460.00	750.00
208-000-651.594	REVENUE DANCE	800.00	1,000.00	315.00	1,000.00
208-000-651.598	REVENUE SCRAPBOOKING	0.00	0.00	0.00	0.00
208-000-651.599	REVENUE ADULT LIFE SKILL CLASSES	1,000.00	1,000.00	315.00	1,000.00
208-000-651.603	REVENUE ADULT BASKETBALL	1,700.00	1,500.00	920.00	1,500.00
208-000-651.604	REVENUE ADULT VOLLEYBALL	5,000.00	2,500.00	3,000.00	4,000.00
208-000-651.607	REVENUE ADULT GOLF	2,500.00	3,000.00	2,400.00	2,500.00
208-000-651.608	REVENUE ADULT SPORTS MISC.	150.00	0.00	0.00	0.00
208-000-651.610	REVENUE SPECIAL EVENTS MISC.	4,000.00	4,000.00	330.71	500.00
208-000-651.611	REVENUE JACK O JAM	500.00	800.00	0.00	750.00
208-000-651.612	REVENUE EASTER BUNNY BONANZA	3,000.00	3,000.00	2,681.00	2,500.00
208-000-651.613	REVENUE CONTINENTAL CLAUS	0.00	500.00	26.00	2,000.00
208-000-651.614	REVENUE DADDY/DAUGHTER DANCE	4,500.00	5,000.00	6,185.00	12,000.00
208-000-651.615	REVENUE MOTHER/SON DANCE	2,000.00	2,000.00	2,217.00	2,000.00
208-000-651.616	REVENUE TURKEY TROT	1,000.00	1,000.00	0.00	1,500.00
208-000-651.617	REVENUE ROAD RALLY	2,000.00	2,000.00	0.00	1,500.00
208-000-651.620	REVENUE SEYMOUR CELEBRATION	60,000.00	60,000.00	53,940.83	50,000.00
208-000-651.621	REVENUE YOUTH SOFTBALL	30,000.00	45,000.00	53,269.00	50,000.00
208-000-651.623	REVENUE BOYS BASKETBALL	12,500.00	12,500.00	7,737.75	15,000.00
208-000-651.624	REVENUE GIRLS BASKETBALL	4,500.00	4,500.00	880.00	9,000.00
208-000-651.625	REVENUE YOUTH SOCCER	30,000.00	35,000.00	25,506.00	35,000.00
208-000-651.626	REVENUE KIDDIE KICKERS	7,000.00	7,000.00	5,565.00	7,000.00

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208-000-651.627	REVENUE PEE WEE SPORTS	3,000.00	3,000.00	1,020.00	2,000.00
208-000-651.628	REVENUE YOUTH VOLLEYBALL	2,000.00	4,000.00	6,127.50	7,000.00
208-000-651.632	REVENUE YOUTH SPORTS CAMP	15,000.00	35,000.00	35,255.50	35,000.00
208-000-651.633	REVENUE YOUTH SPORTS MISC.	0.00	0.00	4,616.00	4,000.00
208-000-651.634	REVENUE YOUTH BOWLING	900.00	0.00	1,805.00	2,500.00
208-000-651.636	REVENUE YOUTH GOLF	4,500.00	5,000.00	4,735.00	4,000.00
208-000-651.637	REVENUE SELECT SOCCER LEAGUE	60,000.00	90,000.00	83,961.00	100,000.00
208-000-651.639	REVENUE YOUTH LIFE SKILL CLASSES	2,000.00	2,000.00	745.00	1,500.00
208-000-651.641	REVENUE TAE KWON DO/KARATE	5,000.00	2,000.00	3,390.00	4,500.00
208-000-651.642	REVENUE GYMNASTICS	5,000.00	3,000.00	2,396.00	4,500.00
208-000-651.643	REVENUE BABYSITTING	1,000.00	1,000.00	800.00	1,000.00
208-000-651.644	REVENUE DOG OBEDIENCE	4,500.00	4,500.00	4,640.00	8,000.00
208-000-651.645	REVENUE HORSEBACK RIDING	4,000.00	4,000.00	1,030.00	2,000.00
208-000-651.647	REVENUE FITNESS	7,000.00	5,000.00	7,613.00	14,000.00
208-000-651.648	REVENUE TOT TIME	2,000.00	2,000.00	406.00	1,000.00
208-000-651.650	REVENUE ART	1,500.00	500.00	3,425.00	4,000.00
208-000-651.651	REVENUE SAFETY CLASSES	2,000.00	1,000.00	2,137.00	3,000.00
208-000-651.655	REVENUE TICKETS	600.00	500.00	410.00	500.00
208-000-651.656	REVENUE MISC	0.00	0.00	0.00	0.00
208-000-651.657	REVENUE YOUTH ARCHERY	0.00	0.00	0.00	1,000.00
208-000-651.660	REVENUE STONY PAVILIONS	4,000.00	6,000.00	5,355.00	5,000.00
208-000-651.661	REVENUE SEYMOUR PAVILIONS	4,000.00	8,000.00	4,195.00	5,000.00
208-000-651.662	REVENUE POWELL PAVILION	500.00	100.00	0.00	250.00
208-000-651.664	REVENUE SEYMOUR RENTAL HOUSE	12,000.00	10,000.00	5,640.00	10,000.00
208-000-651.666	REVENUE COMMUNITY ROOM RENTAL	5,000.00	8,000.00	7,750.00	10,000.00
208-000-651.667	REVENUE FARMERS MARKET	0.00	0.00	2,568.92	10,000.00
208-000-651.670	REVENUE TRAVEL CLUB	0.00	0.00	853.80	750.00
208-000-651.671	REVENUE TRAVEL TRIPS	75,000.00	65,000.00	59,771.64	60,000.00
208-000-651.800	REVENUE SPLASH PARK	4,500.00	4,000.00	0.00	0.00
208-000-652.661	REVENUE SEYMOUR FACILITIES	7,000.00	7,500.00	6,595.16	10,000.00
208-000-653.009	REVENUE CELL TOWER	15,600.00	35,000.00	9,000.00	25,000.00
208-000-653.010	REVENUE TICKET COMMISSION FROM MPARKS	0.00	0.00	0.00	0.00
208-000-653.657	REVENUE CONCESSIONS	500.00	0.00	0.00	0.00
208-000-665.200	INTEREST SAVINGS ACCOUNT	5,000.00	7,500.00	19,301.31	10,000.00
208-000-665.300	INTEREST CD/POOL FUND	500.00	0.00	0.00	0.00
208-000-667.002	DAVIS FAMILY FARMERS MARKET GRANT REV	0.00	0.00	100,000.00	0.00
208-000-675.000	DONATIONS	50.00	0.00	1,700.00	0.00
208-000-675.011	REVENUE SENIOR CENTER DONATIONS	0.00	0.00	1,790.50	0.00
208-000-675.012	REVENUE COMMUNITY GARDEN	500.00	1,000.00	4,115.25	2,500.00

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208-000-675.700	REVENUE PARK MEMORIALS	1,500.00	10,000.00	5,100.00	7,000.00
208-000-677.000	REVENUE SENIOR CENTER GRANTS	0.00	0.00	0.00	0.00
208-000-677.030	TWP MAINT CONTRACT REIMBURSEMENT	15,000.00	15,000.00	9,153.00	10,000.00
208-000-677.031	INSPECTION FEES REIMBURSEMENT	0.00	0.00	0.00	0.00
208-000-680.000	MISCELLANEOUS INCOME	500.00	0.00	643.70	0.00
208-000-688.000	REIMBURSEMENT INSURANCE	1,000.00	1,000.00	9,445.22	0.00
208-000-689.000	REVENUE CASH OVER/SHORT	500.00	200.00	0.00	0.00
208-000-696.005	LOAN PROCEEDS	0.00	0.00	0.00	0.00
208-000-699.000	TRANSFER FROM	0.00	0.00	0.00	0.00
208-000-699.101	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00
Total Estimated Revenue:		**1,444,700.00**	**1,655,000.00**	**1,684,940.04**	**1,750,000.00**
--- Appropriations ---					
208-751-703.002	WAGES ADMINISTRATORS	130,000.00	135,000.00	69,532.00	135,000.00
208-751-712.000	INSPECTOR FEES	0.00	0.00	0.00	0.00
208-751-715.000	S.S.EMPLOYER SHARE	9,000.00	9,500.00	5,299.32	9,500.00
208-751-716.000	INSURANCE MEDICAL	38,000.00	60,000.00	61,911.38	75,000.00
208-751-717.000	LIFE INSURANCE	2,500.00	5,000.00	1,584.92	2,500.00
208-751-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	12,000.00	16,000.00	8,550.00	16,000.00
208-751-720.000	MICH EMPLOY SECURITY COMM	1,000.00	1,000.00	231.42	1,000.00
208-751-721.000	WORKERS COMP INS	8,000.00	9,000.00	0.00	0.00
208-751-727.000	ADMINISTRATIVE FEES	6,000.00	6,000.00	5,101.42	6,000.00
208-751-728.000	OFFICE SUPPLIES	2,500.00	3,000.00	1,834.49	3,000.00
208-751-730.000	POSTAGE	1,000.00	1,000.00	500.00	1,000.00
208-751-730.675	POSTAGE FOR BROCHURE	1,000.00	3,500.00	4,094.80	4,000.00
208-751-731.000	UNIFORM EXPENSE	1,000.00	1,500.00	660.56	2,000.00
208-751-740.609	OPER. SUPPLIES ADULT SOCCER	0.00	0.00	0.00	0.00
208-751-740.673	OPER. SUPPLIES SEYMOUR PARK SIGNS	0.00	0.00	0.00	0.00
208-751-741.000	COMPUTER SUPPLIES	10,000.00	5,000.00	772.14	5,000.00
208-751-800.004	FEES PROPERTY LOAN	33,500.00	0.00	0.00	0.00
208-751-801.001	PLANNER/PROF SERVICES- MASTER PLAN	0.00	10,000.00	12,002.50	5,000.00
208-751-805.648	OAKLAND COUNTY PARK PASSES	1,000.00	1,000.00	480.00	1,000.00
208-751-807.000	AUDIT FEES	1,500.00	2,000.00	1,600.00	1,750.00
208-751-815.000	CONTRACTED PAYROLL	3,500.00	4,000.00	2,598.14	4,500.00
208-751-826.000	LEGAL FEES	1,200.00	2,000.00	(210.20)	3,000.00
208-751-827.000	RECORDING SECRETARY	2,000.00	2,000.00	840.00	2,000.00
208-751-829.000	MEMBERSHIP DUES	2,500.00	3,000.00	1,803.00	2,500.00
208-751-830.900	CREDIT CARD SERVICE FEES	6,000.00	8,000.00	6,733.91	10,000.00
208-751-831.000	JANITORIAL SERVICE	0.00	3,500.00	7,740.27	13,000.00

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208-751-853.000	TELEPHONE	4,000.00	6,000.00	2,867.27	6,000.00
208-751-854.000	CELL PHONES	1,500.00	1,500.00	190.58	1,500.00
208-751-860.000	MILEAGE EXPENSE	0.00	0.00	0.00	100.00
208-751-868.981	LEASED VEHICLES	0.00	0.00	0.00	0.00
208-751-880.000	PUBLIC RELATIONS	3,000.00	2,500.00	391.07	2,500.00
208-751-880.006	PUBLIC RELATIONS PARK SIGN EXPENSES	0.00	0.00	0.00	0.00
208-751-890.000	CONTINGENCY	6,675.00	3,500.00	2,071.00	11,850.00
208-751-899.000	TAX TRIBUNAL REFUNDS	0.00	0.00	0.00	0.00
208-751-900.000	BROCHURE PRINTING	4,500.00	4,000.00	4,107.95	5,000.00
208-751-903.000	LEGAL NOTICES	0.00	0.00	94.80	200.00
208-751-921.665	UTILITIES - ELECTRIC BLDG - CIVIC CENTER	3,000.00	4,500.00	5,086.75	7,500.00
208-751-923.665	UTILITIES - HEAT - CIVIC CENTER	3,000.00	1,500.00	2,336.50	5,000.00
208-751-931.001	ADA ACCOMMODATIONS	0.00	0.00	0.00	0.00
208-751-931.665	MAINTENANCE BLDG & GROUNDS-CIVIC CENTER	500.00	2,000.00	1,862.05	5,000.00
208-751-933.000	MAINTENANCE EQUIPMENT	450.00	1,000.00	0.00	1,000.00
208-751-943.001	RENTAL FEES LEASED OFFICE EQUIPMENT	5,500.00	6,500.00	1,799.82	4,000.00
208-751-955.000	INSURANCE LIABILITY	21,000.00	25,000.00	14,704.88	30,000.00
208-751-957.000	EDUCATION WORKSHOPS AND CONFERENCES	5,000.00	5,000.00	2,357.03	4,000.00
208-751-958.000	TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00
208-751-962.000	MISCELLANEOUS	0.00	0.00	(420.00)	1,000.00
208-751-962.665	MISCELLANEOUS - CIVIC CENTER	100.00	500.00	111.96	500.00
208-751-970.001	CAPITAL OUTLAY	120,000.00	125,000.00	174,128.73	125,000.00
208-751-970.002	CIVIC CENTER CONSTRUCTION	0.00	0.00	0.00	0.00
208-751-970.003	COMPUTER PROGRAMMING	0.00	10,000.00	9,393.12	20,000.00
208-751-976.000	ADDITIONS & IMPROVEMENTS	500.00	500.00	0.00	0.00
208-751-993.249	INTEREST - PROPERTY LOAN	0.00	0.00	0.00	0.00
208-752-703.002	WAGES ADMINISTRATORS	95,000.00	105,000.00	58,263.60	120,000.00
208-752-710.550	WAGES & FEES SUMMER CAMP	35,000.00	35,000.00	17,470.39	37,000.00
208-752-710.551	WAGES & FEES SAFETY TOWN	400.00	500.00	0.00	250.00
208-752-710.599	WAGES & FEES ADULT LIFE SKILL CLASSES	250.00	250.00	0.00	0.00
208-752-710.604	WAGES & FEES ADULT VOLLEYBALL	1,000.00	1,200.00	855.00	1,500.00
208-752-710.610	WAGES & FEES SPECIAL EVENTS MISC	50.00	50.00	0.00	0.00
208-752-710.611	WAGES & FEES JACK O JAM	50.00	50.00	0.00	0.00
208-752-710.612	WAGES & FEES EASTER BUNNY BONANZA	50.00	50.00	0.00	0.00
208-752-710.613	WAGES & FEES CONTINENTAL CLAUS	50.00	50.00	0.00	0.00
208-752-710.614	WAGES & FEES DADDY/DAUGHTER DANCE	50.00	50.00	0.00	0.00
208-752-710.615	WAGES & FEES MOTHER/SON DANCE	50.00	50.00	0.00	0.00
208-752-710.616	WAGES & FEES TURKEY TROT	50.00	50.00	0.00	0.00
208-752-710.617	WAGES & FEES ROAD RALLY	50.00	50.00	0.00	0.00

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208-752-710.620	WAGES & FEES SEYMOUR CELEBRATION	0.00	0.00	0.00	0.00
208-752-710.621	WAGES & FEES YOUTH SOFTBALL	400.00	400.00	367.50	500.00
208-752-710.623	WAGES & FEES YOUTH BOYS BASKETBALL	900.00	900.00	723.75	1,000.00
208-752-710.624	WAGES & FEES YOUTH GIRLS BASKETBALL	400.00	400.00	0.00	500.00
208-752-710.625	WAGES & FEES YOUTH SOCCER	4,000.00	5,000.00	2,391.25	5,000.00
208-752-710.626	WAGES & FEES YOUTH KIDDIE KICKERS	1,000.00	1,000.00	990.00	2,000.00
208-752-710.627	WAGES & FEES YOUTH PEE WEE SPORTS	700.00	600.00	0.00	500.00
208-752-710.628	WAGES & FEES YOUTH VOLLEYBALL	1,000.00	600.00	525.00	1,000.00
208-752-710.632	WAGES & FEES YOUTH SPORT CAMP	3,000.00	0.00	0.00	0.00
208-752-710.639	WAGES & FEES YOUTH LIFE SKILL CLASSES	250.00	250.00	0.00	0.00
208-752-710.641	WAGES & FEES TAE KWON DO & KARATE	2,500.00	2,500.00	1,421.00	2,500.00
208-752-710.643	WAGES & FEES BABYSITTING	800.00	800.00	504.00	750.00
208-752-710.647	WAGES & FEES FITNESS	2,500.00	2,500.00	4,170.60	6,500.00
208-752-710.651	WAGES & FEES SAFETY CLASSES	250.00	250.00	0.00	0.00
208-752-710.657	WAGES & FEES YOUTH ARCHERY	0.00	0.00	0.00	0.00
208-752-715.000	S.S.EMPLOYER SHARE	14,000.00	14,500.00	6,781.04	12,000.00
208-752-716.000	INSURANCE MEDICAL	30,000.00	34,000.00	31,441.14	46,000.00
208-752-717.000	LIFE INSURANCE	4,000.00	2,500.00	1,426.52	2,500.00
208-752-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	13,000.00	15,250.00	8,739.30	16,000.00
208-752-720.000	MICH EMPLOY SECURITY COMM	1,200.00	1,200.00	1,049.71	1,500.00
208-752-721.000	WORKERS COMP INS	0.00	0.00	11,290.00	15,000.00
208-752-740.550	OPER. SUPPLIES SUMMER CAMP	12,000.00	11,000.00	3,692.95	8,000.00
208-752-740.551	OPER. SUPPLIES SAFETY TOWN	500.00	400.00	181.50	250.00
208-752-740.603	OPER. SUPPLIES ADULT BASKETBALL	100.00	100.00	0.00	0.00
208-752-740.604	OPER. SUPPLIES ADULT VOLLEYBALL	1,200.00	500.00	385.00	500.00
208-752-740.608	OPER. SUPPLIES ADULT MISCELLANEOUS	0.00	0.00	0.00	250.00
208-752-740.610	OPER. SUPPLIES MISC. SPECIAL EVENTS	2,000.00	2,000.00	1,035.45	0.00
208-752-740.611	OPER. SUPPLIES JACK O JAM	1,200.00	1,400.00	0.00	500.00
208-752-740.612	OPER. SUPPLIES EASTER BUNNY BONANZA	2,700.00	3,000.00	1,413.76	1,500.00
208-752-740.613	OPER. SUPPLIES CONTINENTAL CLAUS	200.00	500.00	0.00	1,500.00
208-752-740.614	OPER. SUPPLIES DADDY/DAUGHTER DANCE	1,500.00	1,500.00	1,780.80	2,000.00
208-752-740.615	OPER. SUPPLIES MOTHER/SON DANCE	800.00	700.00	153.55	500.00
208-752-740.616	OPER. SUPPLIES TURKEY TROT	1,200.00	1,500.00	0.00	1,000.00
208-752-740.617	OPER. SUPPLIES ROAD RALLY	1,000.00	1,000.00	0.00	1,000.00
208-752-740.620	OPER. SUPPLIES SEYMOUR CELEBRATION	40,000.00	5,000.00	6,253.99	5,000.00
208-752-740.621	OPER. SUPPLIES YOUTH SOFTBALL	20,000.00	35,000.00	50,735.78	40,000.00
208-752-740.623	OPER. SUPPLIES YOUTH BOYS BASKETBALL	6,000.00	6,000.00	(5,122.95)	7,000.00
208-752-740.624	OPER. SUPPLIES YOUTH GIRLS BASKETBALL	3,000.00	3,000.00	113.75	3,000.00
208-752-740.625	OPER. SUPPLIES YOUTH SOCCER	9,000.00	10,500.00	6,825.51	10,000.00

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208-752-740.626	OPER. SUPPLIES KIDDIE KICKERS	1,500.00	500.00	336.98	500.00
208-752-740.627	OPER. SUPPLIES PEE WEE SPORTS	750.00	700.00	303.00	500.00
208-752-740.628	OPER. SUPPLIES YOUTH VOLLEYBALL	1,000.00	1,200.00	5,464.55	4,000.00
208-752-740.632	OPER. SUPPLIES YOUTH SPORTS CAMP	10,000.00	29,000.00	38,476.15	20,000.00
208-752-740.633	OPER. SUPPLIES YOUTH SPORTS MISC.	0.00	0.00	1,227.25	2,000.00
208-752-740.637	OPER. SUPPLIES SELECT SOCCER LEAGUE	65,000.00	70,000.00	63,223.99	72,500.00
208-752-740.643	OPER. SUPPLIES BABYSITTING	500.00	500.00	0.00	250.00
208-752-816.594	PROF/CONT DANCE	700.00	700.00	0.00	750.00
208-752-816.599	PROF/CONT ADULT LIFE SKILL CLASSES	800.00	800.00	0.00	750.00
208-752-816.607	PROF/CONT ADULT GOLF	0.00	2,500.00	0.00	2,000.00
208-752-816.610	PROF/CONT SPECIAL EVENT MISC.	1,400.00	1,400.00	0.00	250.00
208-752-816.612	PROF/CONT EASTER BUNNY BONANZA	500.00	500.00	400.00	500.00
208-752-816.614	PROF/CONT DADDY/DAUGHTER DANCE	2,500.00	2,500.00	6,180.00	9,000.00
208-752-816.615	PROF/CONT MOTHER/SON DANCE	800.00	800.00	2,220.00	1,000.00
208-752-816.617	PROF/CONT ROAD RALLY	0.00	0.00	0.00	0.00
208-752-816.620	PROF/CONT SEYMOUR CELEBRATION	0.00	35,000.00	17,250.00	35,000.00
208-752-816.633	PROF/CONT YOUTH SPORTS MISC.	0.00	0.00	0.00	1,000.00
208-752-816.634	PROF/CONT YOUTH BOWLING	0.00	0.00	2,520.00	2,000.00
208-752-816.636	PROF/CONT YOUTH GOLF	0.00	4,500.00	0.00	3,200.00
208-752-816.637	PROF/CONT SELECT SOCCER LEAGUE	500.00	500.00	1,315.20	2,500.00
208-752-816.639	PROF/CONT YOUTH LIFE SKILL CLASSES	800.00	800.00	573.00	1,000.00
208-752-816.641	PROF/CONT TAE KWON DO & KARATE	1,000.00	800.00	749.00	1,000.00
208-752-816.642	PROF/CONT GYMNASTICS	2,500.00	1,500.00	0.00	0.00
208-752-816.644	PROF/CONT DOG OBEDIENCE	3,500.00	3,000.00	3,822.00	6,000.00
208-752-816.645	PROF/CONT HORSEBACK	2,000.00	2,000.00	0.00	1,500.00
208-752-816.647	PROF/CONT FITNESS	4,000.00	2,000.00	2,063.20	4,000.00
208-752-816.648	PROF/CONT TOT TIME	1,500.00	1,500.00	673.60	750.00
208-752-816.650	PROF/CONT ART	1,000.00	800.00	2,653.00	3,000.00
208-752-816.651	PROF/CONT SAFETY CLASSES	250.00	250.00	1,735.00	2,500.00
208-752-816.657	PROF/CONT YOUTH ARCHERY	0.00	0.00	0.00	800.00
208-752-816.720	OXFORD SCHOOLS FACILITY FEES	1,000.00	1,000.00	0.00	1,000.00
208-752-854.000	CELL PHONES	1,000.00	1,500.00	765.96	1,500.00
208-752-860.000	MILEAGE EXPENSE	500.00	150.00	0.00	0.00
208-752-957.000	EDUCATION WORKSHOPS AND CONFERENCES	0.00	0.00	535.30	1,500.00
208-752-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
208-752-964.401	REFUND SENIOR ATHLETICS	0.00	0.00	0.00	0.00
208-752-964.402	REFUND SENIOR ENRICHMENT	0.00	0.00	0.00	0.00
208-752-964.550	REFUND SUMMER CAMP	0.00	0.00	456.00	0.00
208-752-964.551	REFUND PLAY IT SAFE	0.00	0.00	0.00	0.00

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208-752-964.593	REFUND YOGA & TAI-CHI	0.00	0.00	0.00	0.00
208-752-964.594	REFUND DANCE	0.00	0.00	0.00	0.00
208-752-964.595	REFUND PERFORMING ARTS	0.00	0.00	0.00	0.00
208-752-964.599	REFUND EDUCATION	0.00	0.00	814.00	0.00
208-752-964.603	REFUND ADULT BASKETBALL	0.00	0.00	0.00	0.00
208-752-964.604	REFUND ADULT VOLLEYBALL	0.00	0.00	0.00	0.00
208-752-964.607	REFUND ADULT GOLF	0.00	0.00	0.00	0.00
208-752-964.608	REFUND ADULT MISC.	0.00	0.00	0.00	0.00
208-752-964.610	REFUND MISC SPECIAL EVENTS	0.00	0.00	66.00	0.00
208-752-964.611	REFUND JACK O JAM	0.00	0.00	0.00	0.00
208-752-964.612	REFUND EASTER BUNNY BONANZA	0.00	0.00	0.00	0.00
208-752-964.613	REFUND CONTINENTAL CLAUS	0.00	0.00	0.00	0.00
208-752-964.614	REFUND DADDY/DAUGHTER DANCE	0.00	0.00	0.00	0.00
208-752-964.615	REFUND MOTHER/SON DANCE	0.00	0.00	0.00	0.00
208-752-964.616	REFUND TURKEY TROT	0.00	0.00	0.00	0.00
208-752-964.617	REFUND ROAD RALLY	0.00	0.00	0.00	0.00
208-752-964.618	REFUND GOLF OUTING	0.00	0.00	0.00	0.00
208-752-964.620	REFUND SEYMOUR CELEBRATION	0.00	0.00	500.00	0.00
208-752-964.621	REFUND YOUTH SOFTBALL	0.00	0.00	596.00	0.00
208-752-964.623	REFUND YOUTH BOYS BASKETBALL	0.00	0.00	0.00	0.00
208-752-964.624	REFUND YOUTH GIRLS BASKETBALL	0.00	0.00	0.00	0.00
208-752-964.625	REFUND YOUTH SOCCER	0.00	0.00	405.00	0.00
208-752-964.626	REFUND YOUTH KIDDIE KICKERS	0.00	0.00	50.00	0.00
208-752-964.627	REFUND PEE WEE SPORTS	0.00	0.00	0.00	0.00
208-752-964.628	REFUND YOUTH VOLLEYBALL	0.00	0.00	60.00	0.00
208-752-964.629	REFUND YOUTH HOCKEY	0.00	0.00	0.00	0.00
208-752-964.630	REFUND YOUTH TRACK	0.00	0.00	0.00	0.00
208-752-964.631	REFUND YOUTH TENNIS	0.00	0.00	0.00	0.00
208-752-964.632	REFUND YOUTH SPORTS CAMP	0.00	0.00	490.00	0.00
208-752-964.633	REFUND MISC YOUTH SPORTS	0.00	0.00	280.00	0.00
208-752-964.636	REFUND YOUTH GOLF	0.00	0.00	270.00	0.00
208-752-964.637	REFUND SELECT SOCCER LEAGUE	0.00	0.00	0.00	0.00
208-752-964.638	REFUND YOUTH KICKBALL	0.00	0.00	0.00	0.00
208-752-964.639	REFUND YOUTH LIFE SKILL CLASSES	0.00	0.00	75.00	0.00
208-752-964.640	REFUND SENIOR ENRICHMENT MISC	0.00	0.00	0.00	0.00
208-752-964.641	REFUND TAE KWON DO/KARATE	0.00	0.00	50.00	0.00
208-752-964.642	REFUND GYMNASTICS/DANCE	0.00	0.00	177.00	0.00
208-752-964.643	REFUND BABYSITTING	0.00	0.00	0.00	0.00
208-752-964.644	REFUND DOG OBEDIENCE	0.00	0.00	205.00	0.00

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GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
208-752-964.645	REFUND HORSEBACK RIDING	0.00	0.00	0.00	0.00
208-752-964.646	REFUND WALKING CLUB	0.00	0.00	0.00	0.00
208-752-964.647	REFUND FITNESS	0.00	0.00	20.00	0.00
208-752-964.648	REFUND TOT TIME	0.00	0.00	0.00	0.00
208-752-964.650	REFUND ART	0.00	0.00	40.00	0.00
208-752-964.651	REFUND SAFETY CLASSES	0.00	0.00	397.00	0.00
208-752-964.656	REFUND AMUSEMENT PARK TICKETS	0.00	0.00	0.00	0.00
208-752-964.657	REFUND YOUTH ARCHERY	0.00	0.00	0.00	0.00
208-752-964.660	REFUND STONY PAVILION	0.00	0.00	0.00	0.00
208-752-964.661	REFUND SEYMOUR	0.00	0.00	0.00	0.00
208-752-964.662	REFUND POWELL PAVILION	0.00	0.00	0.00	0.00
208-752-964.666	REFUND COMMUNITY ROOM RENTAL	0.00	0.00	100.00	0.00
208-752-964.671	REFUND TRAVEL TRIPS	0.00	0.00	0.00	0.00
208-752-964.672	REFUND THERAPEUTICS	0.00	0.00	0.00	0.00
208-752-964.900	REFUND ADMINISTRATION	0.00	0.00	0.00	0.00
208-757-703.002	WAGES ADMINISTRATORS	173,000.00	190,000.00	105,053.81	195,000.00
208-757-710.660	WAGES & FEES SEASONAL STONY	7,500.00	7,500.00	2,442.00	6,000.00
208-757-710.661	WAGES & FEES SEASONAL SEYMOUR	15,000.00	15,000.00	12,072.25	15,000.00
208-757-710.662	WAGES & FEES SEASONAL POWELL	1,500.00	2,000.00	176.00	250.00
208-757-710.663	WAGES & FEES SEASONAL OAKWOOD	1,500.00	2,000.00	80.00	250.00
208-757-710.664	WAGES & FEES SAFETY PATHS	1,000.00	1,000.00	126.00	0.00
208-757-710.666	WAGES & FEES COMMUNITY GARDEN	500.00	1,500.00	650.00	1,000.00
208-757-710.667	WAGES & FEES FARMERS MARKET	0.00	0.00	4,540.00	9,000.00
208-757-710.800	WAGES & FEES SPLASH PARK	6,000.00	8,000.00	0.00	0.00
208-757-715.000	S.S.EMPLOYER SHARE	14,000.00	14,500.00	9,523.58	16,000.00
208-757-716.000	INSURANCE MEDICAL	70,000.00	72,000.00	56,000.81	75,000.00
208-757-717.000	LIFE INSURANCE	6,000.00	6,000.00	3,097.25	5,000.00
208-757-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	25,000.00	28,000.00	17,728.55	32,000.00
208-757-720.000	MICH EMPLOY SECURITY COMM	2,500.00	3,000.00	1,259.51	3,000.00
208-757-728.000	OFFICE SUPPLIES	500.00	1,000.00	343.80	1,000.00
208-757-737.000	FERTILIZER	8,000.00	8,000.00	3,273.00	7,500.00
208-757-740.667	OPER. SUPPLIES FARMERS MARKET	0.00	0.00	1,080.01	1,000.00
208-757-740.800	OPER. SUPPLIES SPLASH PARK	1,200.00	1,000.00	268.50	500.00
208-757-741.000	OPER. SUPPLIES COMPUTER	500.00	1,000.00	0.00	1,000.00
208-757-744.001	FACILITY PRODUCTS/SUPPLIES	5,000.00	7,500.00	3,124.59	7,500.00
208-757-829.000	MEMBERSHIP DUES	0.00	0.00	0.00	0.00
208-757-853.661	TELEPHONE SEYMOUR LAKE PARK	1,500.00	1,500.00	909.86	2,000.00
208-757-854.000	CELL PHONES	1,100.00	1,500.00	737.38	1,500.00
208-757-921.660	UTILITIES - ELECTRIC -STONY	1,000.00	1,500.00	342.00	1,000.00

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208-757-921.661	UTILITIES - ELECTRIC - SEYMOUR	10,000.00	12,000.00	6,306.42	8,000.00
208-757-923.661	UTILITIES - HEAT - SEYMOUR	8,000.00	8,000.00	1,237.56	3,000.00
208-757-929.660	TRASH DISPOSAL-STONY	0.00	0.00	1,764.26	750.00
208-757-929.661	TRASH DISPOSAL-SEYMOUR	0.00	0.00	2,982.28	2,250.00
208-757-931.660	MAINTENANCE BUILDINGS - STONY	3,000.00	5,000.00	1,284.12	4,000.00
208-757-931.661	MAINTENANCE BUILDINGS - SEYMOUR	10,000.00	15,000.00	4,771.54	15,000.00
208-757-931.662	MAINTENANCE BUILDINGS - POWELL	1,000.00	1,000.00	0.00	250.00
208-757-931.664	MAINTENANCE RENTAL HOUSE EXPENSES	1,000.00	2,500.00	0.00	2,500.00
208-757-932.100	MAINTENANCE HARDWARE & MISC SUPPLIES	2,000.00	2,500.00	764.89	2,500.00
208-757-932.101	MAINTENANCE MOWER/EQUIPMENT REPAIRS	15,000.00	20,000.00	7,068.86	15,000.00
208-757-932.102	MAINTENANCE HAND TOOLS	500.00	1,000.00	422.93	1,500.00
208-757-932.103	MAINTENANCE VANDALISM & REPAIRS	0.00	1,000.00	0.00	0.00
208-757-932.104	MAINTENANCE OAKLAND COUNTY TRUSTIES	500.00	500.00	128.20	500.00
208-757-932.107	COMMUNITY GARDEN EXPENSES	500.00	3,500.00	1,759.78	2,000.00
208-757-934.001	VEHICLE MAINTENANCE (LABOR)	6,000.00	7,500.00	2,203.74	5,000.00
208-757-934.661	GAS/DIESEL SEYMOUR	18,500.00	30,000.00	10,100.67	25,000.00
208-757-935.660	ROAD/PARKING LOT MAINT STONY LAKE PARK	0.00	1,000.00	0.00	1,000.00
208-757-935.661	ROAD/PARKING LOT MAINT SEYMOUR LAKE PARK	5,000.00	7,500.00	4,177.80	5,000.00
208-757-935.662	ROAD/PARKING LOT MAINT POWELL LAKE PARK	0.00	0.00	0.00	500.00
208-757-935.663	ROAD/PARKING LOT MAINT OAKWOOD LAKE PARK	5,000.00	5,000.00	0.00	1,000.00
208-757-936.000	MAINTENANCE UNIFORMS	2,000.00	3,500.00	2,656.45	4,000.00
208-757-943.660	RENTAL FEES EQUIPMENT STONY LAKE PARK	1,000.00	1,500.00	0.00	0.00
208-757-943.661	RENTAL FEES EQUIPMENT SEYMOUR LAKE PARK	2,500.00	3,500.00	217.18	500.00
208-757-943.662	RENTAL FEES EQUIPMENT POWELL LAKE PARK	1,000.00	1,500.00	420.00	3,000.00
208-757-943.663	RENTAL FEES EQUIPMENT OAKWOOD LAKE PARK	1,000.00	1,000.00	0.00	0.00
208-757-952.000	INSURANCE CLAIMS	3,000.00	3,000.00	7,604.81	0.00
208-757-957.000	EDUCATION WORKSHOPS AND CONFERENCES	0.00	1,000.00	0.00	250.00
208-757-962.660	MISCELLANEOUS STONY	0.00	0.00	0.00	0.00
208-757-962.661	MISCELLANEOUS SEYMOUR	0.00	0.00	191.60	0.00
208-757-964.660	REFUND STONY PAVILION	0.00	0.00	0.00	0.00
208-757-964.661	REFUND SEYMOUR	0.00	0.00	685.00	0.00
208-757-964.662	REFUND POWELL PAVILION	0.00	0.00	0.00	0.00
208-757-964.666	REFUND COMMUNITY ROOM RENTAL	0.00	0.00	295.00	0.00
208-757-974.000	SUPPLIES TOWNSHIP (SALT & MOWERS)	0.00	0.00	0.00	0.00
208-757-974.660	STONY GROUNDS MAINT./LAND IMPROV	6,000.00	7,000.00	4,819.16	5,000.00
208-757-974.661	SEYMOUR GROUND MAINT/LAND IMPROV	10,000.00	12,000.00	4,737.35	15,000.00
208-757-974.662	SUPPLIES POWELL GROUND MAINT/LAND IMPROV	1,000.00	2,500.00	6,150.49	500.00
208-757-974.663	OAKWOOD GROUND MAINT/LAND IMPROV	1,000.00	1,000.00	471.76	500.00
208-757-974.700	PARK MEMORIALS	6,000.00	8,000.00	1,799.88	8,000.00

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208-757-975.002	SPLASH PARK MAINTENANCE EXPENSES	2,500.00	2,500.00	1,263.55	2,000.00
208-757-980.661	EQUIPMENT PURCHASES	2,500.00	5,000.00	1,488.12	4,000.00
208-758-707.671	WAGES&FEES SENIOR/TRAVEL REC SUPERVISOR	42,000.00	52,000.00	29,131.80	54,500.00
208-758-710.401	WAGES & FEES SENIOR ATHLETICS	0.00	0.00	0.00	0.00
208-758-710.402	WAGES & FEES SENIOR ENRICHMENT	0.00	0.00	548.00	1,000.00
208-758-710.403	WAGES & FEES SENIOR HEALTH & WELLNESS	0.00	0.00	1,411.20	3,000.00
208-758-710.407	WAGES & FEES TRAVEL	0.00	3,500.00	0.00	0.00
208-758-715.000	S.S.EMPLOYER SHARE	2,000.00	2,000.00	2,643.95	4,500.00
208-758-716.000	INSURANCE MEDICAL	3,200.00	3,500.00	4,621.88	23,000.00
208-758-717.000	LIFE INSURANCE	2,800.00	1,000.00	509.09	1,000.00
208-758-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	6,300.00	8,000.00	4,369.65	8,000.00
208-758-720.000	MICH EMPLOY SECURITY COMM	2,000.00	2,000.00	237.23	500.00
208-758-728.000	OFFICE SUPPLIES	200.00	200.00	56.32	250.00
208-758-728.002	TRAVEL SUPPLIES	1,000.00	1,000.00	312.01	1,000.00
208-758-728.003	SENIOR CENTER KITCHEN SUPPLIES	1,000.00	1,000.00	218.51	1,000.00
208-758-728.401	SENIOR ATHLETICS SUPPLIES	3,000.00	3,000.00	1,315.72	2,500.00
208-758-728.402	SENIOR ENRICHMENT SUPPLIES	200.00	1,000.00	6,602.24	7,500.00
208-758-728.403	SENIOR HEALTH & WELLNESS SUPPLIES	200.00	400.00	86.00	250.00
208-758-728.404	SENIOR LIFE SKILLS SUPPLIES	200.00	400.00	0.00	250.00
208-758-728.405	SENIOR SPECIAL EVENTS SUPPLIES	500.00	1,500.00	1,134.80	1,500.00
208-758-728.406	SENIOR ARTS SUPPLIES	200.00	150.00	0.00	250.00
208-758-730.000	POSTAGE	500.00	250.00	0.00	0.00
208-758-730.671	POSTAGE TRAVEL CLUB	500.00	500.00	0.00	0.00
208-758-740.649	OPER. SUPPLIES AQUATICS	0.00	0.00	0.00	0.00
208-758-740.671	OPER. SUPPLIES TRAVEL CLUB	0.00	0.00	0.00	0.00
208-758-741.000	SENIOR CENTER COMPUTERS	1,000.00	1,000.00	29.99	0.00
208-758-816.401	PROF/CONT SENIOR ATHLETICS	0.00	1,500.00	2,131.50	2,000.00
208-758-816.402	PROF/CONT SENIOR ENRICHMENT	500.00	1,500.00	0.00	1,000.00
208-758-816.403	PROF/CONT SENIOR HEALTH & WELLNESS	2,000.00	3,500.00	1,296.40	1,500.00
208-758-816.404	PROF/CONT SENIOR LIFE SKILLS	1,500.00	1,500.00	1,927.20	2,000.00
208-758-816.405	PROF/CONT SENIOR SPECIAL EVENTS	2,000.00	2,000.00	718.07	1,500.00
208-758-816.406	PROF/CONT SENIOR ARTS	3,000.00	1,000.00	0.00	500.00
208-758-816.671	PROF/CONT TRAVEL	45,000.00	45,000.00	49,403.78	42,000.00
208-758-854.000	CELL PHONES	600.00	750.00	357.48	750.00
208-758-860.671	MILEAGE EXPENSE	100.00	100.00	0.00	100.00
208-758-931.000	SENIOR CENTER MAINTENANCE BLDG/GROUNDS	0.00	250.00	647.43	0.00
208-758-957.000	EDUCATION WORKSHOPS AND CONFERENCES	0.00	0.00	557.81	750.00
208-758-962.000	SENIOR CENTER MISCELLANEOUS	100.00	250.00	0.00	250.00
208-758-962.671	MISCELLANEOUS TRAVEL	500.00	250.00	0.00	250.00

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208-758-962.675	MISC SENIOR CENTER GRANT EXPENSE	0.00	0.00	0.00	0.00
208-758-964.401	REFUND SENIOR ATHLETICS	0.00	0.00	90.00	0.00
208-758-964.402	REFUND SENIOR ENRICHMENT	0.00	0.00	150.00	0.00
208-758-964.403	REFUND SENIOR HEALTH & WELLNESS	0.00	0.00	0.00	0.00
208-758-964.404	REFUND SENIOR LIFE SKILLS	0.00	0.00	0.00	0.00
208-758-964.405	REFUND SENIOR SPECIAL EVENTS	0.00	0.00	46.00	0.00
208-758-964.406	REFUND SENIOR ARTS	0.00	0.00	0.00	0.00
208-758-964.599	REFUND EDUCATION	0.00	0.00	0.00	0.00
208-758-964.650	REFUND ART	0.00	0.00	0.00	0.00
208-758-964.671	REFUND TRAVEL TRIPS	500.00	0.00	3,615.00	0.00
208-767-921.660	UTILITIES - ELECTRIC -STONY LAKE PARK	0.00	0.00	0.00	0.00
208-767-921.661	UTILITIES - ELECTRIC - SEYMOUR LAKE PARK	0.00	0.00	138.59	250.00
208-767-921.662	UTILITIES - ELECTRIC - POWELL LAKE PARK	0.00	0.00	0.00	0.00
208-767-921.663	UTILITIES - ELECTRIC - OAKWOOD LAKE PARK	0.00	0.00	0.00	0.00
Total Appropriations:		**1,461,675.00**	**1,654,000.00**	**1,203,050.60**	**1,750,000.00**
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		**(16,975.00)**	**1,000.00**	**481,889.44**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Cemetery Maintenance Fund** (209)
2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Cemetery Maintenance Fund (209).

The following motion is offered for consideration:

I move to approve the recommended 2024 Cemetery Maintenance Fund Budget with Revenues and Expenditures balancing at $400,000.00 and attach the spreadsheet as an appendix to the minutes.

2024 Cemetery Maint. Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
209-000-400.000	OPENING FUND BALANCE	85,000.00	85,000.00	0.00	0.00
209-000-665.200	INTEREST SAVINGS ACCOUNT	0.00	0.00	1,160.90	0.00
209-000-665.300	INTEREST CD/POOL FUND	2.00	0.00	9.11	0.00
209-000-675.000	DONATIONS	7,000.00	0.00	1,000.00	0.00
209-000-680.000	MISCELLANEOUS INCOME	500.00	0.00	0.00	0.00
209-000-699.101	TRANSFER FROM GENERAL FUND	0.00	250,000.00	0.00	400,000.00
Total Estimated Revenue:		**92,502.00**	**335,000.00**	**2,170.01**	**400,000.00**
--- Appropriations ---					
209-276-801.000	PLANNER/PROF. SERVICES PLANNER	0.00	0.00	0.00	0.00
209-276-821.000	ENGINEERING FEES - GENERAL	2,413.00	0.00	0.00	0.00
209-276-890.000	CONTINGENCY	0.00	250,000.00	0.00	0.00
209-276-932.000	MAINTENANCE GENERAL	1,306.00	0.00	2,320.80	0.00
209-276-935.000	RESTORATION	87,400.00	85,000.00	0.00	400,000.00
209-276-962.000	MISCELLANEOUS	1,383.00	0.00	0.00	0.00
Total Appropriations:		**92,502.00**	**335,000.00**	**2,320.80**	**400,000.00**
Net of Revenues & Appropriations:	**Net of Revenues & Appropriations:**	**0.00**	**0.00**	**(150.79)**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Telecommunications Fund** (239)
2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Telecommunications Fund (239).

The following motion is offered for consideration:

I move to approve the recommended 2024 Telecommunications Fund Budget with Revenues and Expenditures balancing at $15,011.00 and attach the spreadsheet as an appendix to the minutes.

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
239-000-400.000	OPENING FUND BALANCE	27,878.00	0.00	0.00	0.00
239-000-546.000	ALLOCATION FROM STATE	14,800.00	15,000.00	14,788.53	15,000.00
239-000-665.200	INTEREST SAVINGS ACCOUNT	5.00	11.00	10.47	11.00
239-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
239-000-680.000	MISCELLANEOUS INCOME	1.00	0.00	0.00	0.00
Total Estimated Revenue:		**42,684.00**	**15,011.00**	**14,799.00**	**15,011.00**
--- Appropriations ---					
239-807-807.000	AUDIT FEES	100.00	100.00	100.00	100.00
239-807-821.000	ENGINEERING FEES - GENERAL	0.00	0.00	1,907.50	2,000.00
239-807-826.000	LEGAL FEES	0.00	0.00	0.00	0.00
239-807-890.000	CONTINGENCY	42,584.00	14,911.00	20,000.00	12,911.00
239-807-969.000	HWY/RD MAINTENANCE CONTR	0.00	0.00	0.00	0.00
239-807-977.000	EQUIPMENT ACQUISTION	0.00	0.00	0.00	0.00
Total Appropriations:		**42,684.00**	**15,011.00**	**22,007.50**	**15,011.00**
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		**0.00**	**0.00**	**(7,208.50)**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Building Department Fund** (249)
2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Building Department Fund (249).

The following motion is offered for consideration:

I move to approve the recommended 2024 Building Department Fund Budget with Revenues and Expenditures balancing at $432,000.00 and attach the spreadsheet as an appendix to the minutes.

2024 Building Dept. Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
249-000-400.000	OPENING FUND BALANCE	0.00	17,500.00	0.00	17,500.00
249-000-476.000	REGISTER CONTRACTOR LICE.	4,000.00	2,500.00	2,460.00	2,500.00
249-000-491.000	BUILDING PERMITS	240,000.00	182,700.00	272,261.00	184,000.00
249-000-492.000	ELECTRICAL PERMITS	40,000.00	40,000.00	23,591.75	40,000.00
249-000-493.000	HEATING PERMITS	62,000.00	60,000.00	39,866.75	55,000.00
249-000-494.000	PLUMBING PERMITS	30,000.00	30,000.00	20,671.75	30,000.00
249-000-495.000	GRADING PLAN PERMIT FEE	9,000.00	8,000.00	5,040.00	8,000.00
249-000-496.000	SOIL EROSION PERMIT FEE	40,000.00	35,000.00	34,050.00	35,000.00
249-000-616.000	TOWNSHIP ADMIN FEE	10,000.00	7,000.00	29,360.00	40,000.00
249-000-626.003	ONLINE SERVICE FEE	0.00	0.00	1,149.00	2,500.00
249-000-665.200	INTEREST SAVINGS ACCOUNT	5,000.00	1,000.00	16,370.17	2,500.00
249-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
249-000-677.025	MILEAGE	15,000.00	13,000.00	9,705.00	15,000.00
249-000-680.000	MISCELLANEOUS INCOME	30,000.00	0.00	0.00	0.00
Total Estimated Revenue:		**485,000.00**	**396,700.00**	**454,525.42**	**432,000.00**
--- Appropriations ---					
249-289-705.000	WAGES BLDG/ZONING ADMINISTRATOR	79,000.00	78,000.00	53,902.05	93,430.00
249-289-707.000	WAGES & FEES TEMPORARY	12,000.00	0.00	1,140.00	12,000.00
249-289-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	61,000.00	50,000.00	45,294.45	55,000.00
249-289-712.001	FEES ELECTRIC INSPECTORS	32,000.00	20,000.00	16,400.00	23,000.00
249-289-712.002	FEES HEATING INSPECTOR	30,000.00	22,000.00	17,280.00	23,000.00
249-289-712.004	FEES PLUMBING INSPECTOR	15,000.00	16,000.00	9,855.00	15,000.00
249-289-712.009	FEES BUILDING INSPECTOR	63,000.00	55,000.00	52,554.25	63,000.00
249-289-712.010	ENGINEER INSPECTOR FEE	5,000.00	2,500.00	0.00	0.00
249-289-712.013	SOIL EROSION INSPECTOR	30,000.00	20,000.00	17,736.25	25,000.00
249-289-715.000	S.S.EMPLOYER SHARE	12,500.00	10,000.00	7,529.25	10,000.00
249-289-716.000	INSURANCE MEDICAL	65,000.00	55,000.00	30,997.67	55,000.00
249-289-717.000	LIFE INSURANCE	2,000.00	2,000.00	663.54	2,000.00
249-289-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	15,900.00	18,000.00	8,085.30	18,000.00
249-289-720.000	MICH EMPLOY SECURITY COMM	1,450.00	1,200.00	487.00	1,200.00
249-289-727.000	FEES ADMINISTRATIVE	6,500.00	0.00	5,435.00	0.00
249-289-727.002	ONLINE SERVICE FEE	0.00	0.00	1,167.00	1,200.00
249-289-728.000	OFFICE SUPPLIES	4,000.00	3,000.00	2,551.26	3,000.00
249-289-807.000	AUDIT FEES	2,000.00	0.00	4,225.00	0.00
249-289-821.002	EVIP EXPENDITURES	1,000.00	0.00	0.00	0.00

2024 Building Dept. Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
249-289-826.000	LEGAL FEES	6,500.00	3,000.00	1,935.00	2,500.00
249-289-829.000	MEMBERSHIP DUES	2,000.00	1,500.00	505.00	1,500.00
249-289-853.000	TELEPHONE	1,750.00	1,700.00	1,055.78	1,700.00
249-289-860.000	MILEAGE EXPENSE	16,000.00	8,000.00	9,995.62	10,000.00
249-289-860.001	MEALS/LODGING EXPENSE	2,000.00	1,500.00	1,286.01	1,500.00
249-289-890.000	CONTINGENCY	600.00	600.00	0.00	470.00
249-289-903.000	LEGAL NOTICES	1,000.00	500.00	0.00	0.00
249-289-920.000	RENT EXPENSE	0.00	0.00	0.00	6,500.00
249-289-933.000	MAINTENANCE EQUIPMENT	4,500.00	3,500.00	3,801.00	3,500.00
249-289-957.000	EDUCATION WORKSHOPS AND CONFERENCES	1,000.00	1,200.00	835.00	2,500.00
249-289-962.000	MISCELLANEOUS	1,000.00	18,500.00	991.00	1,000.00
249-289-970.001	CAPITAL OUTLAY	0.00	0.00	0.00	0.00
249-289-970.003	COMPUTER PROGRAMMING	1,000.00	0.00	4,400.00	1,000.00
249-289-976.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00
249-289-977.000	EQUIPMENT ACQUISTION	12,000.00	4,000.00	0.00	0.00
Total Appropriations:		**486,700.00**	**396,700.00**	**300,107.43**	**432,000.00**
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		**(1,700.00)**	**0.00**	**154,417.99**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Cable TV Fund** (296) 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Cable TV Fund (296).

The following motion is offered for consideration:

I move to approve the recommended 2024 Cable TV Fund Budget with Revenues and Expenditures balancing at $396,370.00 and attach the spreadsheet as an appendix to the minutes.

2024 Cable Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
296-000-400.000	OPENING FUND BALANCE	0.00	209,973.00	0.00	68,720.00
296-000-477.001	FRANCHISE FEES ADDISON TOWNSHIP	39,193.00	40,000.00	22,547.84	45,000.00
296-000-477.002	FRANCHISE FEES OXFORD TOWNSHIP	180,960.00	185,000.00	96,077.39	192,000.00
296-000-477.003	FRANCHISE FEES VILLAGE OF OXFORD	36,000.00	20,000.00	9,569.75	19,138.00
296-000-477.004	FRANCHISE FEES VILLAGE OF LEONARD	5,000.00	5,000.00	0.00	0.00
296-000-477.005	FRANCHISE FEES ADDISON TOWNSHIP - AT&T	11,069.00	7,000.00	5,898.00	11,700.00
296-000-477.006	FRANCHISE FEES OXFORD TOWNSHIP - AT&T	42,500.00	33,000.00	13,946.40	27,892.00
296-000-477.007	FRANCHISE FEES VILLAGE OF OXFORD - AT&T	3,293.00	4,000.00	1,885.63	3,770.00
296-000-477.008	FRANCHISE FEES VILLAGE OF LEONARD - AT&T	0.00	600.00	0.00	0.00
296-000-477.009	IN KIND/PEG FEES ADDISON TWP	0.00	3,000.00	2,159.40	4,300.00
296-000-477.010	IN KIND/PEG FEES - OXFORD TWP	17,000.00	12,000.00	5,578.56	11,000.00
296-000-477.011	IN KIND/PEG FEES - VLG OF OXFORD	5,240.00	4,000.00	1,754.85	3,500.00
296-000-477.012	IN KIND PEG FEES - LEONARD VLG	584.00	0.00	0.00	0.00
296-000-477.013	FRANCHISE FEES OXFORD TWP - COMCAST	1,717.00	200.00	1,640.31	3,200.00
296-000-477.014	FRANCHISE FEES - ADDISON TWP - COMCAST	89.00	130.00	213.38	400.00
296-000-477.015	PEG FEES OXFORD TOWNSHIP - COMCAST	200.00	0.00	0.00	0.00
296-000-477.016	PEG FEES ADDISON TOWNSHIP - COMCAST	100.00	0.00	0.00	0.00
296-000-477.017	FRANCHISE FEES-VILL OF OXFORD-COMCAST	200.00	650.00	307.89	600.00
296-000-665.200	INTEREST SAVINGS ACCOUNT	0.00	0.00	4,987.43	5,000.00
296-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
296-000-675.000	DONATIONS	0.00	100.00	0.00	0.00
296-000-675.007	UNDERWRITING	1,000.00	500.00	0.00	0.00
296-000-678.000	GRANT REVENUE	0.00	0.00	0.00	0.00
296-000-680.000	MISCELLANEOUS INCOME	1,000.00	0.00	151.17	50.00
296-000-680.001	MISCELLANEOUS DVD DONATIONS	1,000.00	200.00	110.00	100.00
296-000-699.999	REVENUE APPROPRIATION FROM FUND BALANCE	27,900.00	0.00	16,927.84	0.00
Total Estimated Revenue:		**374,045.00**	**525,353.00**	**183,755.84**	**396,370.00**
--- Appropriations ---					
296-296-703.002	WAGES ADMINISTRATORS	57,459.00	62,459.00	34,747.63	66,800.00
296-296-703.006	WAGES SALARIES - CABLE	0.00	0.00	0.00	0.00
296-296-703.007	WAGES HOURLY EMPLOYEES	160,000.00	175,000.00	85,359.99	195,000.00
296-296-715.000	S.S.EMPLOYER SHARE	20,000.00	25,000.00	9,188.12	17,175.00
296-296-720.000	MICH EMPLOY SECURITY COMM	3,200.00	3,400.00	1,786.32	3,715.00
296-296-727.000	FEES ADMINISTRATIVE	4,200.00	4,200.00	4,100.05	4,100.00
296-296-728.000	OFFICE SUPPLIES	3,200.00	3,300.00	1,747.08	3,300.00
296-296-728.001	SUPPLIES PRODUCTION	1,000.00	980.00	0.00	980.00
296-296-730.000	POSTAGE	120.00	140.00	12.00	130.00
296-296-800.000	FEES VLG OF OXFORD FRANCHISE FEES	19,766.00	18,500.00	0.00	0.00
296-296-800.001	FEES ADDISON TWP. FRANCHISE FEES	23,000.00	19,000.00	11,273.92	22,000.00

2024 Cable Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
296-296-800.005	FEES VLG OF LEONARD FRANCHISE FEES	2,500.00	3,100.00	0.00	0.00
296-296-800.006	FEES OXFORD TWP. FRANCHISE FEES	0.00	0.00	0.00	0.00
296-296-800.009	FEES IN KIND/PEG FEES - OXFORD TWP	0.00	0.00	0.00	0.00
296-296-800.010	FEES IN KIND PEG FEES - ADDISON TWP	0.00	0.00	0.00	0.00
296-296-800.011	FEES IN KIND/PEG FEES - LEONARD	0.00	0.00	0.00	0.00
296-296-800.012	FEES IN KIND PEG FEES - OXFORD VLG	0.00	0.00	0.00	0.00
296-296-807.000	AUDIT FEES	500.00	500.00	500.00	500.00
296-296-808.005	GRANT MATCHING FUNDS MATCHING FUNDS	0.00	0.00	0.00	0.00
296-296-815.000	CONTRACTED PAYROLL	2,900.00	2,500.00	1,985.86	4,000.00
296-296-819.001	SERVICES PROFESSIONAL	5,000.00	3,000.00	4,318.15	10,000.00
296-296-821.003	EVIP EXPENDITURES	0.00	0.00	0.00	0.00
296-296-826.000	LEGAL FEES	0.00	0.00	0.00	0.00
296-296-853.000	TELEPHONE	0.00	0.00	31.97	4,800.00
296-296-853.001	TELEPHONE WEB/ATT	13,000.00	14,000.00	11,173.76	11,500.00
296-296-860.000	MILEAGE EXPENSE	3,000.00	3,000.00	1,932.07	3,800.00
296-296-880.000	PUBLIC RELATIONS	1,000.00	1,000.00	370.67	1,200.00
296-296-890.000	CONTINGENCY	300.00	134,474.00	0.00	0.00
296-296-903.000	LEGAL NOTICES	0.00	0.00	0.00	0.00
296-296-921.000	UTILITIES - ELECTRIC BLDG	6,500.00	6,500.00	3,215.47	5,600.00
296-296-923.000	UTILITIES - HEAT	2,500.00	2,700.00	626.99	1,500.00
296-296-929.000	TRASH DISPOSAL	1,600.00	1,600.00	878.62	1,700.00
296-296-933.000	MAINTENANCE EQUIPMENT	0.00	0.00	0.00	720.00
296-296-934.000	MAINTENANCE/GAS VEHICLE	1,000.00	1,200.00	338.11	350.00
296-296-955.000	INSURANCE LIABILITY	9,300.00	9,500.00	936.00	9,000.00
296-296-957.000	EDUCATION WORKSHOPS AND CONFERENCES	500.00	1,000.00	45.00	1,000.00
296-296-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
296-296-970.000	VEHICLE PURCHASE	0.00	0.00	0.00	0.00
296-296-970.005	CAPITAL IMPROVEMENT-BUILDING	0.00	0.00	0.00	200.00
296-296-970.006	CAPITAL IMPROVEMENT-EQUIPMENT	18,000.00	23,000.00	7,391.51	15,500.00
296-296-976.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00
296-296-977.000	EQUIPMENT ACQUISTION	0.00	0.00	0.00	0.00
296-296-977.002	CAMERA/CAMERA ACCESSORIES	3,000.00	2,500.00	1,152.06	2,000.00
296-296-977.004	COMPUTER & ACCESSORIES	5,000.00	3,000.00	614.01	9,000.00
296-296-977.005	PRODUCTION EQUIPMENT STUDIO	6,500.00	800.00	30.48	800.00
Total Appropriations:		**374,045.00**	**525,353.00**	**183,755.84**	**396,370.00**
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		**0.00**	**0.00**	**0.00**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Safety Path Fund** (297) 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Safety Path Fund (297).

The following motion is offered for consideration:

I move to approve the recommended 2024 Safety Path Fund Budget with Revenues and Expenditures balancing at $1,127,725.00 and attach the spreadsheet as an appendix to the minutes.

2024 Safety Path Fund Recommended

GL Number	Description	2022 Amended Budget	2023 Original Budget	YTD As Of 08/31/2023	2024 RECOMMENDED
--- Estimated Revenue ---					
297-000-400.000	OPENING FUND BALANCE	0.00	0.00	0.00	22,725.00
297-000-583.000	CONTRIB FRM OXF SCHLS-RAY RD SAFETY PATH	0.00	0.00	0.00	0.00
297-000-665.300	INTEREST CD/POOL FUND	995.00	150.00	9,036.77	5,000.00
297-000-678.000	GRANT REVENUE	0.00	0.00	50,000.00	0.00
297-000-680.000	MISCELLANEOUS INCOME	10.00	0.00	0.00	0.00
297-000-699.101	TRANSFER FROM GENERAL FUND	56,357.00	100,000.00	0.00	1,100,000.00
297-000-699.239	TRANSFER FROM TELECOMMUNICATIONS FUND	0.00	0.00	0.00	0.00
Total Estimated Revenue:		**57,362.00**	**100,150.00**	**59,036.77**	**1,127,725.00**
--- Appropriations ---					
297-852-801.000	PLANNER/PROF. SERVICES PLANNER	0.00	0.00	0.00	0.00
297-852-807.000	AUDIT FEES	0.00	0.00	500.00	500.00
297-852-808.001	GRANT MATCHING FUNDS	0.00	0.00	0.00	0.00
297-852-808.002	SEYMOUR LAKE SAFETY PATH PROJECT	0.00	0.00	0.00	839,225.00
297-852-808.007	LAKEVILLE SAFETY PATH	0.00	0.00	0.00	0.00
297-852-811.000	RESTORATION	0.00	0.00	0.00	0.00
297-852-821.000	ENGINEERING FEES - GENERAL	15,000.00	0.00	20,916.25	20,000.00
297-852-821.009	ENGINEERING DESIGN FOR RAY/N OXFORD RD	10,000.00	0.00	0.00	0.00
297-852-821.010	ENGINEERING DESIGN FOR DUNLAP ROAD	0.00	0.00	0.00	0.00
297-852-826.000	LEGAL FEES	1,000.00	0.00	90.00	500.00
297-852-890.000	CONTINGENCY	20,042.00	100,000.00	0.00	259,000.00
297-852-903.000	LEGAL NOTICES	200.00	0.00	0.00	0.00
297-852-930.000	POSTAGE	0.00	0.00	0.00	0.00
297-852-932.000	MAINTENANCE GENERAL	0.00	0.00	0.00	0.00
297-852-955.000	INSURANCE LIABILITY	5,000.00	0.00	2,372.88	3,000.00
297-852-962.000	MISCELLANEOUS	0.00	0.00	135.00	500.00
297-852-970.001	CAPITAL OUTLAY	6,000.00	0.00	0.00	0.00
297-852-971.001	EASEMENT ACQUISITION	90.00	150.00	3,706.00	5,000.00
297-852-971.002	EASEMENT ACQ-DRAHNER RD.	30.00	0.00	0.00	0.00
Total Appropriations:		**57,362.00**	**100,150.00**	**27,720.13**	**1,127,725.00**
Net of Revenues & Appropriations:	**Net of Revenues & Appropriations:**	**0.00**	**0.00**	**31,316.64**	**0.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Polly Ann Trailway Management Council Fund** (298) 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Polly Ann Trailway Management Council Fund (298).

The following motion is offered for consideration:

I move to approve the recommended 2024 Polly Ann Trailway Management Council Fund Budget with Revenues and Expenditures balancing at $80,000.00 and attach the spreadsheet as an appendix to the minutes.

POLLY ANN TRAILWAY MANAGEMENT COUNCIL BUDGET

Fund 298

General Ledger Number	REVENUE Description	2024 Proposed BUDGET
298-000-400.000	Opening Fund Balance	$4,700.00
298-000-538.000	Polly Ann Trail Grant	$0.00
298-000-665.200	Interest - Savings Account	$300.00
298-000-675.005	Donations, Sales and Reimbursements	$0.00
298-000-675.006	Performance Bond / In Kind Services	$0.00
298-000-590.001	Contributions - Orion Township	$33,338.00
298-000-590.002	Contributions - Oxford Township	$19,965.00
298-000-590.003	Contributions - Village of Oxford	$4,046.00
298-000-590.004	Contributions - Addison Township	$14,546.00
298-000-590.005	Contributions - Village of Leonard	$3,105.00
AMENDMENT ADJUSTMENT		
TOTAL Net of REVENUES / Appropriations		**$80,000.00**

General Ledger Number	EXPENDITURE Description	
298-853-727.000	Fees - Administrative	$1,240.00
298-853-728.000	Office Supplies	$200.00
298-853-730.000	Postage	$150.00
298-853-819.000	Services - Professional	$6,000.00
298-853-824.000	Contracted Services - PATMC	$32,400.00
298-853-829.000	Membership Dues	$255.00
298-853-853.000	Telephone	$350.00
298-853-880.007	Use of Facilities - Leonard	$3,105.00
298-853-921.664	Utilities - Electric PATMC	$300.00
298-853-927.001	Utilities - Water	$900.00
298-853-932.000	Maintenance of Grounds	$15,000.00
298-853-933.664	Equipment and Hardware	$6,500.00
298-853-934.000	Fuel and Oil	$1,000.00
298-853-955.000	Insurance - PATMC	$3,000.00
298-853-962.000	Miscellaneous	$1,000.00
298-853-962.011	Misc. - Advertising and Web	$1,500.00
298-853-962.012	Misc. - Licenses and Fees	$100.00
298-853-962.014	PATMC Sponsored Events	$1,000.00
298-853-962.016	Grant Expenses	$5,000.00
298-853-970.007	Future Capital Improvements	$1,000.00
AMENDMENT ADJUSTMENT		
TOTAL EXPENDITURES		**$80,000.00**

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **North Oakland Transportation Authority**
2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for North Oakland Transportation Authority.

The following motion is offered for consideration:

I move to approve the recommended 2024 North Oakland Transportation Authority Budget with Revenues and Expenditures balancing at $6,599,854.00 and to spread the property tax millage rate to be levied at 0.0000 mills and attach the spreadsheet as an appendix to the minutes.

North Oakland Transportation Authority, Inc.
2023 & 2024 Budget

	2023 Amended Budget	2023 NOTES	2024 Proposed Budget	2024 NOTES
Ordinary Income/Expense				
Income				
Fare Revenue				
4025 · Fare Income	$ 70,000.00		$ 150,000.00	
4026 · Electric Vehicle Fares				Wait for EV until end of 2024
Total Fare Revenue	**$ 70,000.00**		**$ 150,000.00**	
Government Contributions - Municipal Credits				
4500 · Addison Township	$ 5,852.00		$ 5,852.00	Rates are changing
4520 · Orion Township	$ 31,882.00		$ 31,882.00	Rates are changing
4540 · Oxford Township	$ 16,796.00		$ 16,796.00	Rates are changing
4560 · Village of Lake Orion	$ 2,926.00		$ 2,926.00	Rates are changing
4580 · Village of Leonard	$ 380.00		$ 380.00	Rates are changing
4600 · Village of Oxford	$ 3,382.00		$ 3,382.00	Rates are changing
4650 · Brandon Independence Mun Credit	$ -		$ 51,600.00	Rates are changing
Total Municipal Contributions	**$ 61,218.00**		**$ 112,818.00**	
Grants				
Federal Grants				
Local Bus Operating (LBO) NEW FUNDING	$ -		$ 1,800,000.00	Estimate 30%
5310 Grant Urban	$ 250,000.00		$ 250,000.00	
CRSSA Grant	$ 20,065.00		$ -	
5208 · New Freedom Urban Grant	$ -			
5209 · JARC Urban Grant	$ -			
5210 · NON URBAN JARC OPERATIONS GRANT	$ 180,640.00			
5316 · Electric Vehicle Grant SEMCOG	$ -		$ 143,000.00	
Total Federal Grants	**$ 450,705.00**		**$ 2,193,000.00**	
5240 · Community of Mental Health TTI	$ 200,000.00		$ 200,000.00	
5280 · Specialized Services Grant	$ 10,277.00		$ 10,277.00	
Total Grants	**$660,982.00**		**$2,403,277.00**	
Millage Revenue				
4700 · Oxford Township Millage Revenue	$ 14,063.00			
4701 · Orion Township Millage Revenue	$ 2,926.00			

North Oakland Transportation Authority, Inc.
2023 & 2024 Budget

	2023 Amended Budget	2023 NOTES	2024 Proposed Budget	2024 NOTES
4703 · Oakland County Millage Revenue	$ 3,437,236.00	$589,631 Extra due to vehicles Oakland County needs to approve	$ 3,719,009.00	$281764 extra from 2023. Oakland County needs to approve
Total Millage Revenue	**$3,454,225.00**		**$3,719,009.00**	
Other Income				
4020 · Donations	$ 500.00		$ 500.00	
4021 · Token Fund for Needy	$ 500.00		$ -	
4800 · Interest - Bank	$ 102,000.00		$ 105,000.00	MI Class/Robinson Capital
4900 · Miscellaneous Income	$ 1,000.00		$ -	
5410 · Advertising	$ -		$ -	
5420 · Vehicle Trips	$ 17,500.00		$ 17,500.00	
5425 · Trolley Revenue	$ 28,000.00		$ 28,000.00	
5500 · Rental Income	$ 57,000.00		$ 63,750.00	
Total Other Income	**$206,500.00**		**$214,750.00**	
Total Income	**$4,452,925.00**		**$6,599,854.00**	**$2,146,929.00**
Expense				48%
Administration				
7520 · Office Supplies-Admin				
Total Administration				
Insurance				
6420 · Vehicle	$ 170,000.00		$ 345,600.00	
6430 · Workers Compensation	$ 35,000.00		$ 70,000.00	
6500 · Building Insurance	$ 20,000.00		$ 21,400.00	
7410 · General	$ 19,000.00		$ 20,330.00	
Total Insurance	**$ 244,000.00**		**$ 457,330.00**	
Professional Services				
6600 · Bank Service Charges	$ 100.00		$ 107.00	
6670 · Other Professional Services	$ 21,900.00		$ 23,138.00	
6675 · Payroll Services	$ 5,000.00		$ 5,350.00	
6676 · Snow Removal/Landscaping	$ 30,000.00		$ 5,000.00	Purchase our own plow/salter - below
6677 · Janitorial Services	$ 10,500.00		$ 11,235.00	

North Oakland Transportation Authority, Inc.
2023 & 2024 Budget

	2023 Amended Budget	2023 NOTES	2024 Proposed Budget	2024 NOTES
6678 · Employee Assistance Program	$ 2,000.00		$ 2,140.00	
6679 · Dispatch Software	$ 10,000.00		$ 10,700.00	
6681 · Computer Services	$ 26,000.00		$ 27,820.00	
7655 · Audit	$ 5,200.00		$ 10,000.00	
7665 · Legal	$ 32,500.00		$ 15,000.00	
Total Professional Services	**$ 143,200.00**		**$ 110,490.00**	
Program Costs				
6502 · Vehicle Fees	$ 500.00		$ 533.00	
6503 · Towing	$ 3,500.00		$ 3,745.00	
6505 · Utilities	$ 20,450.00		$ 22,000.00	
6510 · Office Telephone & Internet	$ 12,500.00		$ 13,375.00	
6512 · Driver two way phones	$ 23,200.00		$ 42,000.00	
6520 · Office Supplies-Program	$ 12,000.00		$ 12,840.00	
6521 · Leasing Expense	$ 6,500.00		$ 6,955.00	
6522 · Building Expenses	$ 14,000.00		$ 15,000.00	
6525 · Uniforms	$ 10,700.00		$ 15,000.00	
6530 · Advertising	$ 22,500.00		$ 30,000.00	
6540 · Drug and Alcohol Driver Testing	$ 7,000.00		$ 7,490.00	
8001 · Contingency				
Total Program Costs	**$ 132,850.00**		**$ 168,938.00**	
Repairs and Maintenance				
6310 · Fuel	$ 170,000.00		$ 330,000.00	
6350 · Vehicle Maintenance	$ 63,500.00		$ 105,000.00	
6360 · Vehicle Repairs	$ 70,000.00		$ 105,000.00	
Total Repairs and Maintenance	**$ 303,500.00**		**$ 540,000.00**	
Salaries and Wages				
Payroll Taxes				
6110 · FICA Employers Expense	$ 129,000.00		$ 240,000.00	
6120 · Unemployment Expense	$ 32,000.00		$ 59,000.00	
Total Payroll Taxes	$ 161,000.00		$ 299,000.00	

North Oakland Transportation Authority, Inc.
2023 & 2024 Budget

	2023 Amended Budget	2023 NOTES	2024 Proposed Budget	2024 NOTES
6020 · Drivers	$ 1,250,000.00	23 NOTA M-F and 3 weekend and Expansion: 5 routes M-F 2 weekends total weekly driving hours 1317 Exp didn't start until August	$ 2,469,096.00	5% Increase and 27 routes NOTA M-F and 15 expanded M-F and 11 weekend routes.Weekly driving hours
6025 · Driver Wages - Electric Vehicle	$ -		$ -	
6040 · Dispatchers	$ 198,000.00		$ 160,000.00	Move Emma to Admin
6050 · Office				
6055 · Mechanic Wages	$ -		$ -	
6060 · Administration Salaries	$ 250,000.00		$ 370,000.00	Lynn, Mike, Nigel, Emma, Danielle
7200 · Fringe Benefits				
7211 · Health Insurance	$ 70,000.00		$ 400,000.00	Over 50 FTE in 2024
7215 · MERS DC Employer	$ 60,000.00		$ 114,000.00	
7200 · Fringe Benefits - Other	$ 12,000.00		$ 50,000.00	STD/LTD/LIFE
Total 7200 · Fringe Benefits	$ 142,000.00		$ 564,000.00	
Total Salaries and Wages	**$2,001,000.00**		**$3,862,096.00**	
6630 · Professional Development				
6610 · Community Development	$ 2,500.00		$ 5,000.00	
6615 · Mileage/Parking	$ 500.00		$ 500.00	
6620 · Miscellaneous	$ 100.00		$ 500.00	
6625 · Seminars and Conferences	$ 9,000.00		$ 9,000.00	
Total 6630 · Professional Development	**$12,100.00**		**$15,000.00**	
8002 · Electric Vehicle Grant Expenses	**$-**		**$143,000.00**	Purchase EV end of 2024
Total Operating Expense	**$2,836,650.00**		**$5,296,854.00**	
Net Ordinary Income	**$1,616,275.00**		**$1,303,000.00**	
Other Income/Expense				
Other Expense				
Capital Expenses				
6380 · Office Capital	$ 10,000.00		$ 10,000.00	

North Oakland Transportation Authority, Inc.
2023 & 2024 Budget

	2023 Amended Budget	2023 NOTES	2024 Proposed Budget	2024 NOTES
6385 · Property Improvements	$ 590,000.00	Parking Lot removal and expansion bid $492553 leave 20% extra for change orders		May need to improve back half of building if tenant moves out or car ports
Purchase our own snow plow/salter			$ 30,000.00	
Vehicle Cameras	$ 60,000.00	15 cameras x $4000	$ 40,000.00	10 cameras x $4000
6390 · Vehicle Expenses	$ 858,275.00	2 Transits and 5 minivans purchased. 7 minivans left to purchase this year ($406,000)	$ 830,000.00	10 transits @$83000 for total of 48 vehicles
Total Capital Expenses	$1,518,275.00		$910,000.00	
Depreciation				
6970 · Depreciation Expense	$ 70,000.00		$ 365,000.00	48 vehicles
Total Depreciation	$ 70,000.00		$ 365,000.00	
8020 · Trolley Expenses	$ 28,000.00		$ 28,000.00	
Total Other Expense	**$1,616,275.00**		**$1,303,000.00**	
Total Expenses	**$4,452,925.00**		**$6,599,854.00**	
Net Income	**$-**		**$-**	

Date: September 13, 2023

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: **Oxford Public Library** 2024 Budget

Dear Board Members:

Attached is a final copy of the proposed Fiscal Year 2024 Budget for Oxford Public Library.

The following motion is offered for consideration:

I move to approve the recommended 2024 Oxford Public Library Budget with Revenues and Expenditures balancing at $1,930,001.00 based on the property tax millage rate to be levied at 0.6271 mills and 0.6691 mills equal to 1.2962 mills and attach the spreadsheet as an appendix to the minutes.

Oxford Public Library
FY 24 Budget

Receivable

Number	Account	FY 23 Budget	FY 24 Budget	(+/-) Change
401.00	Oxford Taxes	$ 1,285,000.00	$ 1,385,000.00	$ 100,000.00
402.00	Delinquent Taxes	$ 30,000.00	$ 25,000.00	$ (5,000.00)
404.00	PPT Reimbursement	$ 50,000.00	$ 60,000.00	$ 10,000.00
539.00	State Aid	$ 20,000.00	$ 21,000.00	$ 1,000.00
540.00	Grants & Donations	$ 6,000.00	$ 8,000.00	$ 2,000.00
581.00	Penal Fine Revenue	$ 25,000.00	$ 25,000.00	$ -
600.00	Miscellaneous	$ 4,000.00	$ 4,000.00	$ -
655.00	Fines	$ 2,000.00	$ 2,000.00	$ -
664.00	Interest Earned			
664.01	Savings/Checking	$ 8,000.00	$ 25,000.00	$ 17,000.00
690.00	Cash Over/Short	$ 1.00	$ 1.00	$ -
691.00	Fund Balance Reallocation	$ -	$ 375,000.00	$ 375,000.00
	Total Receipts	$ 1,430,001.00	$ 1,930,001.00	$ 500,000.00

Payable

Number	Account	FY 23 Budget	FY 24 Budget	(+/-) Change
701.00	Payroll	$ 710,000.00	$ 785,000.00	$ 75,000.00
702.00	Payroll Taxes	$ 67,000.00	$ 65,000.00	$ (2,000.00)
703.00	Employee SEP	$ 55,000.00	$ 55,000.00	$ -
704.00	Employee Health	$ 70,500.00	$ 55,000.00	$ (15,500.00)
705.00	Workers' Compensation	$ 3,000.00	$ 3,500.00	$ 500.00
706.00	Educational Enrichment	$ 2,000.00	$ 3,000.00	$ 1,000.00
726.00	Library Supplies	$ 17,000.00	$ 17,500.00	$ 500.00
800.00	Cooperative Services			
800.01	Acquisitions	$ 2,000.00	$ 2,200.00	$ 200.00
800.05	Automation	$ 35,500.00	$ 38,000.00	$ 2,500.00
800.06	ILL & Delivery	$ 2,796.00	$ 2,796.00	$ -
800.07	Telecommunications	$ 150.00	$ 100.00	$ (50.00)
810.00	Membership Dues	$ 2,500.00	$ 2,700.00	$ 200.00
820.00	PR & Marketing	$ 27,000.00	$ 35,000.00	$ 8,000.00
830.00	Programming	$ -	$ -	
830.01	Adult Services	$ 6,000.00	$ 6,000.00	$ -
830.02	Youth Services	$ 7,000.00	$ 7,000.00	$ -
830.03	Teen Services	$ 4,000.00	$ 4,000.00	$ -
840.00	Operating Expense	$ 10,000.00	$ 10,000.00	$ -
850.00	Repairs & Maintenance			
850.01	Building	$ 75,000.00	$ 90,000.00	$ 15,000.00
850.02	Equipment	$ 10,000.00	$ 12,000.00	$ 2,000.00
860.00	Audit	$ 4,000.00	$ 4,000.00	$ -
870.00	Insurance	$ 17,000.00	$ 23,000.00	$ 6,000.00
880.00	Mileage	$ 2,000.00	$ 2,500.00	$ 500.00
890.00	Utilities			
890.01	Gas	$ 20,000.00	$ 24,000.00	$ 4,000.00
890.02	Water	$ 2,000.00	$ 2,000.00	$ -
890.03	Sewer	$ 1,500.00	$ 1,500.00	$ -
890.04	Electric	$ 50,000.00	$ 50,000.00	$ -
890.05	Telephone	$ 10,500.00	$ 10,500.00	$ -
890.06	Internet	$ 5,500.00	$ 5,500.00	$ -
950.00	Miscellaneous Expense	$ 250.00	$ 250.00	$ -
970.00	Capital Expense	$ 25,000.00	$ 377,784.00	$ 352,784.00
971.00	Technology	$ 60,000.00	$ 60,000.00	$ -
972.00	Collection Development			
972.01	Material Acquisitions	$ 2,500.00	$ 2,500.00	$ -
972.02	Professional Reference	$ 500.00	$ 500.00	$ -
972.03	Adult Services	$ 50,000.00	$ 55,000.00	$ 5,000.00
972.04	Youth Services	$ 25,000.00	$ 25,000.00	$ -
972.05	Teen Services	$ 15,000.00	$ 15,000.00	$ -
972.06	Subscription Databases	$ 25,000.00	$ 45,000.00	$ 20,000.00
972.07	Digitization Services	$ 4,000.00	$ 4,000.00	$ -
990.00	Contingency Fund	$ 3,805.00	$ 28,171.00	$ 24,366.00
	Total Payables	$ 1,430,001.00	$ 1,930,001.00	$ 500,000.00

AFFIDAVIT OF PUBLICATION

STATE OF MICHIGAN } SS
COUNTY OF

Claire Vernatter, being first duly sworn, says that (s)he is the Admin. Assistant of The Oxford Leader, a newspaper published in the English language for the dissemination of local or transmitted news and intelligence of a general character and legal news, which is a duly qualified paper, and that annexed hereto is a copy of a certain order taken from said newspaper, in which the order was published

8/9/23 Claire V

KASEY E TYSICK
Notary Public, State of Michigan
County of Lapeer
My Commission Expires 08-27-2027
Acting in the County of Lapeer

Subscribed and sworn to before me this 9th

day of August, 20 23

Kasey E Tysick
Notary Public, _____ County, Michigan

My commission expires _____

Prepared by The Oxford Leader
1521 Imlay City Rd
PO Box 220
Lapeer, MI 48446

PUBLIC NOTICE
Because the People Want to Know
OXFORD LIBRARY

OXFORD PUBLIC LIBRARY
NOTICE OF PUBLIC HEARING

The Oxford Public Library Board will hold its annual budget hearing on Wednesday, August 16, 2023 at 7:00 p.m. to set the property tax millage rate and to adopt its FY2024 operating budget. This meeting will take place at the Library, located at 530 Pontiac Street.

Current Agenda Item
--Treasurer--

MEMO

To: Oxford Township Board of Trustees

From: Joseph G. Ferrari

Date: August 30, 2023

Re: Annual MERS Extra Contribution from General Fund

Back in the beginning of 2016, the Oxford Township Board of Trustees agreed to allocate the amount it formerly paid in Stony Lake property taxes to the Oxford Fire Department to help with our MERS Pension Funding shortfall.

However, since that time, we have allocated substantial financial resources to bring our MERS funding up to the highest funding category (though not 100% funded). With a final extra allocation soon forthcoming in budget year 2024, we will no longer need to formally allocate these funds to MERS.

If the township board is in favor of reversing this optional extra MERS payment, a sample motion has been prepared for your consideration.

Moved by: _____ Seconded by: _____

That the Oxford Township Board of Trustees negates its January 13, 2016 MERS Pension Funding motion of contributing $12,100.00 from the General Fund to the Oxford Fire Department as we will be funded in the highest MERS category in the very near future. The last year of this extra funding allocation will be budget year 2022.

Joseph Ferrari

From: Joseph Ferrari
Sent: Thursday, August 3, 2023 4:04 PM
To: Jack Curtis; Danielle Smith
Cc: Curtis Wright; mmajestic@oxfordfiredept.com; Lindsay Young (lyoung@oxfordfiredept.com)
Subject: RE: General fund monies transferred to MERS fire fund

Hi Jack-Will that be a budget transfer during the 2023 budget amendments in December or an addition to our August 9, 2023 Township Board meeting?

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

From: Jack Curtis <JCurtis@oxfordtownship.org>
Sent: Thursday, August 3, 2023 2:10 PM
To: Danielle Smith <dsmith@oxfordtownship.org>
Cc: Joseph Ferrari <JFerrari@oxfordtownship.org>; Curtis Wright <CWright@oxfordtownship.org>; Jon Nold <jnold@oxfordtownship.org>; mjensen72@aol.com; Catherine Colvin <ccolvin@oxfordtownship.org>; Rod Charles <rcharles@oxfordtownship.org>; Lindsay Young <lyoung@oxfordfiredept.com>; mmajestic@oxfordfiredept.com
Subject: General fund monies transferred to MERS fire fund

Danielle,
As we discussed, after conferring with Rana Emons it was advised to transfer $175,000 from the General Fund to the MERS fire retirement fund. Currently the fund shows we are funded at 87.8% and the transferred monies will put us over 90% funded. Rana advised that bonding agencies look at retirement fund that is over 90% funded rates us in the highest category. While the 2022 audit shows our pension plans fiduciary net position is projected to be available to make all projected future benefit payments of current and active employees, Rana makes advises us the 90% threshold is a best place to be.
Any questions please contact me.
Thank you,

Jack Curtis
Supervisor
Charter Township of Oxford
300 Dunlap Rd.
Oxford, MI 48371
(248) 628-9787 Ext. 109
jcurtis@oxfordtownship.org

Resident Terry Weir expressed his concerns against the Lake Mickelson Special Assessment District.

Resident Gary Eschik expressed positive comments regarding the Lake Mickelson Special Assessment District.

Treasurer Ferrari moved, Trustee Cryderman seconded, to close the Public Hearing to discuss the establishment of the Lake Mickelson Special Assessment District at 7:06 p.m.

Ayes: 7 Nays: 0 Absent: 0 Motion Carried

FIRE DEPARTMENT

ASSISTANT CHIEF – REQUEST TO HIRE AS FULL-TIME EMPLOYEE
Postponed until the February 10, 2016 Township Board Meeting, at which time Fire Chief Scholz will put together a spreadsheet with numbers to show the Township Board the effect on the Fire Department Budget.

UNFINISHED BUSINESS

LAKE MICKELSON SPECIAL ASSESSMENT DISTRICT RESOLUTION #4
Treasurer Ferrari moved, Clerk Wright seconded to approve Resolution No. 4, Approval of Special Assessment Roll for Lake Mickelson Special Assessment District and the Special Assessment Roll attached as Exhibit 1 to Resolution No. 4, to implement an Aquatic Weed Control Special Assessment District program for Lake Mickelson.

Roll Call:
Ayes: Wright, Ferrari, Curtis, Bellairs, Durr, Dunn
Nays: Cryderman
Absent: None
Motion Carried

* **MERS PENSION FUNDING**
Treasurer Ferrari moved, Clerk Wright seconded that the Stony Lake Park Property Tax which is $12,100.00 that was previously paid before the Stony Lake Park was approved to be open year round, be allocated to the Oxford Fire Department and paid into the Municipal Employees Retirement System (MERS) Fund beginning in 2016 until such time that the MERS Fund is 100% funded; and to approve the Memorandum of Understanding with the Village of Oxford and authorize Supervisor William Dunn to sign the Memorandum of Understanding pending approval from the Village of Oxford.

Roll Call:
Ayes: Ferrari, Wright, Durr, Curtis, Dunn, Cryderman
Nays: Bellairs
Absent: None

Motion Carried

NEW BUSINESS:

TANVIEW DRIVE PAVING – SPECIAL ASSESSMENT DISTRICT (SAD)

Treasurer Ferrari moved, Clerk Wright seconded to approve a contribution of five (5%) percent toward the total cost of repaving Tanview Drive as part of a Special Assessment District (SAD). The five (5%) percent contribution shall be paid contingent on SAD approval and completion. This five (5%) percent contribution to be paid from Telecommunications Fund Account (239). If any additional monies are necessary to pay the five (5%) percent contribution they shall be paid from Road Fund Account (204) and General Fund Account (101).

Roll Call:

Ayes: Durr, Wright, Ferrari, Dunn, Curtis, Cryderman, Bellairs
Nays: None
Absent: None

Motion Carried

RECOMMENDATION FROM PLANNING COMMISSION FOR PLANNING COMMISSION LIAISON TO THE ZONING BOARD OF APPEALS

Treasurer Ferrari moved to send the Planning Commission Liaison issue for the Zoning Board of Appeals back to the Planning Commission for a formal recommendation to the Township Board, not a show of hands.

Motion Died. Lack of Support.

Trustee Cryderman moved to send this back to the Planning Commission for the option of not to have a Village Representative on the Zoning Board of Appeals.

Motion Died. Lack of Support.

Agenda item tabled and to stay the same. No action taken.

RECOMMENDATIONS FOR REZONING OF PARCEL #P-04-26-303-014 CLARKSTON STATE BANK

Treasurer Ferrari moved, Trustee Curtis seconded to approve the rezoning of Parcel 04-26-303-014 from C-1 General Commercial zoning to L-1 Light Industrial zoning as recommended by the Oxford Township Planning Commission.

Ayes: Curtis, Bellairs, Ferrari, Wright, Cryderman, Durr, Dunn
Nays: None
Absent: None

Motion Carried.

GROUND MAINTENANCE CONTRACT

Oxford Fire Department

INVOICE

96 N. Washington Street
Oxford, MI 48371
Phone 248.969.9483 Fax 248.969.9489

DATE: August 1, 2023
INVOICE # 22-071
FOR: *MERS Contribution from Stony Lake*

Bill To:
Oxford Township
300 N Dunlap Road
Oxford, MI 48371

DESCRIPTION	AMOUNT
Additional MERS payment from Stony Lake Taxes	$12,100.00
GL REVENUE ACCOUNT CODE : 206.000.699.101 CONTIBUTION FROM GENERAL FUND 2023	
TOTAL	$ 12,100.00

Make all checks payable to **Oxford Fire Department**
If you have any questions concerning this invoice, contact Lindsay Young, 248-969-9483

Current Agenda Item
--Treasurer--

MEMO

TO: Oxford Township Board of Trustees

FROM: Joseph G. Ferrari, Treasurer

DATE: September 6, 2023

RE: 2022/2023 EVIP Grant Funding

Oxford Township has received $65,333.00 from the State of Michigan under the revised Economic Vitality Incentive Program (EVIP), which is higher from past years. However, in order to receive these funds, there are certain documents that were filed and maintained—Certification of Accountability and Transparency, Citizen's Guide, Performance Dashboard, Debt Service Report and Projected Budget Report.

For the last couple of years, we have used Munetrix, who has a pretty good package that met all of the reporting requirements for us to receive these additional funds. It is in a very clean and easy to understand format. We purchased another one-year subscription contract because if these EVIP funds are not allocated by the state in the future, we are not obligated to continue with Munetrix.

These funds are suggested to be distributed again amongst all of the taxing units based on our 2022 millage rates, so this $3,711.00 fee would come off the top of the $65,333.00 allocation to be distributed to the taxing units, if the township board so chooses to continue with sharing these revenues. Another change is that the state is now mandating that the **Increased Payment Amount** be specifically earmarked to pay "a retirement pension benefit system in underfunded status." We are suggesting that the applicable amount of $4,907.00 be designated to our Fire Fund to help pay its pension obligations.

Please contact me if you have any questions. Thank you very much for your time and consideration.

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

Moved by:_____ Seconded by: _____

To authorize Treasurer Joseph G. Ferrari to sign a one (1) year subscription contract/invoice with Munetrix, LLC in the amount of $3,711.00 in order to meet the State of Michigan reporting requirements to secure Economic Vitality Incentive Program (EVIP) funding. It is further understood that the $3,711.00 fee will be subtracted from the $65,333.00 EVIP grant, leaving $56,715.00 to be distributed to the Oxford Township local taxing units, based on 2022 township millage rates and $4,907.00 to be designated to the Oxford Township Fire Fund to help pay its outstanding pension obligations.

2022-2023

Total = $65,333.00
− 60,426.00
4,907.00 - fire Pension
3,711.00 - Monetrix Bill

72 (Rev. 03-19)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

$56,715.00 to be distributed to taxing agencies

September 2022

City, Village, and Township Revenue Sharing
Fiscal Year 2023
Detailed Guidance

City, Village, and Township Revenue Sharing (CVTRS) Program

For fiscal year (FY) 2023, the Legislature continued the City, Village, and Township Revenue Sharing (CVTRS) program. Each eligible local unit must meet all of the program requirements to receive the full CVTRS payments.

Each city, village, or township that received a FY 2022 CVTRS payment is eligible to receive a payment equal to 106% of the local unit's FY 2022 CVTRS eligible payment amount.

The Michigan Department of Treasury's (Treasury) website has templates available which cities, villages, or townships may use to comply with the CVTRS program requirements. The templates are located under the "Forms and Templates" section at https://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826---,00.html. Cities, villages, or townships do not have to use these templates. The templates are available to assist cities, villages, or townships if they so choose.

Program Requirements

I. To qualify for CVTRS payments, a local unit must complete the following by the due date:

1. Provide to Treasury the required documents (see below).
2. Make required documents available for public viewing in the city, village, or township clerk's office or post them on a publicly accessible Internet website.

II. Required Documents

1. City, Village, and Township Revenue Sharing and County Incentive Program Certification (form 4886)
2. Citizen's Guide (minimum General Fund) (see III. Citizen's Guide Reporting Options below)
   i. Most recent local finances
   ii. Recognition of unfunded liabilities
3. Performance Dashboard

4. Debt Service Report (all funds)

    i. Issuance date by debt instrument
    ii. Issuance amount by debt instrument
    iii. Type of debt instrument
    iv. A listing of all revenues pledged to finance debt service by debt instrument
    v. A listing of the **annual** debt service payment amounts **until maturity**

5. Projected Budget Report (minimum General Fund)

    i. The current fiscal year projected revenues and expenditures
    ii. The immediately following fiscal year projected revenues and expenditures
    iii. An explanation of the assumptions used for the projections

III. Citizen's Guide Reporting Options

Local units will have two options related to meeting the Citizen's Guide requirement:

1. A local unit can utilize the Citizen's Guide on Treasury's online system, if the local unit's F65 report has been filed timely. Local units may wish to verify that all the data reported on the F65 report is accurate, especially the general fund revenues, expenditures, and the unfunded pension liability.

    i. The local unit will need to indicate on the City, Village, and Township Revenue Sharing and County Incentive Program Certification (form 4886) that they have elected the Treasury Citizen's Guide option and the local unit is not submitting a copy of a Citizen's Guide.
    ii. The local unit will need to link to Treasury's Internet website for the Citizen's Guide or print a copy of Treasury's Citizen's Guide in order to make the document available for public viewing.
    iii. The Treasury Citizen's Guide can be found at: http://micommunityfinancials.michigan.gov/

    Note: The F65 information on Treasury's online system is refreshed monthly.

- OR -

2. A local unit can create the Citizen's Guide in another format that meets the CVTRS requirements.

IV. Due Date

1. **December 1, 2022** – to receive full CVTRS payments

    - OR -

2. February 1, April 1, June 1, or August 1 – to receive reduced CVTRS payments

V. Payment Information

1. All eligible local units will receive 1/6 of the CVTRS payment on the last business day of October.

2. If the required documents are submitted on or before December 1, 2022;

   i. A local unit qualifies to receive 1/6 of the CVTRS payment on the last business day of December, February, April, June, and August.

3. If the required documents are submitted after December 1, 2022, but by the first day of a payment month (February, April, June, and August);

   i. December CVTRS payment is forfeited.
   ii. Remaining CVTRS payments will be forfeited unless the required documents are received by the first day of a payment month. If Treasury receives the documents by the first day of a payment month, 1/6 of the CVTRS payment will be received on the last business day of each payment month thereafter.

VI. Mailing Requirement

1. Local units must include in any mailing of general information to its citizens, the Internet website address or physical location where the required documents are available for public viewing.

VII. Use of Funds – **NEW REQUIREMENT**

1. A city, village, or township that has a retirement pension benefit system in underfunded status (under Section 5 of 2017 Public Act 202) must allocate, to the local unit's pension unfunded liability, an amount equal to the sum of the local unit's FY 2023 eligible CVTRS payment amount less the sum of the local unit's FY 2020 eligible CVTRS payment amounts.

2. A city, village, or township that has issued a municipal security under Section 518 of 2001 Public Act 34, is exempt from allocating FY 2023 CVTRS payment amounts to the local unit's pension unfunded liability.

Additional Information

Detailed information can be found on the Michigan Department of Treasury's CVTRS website http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826---,00.html.

Any local unit that falsifies certification documents shall forfeit any future CVTRS payments and shall repay the State all CVTRS payments it has received.

If you have any questions, please review the Frequently Asked Questions on Treasury's CVTRS website or feel free to contact the Revenue Sharing and Grants Division by phone at 517-335-7484 or by email at TreasRevenueSharing@michigan.gov.

Statutory Revenue Sharing - City, Village, and Township Revenue Sharing (CVTRS)
Projected Fiscal Year 2023 and Fiscal Year 2024 - Conference Committee Report

				FY 2023			FY 2024				FY 2024	
Revshare Code	Local Unit Name	Local Unit Type	County	CVTRS Ongoing	CVTRS One-Time	CVTRS Total	CVTRS - Standard 4% Ongoing	CLFRF 1% Ongoing	CVTRS – Public Safety (PS) 2% One-Time	CVTRS Total	Total Increase Over FY 2023 Ongoing	Total % Increase Over FY 2023 Ongoing
61-1040	Dalton	Township	Muskegon	30,328	289	30,617	31,541	303	607	32,451	$2,123	7.00%
61-1050	Egelston	Township	Muskegon	37,524	357	37,881	39,025	375	750	40,150	$2,626	7.00%
61-1070	Fruitport	Township	Muskegon	47,353	451	47,804	49,247	474	947	50,668	$3,315	7.00%
61-1090	Laketon	Township	Muskegon	28,639	273	28,912	29,785	286	573	30,644	$2,005	7.00%
61-1120	Muskegon	Township	Muskegon	200,792	1,912	202,704	208,824	2,008	4,016	214,848	$14,056	7.00%
61-2010	Montague	City	Muskegon	29,883	285	30,168	31,078	299	598	31,975	$2,092	7.00%
61-2020	Muskegon	City	Muskegon	1,255,742	11,960	1,267,702	1,305,972	12,557	25,115	1,343,644	$87,902	7.00%
61-2030	Muskegon Heights	City	Muskegon	652,459	6,214	658,673	678,557	6,525	13,049	698,131	$45,672	7.00%
61-2040	North Muskegon	City	Muskegon	23,763	226	23,989	24,714	238	475	25,427	$1,664	7.00%
61-2050	Norton Shores	City	Muskegon	90,859	865	91,724	94,493	909	1,817	97,219	$6,360	7.00%
61-2060	Roosevelt Park	City	Muskegon	33,110	315	33,425	34,434	331	662	35,427	$2,317	7.00%
61-2070	Whitehall	City	Muskegon	63,760	607	64,367	66,310	638	1,275	68,223	$4,463	7.00%
61-3020	Fruitport	Village	Muskegon	6,320	60	6,380	6,573	63	126	6,762	$442	7.00%
61-3030	Lakewood	Village	Muskegon	9,238	88	9,326	9,608	92	185	9,885	$647	7.00%
61-3040	Ravenna	Village	Muskegon	5,238	50	5,288	5,448	52	105	5,605	$367	7.00%
62-2010	Fremont	City	Newaygo	69,904	666	70,570	72,700	699	1,398	74,797	$4,893	7.00%
62-2015	Grant	City	Newaygo	26,389	251	26,640	27,445	264	528	28,237	$1,848	7.00%
62-2020	Newaygo	City	Newaygo	30,259	288	30,547	31,469	303	605	32,377	$2,118	7.00%
62-2030	White Cloud	City	Newaygo	43,594	415	44,009	45,338	436	872	46,646	$3,052	7.00%
63-1030	Bloomfield	Township	Oakland	155,523	1,481	157,004	161,744	1,555	3,110	166,409	$10,886	7.00%
63-1040	Brandon	Township	Oakland	52,004	495	52,499	54,084	520	1,040	55,644	$3,640	7.00%
63-1050	Commerce	Township	Oakland	135,847	1,294	137,141	141,281	1,358	2,717	145,356	$9,509	7.00%
63-1080	Highland	Township	Oakland	72,713	693	73,406	75,622	727	1,454	77,803	$5,090	7.00%
63-1100	Independence	Township	Oakland	131,329	1,251	132,580	136,582	1,313	2,627	140,522	$9,193	7.00%
63-1110	Lyon	Township	Oakland	55,078	525	55,603	57,281	551	1,102	58,934	$3,856	7.00%
63-1120	Milford	Township	Oakland	36,205	345	36,550	37,653	362	724	38,739	$2,534	7.00%
63-1140	Oakland	Township	Oakland	63,539	605	64,144	66,081	635	1,271	67,987	$4,448	7.00%
63-1150	Orion	Township	Oakland	122,772	1,169	123,941	127,683	1,228	2,455	131,366	$8,594	7.00%
* 63-1160	Oxford	Township	Oakland	64,717	616	65,333	67,306	647	1,294	69,247	$4,530	7.00%
63-1190	Royal Oak	Township	Oakland	351,681	3,349	355,030	365,748	3,517	7,034	376,299	$24,618	7.00%
63-1210	Springfield	Township	Oakland	52,787	503	53,290	54,898	528	1,056	56,482	$3,695	7.00%
63-1220	Waterford	Township	Oakland	445,668	4,245	449,913	463,495	4,457	8,913	476,865	$31,197	7.00%
63-1230	West Bloomfield	Township	Oakland	244,965	2,333	247,298	254,764	2,450	4,899	262,113	$17,148	7.00%
63-1240	White Lake	Township	Oakland	113,674	1,083	114,757	118,221	1,137	2,273	121,631	$7,957	7.00%
63-2005	Auburn Hills	City	Oakland	80,738	769	81,507	83,968	807	1,615	86,390	$5,652	7.00%
63-2010	Berkley	City	Oakland	205,492	1,957	207,449	213,712	2,055	4,110	219,877	$14,385	7.00%
63-2020	Birmingham	City	Oakland	225,663	2,149	227,812	234,690	2,257	4,513	241,460	$15,797	7.00%
63-2035	Clarkston	City	Oakland	6,252	60	6,312	6,502	63	125	6,690	$438	7.00%
63-2040	Clawson	City	Oakland	168,457	1,604	170,061	175,195	1,685	3,369	180,249	$11,792	7.00%
63-2050	Farmington	City	Oakland	127,485	1,214	128,699	132,584	1,275	2,550	136,409	$8,924	7.00%
63-2055	Farmington Hills	City	Oakland	449,265	4,279	453,544	467,236	4,493	8,985	480,714	$31,449	7.00%
63-2060	Ferndale	City	Oakland	1,102,139	10,497	1,112,636	1,146,225	11,021	22,043	1,179,289	$77,150	7.00%
63-2070	Hazel Park	City	Oakland	825,630	7,863	833,493	858,655	8,256	16,513	883,424	$57,794	7.00%

Joseph Ferrari

From: Joseph Ferrari
Sent: Thursday, July 6, 2023 11:26 AM
To: Lindsay Young
Subject: MERS Additional Pension Contribution

Hi Lindsay-After our next EVIP payment, I am going to suggest distributing the balance of our payments to our local taxing jurisdictions. In that amount will be $4,907.00 that must go to MERS for our underfunded pension liability. Can you please make a note to increase your MERS payment at that time for the additional $4,907.00? 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

2022 Charter Township of Oxford			
Total Millage Rate Table			
DISTRICT	**LAKE ORION SCHOOLS TOWNSHIP-63230**	**OXFORD SCHOOLS TOWNSHIP-63110**	**OXFORD SCHOOLS VILLAGE-63110**
Oakland Intermediate Schools	3.1658	3.1658	3.1658
Oakland Community College	1.4891	1.4891	1.4891
Oakland County Operating	3.9686	3.9686	3.9686
Oakland County Parks & Rec.	0.3431	0.3431	0.3431
Oakland County Huron-Clinton Metroparks	0.2070	0.2070	0.2070
Oakland County Zoo Authority	0.0945	0.0945	0.0945
Oakland County Art Institute Authority	0.1945	0.1945	0.1945
Oakland Transit	0.9500	0.9500	0.9500
Oakland County Totals	10.4126	10.4126	10.4126
Oxford Twp. Operating	0.8842	0.8842	0.8842
Oxford Twp. Parks and Rec.	0.9698	0.9698	0.9698
Oxford Public Library	1.2962	1.2962	1.2962
Oxford Twp. Parks Debt	0.2050	0.2050	0.2050
Oxford Twp. (ONLY) Police	3.8091	3.8091	0.0000
Oxford Twp. Fire/EMS/ALS	4.3997	4.3997	4.3997
Oxford Township Totals	11.5640	11.5640	7.7549
State Education Tax	6.0000	6.0000	6.0000
Local School Operating	18.0000	17.4324	17.4324
Local School Debt	7.4910	7.9000	7.9000
Local School Sinking Fund	1.8862	0.7185	0.7185
Local Schools (Homestead)	15.3772	14.6185	14.6185
Local Schools (Non-Homestead)	33.3772	32.0509	32.0509
Summer 2022			
Homestead	24.0007	23.2420	23.2420
Non-Homestead	42.0007	40.6744	40.6744
Winter 2022			
Homestead	13.3531	13.3531	9.5440
Non-Homestead	13.3531	13.3531	9.5440
Oxford Village Summer	0.0000	0.0000	11.1200
Total 2022 Mills			
Homestead	**37.3538**	**36.5951**	**43.9060**
Non-Homestead	**55.3538**	**54.0275**	**61.3384**
			**Including Oxford Village

Munetrix

FROM
Munetrix, LLC
43000 W. 9 Mile Rd STE 109 #156
Novi, MI 48375

BILL TO
Charter Township of Oxford
Joseph Ferrari
300 Dunlap Road, P.O. Box 3
Oxford, MI 48371

INVOICE NUMBER	10939
CONTRACT NUMBER	799
DATE	09/01/2023
TERMS	Net 60
DUE DATE	10/31/2023
AMOUNT DUE (USD)	**$ 3,711.00**

ITEM / DESCRIPTION	AMOUNT
Municipal Transparency Edition License Your Municipal Transparency Edition License for the term starting 11/01/2023 and ending 10/31/2024. You are being billed Annually.	$3,711.00

AMOUNT DUE (USD) **$ 3,711.00**

OK TO PAY
JGF
ACCOUNT #

101-267-821.002

Please Remit Payment to:
Munetrix, LLC - Accounts Receivable
43000 W. 9 Mile Rd. Ste 109 #156
Novi, MI 48375

ACH Information:

Munetrix
Bank of America
Routing: 072000805
Acct: 375022465031

Please note that any unpaid balances are subject to a 1.25% compounded late fee.

Payment of this invoice acknowledges agreement to pricing and Terms of Use which is available at www.munetrix.com

Munetrix Terms state that subscription cancellation requests must be received at least 30 days in advance of your anniversary date. Please contact us directly at 248-499-8355 if you have any concerns regarding your subscription.

Date: September 13, 2023

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: Part-Time Wage Rates

Dear Board Members:

When the Township Board eliminated the Grade and Step System for salaries and wages there was no wage established for Part-Time employees.

The following motion is offered for Part-Time employee wages:

I move to approve the following wage rates for Part-Time employees effective immediately:

$15.00 per hour starting wage;

$17.50 per hour for short term, less than 90 days of employment, Part-Time employees to be approved by the Part-Time employee's direct Supervisor;

$20.00 per hour for long term, greater than 90 days of employment, Part-Time employees to be approved by the Part-Time employee's direct Supervisor.