

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

NOTICE AND AGENDA

Date: Wednesday, March 13, 2024

Time: 6:30 p.m.

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

1. Call to order
2. Respects to the flag
3. Noting of roll
4. Approval of the agenda
5. Approval of the consent agenda
 - Approval of Regular Township Board Meeting Minutes February 14, 2024
 - Approval of Treasurer Report for November and December 2023
 - Approval of Clerk Report for November and December 2023
 - Regular Bills through March 8, 2024
 - Approval of Consultant Bills March 8, 2024
 - Committee Reports
6. Public comment on items not on the agenda
7. Board of Trustees Comments
8. Fire Department
 - a. 2024-2027 Fire Dispatch Service Agreement with Oakland County
 - b. Hazard Mitigation Resolution
9. Sharpe Engineering Report
10. Unfinished Business
 - a. Tax Abatement Policy – Treasurer Ferrari
 - b. Single Waste Hauler Request for Proposal -Waste Hauler Committee
11. New Business
 - a. Oak Ridge Special Assessment District – Clerk Wright
 - b. Reallocation of ARPA Funding – Treasurer Ferrari
 - c. CDBG for Senior Services – Treasurer Ferrari

12. Items Removed from Consent Agenda for Action or Discussion
13. Public Comment
14. Board of Trustees Comments
15. Adjournment

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

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

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

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, FEBRUARY 14, 2024

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, February 14, 2024 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

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

RESPECTS TO THE FLAG

NOTING OF ROLL

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

Members Absent: None.

Also Present: Township Attorney Ellis, Township Planner Masson-Minock, Township Engineer Sharpe, Fire Chief Majestic, Parks & Recreation Director Castonia, Library Director Cloutier, Communications and Grants Manager Carnacchio, Recording Secretary McCullough, one camera person (OCTV), and 12 residents.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the February 14, 2024 agenda as amended:

- To remove item 5. Closed Session;
- To switch items 15.k. and 15.l.;
- To add item 15.a. Parks & Recreation Master Plan, and move the remaining items down accordingly.

Roll call:

Ayes: Charles, Ferrari

Nays: Wright, Nold, Payne, Colvin, Curtis

Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Nold seconded, to approve the February 14, 2024 agenda as amended:

- To remove item 5. Closed Session;
- To switch items 15.k. and 15.l.;
- To add item 15.m. Parks & Recreation Master Plan.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

CLOSED SESSION

Removed from agenda.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, FEBRUARY 14, 2024

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Nold seconded, to approve the February 14, 2024 Consent Agenda including the following:

1. The Regular Township Board meeting minutes of January 10, 2024;
2. The regular bills through February 9, 2024;
3. The consultant bills through February 9, 2024;
4. Committee Reports;
5. Actuarial Valuation Report Contract with Watkins Ross.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Two residents spoke during this portion of public comment.

Library Director Cloutier introduced the newly hired Director of Engagement Services for the Library, Sandy Herp.

BOARD OF TRUSTEE COMMENTS

Clerk Wright announced that early voting starts on Saturday, February 17, 2024 for the February 27, 2024 Presidential Primary. The regional early voting site for Oxford voters is the Orion Township Hall on Joslyn Road or the central voting site at Waterford Oaks Activity Center on Watkins Lake Road.

Clerk Wright stated that he and Trustee Charles toured the Township to check on the level of spongy (gypsy) moth infestation. They found no evidence of infestation and will recommend that the Township not participate in any eradication efforts in 2024.

Trustee Colvin stated that the Oxford DDA recently received its annual accreditation from Main Street Oakland County.

Supervisor Curtis stated that because of the hard work of the office staff the bond funds for the northern sewer line will be deposited on February 15, 2024.

Supervisor Curtis also stated that as of March 1, 2024 High-Tech will be the Township's IT service provider.

Supervisor Curtis asked that everyone keep Tom Berger in their thoughts and prayers.

PUBLIC HEARING

Industrial Facilities Exemption certificate Application for Parcel 04-04-376-006

Treasurer Ferrari moved, Trustee Payne seconded, to open the Public Hearing at 6:39 p.m. to discuss an Industrial Facilities Exemption Certificate Application on Parcel 04-04-376-006.

Roll call:

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

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Nays: None

Absent: None

Motion Carried.

Greg Barron and Steve Arwood, representing Barron Industries, explained the scope and necessity for the project.

Treasurer Ferrari moved, Trustee Payne seconded, to close the Public Hearing at 6:44 p.m. to discuss an Industrial Facilities Exemption Certificate Application on Parcel 04-04-376-006.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Great Pines Manors Subdivision Paving Special Assessment District

Treasurer Ferrari moved, Clerk Wright seconded, to open the Public Hearing at 6:45 p.m. to discuss the establishment of the Great Pines Manors Subdivision Special Assessment District to hear objections to the assessments to be levied and to correct any errors on the Special Assessment Roll.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

One resident asked about the water management on the road. He was directed back to the Homeowners Association.

Treasurer Ferrari moved, Trustee Colvin seconded, to close the Public Hearing to discuss the establishment of the Great Pines Manors Subdivision Special Assessment District to hear objections to the assessments to be levied and to correct any errors on the Special Assessment Roll at 6:48 p.m.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

FIRST READING

Sign Ordinance 85.A.001

Treasurer Ferrari moved, Trustee Nold seconded, to approve the first reading of the Township's Sign Ordinance and hereby set the second reading for April 10, 2024.

Roll call:

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

Nays: None

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Absent: None

Motion Carried.

SECOND READING

Sewer Ordinance 107A.009 – Water and Sewer Committee

Treasurer Ferrari moved, Trustee Nold seconded, to approve the second reading of the Oxford Township Code, Art. III Sewers and Sewage Disposal and direct the Township Clerk to publish said Ordinance in accordance with State law.

Roll call:

Ayes: None

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

Absent: None

Motion Failed.

Treasurer Ferrari moved, Trustee Nold seconded, to approve the Resolution to set the penalty fee for late payment of sewer fees and authorize the Township Clerk to certify and file same.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

FIRE DEPARTMENT

Vehicle Purchase

Treasurer Ferrari moved, Trustee Charles seconded, to approve the purchase of a 2024 Chevrolet Tahoe from Berger Chevrolet at a price of \$51,478.00 and to approve the estimate from Cynergy Products dated 01/31/2024 in the amount of \$15,404.78. Funds to be expensed to the 2024 Oxford Fire Department Fund Account 206-357-970.000-Vehicle Purchase. Further, Fire Chief Matthew Majestic is authorized to sign any necessary purchase documents on behalf of the Charter Township of Oxford.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

EMS Fee Structure Update

Treasurer Ferrari moved, Trustee Nold seconded, to approve the AccuMed Group EMS fee changes and authorize Oxford Fire Chief Matthew Majestic to sign the AccuMed Group EMS Fee Authorization Form with the fee changes to be effective March 1, 2024.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

SHARPE ENGINEERING REPORT

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

UNFINISHED BUSINESS

Approval of Industrial Facilities Tax Exemption Application for Parcel 04-04-376-006

Supervisor Curtis moved, Trustee Payne seconded, to approve the Resolution and Agreement granting a twelve (12) year Industrial Facilities Tax Exemption to Barron Industries for the existing Industrial Facilities Tax Exemption, and authorize the Clerk and Supervisor to execute same.

Roll call:

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

Nays: Ferrari

Absent: None

Motion Carried.

Supervisor Curtis moved, Trustee Payne seconded, to approve the Act 198 Agreement with Barron Industries, and authorize the Township Supervisor to execute same.

Roll call:

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

Nays: Ferrari

Absent: None

Motion Carried.

Motion to Transfer Funds to the Fire Department for MERS Funding Contribution

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees transfers \$175,000.00 from account number 101-995-965.206 to the Oxford Fire Fund account number 206-000-699.101. This additional MERS payment is to be included in the next available Fire Department MERS payment.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Great Pines Manors Subdivision Resolution #4

Treasurer Ferrari moved, Trustee Nold seconded, to approve Resolution No. 4, Approval of Special Assessment Roll for Great Pines Manors Subdivision Re-Paving Special Assessment District, to include all unpaid installments shall bear an interest rate of 5.5 % payable annually on each winter tax roll. The installment due date commencing with the Winter 2024 tax roll, and to approve the Special Assessment Roll attached as Exhibit 1 to Resolution No. 4, to implement a private road re-paving Special Assessment District program for Great Pines Manors Subdivision.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

NEW BUSINESS

42 Strong Charitable Gaming License Request

Treasurer Ferrari moved, Trustee Charles seconded, that the Local Governing Body Resolution for Charitable Gaming License request from 42 Strong, County of Oakland, Michigan asking that they be recognized as a nonprofit organization operating in the Oxford community for the purpose of obtaining a charitable gaming license be considered for approval and authorize Clerk Curtis W. Wright to sign the Resolution on behalf of the Charter Township of Oxford.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Oxford Addison Youth Assistance Charitable Gaming License Request

Trustee Charles moved, Treasurer Ferrari seconded, that the Local Governing Body Resolution for Charitable Gaming License request from Oxford Addison Youth Assistance, County of Oakland, Michigan asking that they be recognized as a nonprofit organization operating in the Oxford community for the purpose of obtaining a charitable gaming license be considered for approval and authorize Clerk Curtis W. Wright to sign the Resolution on behalf of the Charter Township of Oxford.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Inspector Pay Increase Request

Trustee Payne has requested to be allowed to abstain from discussion, deliberation and action on this item because of a perceived and actual financial interest.

Treasurer Ferrari moved, Trustee Charles seconded, to allow Trustee Payne to abstain from discussion, deliberation and action on this item because of a perceived and actual financial interest.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Trustee Payne stepped down from the dais.

Treasurer Ferrari moved, Trustee Colvin seconded, to increase the inspector's pay to \$50.00 per inspection.

Roll call:

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

Nays: None

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Abstention: Payne
Absent: None
Motion Carried.

Following the motion, Trustee Payne returned to the dais.

Creation of Industrial Facilities Exemption Ordinance, or Industrial Facilities Tax Abatement Policy Update

Treasurer Ferrari moved, Clerk Wright seconded, that the Oxford Township Board of Trustees forwards the adopted Oxford Township Industrial Facilities Tax Abatement Policy to the Kelly Law Firm for it to be made into an official township ordinance. Once the Kelly Law Firm has finished its review and possible revisions, the new Industrial Facilities Tax Abatement Ordinance will be presented for a first reading at the next regularly scheduled Township Board meeting.

Roll call:

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

Planning Commission Ordinance Review Committee Priority List and Funding Approval

Treasurer Ferrari moved, Trustee Nold seconded, to approve an amount not to exceed \$8,000.00 payable to Carlisle|Wortman Associates, Inc. to work with the Oxford Township Ordinance Review Committee to draft and adopt Zoning Ordinance Amendments for the following identified priority group 1 items:

- Signage
- Sound Standards
- Wind and Solar Regulations
- Zoning amendment criteria
- Changes to development processes
- Lighting
- State-licensed residential uses
- Electric vehicle charging stations
- Animal definitions

This \$8,000.00 amount to be expensed to General Fund account 101-701-801.000 Planner/Professional Services.

Roll call:

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

Streetlight Installations: Seymour Lake Intersections at Dunlap Road and Brookfield Drive

Treasurer Ferrari moved, Trustee Nold seconded, to approve the installation of two (2) LED overhead streetlights by DTE Energy to be located on Seymour Lake Road at the Dunlap

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Road intersection and the Brookfield Drive intersection at a total cost of \$1,373.22. This \$1,373.22 amount to be expensed to General Fund account 101-448-926.000 Streetlights.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

MEI Card Reader Installation for Elevator

Treasurer Ferrari moved, Trustee Nold seconded, to approve Quote Number 21822 dated January 9, 2024 from MEI in the amount of \$5,980.00 and authorize Supervisor Jack Curtis to sign the quote on behalf of the Charter Township of Oxford. This \$5,980.00 amount to be expensed to General Fund account 101-265-976.000 Additions & Improvements.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Sanitary Sewer Master Plan Cost Estimate from Sharpe Engineering

Treasurer Ferrari moved, Trustee Nold seconded, to approve an amount not to exceed \$15,000.00 and authorize Sharpe Engineering to update the Oxford Township Sanitary Sewer Master Plan. This \$15,000.00 amount to be expensed to Sewer Fund account 590-527-821.000 Engineering Fees – General.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Water General Plan Cost Estimate from Sharpe Engineering

Treasurer Ferrari moved, Trustee Nold seconded, to approve an amount not to exceed \$25,000.00 and authorize Sharpe Engineering to update the Oxford Township Water General Plan and Water Reliability Study. This \$25,000.00 amount to be expensed to Water Fund account 591-538-821.000 Engineering Fees – General.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Water Main Engineering Design for Seymour Lake Road and Sanders Road

Treasurer Ferrari moved, Trustee Nold seconded, to approve an amount not to exceed \$70,000.00 and authorize Sharpe Engineering to design a 16” water main line along Seymour Lake Road from Dunlap Road to Sanders Road and along Sanders Road to Sandy Shores Subdivision. This \$70,000.00 amount to be expensed to Water Fund Account 591-538-972.000 – Water Line Extensions.

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Roll call:

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

Nays: None

Absent: None

Motion Carried.

Safety Path Committee

Safety Path Maintenance Issues

Treasurer Ferrari moved, Clerk Wright seconded, that the Oxford Township Board of Trustees authorizes Sharpe Engineering to prepare drawings and specifications and perform the bidding services for the 2024 Safety Path maintenance issues. The bids are then to go to the Safety Path Committee to make a possible recommendation to the Township Board at a future board meeting. These funds are to be expensed to the Safety Path Fund.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Possible Ballot Language for Safety Path Millage

Treasurer Ferrari moved, Trustee Payne seconded, that the Oxford Township Board of Trustees authorizes the Kelly Law Firm to draft a Safety Path millage ballot question to be placed on the November 5, 2024 general election ballot. The proposed Safety Path millage would be at an amount of .50 of a mill for a ten (10) year period. This item is to be placed on the April 10, 2024 Township Board meeting agenda.

Roll call:

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

Nays: Charles

Absent: None

Motion Carried.

Safety Path Committee Additional Member

Treasurer Ferrari moved, Trustee Nold seconded, that the Oxford Township Board of Trustees appoints Planning Commissioner Corey Bailey to the Oxford Township Safety Path Committee as a regular member.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

Committee Assignments

Committee Appointment List Administrator

No action.

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Updated Committee Appointment List

Supervisor Curtis moved, Trustee Nold seconded, that the maintenance and updates of this Committee Appointment List for the Charter Township of Oxford as presented will go into effect February 15, 2024.

Roll call:

Ayes: None

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

Absent: None

Motion Failed.

Supervisor Curtis moved, Trustee Nold seconded, to approve the amended Committee Appointment List for the Charter Township of Oxford as presented to be effective immediately and attach the Committee Appointment List as an appendix to the minutes.

Roll call:

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

Nays: Ferrari

Absent: None

Motion Carried.

Committee Reports

Supervisor Curtis moved, Clerk Wright seconded, that Committee, Council, Commission, and Representative reports be written, submitted, and included with the Consent Agenda items for each regular Oxford Township Board of Trustees meeting. If a representative on any of these bodies serves as the Chairperson, the Chairperson shall be responsible for submitting the monthly report.

Roll call:

Ayes: Colvin, Nold, Wright, Curtis

Nays: Payne, Ferrari, Charles

Absent: None

Motion Carried.

Resolution for Oxford Township Parks & Recreation Master Plan

Treasurer Ferrari moved, Trustee Charles seconded, to adopt the Oxford Charter Township 2024-2028 Parks & Recreation Master Plan as presented.

Roll call:

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

Nays: None

Absent: None

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

Two citizens spoke during this portion of public comment.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, FEBRUARY 14, 2024

BOARD OF TRUSTEES COMMENTS

Trustee Colvin wished everyone a Happy Valentines Day.

Treasurer Ferrari stated that 2023 will close out with budgeted revenues for tax at \$25,000.00, but earning approximately \$149,000.00. Other funds have also done well. Supervisor Curtis stated that moving funds to the MI Class accounts has paid off.

Trustee Charles stated that he has created a subcommittee of the DDA to demonstrate the value of the DDA to the community. He also stated that though he and Clerk Wright did not see any evidence of spongy moth infestation on their recent inspection, experts have cautioned that a follow-up tour should be conducted in the fall.

Trustee Charles stated that he appreciates Mr. Rzadko’s offer to assist with the development of the Sign Ordinance.

ADJOURNMENT

Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 7:57 p.m.

Ayes: 7 Nays: 0 Absent: 0

Motion Carried.

Jack Curtis, Supervisor

Curtis Wright, Clerk

Approved:
/smm

CASH SUMMARY BY FUND FOR OXFORD TOWNSHIP
 FROM 11/01/2023 TO 11/30/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 11/01/2023	Total Debits	Total Credits	Ending Balance 11/30/2023
100	GENERAL CLEARING FUND	3,698.74	1,461,126.32	1,461,096.91	3,728.15
101	GENERAL FUND	6,631,616.02	855,328.86	554,539.29	6,932,405.59
151	CEMETERY TRUST FUND	28,000.00	0.00	0.00	28,000.00
204	ROAD FUND	5,022.90	3.20	0.00	5,026.10
206	OXFORD FIRE DEPARTMENT FUND	4,581,193.86	1,201,732.74	1,795,765.65	3,987,160.95
207	POLICE CONTRACTING (OCSO) FUND	4,126,685.42	360,894.56	376,574.55	4,111,005.43
208	PARKS & RECREATION FUND	939,233.71	470,152.43	676,093.18	733,292.96
209	CEMETERY MAINTENANCE FUND	84,195.32	383.63	0.00	84,578.95
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	43,349.57	2.50	0.00	43,352.07
249	BUILDING DEPARTMENT FUND	393,159.62	82,502.35	86,680.67	388,981.30
296	CABLE TV FUND	247,213.87	96,489.50	54,546.04	289,157.33
297	SAFETY PATH FUND	259,801.62	133,752.52	200,944.40	192,609.74
298	POLLY ANN TRAIL FUND	244,460.76	4,871.23	6,682.90	242,649.09
308	PARKS DEBT FUND	27,874.38	124.47	0.00	27,998.85
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	2,449,907.81	277,487.83	155,335.60	2,572,060.04
591	WATER FUND	3,062,900.87	52,067.86	20,500.03	3,094,468.70
699	PAYROLL FUND	127.63	88,482.60	88,482.30	127.93
701	TRUST & AGENCY FUND	1,255,864.88	97,322.63	177,674.31	1,175,513.20
703	TAX FUND	287,783.20	278,569.46	346,994.61	219,358.05
805	NAD SEWER S/A CONSTRUCTION FUND	0.00	0.00	0.00	0.00
855	NAD SEWER S/A DEBT FUND	0.00	0.00	0.00	0.00
	TOTAL - ALL FUNDS	24,672,903.27	5,461,294.69	6,001,910.44	24,132,287.52

CASH SUMMARY BY FUND FOR OXFORD TOWNSHIP
 FROM 12/01/2023 TO 12/31/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 12/01/2023	Total Debits	Total Credits	Ending Balance 12/31/2023
100	GENERAL CLEARING FUND	3,728.15	1,425,261.99	1,425,228.37	3,761.77
101	GENERAL FUND	6,932,405.59	1,311,005.72	2,457,607.06	5,785,804.25
151	CEMETERY TRUST FUND	28,000.00	0.00	0.00	28,000.00
204	ROAD FUND	5,026.10	460,633.62	230,000.00	235,659.72
206	OXFORD FIRE DEPARTMENT FUND	3,987,160.95	730,860.90	1,114,674.83	3,603,347.02
207	POLICE CONTRACTING (OCSO) FUND	4,111,005.43	342,453.81	640,918.24	3,812,541.00
208	PARKS & RECREATION FUND	733,292.96	428,185.98	592,808.13	568,670.81
209	CEMETERY MAINTENANCE FUND	84,578.95	501,083.87	250,000.00	335,662.82
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	43,352.07	2.57	0.00	43,354.64
249	BUILDING DEPARTMENT FUND	388,981.30	65,268.42	69,038.69	385,211.03
296	CABLE TV FUND	289,157.33	25,431.88	38,103.59	276,485.62
297	SAFETY PATH FUND	192,609.74	698,455.53	493,096.78	397,968.49
298	POLLY ANN TRAIL FUND	242,649.09	16,245.71	19,791.76	239,103.04
308	PARKS DEBT FUND	27,998.85	213.36	0.00	28,212.21
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	2,572,060.04	145,398.40	101,237.73	2,616,220.71
591	WATER FUND	3,094,468.70	656,505.01	344,037.82	3,406,935.89
699	PAYROLL FUND	127.93	88,912.43	88,912.17	128.19
701	TRUST & AGENCY FUND	1,175,513.20	374,433.55	684,313.39	865,633.36
703	TAX FUND	219,358.05	5,500,090.34	2,648,863.35	3,070,585.04
805	NAD SEWER S/A CONSTRUCTION FUND	0.00	0.00	0.00	0.00
855	NAD SEWER S/A DEBT FUND	0.00	0.00	0.00	0.00
	TOTAL - ALL FUNDS	24,132,287.52	12,770,443.09	11,198,631.91	25,704,098.70



Clerk's Report NOVEMBER 2023

FUND BUDGET SUMMARY

Updated: February 14, 2024

<u>Fund</u>	<u>*Fund Equity</u>	<u>Monthly Revenue</u>	<u>Monthly Expenses</u>	<u>Monthly Var</u>	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>TYD Var</u>
	<u>Account # 391.000</u>						
101 - General	\$ 5,283,560.00	\$ 435,916.03	\$ 184,413.75	\$ 251,502.28	\$ 3,731,439.59	\$ 3,485,563.24	\$ 245,876.35
204 - Road	\$ 63,986.00	\$ 3.20	\$ -	\$ 3.20	\$ 70,653.63	\$ 103,769.34	\$ (33,115.71)
206 - Oxford Fire Dept.	\$ 2,935,306.00	\$ 93,941.71	\$ 688,201.56	\$ (594,259.85)	\$ 5,945,566.93	\$ 5,202,046.08	\$ 743,520.85
207 - Police Contracting	\$ 2,547,693.00	\$ 18,858.29	\$ 34,538.28	\$ (15,679.99)	\$ 4,021,994.48	\$ 3,000,416.55	\$ 1,021,577.93
208 - Parks & Rec	\$ 557,664.00	\$ 56,458.74	\$ 261,932.29	\$ (205,473.55)	\$ 2,069,347.29	\$ 1,936,489.53	\$ 132,857.76
209 - Cemetery	\$ 87,602.00	\$ 383.63	\$ -	\$ 383.63	\$ 4,505.63	\$ 7,528.80	\$ (3,023.17)
239 - Telecommunications	\$ 50,163.00	\$ 2.50	\$ -	\$ 2.50	\$ 20,937.92	\$ 27,749.07	\$ (6,811.15)
249 - Building Dept	\$ 1,041,707.00	\$ 37,926.26	\$ 42,123.72	\$ (4,197.46)	\$ 653,993.01	\$ 490,870.63	\$ 163,122.38
296 - Cable	\$ 337,961.00	\$ 67,593.29	\$ 25,637.54	\$ 41,955.75	\$ 317,568.96	\$ 297,216.07	\$ 20,352.89
297 - Safety Path	\$ 319,254.00	\$ 1,012.82	\$ 68,204.70	\$ (67,191.88)	\$ 64,967.81	\$ 191,603.58	\$ (126,635.77)
298 - Polly Ann Trail	\$ 191,562.00	\$ 1,209.98	\$ 3,021.65	\$ (1,811.67)	\$ 104,907.19	\$ 53,820.43	\$ 51,086.76
308 - Parks Debt Fund	\$ 33,135.00	\$ 124.47	\$ -	\$ 124.47	\$ 226,158.63	\$ 231,293.91	\$ (5,135.28)
590 - Sewer	\$ 2,331,112.00	\$ 33,138.26	\$ 24,268.56	\$ 8,869.70	\$ 2,504,041.82	\$ 2,555,987.90	\$ (51,946.08)
591 - Water	\$ 3,051,625.00	\$ 32,682.86	\$ 1,115.03	\$ 33,797.89	\$ 1,333,886.27	\$ 1,406,380.77	\$ (72,494.50)
	\$ 18,832,330.00	\$ 779,252.04	\$ 1,333,457.08	\$ (551,974.98)	\$ 21,069,969.16	\$ 18,990,735.90	\$ 2,079,233.26

*Per 2022 Audit



Clerk's Report DECEMBER 2023

FUND BUDGET SUMMARY

Updated: March 6, 2024

<u>Fund</u>	<u>*Fund Equity</u>	<u>Monthly Revenue</u>	<u>Monthly Expenses</u>	<u>Monthly Var</u>	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>TYD Var</u>
	<u>Account # 391.000</u>						
101 - General	\$ 5,283,560.00	\$ 44,137.17	\$ 892,918.73	\$ (848,781.56)	\$ 3,775,576.76	\$ 4,378,481.97	\$ (602,905.21)
204 - Road	\$ 63,986.00	\$ 230,633.62	\$ -	\$ 230,633.62	\$ 301,287.25	\$ 103,769.34	\$ 197,517.91
206 - Oxford Fire Dept.	\$ 2,935,306.00	\$ 327,682.92	\$ 411,723.79	\$ (84,040.87)	\$ 6,273,249.85	\$ 5,613,769.87	\$ 659,479.98
207 - Police Contracting	\$ 2,547,693.00	\$ 24,453.81	\$ 322,918.24	\$ (298,464.43)	\$ 4,046,448.29	\$ 3,323,334.79	\$ 723,113.50
208 - Parks & Rec	\$ 557,664.00	\$ 68,639.75	\$ 210,644.84	\$ (142,005.09)	\$ 2,137,987.04	\$ 2,147,134.37	\$ (9,147.33)
209 - Cemetery	\$ 87,602.00	\$ 251,083.87	\$ -	\$ 251,083.87	\$ 255,589.50	\$ 7,528.80	\$ 248,060.70
239 - Telecommunications	\$ 50,163.00	\$ 2.57		\$ 2.57	\$ 20,940.49	\$ 27,749.07	\$ (6,808.58)
249 - Building Dept	\$ 1,041,707.00	\$ 35,508.96	\$ 39,279.23	\$ (3,770.27)	\$ 689,501.97	\$ 530,149.86	\$ 159,352.11
296 - Cable	\$ 337,961.00	\$ 7,916.55	\$ 20,577.74	\$ (12,661.19)	\$ 325,485.51	\$ 317,793.81	\$ 7,691.70
297 - Safety Path	\$ 319,254.00	\$ 1,755.53	\$ 96,396.78	\$ (94,641.25)	\$ 66,723.34	\$ 288,000.36	\$ (221,277.02)
298 - Polly Ann Trail	\$ 191,562.00	\$ 11,245.71	\$ 14,791.76	\$ (3,546.05)	\$ 116,152.90	\$ 68,612.19	\$ 47,540.71
308 - Parks Debt Fund	\$ 33,135.00	\$ 213.36	\$ -	\$ 213.36	\$ 226,371.99	\$ 231,293.91	\$ (4,921.92)
590 - Sewer	\$ 2,331,112.00	\$ 704,860.46	\$ 276.73	\$ 704,583.73	\$ 3,208,902.28	\$ 2,556,264.63	\$ 652,637.65
591 - Water	\$ 3,051,625.00	\$ 326,538.26	\$ 14,071.07	\$ 312,467.19	\$ 1,660,424.53	\$ 1,420,451.84	\$ 239,972.69
805 - NAD Sewer Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
855 - NAD Sewer Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 18,832,330.00	\$ 2,034,672.54	\$ 2,023,598.91	\$ 11,073.63	\$ 23,104,641.70	\$ 21,014,334.81	\$ 2,090,306.89

*Per 2022 Audit

MEMO**2024**

TO: BOARD OF TRUSTEES
 FROM: CURTIS W. WRIGHT, CLERK
 DATE: 03/07/24
 RE: TOTAL MONTHLY BILLS - February

		Pre Paid	To be paid
101	General Fund	\$ 364,026.40	\$ 16,460.00
204	Road Fund	\$ -	\$ -
206	Oxford Fire Dept.	\$ 190,408.52	\$ 37,883.00
207	Police (OCSO)	\$ 307,945.41	\$ 3,400.00
208	Parks & Recreation	\$ 111,456.92	\$ -
209	Cemetery Maintenance	\$ -	\$ -
239	Telecommunications	\$ -	\$ -
249	Building Department	\$ 10,631.44	\$ 12,012.00
296	Cable TV	\$ 1,257.67	\$ -
297	Safety Path	\$ 1,323.03	\$ 10,387.50
298	Polly Ann Trail	\$ 3,977.61	\$ -
308	Parks Debt Fund	\$ -	\$ -
590	Sewer	\$ 61,404.58	\$ 12,455.00
591	Water	\$ 83,558.02	\$ 6,150.00
701	Trust & Agency	\$ 1,200.00	\$ 4,620.00
703	Tax	\$ -	\$ -
805	SAD Bonds Construction	\$ 66,585.00	\$ -
855	SAD Bonds Debt	\$ -	\$ -
	Payroll, February (Twp.)	\$ 86,637.64	\$ -
	Payroll, February (Fire Dept.)	\$ 217,100.67	\$ -
	Payroll, February (Parks & Rec)	\$ 41,020.47	\$ -
	Payroll, February (Cable)	\$ 19,680.14	\$ -
	Total	\$ 1,568,213.52	\$ 103,367.50

CURRENT AGENDA ITEM

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
02/15/2024	CD	S	120754	SUMMARY CD 02/15/2024	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		471,098.89
100-000-084.101			DUE FROM GENERAL FUND	34,140.25 ✓	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	35,758.90 ✓	
100-000-084.207			DUE FROM POLICE	302,164.58 ✓	
100-000-084.208			DUE FROM PARKS & REC	34,814.43 ✓	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	782.00 ✓	
100-000-084.296			DUE FROM CABLE	1,080.52 ✓	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	3,977.61 ✓	
100-000-084.590			DUE FROM SEWER	57,180.60 ✓	
100-000-084.701			DUE FROM TRUST & AGENCY	1,200.00 ✓	
101-000-202.000			ACCOUNTS PAYABLE	34,140.25	
101-000-215.000			DUE TO		34,140.25
206-000-202.000			ACCOUNTS PAYABLE	35,758.90	
206-000-215.000			DUE TO CLEARING FUND		35,758.90
207-000-202.000			ACCOUNTS PAYABLE	302,164.58	
207-000-215.000			DUE TO CLEARING FUND		302,164.58
208-000-202.000			ACCOUNTS PAYABLE	34,814.43	
208-000-215.000			DUE TO CLEARING FUND		34,814.43
249-000-202.000			ACCOUNTS PAYABLE	782.00	
249-000-215.000			DUE TO CLEARING FUND		782.00
296-000-202.000			ACCOUNTS PAYABLE	1,080.52	
296-000-215.000			DUE TO CLEARING FUND		1,080.52
298-000-202.000			ACCOUNTS PAYABLE	3,977.61	
298-000-215.000			DUE TO CLEARING FUND		3,977.61
590-000-202.000			ACCOUNTS PAYABLE	57,180.60	
590-000-215.000			DUE TO CLEARING FUND		57,180.60
701-000-202.000			ACCOUNTS PAYABLE	1,200.00	
701-000-215.000			DUE TO OTHER FUNDS		1,200.00
				<u>942,197.78</u>	<u>942,197.78</u>
				<u>942,197.78</u>	<u>942,197.78</u>

PRE-PAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/15/2024	029	70008	ADKISON, NEED & ALLEN, & RENTROP	LEGAL FEES	826.000	257	462.50
02/15/2024	029	70010*#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	171	63.99
				MISCELLANEOUS	962.000	215	63.99
				OFFICE SUPPLIES	728.000	262	765.00
				OFFICE SUPPLIES	728.000	267	50.49
				OFFICE SUPPLIES	728.000	267	47.86
				OFFICE SUPPLIES	728.000	267	41.89
				OFFICE SUPPLIES	728.000	267	6.99
				OFFICE SUPPLIES	728.000	267	21.47
				OFFICE SUPPLIES	728.000	267	12.99
				OFFICE SUPPLIES	728.000	267	23.73
				CHECK 029 70010 TOTAL FOR FUND 101:			<u>1,098.40</u>
02/15/2024	029	70014	APPLIED INNOVATION	MAINTENANCE EQUIPMENT	933.000	267	242.84
				MAINTENANCE EQUIPMENT	933.000	267	56.49
				CHECK 029 70014 TOTAL FOR FUND 101:			<u>299.33</u>
02/15/2024	029	70015	ARCHIVESOCIAL, LLC	MAINTENANCE EQUIPMENT	933.000	267	4,188.00
02/15/2024	029	70023*#	CARDMEMBER SERVICE	MEALS/LODGING EXPENSE	860.001	101	17.00
				MEALS/LODGING EXPENSE	860.001	101	17.00
				MEALS/LODGING EXPENSE	860.001	101	17.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	101	60.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	101	390.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	101	390.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	101	390.00
				MEALS/LODGING EXPENSE	860.001	171	17.00
				MEALS/LODGING EXPENSE	860.001	171	32.10
				MEALS/LODGING EXPENSE	860.001	171	81.62
				MEALS/LODGING EXPENSE	860.001	171	162.33
				MEALS/LODGING EXPENSE	860.001	171	173.03
				MEALS/LODGING EXPENSE	860.001	171	162.33
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	171	1,170.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	171	105.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				MISCELLANEOUS	962.000	171	15.00
				MEALS/LODGING EXPENSE	860.001	215	34.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	215	780.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	247	100.00
				MEALS/LODGING EXPENSE	860.001	253	30.00
				INTERNET FEES	970.004	265	33.90
				EQUIPMENT ACQUISTION	977.000	265	1,097.00
				POSTAGE	730.000	267	5.01
				POSTAGE	730.000	267	24.82
				MAINTENANCE/GAS VEHICLE	934.000	267	68.05
				MISCELLANEOUS	962.000	267	19.99
				CHECK 029 70023 TOTAL FOR FUND 101:			5,392.18
02/15/2024	029	70025*#	CARLISLE/WORTMAN ASSOCIATES	PLANNER/PROF. SERVICES PLANNER	801.000	701	180.00
				PLANNER/PROF. SERVICES PLANNER	801.000	701	1,422.50
				PLANNER/PROF. SERVICES MASTER PLAN	801.001	701	4,700.00
				PLANNER/PROF. SERVICES	801.009	701	2,207.50
				PLANNER/PROF. SERVICES	801.009	701	2,000.00
				PLANNER/PROF. SERVICES	801.009	701	1,507.50
				PLANNER/PROF. SERVICES PLANNER	801.000	702	620.00
				CHECK 029 70025 TOTAL FOR FUND 101:			12,637.50
02/15/2024	029	70030	DAFOE'S FEED	MAINTENANCE BLDG/GROUNDS	931.000	265	882.00
02/15/2024	029	70034*#	DTE ENERGY	UTILITIES STREET LIGHTS	926.000	448	1,278.50
				UTILITIES STREET LIGHTS	926.000	448	1,397.99
				CHECK 029 70034 TOTAL FOR FUND 101:			2,676.49
02/15/2024	029	70036	ELECTIONSOURCE	EQUIPMENT ACQUISTION	977.000	262	440.00
02/15/2024	029	70038	FP FINANCE PROGRAM	POSTAGE	730.000	267	237.00
02/15/2024	029	70040	GENESEE VALLEY VAULT, INC	FEES CEMETERY OPENING/CLOSING	712.011	567	750.00
02/15/2024	029	70044	HI-HILL LAWN SERVICE	MAINTENANCE GROUNDS	932.001	265	239.58
02/15/2024	029	70049*#	J.C. EHRLICH	MAINTENANCE BLDG/GROUNDS	931.000	265	84.52

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/15/2024	029	70050	JACK CURTIS	MILEAGE EXPENSE	860.000	171	110.55
02/15/2024	029	70051	JAMES CHARLES	MEALS/LODGING EXPENSE	860.001	101	30.00
02/15/2024	029	70052*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	265	1,465.16
02/15/2024	029	70056	KELLY RICHTER	MILEAGE EXPENSE	860.000	215	21.71
02/15/2024	029	70060	MAMC	MEMBERSHIP DUES	829.000	101	45.00
02/15/2024	029	70061	MICHAEL NEYMANOWSKI	MILEAGE/MEALS ON WHEELS	860.002	695	246.95
02/15/2024	029	70063*#	MICHIGAN TOWNSHIPS ASSOCIATION	EDUCATION WORKSHOPS AND CONFERENCES	957.000	701	25.00
02/15/2024	029	70064	MIKE IAFRATE	MILEAGE EXPENSE	860.000	701	275.37
02/15/2024	029	70074*#	OXFORD CHAMBER OF COMMERCE	MEMBERSHIP DUES	829.000	101	250.00
02/15/2024	029	70077	QUILL	OFFICE SUPPLIES	728.000	267	34.99
02/15/2024	029	70079	RALPH CURTIS	MILEAGE/MEALS ON WHEELS	860.002	695	32.83
02/15/2024	029	70081*#	RICOH USA INC	MAINTENANCE EQUIPMENT	933.000	267	119.99
02/15/2024	029	70086	STATE OF MICHIGAN	ENGINEERING FEES - STORMWATER MGMT.	821.004	447	500.00
02/15/2024	029	70089#	SUSAN MCCULLOUGH	RECORDING SECRETARY	827.000	101	140.00
				RECORDING SECRETARY	827.000	702	140.00
				CHECK 029 70089 TOTAL FOR FUND 101:			<u>280.00</u>
02/15/2024	029	70096	VC3, INC	MAINTENANCE EQUIPMENT	933.000	267	295.50
				MAINTENANCE EQUIPMENT	933.000	267	127.00
				CHECK 029 70096 TOTAL FOR FUND 101:			<u>422.50</u>
02/15/2024	029	70098#	VIEW NEWSPAPER GROUP	LEGAL NOTICES	903.000	101	126.40
				BARRON INDUSTRIES TAX ABATEMENT	462.000	231	102.70

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				LEGAL NOTICES	903.000	262	158.00
				GREAT PINES S.A.D.-2023	962.030	572	189.60
				LEGAL NOTICES	903.000	701	94.80
				LEGAL NOTICES	903.000	702	221.20
				CHECK 029 70098 TOTAL FOR FUND 101:			<u>892.70</u>
				Total for fund 101 GENERAL FUND			34,140.25
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
02/15/2024	029	70010*#	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	357	497.73
				OFFICE SUPPLIES	728.000	357	25.68
				OFFICE SUPPLIES	728.000	357	61.98
				OFFICE SUPPLIES	728.000	357	224.99
				OPERATING SUPPLIES-FIRE	742.001	357	89.08
				OPERATING SUPPLIES-FIRE	742.001	357	47.96
				OPERATING SUPPLIES-FIRE	742.001	357	21.99
				PUBLIC RELATIONS	880.000	357	593.90
				PUBLIC RELATIONS	880.000	357	253.34
				PUBLIC RELATIONS	880.000	357	130.95
				CHECK 029 70010 TOTAL FOR FUND 206:			<u>1,947.60</u>
02/15/2024	029	70011	AMERICAN AMBULANCE ASSOCIATION	MEMBERSHIP DUES	829.000	357	704.00
02/15/2024	029	70013	ANTHONY GRAYBILL	UNIFORM EXPENSE UNIFORMS	731.000	357	54.93
02/15/2024	029	70016	BENJAMIN STAPP	UNIFORM EXPENSE UNIFORMS	731.000	357	83.09
02/15/2024	029	70020	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	207.92
				OPERATING SUPPLIES-MEDICAL	742.000	357	307.59
				OPERATING SUPPLIES-MEDICAL	742.000	357	22.07
				OPERATING SUPPLIES-MEDICAL	742.000	357	4,214.37
				OPERATING SUPPLIES-MEDICAL	742.000	357	28.27
				OPERATING SUPPLIES-MEDICAL	742.000	357	315.19
				OPERATING SUPPLIES-MEDICAL	742.000	357	12.22
				OPERATING SUPPLIES-MEDICAL	742.000	357	17.61
				OPERATING SUPPLIES-MEDICAL	742.000	357	449.40
				CHECK 029 70020 TOTAL FOR FUND 206:			<u>5,574.64</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
02/15/2024	029	70021	CANFIELD EQUIPMENT SERVICE, INC	EQUIPMENT ACQUISTION	977.000	357	6,198.48
02/15/2024	029	70028	CHRIS LIZORN	BUILDING MAINTENANCE - LABOR	748.001	357	250.00
02/15/2024	029	70031	DANIEL DERY	UNIFORM EXPENSE UNIFORMS	731.000	357	15.09
				UNIFORM EXPENSE UNIFORMS	731.000	357	45.00
				CHECK 029 70031 TOTAL FOR FUND 206:			<u>60.09</u>
02/15/2024	029	70037	EMERGENCY VEHICLES PLUS	VEHICLE MAINTENANCE-FIRE	791.001	357	220.51
				VEHICLE MAINTENANCE (LABOR)	934.001	357	174.07
				VEHICLE MAINTENANCE (LABOR)	934.001	357	660.00
				VEHICLE MAINTENANCE (LABOR)	934.001	357	91.67
				CHECK 029 70037 TOTAL FOR FUND 206:			<u>1,146.25</u>
02/15/2024	029	70043	HALT FIRE, INC.	VEHICLE MAINTENANCE-FIRE	791.001	357	956.20
				VEHICLE MAINTENANCE (LABOR)	934.001	357	706.25
				CHECK 029 70043 TOTAL FOR FUND 206:			<u>1,662.45</u>
02/15/2024	029	70045	HOME DEPOT CREDIT SERICES	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	181.62
02/15/2024	029	70047	INKSPOT CUSTOM T-SHIRTS	OPERATING SUPPLIES-FIRE	742.001	357	1,085.00
02/15/2024	029	70049*#	J.C. EHRLICH	GROUNDS MAINTENANCE	932.001	357	51.98
				GROUNDS MAINTENANCE	932.001	357	51.98
				CHECK 029 70049 TOTAL FOR FUND 206:			<u>103.96</u>
02/15/2024	029	70059	MACQUEEN EMERGENCY	TURN-OUT GEAR	743.000	357	394.00
				TOOLS	752.000	357	189.80
				MAINTENANCE EQUIPMENT (LABOR)	933.000	357	765.00
				CHECK 029 70059 TOTAL FOR FUND 206:			<u>1,348.80</u>
02/15/2024	029	70067	NES PLUMBING, LLC	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	800.00
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	417.48
				BUILDING MAINTENANCE - LABOR	748.001	357	600.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND				CHECK 029 70067 TOTAL FOR FUND 206:			1,817.48
02/15/2024	029	70069	NYE UNIFORM	UNIFORM EXPENSE UNIFORMS	731.000	357	163.50
				UNIFORM EXPENSE UNIFORMS	731.000	357	262.00
				UNIFORM EXPENSE UNIFORMS	731.000	357	258.86
				UNIFORM EXPENSE UNIFORMS	731.000	357	312.36
				UNIFORMS-PAID ON CALL	754.000	357	42.50
				UNIFORMS-PAID ON CALL	754.000	357	163.33
				UNIFORMS-PAID ON CALL	754.000	357	708.55
				UNIFORMS-PAID ON CALL	754.000	357	111.49
				UNIFORMS-PAID ON CALL	754.000	357	83.20
				CHECK 029 70069 TOTAL FOR FUND 206:			<u>2,105.79</u>
02/15/2024	029	70071	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	1,135.21
02/15/2024	029	70080	RANDY VESPER	MISCELLANEOUS	962.000	357	60.57
02/15/2024	029	70081*#	RICOH USA INC	PRINTING & PUBLISHING	729.000	357	611.40
02/15/2024	029	70085	STANDARD INSURANCE COMPANY	INSURANCE MEDICAL	716.000	357	2,165.37
02/15/2024	029	70087*#	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE-FIRE	791.001	357	218.77
02/15/2024	029	70088*#	STONES ACE OF OXFORD	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	187.67
02/15/2024	029	70090	TELEFLEX LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	662.50
02/15/2024	029	70092	THE ACCUMED GROUP	UNALLOCATED COST RECOVERY BILLING	802.001	357	4,798.70
02/15/2024	029	70093	TSE AUTO SERVICE INC-MUFFLER MAN	VEHICLE MAINTENANCE-MEDICAL	791.003	357	34.95
				VEHICLE MAINTENANCE (LABOR) MEDICAL	934.002	357	90.00
				CHECK 029 70093 TOTAL FOR FUND 206:			<u>124.95</u>
02/15/2024	029	70099	VILLAGE OF OXFORD	UTILITIES SEWER/WATER	927.000	357	204.08
				UTILITIES WATER	927.001	357	277.00
				CHECK 029 70099 TOTAL FOR FUND 206:			<u>481.08</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
02/15/2024	029	70100	WONDER CLEANERS	DRY CLEANING	723.000	357	451.50
02/15/2024	029	70101	ZOLL MEDICAL CORPORATION	OPERATING SUPPLIES-MEDICAL	742.000	357	537.00
Total for fund 206 OXFORD FIRE DEPARTMENT FUND							35,758.90
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
02/15/2024	029	70052*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	302	976.77
02/15/2024	029	70070*#	OAKLAND COUNTY TREASURER	WAGES OVERTIME	709.001	302	36,464.31
				CONTRACT O.C.S.D.	711.001	302	264,723.50
CHECK 029 70070 TOTAL FOR FUND 207:							301,187.81
Total for fund 207 POLICE CONTRACTING (OCSO) FU							302,164.58
Fund: 208 PARKS & RECREATION FUND							
02/15/2024	029	70009	AIRGAS USA, LLC	RENTAL FEES EQUIPMENT SEYMOUR LAKE PA	943.661	757	40.36
02/15/2024	029	70012	AMERICAN FIREWORKS CO	PROF/CONT SEYMOUR CELEBRATION	816.620	752	15,000.00
02/15/2024	029	70017	BERNADETTE KATHRYN	PROF/CONT SEYMOUR CELEBRATION	816.620	752	600.00
02/15/2024	029	70018#	BOSTICK TRUCK CENTER LLC	CAPITAL OUTLAY	970.001	751	6,614.00
				STONY GROUNDS MAINT./LAND IMPROV	974.660	757	194.62
CHECK 029 70018 TOTAL FOR FUND 208:							6,808.62
02/15/2024	029	70019	BOULDER POINTE GOLF CLUB LLC	PROF/CONT DADDY/DAUGHTER DANCE	816.614	752	2,020.00
02/15/2024	029	70022	CARDCONNECT	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	25.00
02/15/2024	029	70025*#	CARLISLE/WORTMAN ASSOCIATES	PLANNER/PROF SERVICES- MASTER PLAN	801.001	751	800.00
02/15/2024	029	70026	CARYN HERRICK	REFUND YOUTH BOYS BASKETBALL	964.623	752	70.00
02/15/2024	029	70027*#	CHARTER COMMUNICATIONS	TELEPHONE	853.000	751	164.98
02/15/2024	029	70029	CUSTOM THREADS & SPORTS	UNIFORM EXPENSE	731.000	751	449.00
02/15/2024	029	70033	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	156.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
02/15/2024	029	70034*#	DTE ENERGY	UTILITIES - ELECTRIC - SEYMOUR LAKE P	921.661	767	19.59
				UTILITIES - ELECTRIC - SEYMOUR LAKE P	921.661	767	21.63
				CHECK 029 70034 TOTAL FOR FUND 208:			<u>41.22</u>
02/15/2024	029	70035	EAST LANSING PUBLIC SCHOOLS	SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	50.00
02/15/2024	029	70042	GRAINGER	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	243.65
02/15/2024	029	70046	HOME DEPOT CREDIT SERVICES	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	1,668.44
02/15/2024	029	70048	J & T ELECTRICAL SUPPLY, INC.	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	35.91
02/15/2024	029	70054	JOE SMITH	REFUND YOUTH BOYS BASKETBALL	964.623	752	70.00
02/15/2024	029	70057	LARRY BUSS	PROF/CONT SENIOR ATHLETICS	816.401	758	16.00
02/15/2024	029	70065	MIKE KERNER	REFUND YOUTH BOYS BASKETBALL	964.623	752	70.00
02/15/2024	029	70066	NAEIR	MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	82.00
02/15/2024	029	70068	NSA	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	3,682.60
02/15/2024	029	70073	OTC BRANDS, INC	OPER. SUPPLIES DADDY/DAUGHTER DANCE	740.614	752	51.13
02/15/2024	029	70074*#	OXFORD CHAMBER OF COMMERCE	MEMBERSHIP DUES	829.000	751	100.00
02/15/2024	029	70075	PRIORITY WASTE, LLC	TRASH DISPOSAL-STONY	929.660	757	30.00
				TRASH DISPOSAL-SEYMOUR	929.661	757	115.18
				TRASH DISPOSAL-SEYMOUR	929.661	757	80.63
				CHECK 029 70075 TOTAL FOR FUND 208:			<u>225.81</u>
02/15/2024	029	70078	RAISE THE BAR, LLC	OPER. SUPPLIES YOUTH BOYS BASKETBALL	740.623	752	200.00
02/15/2024	029	70087*#	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE (LABOR)	934.001	757	389.54
02/15/2024	029	70088*#	STONES ACE OF OXFORD	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	67.09
02/15/2024	029	70094	U.S. BANK EQUIPMENT FINANCE	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	242.51

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
02/15/2024	029	70095#	UNITED FACILITY SUPPLIES	MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	124.11
				MAINTENANCE BLDG & GROUNDS-CIVIC CENT	931.665	751	529.53
				SENIOR CENTER MAINTENANCE BLDG/GROUND	931.000	758	529.00
				CHECK 029 70095 TOTAL FOR FUND 208:			<u>1,182.64</u>
02/15/2024	029	70097#	VERIZON WIRELESS	CELL PHONES	854.000	752	108.39
				CELL PHONES	854.000	757	102.36
				CELL PHONES	854.000	758	51.18
				CHECK 029 70097 TOTAL FOR FUND 208:			<u>261.93</u>
				Total for fund 208 PARKS & RECREATION FUND			34,814.43
Fund: 249 BUILDING DEPARTMENT FUND							
02/15/2024	029	70023*#	CARDMEMBER SERVICE	MEALS/LODGING EXPENSE	860.001	289	17.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	289	390.00
				CHECK 029 70023 TOTAL FOR FUND 249:			<u>407.00</u>
02/15/2024	029	70053	JODY KINJORSKI	MILEAGE EXPENSE	860.000	289	350.00
02/15/2024	029	70063*#	MICHIGAN TOWNSHIPS ASSOCIATION	EDUCATION WORKSHOPS AND CONFERENCES	957.000	289	25.00
				Total for fund 249 BUILDING DEPARTMENT FUND			782.00
Fund: 296 CABLE TV FUND							
02/15/2024	029	70027*#	CHARTER COMMUNICATIONS	TELEPHONE WEB/ATT	853.001	296	693.70
02/15/2024	029	70032	DANIEL ZWIEZ	MILEAGE EXPENSE	860.000	296	28.81
02/15/2024	029	70039	GA BUSINESS PURCHASER LLC	SERVICES PROFESSIONAL	819.001	296	79.21
02/15/2024	029	70055	JOSEPH CALHOUN	MILEAGE EXPENSE	860.000	296	58.96
02/15/2024	029	70062	MICHIGAN COMMUNITY MEDIA ASSOC	EDUCATION WORKSHOPS AND CONFERENCES	957.000	296	55.00
02/15/2024	029	70074*#	OXFORD CHAMBER OF COMMERCE	EDUCATION WORKSHOPS AND CONFERENCES	957.000	296	100.00
02/15/2024	029	70084	SARAH MACY	OFFICE SUPPLIES	728.000	296	50.00
02/15/2024	029	70091	TERI STILES	COMPUTER & ACCESSORIES	977.004	296	14.84

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
Total for fund 296 CABLE TV FUND							1,080.52
Fund: 298 POLLY ANN TRAIL FUND							
02/15/2024	029	70024	CARDMEMBER SERVICE	TELEPHONE	853.000	853	20.00
				MISCELLANEOUS	962.000	853	30.00
				MISC ADVERTISING AND WEB	962.011	853	21.36
CHECK 029 70024 TOTAL FOR FUND 298:							<u>71.36</u>
02/15/2024	029	70058	LINDA MORAN SERVICES, LLC	CONTRACTED SERVICES PATC	824.000	853	2,500.00
02/15/2024	029	70076	PSLZ-PLLC	SERVICES PROFESSIONAL	819.000	853	1,100.00
02/15/2024	029	70082	ROBERT BROOKS	MAINTENANCE OF GROUNDS	932.000	853	231.25
02/15/2024	029	70083	ROSATI, SCHULTZ, JOPPICH, AMTSBUECH	SERVICES PROFESSIONAL	819.000	853	75.00
Total for fund 298 POLLY ANN TRAIL FUND							3,977.61
Fund: 590 SEWER FUND							
02/15/2024	029	70023*#	CARDMEMBER SERVICE	M24 SEWER EXTENSION S.A.D.	962.025	527	13.47
02/15/2024	029	70070*#	OAKLAND COUNTY TREASURER	PRINCIPAL PAYMENT	991.000	527	42,926.60
				INTEREST PAYMENT	993.000	527	14,240.53
CHECK 029 70070 TOTAL FOR FUND 590:							<u>57,167.13</u>
Total for fund 590 SEWER FUND							57,180.60
Fund: 701 TRUST & AGENCY FUND							
02/15/2024	029	70041	Glen Arbor Building LLC	BC020-22 - PB22-0022	283.000	000	500.00
02/15/2024	029	70072	Orion Contracting LLC	BC045-18 - PB0034-18	283.000	000	700.00
Total for fund 701 TRUST & AGENCY FUND							1,200.00
TOTAL - ALL FUNDS							471,098.89

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

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
02/21/2024	CD	S	121162	SUMMARY CD 02/21/2024	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		93,391.04
100-000-084.101			DUE FROM GENERAL FUND	21,500.15 ✓	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	47,864.38 ✓	
100-000-084.207			DUE FROM POLICE	1,106.23 ✓	
100-000-084.208			DUE FROM PARKS & REC	18,811.92 ✓	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	4,108.36 ✓	
101-000-202.000			ACCOUNTS PAYABLE	21,500.15	
101-000-215.000			DUE TO		21,500.15
206-000-202.000			ACCOUNTS PAYABLE	47,864.38	
206-000-215.000			DUE TO CLEARING FUND		47,864.38
207-000-202.000			ACCOUNTS PAYABLE	1,106.23	
207-000-215.000			DUE TO CLEARING FUND		1,106.23
208-000-202.000			ACCOUNTS PAYABLE	18,811.92	
208-000-215.000			DUE TO CLEARING FUND		18,811.92
249-000-202.000			ACCOUNTS PAYABLE	4,108.36	
249-000-215.000			DUE TO CLEARING FUND		4,108.36
				<u>186,782.08</u>	<u>186,782.08</u>
				<u>186,782.08</u>	<u>186,782.08</u>

PRE-PAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/21/2024	029	70102*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	270	18,247.03
				INSURANCE MEDICAL - OLD FIRE FUND	716.001	270	628.93
				INSURANCE MEDICAL - OLD POLICE FUND	716.002	270	1,426.41
				INSURANCE MEDICAL - OLD POLICE FUND	716.002	270	1,197.78
				CHECK 029 70102 TOTAL FOR FUND 101:			<u>21,500.15</u>
				Total for fund 101 GENERAL FUND			21,500.15
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
02/21/2024	029	70102*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	357	47,864.38
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			47,864.38
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
02/21/2024	029	70102*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	302	1,106.23
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			1,106.23
Fund: 208 PARKS & RECREATION FUND							
02/21/2024	029	70102*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	751	2,443.73
				INSURANCE MEDICAL	716.000	751	2,207.34
				INSURANCE MEDICAL	716.000	752	3,752.81
				INSURANCE MEDICAL	716.000	757	6,049.90
				INSURANCE MEDICAL	716.000	758	4,358.14
				CHECK 029 70102 TOTAL FOR FUND 208:			<u>18,811.92</u>
				Total for fund 208 PARKS & RECREATION FUND			18,811.92
Fund: 249 BUILDING DEPARTMENT FUND							
02/21/2024	029	70102*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	289	4,108.36
				Total for fund 249 BUILDING DEPARTMENT FUND			4,108.36
				TOTAL - ALL FUNDS			<u>93,391.04</u>

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

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
02/29/2024	CD	S	121478	SUMMARY CD 02/29/2024	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		639,284.67
100-000-084.101			DUE FROM GENERAL FUND	308,386.00 ✓	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	106,785.24 ✓	
100-000-084.207			DUE FROM POLICE	4,674.60 ✓	
100-000-084.208			DUE FROM PARKS & REC	57,830.57 ✓	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	5,741.08 ✓	
100-000-084.296			DUE FROM CABLE	177.15 ✓	
100-000-084.297			DUE FROM SAFETY PATH	1,323.03 ✓	
100-000-084.590			DUE FROM SEWER	4,223.98 ✓	
100-000-084.591			DUE FROM WATER	83,558.02 ✓	
100-000-084.805			DUE FROM SAD BONDS CONSTRUCTION	66,585.00 ✓	
101-000-202.000			ACCOUNTS PAYABLE	308,386.00	
101-000-215.000			DUE TO		308,386.00
206-000-202.000			ACCOUNTS PAYABLE	106,785.24	
206-000-215.000			DUE TO CLEARING FUND		106,785.24
207-000-202.000			ACCOUNTS PAYABLE	4,674.60	
207-000-215.000			DUE TO CLEARING FUND		4,674.60
208-000-202.000			ACCOUNTS PAYABLE	57,830.57	
208-000-215.000			DUE TO CLEARING FUND		57,830.57
249-000-202.000			ACCOUNTS PAYABLE	5,741.08	
249-000-215.000			DUE TO CLEARING FUND		5,741.08
296-000-202.000			ACCOUNTS PAYABLE	177.15	
296-000-215.000			DUE TO CLEARING FUND		177.15
297-000-202.000			ACCOUNTS PAYABLE	1,323.03	
297-000-215.000			DUE TO CLEARING FUND		1,323.03
590-000-202.000			ACCOUNTS PAYABLE	4,223.98	
590-000-215.000			DUE TO CLEARING FUND		4,223.98
591-000-202.000			ACCOUNTS PAYABLE	83,558.02	
591-000-215.000			DUE TO CLEARING FUND		83,558.02
805-000-202.000			ACCOUNTS PAYABLE	66,585.00	
805-000-215.000			DUE TO CLEARING FUND		66,585.00
				<u>1,278,569.34</u>	<u>1,278,569.34</u>
				<u>1,278,569.34</u>	<u>1,278,569.34</u>

PRE-PAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/29/2024	029	70103	AARON'S LAWN IN ORDER LLC	CONTRACT CEMETERY MAINTENANCE	825.000	567	6,666.67
02/29/2024	029	70106	ALCOGARE LLC	MISCELLANEOUS	962.000	267	1,067.18
02/29/2024	029	70107#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	253	11.99
				MISCELLANEOUS	962.000	253	16.98
				OFFICE SUPPLIES	728.000	262	55.16
				OFFICE SUPPLIES	728.000	267	49.98
				CHECK 029 70107 TOTAL FOR FUND 101:			<u>134.11</u>
02/29/2024	029	70108	ANGELA REED	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70108 TOTAL FOR FUND 101:			<u>225.00</u>
02/29/2024	029	70111	BARBARA VANLANDEGHEM	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70111 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70112	BETH GRAI	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70112 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70113	BEVERLY GIRARDOT	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70113 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70114*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	270	18,247.03
				INSURANCE MEDICAL - OLD FIRE FUND	716.001	270	628.93
				INSURANCE MEDICAL - OLD POLICE FUND	716.002	270	1,197.78
				INSURANCE MEDICAL - OLD POLICE FUND	716.002	270	1,426.41
				CHECK 029 70114 TOTAL FOR FUND 101:			<u>21,500.15</u>
02/29/2024	029	70115	BONNIE BILBEY	ELECTION INSPECTOR FEES	712.000	262	200.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70115 TOTAL FOR FUND 101:			<u>225.00</u>
02/29/2024	029	70117	BRIAN CLANCY	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70117 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70118	BRIAN DUERDEN	ELECTION INSPECTOR FEES	712.000	262	375.00
02/29/2024	029	70120	CHARLES DEVLIN	ELECTION INSPECTOR FEES	712.000	262	175.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70120 TOTAL FOR FUND 101:			<u>200.00</u>
02/29/2024	029	70121	CLARE MCVETY	ELECTION INSPECTOR FEES	712.000	262	175.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70121 TOTAL FOR FUND 101:			<u>200.00</u>
02/29/2024	029	70123	CONNIE OGG	ELECTION INSPECTOR FEES	712.000	262	175.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70123 TOTAL FOR FUND 101:			<u>200.00</u>
02/29/2024	029	70124	DANIEL SARGENT	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70124 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70125*#	DANIELLE SMITH	ELECTION INSPECTOR FEES	712.000	262	350.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70125 TOTAL FOR FUND 101:			<u>375.00</u>
02/29/2024	029	70130	DTE ENERGY	UTILITIES STREET LIGHTS	926.000	448	1,363.35
02/29/2024	029	70135	GINA CARLESIMO	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK 029 70135 TOTAL FOR FUND 101:			225.00
02/29/2024	029	70136	GREAT LAKES SECURITY HARDWARE	MAINTENANCE BLDG/GROUNDS	931.000	265	240.00
02/29/2024	029	70139	HEATHER HULL	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70139 TOTAL FOR FUND 101:			225.00
02/29/2024	029	70142	HURON VALLEY FIRE PROTECTION	MAINTENANCE EQUIPMENT	933.000	265	224.15
02/29/2024	029	70146*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	270	41.74
02/29/2024	029	70147*#	J.C. EHRLICH	MAINTENANCE BLDG/GROUNDS	931.000	265	84.52
02/29/2024	029	70148	JAMES FRISCH	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	50.00
				CHECK 029 70148 TOTAL FOR FUND 101:			250.00
02/29/2024	029	70149	JAMES MCGINNIS	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70149 TOTAL FOR FUND 101:			175.00
02/29/2024	029	70150	JAMES PEARCE	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70150 TOTAL FOR FUND 101:			175.00
02/29/2024	029	70151	JAN DROGOSCH	MILEAGE EXPENSE	860.000	247	22.78
02/29/2024	029	70152	JASON BRANCH	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70152 TOTAL FOR FUND 101:			225.00
02/29/2024	029	70154	JEFF BOGGESS	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK 029 70154 TOTAL FOR FUND 101:			225.00
02/29/2024	029	70156	JENNIFER PRATHER	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70156 TOTAL FOR FUND 101:			225.00
02/29/2024	029	70158	JOAN HOVDA	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70158 TOTAL FOR FUND 101:			175.00
02/29/2024	029	70160	JOSEPH G. FERRARI	POSTAGE	730.000	267	10.88
02/29/2024	029	70161	KATHLEEN HOEFLEIN	ELECTION INSPECTOR FEES	712.000	262	175.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70161 TOTAL FOR FUND 101:			200.00
02/29/2024	029	70162*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	270	374.04
02/29/2024	029	70163	KELLY COMEAU	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70163 TOTAL FOR FUND 101:			175.00
02/29/2024	029	70164	KELLY RICHTER	MILEAGE EXPENSE	860.000	262	26.53
02/29/2024	029	70165	KEVIN GREENE	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70165 TOTAL FOR FUND 101:			225.00
02/29/2024	029	70166	LES SKRZYCKI	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70166 TOTAL FOR FUND 101:			225.00
02/29/2024	029	70167	LINDA ALLEN	ELECTION INSPECTOR FEES	712.000	262	200.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70167 TOTAL FOR FUND 101:			<u>225.00</u>
02/29/2024	029	70168	LINDA MCVETY	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70168 TOTAL FOR FUND 101:			<u>225.00</u>
02/29/2024	029	70170	LINDSAY J YOUNG	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70170 TOTAL FOR FUND 101:			<u>225.00</u>
02/29/2024	029	70171	MANON MCCULLOUGH	ELECTION INSPECTOR FEES	712.000	262	300.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70171 TOTAL FOR FUND 101:			<u>325.00</u>
02/29/2024	029	70172	MARC DEVEREAUX	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70172 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70173	MARGARET MCCATTY	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70173 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70174	MARJORIE MCGINNIS	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70174 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70175	MARTHA ACHESON	ELECTION INSPECTOR FEES	712.000	262	150.00
02/29/2024	029	70176	MARY HEICHEL	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70176 TOTAL FOR FUND 101:			<u>175.00</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/29/2024	029	70177	MARYANN HALE	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	50.00
				CHECK 029 70177 TOTAL FOR FUND 101:			<u>250.00</u>
02/29/2024	029	70178	MAUREEN T. HELMUTH	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70178 TOTAL FOR FUND 101:			<u>225.00</u>
02/29/2024	029	70179*#	MICHIGAN MUNICIPAL RISK MANAGEMEM	MISCELLANEOUS	962.000	262	196.51
				INSURANCE LIABILITY	955.000	267	8,442.27
				CHECK 029 70179 TOTAL FOR FUND 101:			<u>8,638.78</u>
02/29/2024	029	70182*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	265	832.88
02/29/2024	029	70183	MONICA SQUARCIA	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70183 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70185	NANCY FLATT	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70185 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70188	NORA HUMMEL	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70188 TOTAL FOR FUND 101:			<u>225.00</u>
02/29/2024	029	70189	NORRIS MAGELI	ELECTION INSPECTOR FEES	712.000	262	175.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70189 TOTAL FOR FUND 101:			<u>200.00</u>
02/29/2024	029	70191*#	O.C.W.R.C.	UTILITIES WATER	927.001	265	94.23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				UTILITIES WATER	927.001	265	221.22
				UTILITIES WATER	927.001	265	30.29
				CHECK 029 70191 TOTAL FOR FUND 101:			<u>345.74</u>
02/29/2024	029	70195	OCATS DONALD GREEN, TREASURER	MEMBERSHIP DUES	829.000	171	180.00
02/29/2024	029	70196*#	OXFORD COMMUNITY SCHOOLS	MAINTENANCE BLDG/GROUNDS	931.000	265	891.36
02/29/2024	029	70197	OXFORD PUBLIC LIBRARY	LOCAL COMMUNITY STABILIZATION REVENUE	573.000	000	28,898.93
02/29/2024	029	70198	OXFORD TWP FIRE FUND	LOCAL COMMUNITY STABILIZATION REVENUE	573.000	000	115,034.12
02/29/2024	029	70199	OXFORD TWP PARKS AND RECREATION	LOCAL COMMUNITY STABILIZATION REVENUE	573.000	000	21,621.81
02/29/2024	029	70200	OXFORD TWP PARKS BOND DEBT FUND	LOCAL COMMUNITY STABILIZATION REVENUE	573.000	000	4,570.49
02/29/2024	029	70201	OXFORD TWP POLICE CONT FUND	LOCAL COMMUNITY STABILIZATION REVENUE	573.000	000	79,837.49
02/29/2024	029	70203	PATTI DURR	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70203 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70208	ROBERT TURNER	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70208 TOTAL FOR FUND 101:			<u>225.00</u>
02/29/2024	029	70209	ROGER HALE	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	50.00
				CHECK 029 70209 TOTAL FOR FUND 101:			<u>250.00</u>
02/29/2024	029	70214	SARAH KOHUT	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70214 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70215	SHERENE PARRIS	ELECTION INSPECTOR FEES	712.000	262	175.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK 029 70215 TOTAL FOR FUND 101:			200.00
02/29/2024	029	70216	SHORELINE INVESTMENT SERVICES	MAINTENANCE BLDG/GROUNDS	931.000	265	65.00
02/29/2024	029	70219*#	STAPLES BUSINESS CREDIT	MISCELLANEOUS	962.000	215	18.98
				OFFICE SUPPLIES	728.000	267	122.11
				CHECK 029 70219 TOTAL FOR FUND 101:			141.09
02/29/2024	029	70224#	SUSAN MCCULLOUGH	MILEAGE EXPENSE	860.000	262	59.63
				RECORDING SECRETARY	827.000	701	140.00
				CHECK 029 70224 TOTAL FOR FUND 101:			199.63
02/29/2024	029	70226	THADDEUS MACKOWIAK	ELECTION INSPECTOR FEES	712.000	262	200.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70226 TOTAL FOR FUND 101:			225.00
02/29/2024	029	70229	THUMB ALARM SYSTEMS	MISCELLANEOUS	962.000	265	165.00
02/29/2024	029	70231	VC3, INC	MAINTENANCE EQUIPMENT	933.000	267	127.00
				MAINTENANCE EQUIPMENT	933.000	267	295.50
				CHECK 029 70231 TOTAL FOR FUND 101:			422.50
02/29/2024	029	70232	VELLUCCI ELECTRIC, LLC	MAINTENANCE GROUNDS	932.001	265	875.00
02/29/2024	029	70234	VICTORIA HAIST	ELECTION INSPECTOR FEES	712.000	262	175.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70234 TOTAL FOR FUND 101:			200.00
02/29/2024	029	70235	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,106.52
				DEFERRED COMP	231.040	000	1,106.52
				CHECK 029 70235 TOTAL FOR FUND 101:			2,213.04
02/29/2024	029	70236	WEB MATTERS	INTERNET FEES	970.004	265	35.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/29/2024	029	70238	WILLIAM SULTZE	ELECTION INSPECTOR FEES	712.000	262	150.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	262	25.00
				CHECK 029 70238 TOTAL FOR FUND 101:			<u>175.00</u>
02/29/2024	029	70239	WOLVERINE POWER SYSTEMS	MAINTENANCE EQUIPMENT	933.000	265	1,537.04
				Total for fund 101 GENERAL FUND			308,386.00
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
02/29/2024	029	70104	AFLAC	INSURANCE MEDICAL	716.000	357	340.41
02/29/2024	029	70110	AT&T MOBILITY	TELEPHONE	853.000	357	21.25
02/29/2024	029	70114*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	357	45,953.51
02/29/2024	029	70116	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	547.67
02/29/2024	029	70127	DELTA-ECHO INC PLUMBING CO	GROUNDS MAINTENANCE	932.001	357	400.00
02/29/2024	029	70128	DIESEL TECH	VEHICLE MAINTENANCE-MEDICAL	791.003	357	2,806.79
02/29/2024	029	70131	ESO SOLUTIONS, INC	SOFTWARE & SUPPORT	933.001	357	1,790.00
02/29/2024	029	70133	FIRSTNET - AT&T MOBILITY	CELL PHONES	854.000	357	524.03
02/29/2024	029	70138	HALT FIRE, INC.	VEHICLE MAINTENANCE-FIRE	791.001	357	774.65
02/29/2024	029	70144	IMPERIALDADE	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	331.22
02/29/2024	029	70146*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	357	127.66
02/29/2024	029	70147*#	J.C. EHRLICH	BUILDING MAINTENANCE - LABOR	748.001	357	51.98
				BUILDING MAINTENANCE - LABOR	748.001	357	51.98
				CHECK 029 70147 TOTAL FOR FUND 206:			<u>103.96</u>
02/29/2024	029	70169	LINDE GAS & EQUIPMENT INC	OPERATING SUPPLIES-MEDICAL	742.000	357	99.81
				OPERATING SUPPLIES-MEDICAL	742.000	357	121.77
				CHECK 029 70169 TOTAL FOR FUND 206:			<u>221.58</u>
02/29/2024	029	70184	MUNICIPAL EMERGENCY SERVICES, IN	TURN-OUT GEAR	743.000	357	175.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
02/29/2024	029	70186*#	NES PLUMBING, LLC	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	2,275.00
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	689.83
				BUILDING MAINTENANCE - LABOR	748.001	357	1,225.00
				BUILDING MAINTENANCE - LABOR	748.001	357	875.00
				CHECK 029 70186 TOTAL FOR FUND 206:			<u>5,064.83</u>
02/29/2024	029	70190	NYE UNIFORM	UNIFORM EXPENSE UNIFORMS	731.000	357	82.50
				UNIFORM EXPENSE UNIFORMS	731.000	357	92.50
				CHECK 029 70190 TOTAL FOR FUND 206:			<u>175.00</u>
02/29/2024	029	70191*#	O.C.W.R.C.	UTILITIES WATER	927.001	357	151.16
				UTILITIES WATER	927.001	357	94.23
				CHECK 029 70191 TOTAL FOR FUND 206:			<u>245.39</u>
02/29/2024	029	70192	OAKLAND COMMUNITY COLLEGE	PHYSICALS	836.000	357	200.00
02/29/2024	029	70193	OAKLAND COUNTY TREASURER	DISPATCHING	805.000	357	5,983.00
02/29/2024	029	70194	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	1,287.06
02/29/2024	029	70205	PIONEER	BUILDING MAINTENANCE-PARTS/SUPPLIES			** VOIDED **
				Void Reason: WRONG VENDOR			
02/29/2024	029	70206	PIONEER DOOR CO	BUILDING MAINTENANCE - LABOR	748.001	357	165.00
02/29/2024	029	70207	PROGRESSIVE PLUMBING SUPPLY CO	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	248.82
02/29/2024	029	70213	SARADAN CONSTRUCTION	GROUNDS MAINTENANCE	932.001	357	735.00
02/29/2024	029	70218	STANDARD INSURANCE COMPANY	INSURANCE MEDICAL	716.000	357	2,165.37
02/29/2024	029	70233	VERIZON WIRELESS	CELL PHONES	854.000	357	30.04
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			70,417.24
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
02/29/2024	029	70105	AKA ARCHITECTS INC	SUBSTATION EXPANSION	976.002	302	1,750.00
02/29/2024	029	70114*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	302	1,106.23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
02/29/2024	029	70146*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	302	4.91
02/29/2024	029	70162*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	302	59.60
02/29/2024	029	70186*#	NES PLUMBING, LLC	MAINTENANCE BLDG/GROUNDS	931.000	302	862.50
02/29/2024	029	70196*#	OXFORD COMMUNITY SCHOOLS	MAINTENANCE BLDG/GROUNDS	931.000	302	891.36
Total for fund 207 POLICE CONTRACTING (OCSO) FU							4,674.60
Fund: 208 PARKS & RECREATION FUND							
02/29/2024	029	70114*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	751	2,443.73
				INSURANCE MEDICAL	716.000	751	2,207.34
				INSURANCE MEDICAL	716.000	752	3,752.81
				INSURANCE MEDICAL	716.000	757	6,049.90
				INSURANCE MEDICAL	716.000	758	2,179.07
CHECK 029 70114 TOTAL FOR FUND 208:							16,632.85
02/29/2024	029	70119	BSN SPORTS LLC	OPER. SUPPLIES YOUTH SOCCER	740.625	752	2,853.29
				OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	2,853.28
CHECK 029 70119 TOTAL FOR FUND 208:							5,706.57
02/29/2024	029	70122	COLLIER LANES	PROF/CONT YOUTH BOWLING	816.634	752	3,720.00
02/29/2024	029	70125*#	DANIELLE SMITH	RECORDING SECRETARY	827.000	751	140.00
02/29/2024	029	70129	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	164.00
02/29/2024	029	70132	ETS PERFORMANCE NORTH OAKLAND	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	2,160.00
02/29/2024	029	70134	GABRIELA ORZA	PROF/CONT ART	816.650	752	133.00
02/29/2024	029	70140	HRSW INVITATIONAL	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	700.00
02/29/2024	029	70145	INDEPENDENCE VILLAGE OF OXFORD	SENIOR ENRICHMENT SUPPLIES	728.402	758	936.00
				PROF/CONT SENIOR SPECIAL EVENTS	816.405	758	130.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
CHECK 029 70145 TOTAL FOR FUND 208:							1,066.00
02/29/2024	029	70146*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	751	4.91
02/29/2024	029	70155	JENNIFER BUNTING	OPER. SUPPLIES YOUTH VOLLEYBALL	740.628	752	3,395.00
02/29/2024	029	70179*#	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE LIABILITY	955.000	751	8,896.55
02/29/2024	029	70180	MICHIGAN STATE YOUTH SOCCER	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	721.00
02/29/2024	029	70182*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	751	194.52
02/29/2024	029	70187	NEXT LEVEL TRAINING	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	9,075.00
02/29/2024	029	70210	ROSY BROTHERS, INC.	MAINTENANCE MOWER/EQUIPMENT REPAIRS	932.101	757	72.51
02/29/2024	029	70211	ROUTE 23	PROF/CONT TRAVEL	816.671	758	2,300.00
02/29/2024	029	70217	SPENCER OIL CO	GAS/DIESEL SEYMOUR	934.661	757	1,253.66
02/29/2024	029	70220	STATE OF MICHIGAN	SPLASH PARK MAINTENANCE EXPENSES	975.002	757	200.00
02/29/2024	029	70222	STEVE KIMBALL	REFUND YOUTH BOYS BASKETBALL	964.623	752	55.00
02/29/2024	029	70223	SULLY CLEANING COMPANY	JANITORIAL SERVICE	831.000	751	1,125.00
02/29/2024	029	70228	THE KELLY FIRM	LEGAL FEES	826.000	751	75.00
02/29/2024	029	70230	TOOL SPORT & SIGN CO, INC	PUBLIC RELATIONS	880.000	751	40.00
Total for fund 208 PARKS & RECREATION FUND							57,830.57
Fund: 249 BUILDING DEPARTMENT FUND							
02/29/2024	029	70114*#	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE MEDICAL	716.000	289	4,108.36
02/29/2024	029	70146*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	289	12.27
02/29/2024	029	70157	JIM SMITHER	MILEAGE EXPENSE	860.000	289	350.00
02/29/2024	029	70159	JODY KINJORSKI	MILEAGE EXPENSE	860.000	289	350.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
02/29/2024	029	70162*#	KCL GROUP BENEFITS	INSURANCE MEDICAL	716.000	289	157.95
02/29/2024	029	70202	PATRICK H PAYNE	MILEAGE EXPENSE	860.000	289	350.00
02/29/2024	029	70219*#	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	728.000	289	412.50
Total for fund 249 BUILDING DEPARTMENT FUND							5,741.08
Fund: 296 CABLE TV FUND							
02/29/2024	029	70126	DAVID F KENNY	MILEAGE EXPENSE	860.000	296	30.15
02/29/2024	029	70153	JEBEDIAH CALHOUN	MILEAGE EXPENSE	860.000	296	60.97
02/29/2024	029	70225	T-MOBILE	TELEPHONE WEB/ATT	853.001	296	63.25
02/29/2024	029	70237	WILLIAM JULIEN	MILEAGE EXPENSE	860.000	296	22.78
Total for fund 296 CABLE TV FUND							177.15
Fund: 297 SAFETY PATH FUND							
02/29/2024	029	70179*#	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE LIABILITY	955.000	852	1,323.03
Total for fund 297 SAFETY PATH FUND							1,323.03
Fund: 590 SEWER FUND							
02/29/2024	029	70137	GREAT LAKES WATER AUTHORITY	FEES COUNTY USAGE	800.003	527	1,088.36
02/29/2024	029	70179*#	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE LIABILITY	955.000	527	3,135.62
Total for fund 590 SEWER FUND							4,223.98
Fund: 591 WATER FUND							
02/29/2024	029	70179*#	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE LIABILITY	955.000	538	4,383.02
02/29/2024	029	70227	THE HUNTINGTON NATIONAL BANK	INTEREST PAYMENT	993.000	538	79,175.00
Total for fund 591 WATER FUND							83,558.02
Fund: 805 NAD SEWER S/A CONSTRUCTION FUND							
02/29/2024	029	70109	ARIZENT	BOND ISSUANCE FEES	822.005	543	1,535.00
02/29/2024	029	70141	HUNTINGTON NATIONAL BANK	BOND ISSUANCE FEES	822.005	543	500.00
02/29/2024	029	70143	IMAGEMASTER, LLC	BOND ISSUANCE FEES	822.005	543	1,750.00
02/29/2024	029	70181	MILLER, CANFIELD, PADDACK,	BOND ISSUANCE FEES	822.005	543	27,500.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 805 NAD SEWER S/A CONSTRUCTION FUND							
02/29/2024	029	70204	PFM FINANCIAL ADVISORS LLC	BOND ISSUANCE FEES	822.005	543	20,378.00
02/29/2024	029	70212	S&P GLOBAL RATINGS	BOND ISSUANCE FEES	822.005	543	14,250.00
02/29/2024	029	70221	STATE OF MICHIGAN	BOND ISSUANCE FEES	822.005	543	672.00
Total for fund 805 NAD SEWER S/A CONSTRUCTION F							66,585.00
TOTAL - ALL FUNDS							602,916.67

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

Payroll Liability

Total Cash Required **\$39,131.40**

Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$27,212.25
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Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$11,919.15
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Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$39,131.40
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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		\$47,506.24
Debit for Checks (Net Pay)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$115.44
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$33,784.12
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$13,606.68
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		\$47,506.24

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.

TOWNSHIP
PRE-PAIDS

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes Status:Under Review
 Week#:7 Pay Date:02/15/2024 P/E Date:02/10/2024
 Qtr/Year:1/2024 Run Time/Date:12:34:33 PM EST 02/12/2024

Taxes Debited			
Federal Income Tax	9,808.26		
Earned Income Credit Advances	0.00		
Social Security - EE	5,112.93		
Social Security - ER	5,112.92	5,112.92	
Social Security Adj - EE	0.00		
Medicare - EE	1,195.77		
Medicare - ER	1,195.76	1,195.76	
Medicare Adj - EE	0.00	6,308.68	
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	3,279.01		
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	64.12	64.12	
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		25,768.77	
Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX		58,575.75	
Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX		688.67	

Total Liability

FIRE DEPT

PRE-PAIDS

_7 (14)

Statistical Summary

Total Amount Debited From Your Account		85,033.19	85,033.19
Bank Debits & Other Liability	Checks	0.00	85,033.19
	Adjustments/Prepay/Voids	0.00	85,033.19
Taxes- Your Responsibility	None this payroll		85,033.19

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes Status:Under Review
 Week#:5 Pay Date:02/01/2024 P/E Date:01/27/2024
 Qtr/Year:1/2024 Run Time/Date:15:12:01 PM EST 01/29/2024

Taxes Debited	Federal Income Tax	14,736.47	
	Earned Income Credit Advances	0.00	
	Social Security - EE	7,803.70	
	Social Security - ER	7,803.70	7,803.70
	Social Security Adj - EE	0.00	
	Medicare - EE	1,825.05	
	Medicare - ER	1,825.05	1,825.05
	Medicare Adj - EE	0.00	9,628.76
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	Federal Unemployment Tax	0.00	
	FMLA-PSL Payments Credit	0.00	
	FMLA-PSL ER FICA Credit	0.00	
	FMLA-PSL Health Care Premium Credit	0.00	
	Employee Retention Qualified Payments Credit	0.00	
	Employee Retention Qualified Health Care Credit	0.00	
	COBRA Premium Assistance Payments	0.00	
	State Income Tax	5,146.68	
	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	1,113.65	1,113.65
	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		40,254.31
	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX		91,124.50
	Vage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX		688.67

Total Liability

FIRE DEPT

PRE-PAIDS

_5 (2)

Statistical Summary

Total Amount Debited From Your Account		132,067.48	132,067.48
Bank Debits & Other Liability	Checks	0.00	132,067.48
	Adjustments/Prepay/Voids	0.00	132,067.48
Taxes- Your Responsibility	None this payroll		132,067.48

Payroll Liability

Total Cash Required		\$20,233.17
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$15,078.39
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$5,154.78
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		\$20,233.17

Important Note

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

PARKS & REC

PRE-PAIDS

Payroll Liability

Total Cash Required		\$20,787.30
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$15,593.67
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$5,193.63
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		\$20,787.30

Important Note

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

PARKS & REC

PRE-PAIDS

Company: OXFORD PARKS AND RECREATION CO

Check date: 2/16/2024 - Payroll 1

Pay Period: 01/29/2024 to: 02/11/2024

1 of 2

Date Printed: 02/12/2024 15:10

20645213 - RO/MFV

Payroll Liability

Total Cash Required **\$10,085.84**

Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$7,589.96
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Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$2,495.88
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Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$10,085.84
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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

Company: Oxford Area Cable Communications

1 of 2

Date Printed: 01/29/2024 18:19

Co

Check date: 2/2/2024 - Payroll 1

26994899 - KY/OEX

Pay Period: 01/14/2024 to: 01/27/2024

Payroll Liability

Total Cash Required		\$9,594.30
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$7,248.52
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$2,345.78
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		\$9,594.30

Important Note

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

CABLE

PRE-PAIDS

Company: Oxford Area Cable Communications

1 of 2

Date Printed: 02/12/2024 14:53

Co

Check date: 2/16/2024 - Payroll 1

26994899 - KY/OEX

Pay Period: 01/28/2024 to: 02/10/2024

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
03/13/2024	CD	S	121565	SUMMARY CD 03/13/2024	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		103,367.50
100-000-084.101			DUE FROM GENERAL FUND	16,460.00 ✓	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	37,883.00 ✓	
100-000-084.207			DUE FROM POLICE	3,400.00 ✓	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	12,012.00 ✓	
100-000-084.297			DUE FROM SAFETY PATH	10,387.50 ✓	
100-000-084.590			DUE FROM SEWER	12,455.00 ✓	
100-000-084.591			DUE FROM WATER	6,150.00 ✓	
100-000-084.701			DUE FROM TRUST & AGENCY	4,620.00 ✓	
101-000-202.000			ACCOUNTS PAYABLE	16,460.00	
101-000-215.000			DUE TO		16,460.00
206-000-202.000			ACCOUNTS PAYABLE	37,883.00	
206-000-215.000			DUE TO CLEARING FUND		37,883.00
207-000-202.000			ACCOUNTS PAYABLE	3,400.00	
207-000-215.000			DUE TO CLEARING FUND		3,400.00
249-000-202.000			ACCOUNTS PAYABLE	12,012.00	
249-000-215.000			DUE TO CLEARING FUND		12,012.00
297-000-202.000			ACCOUNTS PAYABLE	10,387.50	
297-000-215.000			DUE TO CLEARING FUND		10,387.50
590-000-202.000			ACCOUNTS PAYABLE	12,455.00	
590-000-215.000			DUE TO CLEARING FUND		12,455.00
591-000-202.000			ACCOUNTS PAYABLE	6,150.00	
591-000-215.000			DUE TO CLEARING FUND		6,150.00
701-000-202.000			ACCOUNTS PAYABLE	4,620.00	
701-000-215.000			DUE TO OTHER FUNDS		4,620.00
				<u>206,735.00</u>	<u>206,735.00</u>
				<u>206,735.00</u>	<u>206,735.00</u>

TO BE PAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/13/2024	029	70245*#	SHARPE ENGINEERING	ARPA EXPENSES	962.002	267	6,040.00
				ENGINEERING FEES - GENERAL	821.000	447	700.00
				CHECK 029 70245 TOTAL FOR FUND 101:			<u>6,740.00</u>
03/13/2024	029	70246*#	THE KELLY FIRM	BARRON INDUSTRIES TAX ABATEMENT	462.000	231	390.00
				BARRON INDUSTRIES TAX ABATEMENT	462.000	231	1,170.00
				LEGAL FEES	826.000	266	345.00
				LEGAL FEES	826.000	266	4,215.00
				ARPA EXPENSES	962.002	267	1,290.00
				MARIJUANA LEGAL FEES	962.028	267	1,410.00
				GREAT PINES S.A.D.-2023	962.030	572	120.00
				LEGAL FEES	826.000	701	360.00
				LEGAL FEES	826.000	702	420.00
				CHECK 029 70246 TOTAL FOR FUND 101:			<u>9,720.00</u>
				Total for fund 101 GENERAL FUND			16,460.00
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
03/13/2024	029	70243	PIONEER DOOR CO	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	32,728.00
				BUILDING MAINTENANCE - LABOR	748.001	357	3,640.00
				CHECK 029 70243 TOTAL FOR FUND 206:			<u>36,368.00</u>
03/13/2024	029	70246*#	THE KELLY FIRM	LEGAL FEES	826.000	357	1,515.00
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			37,883.00
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
03/13/2024	029	70246*#	THE KELLY FIRM	LEGAL FEES	826.000	302	2,500.00
				LEGAL FEES	826.000	302	900.00
				CHECK 029 70246 TOTAL FOR FUND 207:			<u>3,400.00</u>
				Total for fund 207 POLICE CONTRACTING (OCSO) FU			3,400.00
Fund: 249 BUILDING DEPARTMENT FUND							
03/13/2024	029	70240	JIM SMITHER	FEES HEATING INSPECTOR	712.002	289	2,975.00
03/13/2024	029	70241*#	JODY KINJORSKI	FEES PLUMBING INSPECTOR	712.004	289	1,260.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
03/13/2024	029	70242	PAYNE ELECTRIC LLC	FEES ELECTRIC INSPECTORS	712.001	289	2,675.00
03/13/2024	029	70244	RICHARD VELLUCCI	FEES ELECTRIC INSPECTORS	712.001	289	180.00
03/13/2024	029	70245*#	SHARPE ENGINEERING	ENGINEER INSPECTOR FEE	712.010	289	697.50
				SOIL EROSION INSPECTOR	712.013	289	1,935.00
				CHECK 029 70245 TOTAL FOR FUND 249:			<u>2,632.50</u>
03/13/2024	029	70246*#	THE KELLY FIRM	LEGAL FEES	826.000	289	585.00
03/13/2024	029	70247	TOM BERGER	FEES BUILDING INSPECTOR	712.009	289	1,704.50
				Total for fund 249 BUILDING DEPARTMENT FUND			12,012.00
Fund: 297 SAFETY PATH FUND							
03/13/2024	029	70245*#	SHARPE ENGINEERING	SEYMOUR LAKE SAFETY PATH PROJECT	808.002	852	10,042.50
				ENGINEERING FEES - GENERAL	821.000	852	345.00
				CHECK 029 70245 TOTAL FOR FUND 297:			<u>10,387.50</u>
				Total for fund 297 SAFETY PATH FUND			10,387.50
Fund: 590 SEWER FUND							
03/13/2024	029	70241*#	JODY KINJORSKI	INSPECTOR FEES	712.000	527	595.00
03/13/2024	029	70245*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	527	690.00
				M24 SEWER EXTENSION S.A.D.	962.025	527	11,170.00
				CHECK 029 70245 TOTAL FOR FUND 590:			<u>11,860.00</u>
				Total for fund 590 SEWER FUND			12,455.00
Fund: 591 WATER FUND							
03/13/2024	029	70241*#	JODY KINJORSKI	INSPECTOR FEES	712.000	538	595.00
03/13/2024	029	70245*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	538	4,850.00
03/13/2024	029	70246*#	THE KELLY FIRM	LEGAL FEES	826.000	538	705.00
				Total for fund 591 WATER FUND			6,150.00

03/07/2024 12:20 PM
User: SMCCULLOUGH
DB: Oxford Township

CHECK DISBURSEMENT REPORT FOR OXFORD TOWNSHIP
CHECK NUMBER 70240 - 70247
Banks: 029

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
03/13/2024	029	70245*#	SHARPE ENGINEERING	Consultation (Escrow)	283.001	000	1,215.00
03/13/2024	029	70246*#	THE KELLY FIRM	Consultation (Escrow)	283.001	000	510.00
				BTA23-0007	283.001	000	1,170.00
				BTA23-0009	283.001	000	1,725.00
				CHECK 029 70246 TOTAL FOR FUND 701:			<u>3,405.00</u>
				Total for fund 701 TRUST & AGENCY FUND			4,620.00
			TOTAL - ALL FUNDS				<u>103,367.50</u>

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

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

Committee and Representative Reports

March 13, 2024 *(Reports not submitted **highlighted**)*

American Rescue Plan Act

Capital Improvement

Cemetery

Community Development Block Grant *(CDBG)*

Election Commission

Hazardous Waste *(NO Haz)*

Highway / Roads

Master Plan Steering Committee

North Oakland Transportation Authority *(NOTA)*

Ordinance Review *(Planning Commission)*

Oxford Area Cable Communications Commission *(OACCC)*

Oxford Addison Youth Assistance

Oxford Downtown Development Authority

Personnel Committee

Planned Unit Development *(PUD)*

Planning Commission

Polly Ann Trail

Safety Path

Salary Compensation

Single Waste Hauler

Southeast Michigan Council of Governments *(SEMCOG)*

Spongy Moth

Union Negotiations

Village of Oxford Planning Commission

Water & Sewer

Web Site

Zoning Board of Appeals *(ZBA)*

American Rescue Plan Act Committee Report

Date: March 13, 2024

To: Board of Trustees

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

Re: ARPA Update

Dear Board Members:

- ARPA Funds in the amount of \$58,465.00 that were previously allocated for the North Area Sanitary Sewer Special Assessment District will need to be reallocated. Once the Oxford Township Board of Trustees un-allocates these funds, the ARPA Committee will meet to re-allocate them to another existing project or proposed project.
- The 2023 annual report is due April 30, 2024.

CHARTER TOWNSHIP OF OXFORD

Date: March 13, 2024

To: Board of Trustees

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

Re. Capital Improvement Committee Update

Dear Board Members:

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

CEMETERY COMMITTEE REPORT

Date: March 13, 2024

To: Board of Trustees

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

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

Dear Board Members:

- Kelly Richter has been added to the Cemetery Committee.
- \$85,709.26 of approved ARPA funding remains for future projects.
- The Committee met with Sean Vidican, cemetery maintenance contractor for Oxford Township and owner of Aaron's Lawn in Order, on February 29, 2024 and discussed the attached list of cemetery items in preparation for 2024 cemetery maintenance and improvements.

CEMETERY - TOPICS FOR DISCUSSION	
No.	Item
1	Wreaths, grave blankets, winter items clean up schedule
2	Dumpster rental for winter clean up
3	Placing gravel back in drives due to snow plowing
4	Oxford Cemetery Sidewalk clearing of snow
5	Burial Spaces to be topsoiled and seeded in Spring 2024
6	Garbage can clean up
7	Lenhoff - Houck Grave Maintenance/Flower Planting
8	Flower Bed weeding
9	Make sure Headstones and Markers are free of Grass Clippings
10	Communication for scheduled Burials
11	Updated Certificate of Insurance from Aaron's Lawn in Order
12	Water system start up date
13	Wall restoration at Oxford Cemetery
14	Paving North Side of Oxford Cemetery (East and West Divisions)
15	Sign at Mt. Pleasant Cemetery
16	Headstones to be reestablished
17	Egress from Mt. Pleasant Cemetery Well House to Baldwin Road
18	Gravel placement in horseshoe drive at Mt. Pleasant Cemetery
19	Condition of trees planted in Oxford Cemetery (North Side)
20	Trees to be trimmed and/or removed in all three (3) Cemeteries
21	Identifying and confirming Burial Spaces available in Oxford Cemetery
22	Pontem Cemetery Management Program

ELECTION COMMISSION

Date: March 13, 2024

To: Board of Trustees

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

Re: Election Commission Report

Dear Board Members:

- The February 27, 2024 Presidential Primary Election is complete. Oxford, including the Village of Oxford, had a 28.3% turnout. 5,018 ballots were cast which included 76 voters that exercised the nine (9) day early voting option.

There are two (2) remaining elections in 2024:

- Primary Election August 6, 2024
- General Election November 5, 2024

Election packets are available at the Clerk's Department for residents interested in serving on the:

- Oxford Township Board
- Oxford Township Parks and Recreation Commission
- Oxford Library Board
- Oxford Village Council (*Village of Oxford Residents only*)

Curtis Wright

From: Joseph Ferrari
Sent: Wednesday, March 6, 2024 3:36 PM
To: Curtis Wright
Subject: FW: NoHaz Collection Events: 2024 Schedule

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

From: Oakland County, Michigan <oakgov@service.govdelivery.com>
Sent: Wednesday, March 6, 2024 2:07 PM
To: Joseph Ferrari <JFerrari@oxfordtownship.org>
Subject: NoHaz Collection Events: 2024 Schedule



Save-the-Dates

2024 NoHaz Collection Events

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

All Dates / All Locations: 8:00 AM - 2:00 PM

Saturday | April 27, 2024

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

Saturday | June 1, 2024

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

Saturday | July 20, 2024

Kensington Church | 4640 S. Lapeer Road, Orion Township

Saturday | Sept. 14, 2024

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

To help accelerate the drop-off process:

- Pre-register and pay applicable fees at NoHaz.com* (registration opens about three weeks prior to each collection event)
- Due to the increasing costs of proper Household Hazardous Waste (HHW) disposal, please attend only one collection event this year, if possible
- Bring hazardous waste from households only—we will NOT accept business, institution or contractor waste
- Separate HHW items in your vehicle into three types:
 1. General HHW** (unloaded first)
 2. Paint (unloaded second)
 3. Electronics (unloaded third)
- Clearly separate HHW from other items that should remain in your vehicle
- Bring acceptable HHW*** only; liquids must be in sealed, leak-proof five-gallon containers or smaller. Note: If you want bins, boxes or gas cans back, tell volunteers BEFORE items are unloaded.
- Present your driver's license or other proof of residency and your registration ticket (either a printed or digital copy)
- Remain in your vehicle at all times

**If you are unable to register online, registration forms will be available onsite. If fees are applicable, please pay with cash or a check (written out to Oakland County NoHaz).*

***Chemicals, motor oil, fertilizers, batteries, syringes, etc.*

****A comprehensive list of acceptable materials is available at NoHaz.com*

**Thank you for caring about the environment.
We appreciate your participation!**

Questions? Contact wrmnd@oakgov.com



NoHaz.com

(810) 959-5050

All ways, MOVING FORWARD

SHARE

OAKLAND COUNTY MICHIGAN Questions? Contact Us

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CHARTER TOWNSHIP OF OXFORD

Date: March 13, 2024

To: Board of Trustees

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

Re. Highway/Roads Committee Update

Dear Board Members:

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

March 13, 2024

To: Board of Trustees

From: Master Plan Steering Committee (Jon Nold)

Master Plan Open House Sunday March 10, 2024. Noon – 3:00 pm Legacy 925

Upcoming Tasks

- Planning Commission development of the Future Land Use map and chapter (February & March 2024 meetings).
- Planning Commission development of any design guidelines for the Master Plan, with an initial discussion in February and final versions for review in April.
- Planning Commission development of any small area plans (March & April 2024 meetings)
- Planning Commission development of the Implementation Chapter (May 2024 meeting)
- Draft Master Plan to be available to the Steering Committee in early April, the public in late April/early May, and for recommendation by the Planning Commission to begin the approval process in May. The Planning Commission will review draft chapters as CWA drafts them.
- "Master Plan Reveal" event to be held in early May 2024. The goal of the event is to share a draft with the public that can be changed before starting the approval process.
- Master Plan Adoption (June-October 2024). See the revised schedule for the steps, per State Law, for approval.

CHARTER TOWNSHIP OF OXFORD

Date: March 13, 2024

To: Board of Trustees

From: North Oakland Transportation Authority (NOTA)
(Jack Curtis, Margie Payne)

Re. NOTA Update

Dear Board Members:

Attached are the minutes from the February 15 NOTA meeting. The next meeting will be March 21 at 4:30 p.m. Meetings are held at the NOTA Office: 675 S. Glaspie St. Thank you.

North Oakland Transportation Authority (NOTA)
Meeting Minutes
Thursday, February 15, 2024
NOTA Offices
675 S Glaspie Street, Oxford MI

The meeting was called to order by Chair Mike McDonald at 4:30 p.m.

Roll Call

Present

Mike McDonald, Chair
Ed Brakefield
Carl Cyrowski
Lori Bourgeau
Kim Urbanowski
Jack Curtis
Bruce Pearson
Margaret Payne

Absent - Excused

Chris Barnett, Vice Chair
Mike Flood
Ann Keltch
Tonya Waple

Representing

Village of Leonard
Addison Township
Village of Lake Orion
Village of Oxford
Orion Township
Oxford Township
Addison Township
Oxford Township

Orion Township
Orion Township
At Large – Easterseals MORC
TTI

Others Present:

Lynn Gromaski
Mike Joslyn
Cody Pearson

NOTA Executive Director
NOTA Operations Manager

Respects to the Flag

The Pledge of Allegiance was given.

Agenda Approval

Moved by Margaret Payne, seconded by Ed Brakefield, to approve the agenda as presented. By voice vote the motion passed unanimously.

Minutes Approval

Moved by Ed Brakefield, seconded by Carl Cyrowski, to approve the minutes of the February 15, 2023 meeting as presented. By voice vote the motion passed unanimously.

Director's Report

Moved by Margaret Payne, seconded by Ed Brakefield, to receive and file the Director's report. By voice vote the motion passed unanimously.

Public Comments - none

Monthly Financial Packet

The monthly financial statements were presented.

Moved by Margaret Payne, seconded by Ed Brakefield, to receive and file the financial activity report. By voice vote the motion passed unanimously.

Approval of the Bills

January 2024 bills were presented for payment totaling \$278,446.71.

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

Old Business

None

New Business

Independence Twp Pilot Program Draft

Lynn Gromaski discussed the pilot program with Independence Twp which starts March 1, 2024. NOTA will be taking over the service for Independence, Clarkston and Springfield Townships. The Interlocal Contract between NOTA and Oakland County was amended to include the scope of services for the three communities. There will be additional costs related to NOTA taking over the Independence which are not in the current budget. The amendment includes terms which say that Oakland County will reimburse NOTA for the additional costs incurred. The additional payment will be made mid year.

Moved by Carl Cyrowski, seconded by Margaret Payne, to approve the draft Amendment of Interlocal Contract between NOTA and Oakland County. By voice vote the motion passed unanimously.

Purchase of Vehicles

Lynn Gromaski presented the 3 quotes received for the purchase of 10 transit vans. Mobility Works was the lowest cost and met Oakland County's procurement procedures including the State and Federal requirements. The total cost of the 10 transits which should be delivered between now and end of March is \$811,720. Moved by Carl Cyrowski, seconded by Margaret Payne, to approve the purchase of the 10 Ford Transits from Mobility Works in the amount of \$811,720. By roll call vote motion passed unanimously.

Gate Purchase

Lynn Gromaski presented the 3 quotes for the Clintonwood Park automatic gate and electrical quotes. The automatic gate was part of the agreement with Independence to keep our vehicles parked in Clintonwood Park safe. A cost analysis was done and it was much cheaper for Oakland County to pay for a gate then to maintain the vehicles at NOTA in Oxford. Oakland County wants NOTA to purchase the gate and Oakland County will reimburse us in the mid year budget adjustment.

Moved by Margaret, seconded by Ed Brakefield, to approve Nationwide Construction Group for the purchase and installation of the automatic gate at Clintonwood Park in the amount of \$11,627. By roll call vote motion passed unanimously.

Moved by Margaret, seconded by Ed Brakefield, to approve Triple R Electric for the electrical work associated with the installation of the automatic gate at Clintonwood Park in the amount of \$5,593. By roll call vote motion passed unanimously.

Election of NOTA Officers

Current officers are:

Chairman – Michael McDonald

Vice Chair – Chris Barnett

Treasurer – Margaret Payne

Secretary – Bruce Pearson

Moved by Ed Brakefield, seconded by Jack Curtis to approve the same officers for this year. Discussion ensued and Margaret Payne suggested we keep the officers the same except for the Vice Chair as Chris Barnett hasn't been able to attend many meetings. By roll call vote all members voted no except for Ed Brakefield, motion failed.

Moved by Margaret, seconded by Jack Curtis to keep all officers except for the Vice Chair and nominate Jack Curtis to be Vice Chair. By roll call vote all members voted yes except for Jack Curtis who voted no, Motion passed.

Therefore current officers for 2024 will be:

Chairman – Michael McDonald

Vice Chair – Jack Curtis

Treasurer – Margaret Payne

Secretary – Bruce Pearson

Public Comments - none

Monthly Rider and Mileage Reports

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

Board Member Comments

Bruce Pearson said he is seeing the NOTA buses everywhere which is great advertising. He is concerned with Oakland County's defunding of police.

Jack Curtis said he spoke to Dave Woodward Oakland County Board of Commissioners about the sheriff millage indirect costs allocated to Oxford Twp. He also asked him where his fixed route was on Lapeer Road to Oxford Meijer.

Adjournment

Moved by Carl Cyrowski, seconded by Margaret Payne, to adjourn the meeting at 5:08 p.m. By voice the motion passed unanimously.

*The next regular meeting is scheduled for Thursday, March 21 at 4:30 p.m. at NOTA Offices
Minutes initially drafted by Lynn Gromaski*

March 13, 2024

To: Board of Trustees

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

The next ORC meeting is scheduled for March 14, 2024

To: Oxford Township Board of Trustees

From: Catherine Colvin

Date: March 6, 2024

Re: Oxford Cable TV Commission

The Oxford TV Cable Commission did not meet in February and has nothing new to report.

To: Oxford Township Board of Trustees
From: Catherine Colvin
Date: March 6, 2024
Re: Oxford DDA

The DDA Board met on February 26, 2024. Some items discussed:

The DDA is sponsoring St. Patrick's Day pre-game for March 16, 2024. People can buy tickets for \$20 and receive a T-shirt and receive specials from participating businesses. You must have the T-shirt to be eligible for specials.

Sign grants were approved for 2 new businesses – K-Blocks BBQ and Choice Therapeutics.

The DDA will be Spring Cleaning the downtown area on April 21 from 1- 5 pm. Volunteers are always welcome.

To: Oxford Township Board of Trustees

From: Catherine Colvin

Date: March 6, 2024

Re: Personnel Committee

The Personnel Committee met on February 20, 2024 and discussed desired changes to the Employee Handbook with Attorney Olind. The committee will meet again in March to agree on suggested revisions. Once agreed upon and reviewed by the attorney, the committee will seek Board approval of the new Employee Handbook.

CHARTER TOWNSHIP OF OXFORD

Date: March 13, 2024

To: Board of Trustees

From: Planned Unit Development Committee
(Catherine Colvin, Tom Berger, Justin Ballard)

Re. Planned Unit Development Committee Update

Dear Board Members:

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

March 13, 2024

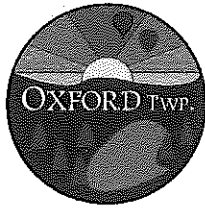
To: Board of Trustees

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

Master Plan Open House Sunday March 10, 2024. Noon – 3:00 pm Legacy 925

Upcoming Tasks

- Planning Commission development of the Future Land Use map and chapter (February & March 2024 meetings).
- Planning Commission development of any design guidelines for the Master Plan, with an initial discussion in February and final versions for review in April.
- Planning Commission development of any small area plans (March & April 2024 meetings)
- Planning Commission development of the Implementation Chapter (May 2024 meeting)
- Draft Master Plan to be available to the Steering Committee in early April, the public in late April/early May, and for recommendation by the Planning Commission to begin the approval process in May. The Planning Commission will review draft chapters as CWA drafts them.
- "Master Plan Reveal" event to be held in early May 2024. The goal of the event is to share a draft with the public that can be changed before starting the approval process.
- Master Plan Adoption (June-October 2024). See the revised schedule for the steps, per State Law, for approval.



Master Plan
Open House

Sunday, March 10, 2024

Noon-3:00 p.m.

Legacy 925

925 N. Lapeer Road, Oxford

Oxford Township is predicted to grow in the next 10 years.
Share how you think the Township should plan for:

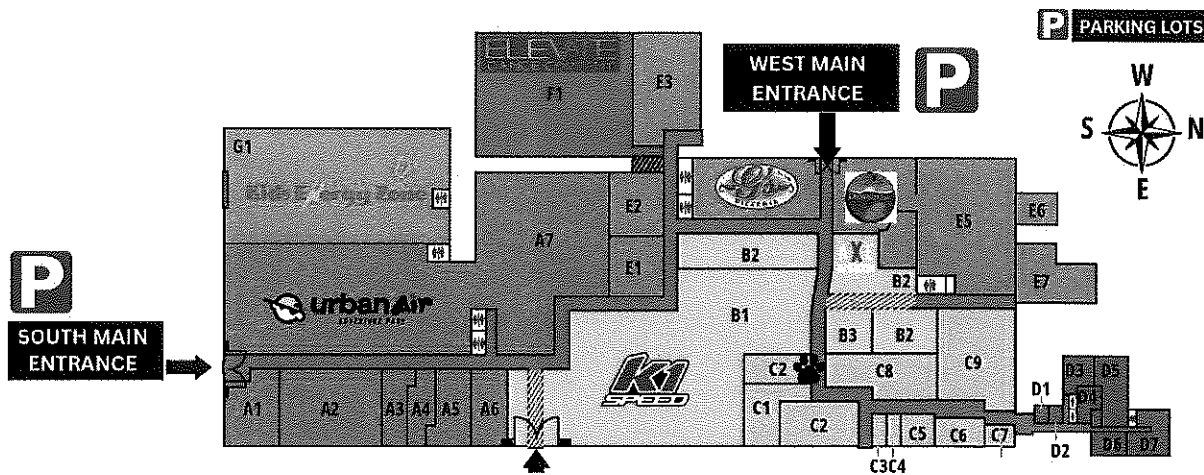
- New housing*
- Businesses*
- Jobs*
- Agriculture*
- Woods, wetlands and lakes*
- Traffic*
- Pedestrian & bicycle paths*
- Utilities*

Oxford Township needs and values your input!

Please join us in the Lounge Area at G's Pizzeria near the West Main Entrance of Legacy 925 with your questions, comments, concerns and ideas.

Light refreshments served. Children welcome!

We look forward to seeing you. Let's work together today to build a brighter tomorrow!



For questions, please contact Oxford Township Planning & Zoning at 248-628-9787, ext. 101 or email us at masterplan@oxfordtownship.org

POLLY ANN TRAIL

Date: March 13, 2024

To: Board of Trustees

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

Re: Polly Ann Trail

Dear Board Members:

- Koenig Materials watermain installation project to connect to the Oxford Township water system which will close a portion of the Polly Ann Trail will be starting very soon.
- An RFP for engineering design for future Polly Ann Trail improvements in Addison Township and the Village of Leonard has been posted on MITN.
- The flashing beacon lights have been removed at Drahner Road and West Burdick Street. There has been interest from private residents to raise funds to reinstall the lights.
- The Council is having a beverage container drive for the month of March 2024 in conjunction with the Oxford Addison Youth Assistance. The drop off site is the storage building at the Village of Oxford complex.
- The next Council Meeting is 3:00 p.m. Wednesday, March 20, 2024 at the Orion Township Offices.

MEMO

To: Oxford Township Board of Trustees

From: Joseph G. Ferrari, Safety Path Committee Chairman

Date: March 5, 2024

Re: Safety Path Committee Update

We have two items that we are currently actively working on:

- The 2024 Safety Path Maintenance Design Drawings and Bidding Specifications will be completed soon by Sharpe Engineering. Bids are proposed to be returned by March 28, 2024 with a contractor recommendation to the Township Board for consideration at its April 10, 2024 regular meeting.
- Attorney Brittney Ellis has finalized the Safety Path Ballot Language for the November 5, 2024 General Election. We are just waiting for the 2024 March Board of Review figures in order to put in the correct potential millage generated revenues. This issue should also be ready for consideration at the Township Board regular April 10, 2024 meeting.

CHARTER TOWNSHIP OF OXFORD

Date: March 13, 2024

To: Board of Trustees

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

Re. Salary Compensation Committee Update

Dear Board Members:

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

March 13, 2024

To: Board of Trustees

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

RFP is in the process of being edited prior to board approval. RFP is schedule to be presented to the Board March 13, 2024

Please review your packet for the RFP

SPONGY MOTH COMMITTEE

Date: March 13, 2024

To: Board of Trustees

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

Re: Spongy Moths

Dear Board Members:

- Nothing new to report.
- There will be no further action by the Spongy Moth Committee until further directed by the Township Board of Trustees.

March 13, 2024

To: Board of Trustees

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

No Meeting held since February 14 2024

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.

March 13, 2024

To: Board of Trustees

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

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



WATER SEWER
COMMITTEE MINUT

CHARTER TOWNSHIP OF OXFORD WATER & SEWER COMMITTEE MEETING THURSDAY,
FEBRUARY 29, 2024

A meeting of the Charter Township of Oxford Water and Sewer Committee (“Committee”) was held Thursday, February 29, 2024 at the Oxford Township Hall, 300 Dunlap Road, Oxford, MI 48371.

Members Present: Colvin, Ferrari, Nold

Members Absent: None

Also Present: Engineer Jim Sharpe
Supervisor Jack Curtis
Clerk Curtis Wright
Fire Chief Matthew Majestic
Amy Ploof, WRC
Raphael Chirolla, WRC
Karen Warren, WRC
Tim Artes, Oakland County Water Resources Commission (“WRC”)
Zach Earp, WRC

The meeting was called to order by Treasurer Ferrari at 9:08 a.m.

APPROVAL OF AGENDA

Committee Member Nold and Colvin seconded to approve the February 29, 2024 Water and Sewer Committee Meeting Agenda as presented.

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

ELECTION OF OFFICERS

Trustee Colvin volunteered to take the role of Secretary. Treasurer Ferrari made a motion to elect Trustee Colvin as Secretary, Treasurer Ferrari as Vice Chairman and Trustee Nold as Chairman. Trustee Colvin seconded.

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

APPROVAL OF JANUARY 30, 2024 MEETING MINUTES

Committee Member Nold and Colvin seconded to approve the January 30, 2024 Water and Sewer Committee Meeting Minutes as presented.

Ayes: 3
Nays: None
Absent: None
Motion Carried

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

CHARTER TOWNSHIP OF OXFORD WATER & SEWER COMMITTEE MEETING THURSDAY,
FEBRUARY 29, 2024

BUSINESS

WATER AFFORDABILITY HOUSE BILL 5089

Zach Earp shared FAQ's via e-mail. A bill is being proposed in the State Legislature to collect funds from any person on the community water system in the state of Michigan to help pay for low income water customers' bills. Bill has only been introduced and has not gone to committee.

KOENIG REQUEST TO CONNECT TO WATER SYSTEM UPDATE

Engineer Sharpe indicated the permit has been approved by Michigan Department of Environment, Great Lakes, and Energy ("EGLE"). The RCOC Permit has been secured. The water main line will cross the Polly Ann Trail to be connected to the Oxford Township water system. Will probably be completed in the next 2 weeks.

NEW WELLFIELD LOCATION UPDATE

Engineer Sharpe stated we cannot expand water district without new well fields. The NTH report is still in the EGLE review process. There are no current well fields on the east side of M-24 so we are looking to expand in that area. Ferrari inquired about expanded current well fields and the Detroit system. Engineer Sharpe stated those solutions were not ideal. Engineer Sharpe stated we are still waiting on EGLE approval to develop new wells on the Crossroads site. Nold will work with Supervisor Curtis on Crossroads issue.

NORTH AREA SANITARY SEWER SPECIAL ASSESSMENT DISTRICT

SAD process is complete. Bonds were sold January 23, 2024. Engineer Sharpe is keeping Diponio Contracting up to date. A Notice to Proceed with construction was issued. Project should start within next month or so. Ferrari stated funds have been received and all accounts will be made whole.

CAMP OAKLAND PUMP STATION

Per Engineer Sharpe, Trojan Development has begun the project and installed sanitary sewer lines. The project is expected to be completed in June 2024. Working through process with DTE and Consumers Energy. A backup generator is backordered and taking longer than anticipated. Sharpe to reach out to find alternate contact with DTE.

FUTURE OMIDDD, COSDS, AND CRWRRF BONDS

Letter of intent for \$14M project for odor corrosion control. Clinton/Oakland responsible for 14%. Oxford Township portion about 4% (appx. \$180k) according to Engineer Sharpe. CRWRRF applied for \$65M loan down from \$75M. Chairman Nold asked Treasurer Ferrari to break down bond funds to understand money that is coming in.

PRESSURE REDUCING VALVE AT WILLOW LAKE SUBDIVISION UPDATE

The plan design drawings continue to be worked on. Engineer Sharpe stated improvements needed in Willow Lake. Plan is to get permits over summer and complete work in Fall. Cost estimates between \$100k and \$500k.

OXFORD TOWNSHIP WATER SYSTEM FINAL DISTRIBUTION SYSTEM MATERIAL INVENTORY (DMSI)

Zach Earp shared there is a requirement by the State of Michigan to have a water system material inventory of the water system of an estimated number of lead water pipes and non-lead water pipes. The rules have

CHARTER TOWNSHIP OF OXFORD WATER & SEWER COMMITTEE MEETING THURSDAY, FEBRUARY 29, 2024

been changed to align with EPA rules. The final distribution report is due in October 2024. Connie Sims from the WRC is working on the report to be submitted. Nearly every water connection in Oxford Township is made of copper pipe or HDPE pipe. Zach Earp stated that Oxford Township kept good records and is confident that the Township already meets requirements. Nothing is required from the Committee at this time.

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

Engineer Sharpe stated OCS wants to connect to Township water system with the renovation of Dominican Sisters property. Engineer Sharpe stated Sam Barna informed School Board approved estimated water tap fees. Invoices have been issued.

OXFORD WOODS WATER VESSEL REFURBISHMENT UPDATE

Zach Earp stated vessels need refurbishment to filter iron and arsenic. Projected budget \$200k per vessel for 2 years. Vice Chairman Ferrari inquired about safety from tampering. Amy Ploof, WRC assured that safety systems were in place to detect any bad actors.

OTHER SEWER SYSTEM ISSUES

None

OTHER WATER SYSTEM ISSUES

Engineer Sharpe informed the committee WRC is aware Township board approved Sharpe Engineering to work on general plan. Engineer Sharpe will work with WRC.

COMMITTEE / ENGINEER COMMENTS

Chairman Nold would like to keep open topic list including sanitary sewer master plan and general plan. Also, the ordinance for late sewer fees is changing. There are 2 generators to keep track.

Ferrari wants Nold to be involved in pre-con meetings.

Engineer Sharpe informed Township Communications and Grants Manager Carnacchio applying for grant to take SAD further up to Oakwood Rd. Township approved design work for Seymour Lake – Sanders area.

Supervisor Curtis Water Reliability and Sewer Master Plan being worked on by Sharpe Engineering. Communication and Grants Manager Carnacchio received a grant for Brabb-Dewey sewer. Design work is complete. Sewer to north is planned because industrial properties in the area are on septic and better to put on sewer system.

CHARTER TOWNSHIP OF OXFORD WATER & SEWER COMMITTEE MEETING THURSDAY,
FEBRUARY 29, 2024

SCHEDULING THE NEXT WATER AND SEWER COMMITTEE MEETING DATE AND TIME

The next Committee meeting is scheduled for 9:30 a.m. Tuesday April 2, 2024.

ADJOURNMENT

Vice Chairman Ferrari moved and Secretary Colvin seconded to adjourn the meeting at 10:16 a.m.

Ayes: 3 Nays: 0 Absent: 0

Motion Carried.

Jon Nold, Chairman

Catherine I. Colvin, Secretary

Committee Report

February 12, 2024

Zoning Board of Appeals

Margaret Payne

At the February 12, 2024 ZBA meeting the ZBA denied a request for 6 variances in regard to 4 lot splits on an 18-acre parcel located at 880 N. Baldwin.

The Board also denied a variance for a side yard set back from 10' to 5' for a deck on Harwood Drive.

Date: March 13, 2024

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: 2024-2027 Fire Dispatch Agreement with Oakland County

Dear Board Members:

The current dispatch agreement with Oakland County expires March 31, 2024.

Attached for your review and consideration is:

- A Memo from Fire Chief Majestic including a detailed sheet of the contract payments;
- A letter from the Oakland County Sheriff's Office in reference to the Fire Dispatch Service Agreement; and
- The 2024-2027 Fire Dispatch Service Agreement.

The following motion is offered for consideration:

I move to approve the 2024-2027 Fire Dispatch Service Agreement between the County of Oakland and the Charter Township of Oxford commencing April 1, 2024 and expiring at 11:59 p.m. March 31, 2027, and authorize Supervisor Jack Curtis to sign the agreement on behalf of the Charter Township of Oxford.



OXFORD FIRE DEPARTMENT

96 N. Washington St. • PO Box 911 • Oxford, Michigan, 48371
Ph. (248) 969-9483 • Fax. (248) 969-9489

February 27, 2024

To: Oxford Township Board

From: Fire Chief Matt Majestic

Re: **Renewal of Dispatch Agreement with Oakland County Sheriff**

The Oxford Fire Department has received the enclosed letter and draft contract for continued dispatch services with Oakland County Sheriff Dispatch. There is a noted increase in the cost of the contract that is listed in the agreement. It is my understanding that items listed in the letter referencing “increased personnel costs for salary increases and associated fringe benefits” were retroactive to costs incurred because of contract settlements with labor on their end (in 2022). However, the “included indirect costs as required by the Board of Commissioners” have yet to be disclosed or finalized by the County Board of Commissioners. The indirect costs will be addressed at their next meeting in March and may go down but will not go higher than the costs listed in the contract according to Gaia Piir Fiscal Officer for Oakland County Sheriff Office.

I have also included a spreadsheet breaking down the costs of the contract over the three-year period with a projected contracted total highlighted in yellow as well as what the costs would have been based solely on the average of run numbers associated with delivering service to the Oxford Fire Department highlighted in orange.

While this is a “draft” contract, the final will be delivered after this month’s Board of Commissioners meeting. I respectfully request the Township Board authorize Supervisor Curtis to sign the final contract once it is received provided its costs are equal to or less than those provided in the draft contract.

Projections for Dispatch Services April 2024 thru March 2027

Call Volume (D-card)	
Year	# Runs
2023	2346
2022	2250
2021	2220
3 Yr. Avg.	2272

Current rate /call
\$ 5,809.38

Proposed Increase per call (April 1 ea

Year	\$
2024	40.19
2025	41.40
2026	42.64

Total Paid to Dispatch

2021	\$ 67,985.36
2022	\$ 71,228.82
2023	\$ 77,084.52

Projected payments life of contract

Month	2024	2025	2026
Jan	\$ 5,809.38	\$ 7,609.31	\$ 7,838.40
Feb	\$ 5,809.38	\$ 7,609.31	\$ 7,838.40
Mar	\$ 5,809.38	\$ 7,609.31	\$ 7,838.40
Apr	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
May	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
Jun	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
Jul	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
Aug	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
Sep	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
Oct	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
Nov	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
Dec	\$ 7,609.31	\$ 7,838.40	\$ 8,073.17
Contract Total	\$ 85,911.93	\$ 93,373.53	\$ 96,173.73
Avg From Runs	\$ 91,311.68	\$ 94,060.80	\$ 96,878.08
Difference	\$ (5,399.75)	\$ (687.27)	\$ (704.35)
Run vol by contract	2138	2255	2255

Total \$ 216,298.70

Projected 3 yr Total

\$ 275,459.19
\$ 282,250.56

COUNTY OF OAKLAND
OFFICE OF THE SHERIFF

MICHAEL J. BOUCHARD



January 31, 2024

Charter Township of Oxford
Attn: Jack Curtis
300 Dunlap Road
Oxford, MI 48371

Dear Mr. Curtis,

Attached you will find a draft Fire Dispatch Service Agreement for the period April 1, 2024 to March 31, 2027 for your review.

The Fire Dispatch per call rate is anticipated to increase to \$40.19 for 2024, \$41.40 for 2025 and \$42.64 for 2026. The rate reflects increased personnel costs for salary increases and associated fringe benefits. The rate also includes indirect costs as required by the Board of Commissioners. Consistent with previous agreements, individual municipality costs will increase or decrease based on the average number of calls over the last three years.

The rates and agreements are pending Oakland County Board of Commissioner approval. Once approved, a final version will be sent to your office for signature.

Please feel free to contact me (248-858-5512), Major Chris Wundrach (248-858-4970) or Captain Jen Miles (248-858-1645) if you have any questions.

Sincerely,

Gaia V. Piir

Gaia Piir,
Sheriff Fiscal Officer

**2024 – 2027 FIRE DISPATCH SERVICE AGREEMENT
BETWEEN COUNTY OF OAKLAND
AND
THE CHARTER TOWNSHIP OF OXFORD**

April 1, 2024 – March 31, 2027

This Agreement is made and entered into between the COUNTY OF OAKLAND, a Michigan Constitutional and Municipal Corporation, whose address is 1200 North Telegraph Road, Pontiac, Michigan 48341 (the "COUNTY"), and the CHARTER TOWNSHIP OF OXFORD whose address is 300 Dunlap Road, Oxford, Michigan, 48371 (the "MUNICIPALITY"). In this Agreement, the COUNTY shall be represented by the OAKLAND COUNTY SHERIFF, in their official capacity as a Michigan Constitutional Officer, whose address is 1200 North Telegraph Road, Bldg. 38 E., Pontiac, Michigan 48341 (the "SHERIFF"). In this Agreement, whenever the COUNTY and the SHERIFF are intended to be referred to jointly, they shall collectively be referred to as the "OAKLAND COUNTY SHERIFF'S OFFICE" ("O.C.S.O.").

INTRODUCTION

WHEREAS, the MUNICIPALITY is authorized by law to provide fire protection service for its residents; and

WHEREAS, to provide effective fire protection services for its residents, the MUNICIPALITY must also provide municipal fire department communication and dispatch functions; and

WHEREAS, the O.C.S.O. provides police communication and dispatch functions and has the capability to provide fire dispatch for the MUNICIPALITY but, absent this Agreement, is not obligated to provide FIRE DISPATCH SERVICE for the MUNICIPALITY; and

WHEREAS, the COUNTY and the MUNICIPALITY may enter into a contract by which the O.C.S.O. would provide FIRE DISPATCH SERVICE for the MUNICIPALITY; and

WHEREAS, the MUNICIPALITY has concluded that it is more cost effective for the MUNICIPALITY to contract for FIRE DISPATCH SERVICE with the O.C.S.O. than to equip and staff its own fire communication and dispatch center; and

WHEREAS, the O.C.S.O. agrees to provide FIRE DISPATCH SERVICE for the MUNICIPAL FIRE PERSONNEL, under the following terms and conditions;

NOW, THEREFORE, it is mutually agreed as follows:

1. The COUNTY, with the cooperation and approval of the SHERIFF, shall, in conjunction with its existing O.C.S.O. police communications functions, provide FIRE DISPATCH SERVICE to MUNICIPAL FIRE PERSONNEL for the MUNICIPALITY.

2. Except as expressly provided for in this Agreement, the Parties agree that this Agreement does not, and is not intended to, transfer, delegate, or assign to the other Party any civil or legal responsibility, duty, obligation, duty of care, cost, legal obligation, or liability associated with any governmental function delegated and/or entrusted to either party under any existing law or regulations.
3. For all purposes and as used throughout this Agreement, the words and expressions listed below, whether used in the singular or plural, within or without quotation marks, or possessive or nonpossessive, shall be defined, read, and interpreted as follows:
 - 3.1 "FIRE DISPATCH SERVICE(S)" shall be defined to include: any emergency or non-emergency telephone call or notice, of any kind, received by the O.C.S.O., which requests, requires, or, in the sole judgment of the O.C.S.O. or a COUNTY AGENT appears to request or require the presence, attention, or services of any MUNICIPAL FIRE PERSONNEL to address, respond, or attend to any issue, event, or circumstance involving public health or safety, an accident, an accidental injury, the protection of property, or any emergency (including, but not limited to medical, fire, and/or health), and an O.C.S.O. or COUNTY AGENT radio communication, or any attempted radio communication to any MUNICIPAL FIRE PERSONNEL.
 - 3.2 "MUNICIPAL FIRE PERSONNEL" shall be defined to include: all uniformed, non-uniformed, civilian, command, volunteer, administrative, and/or supervisory personnel employed and/or contracted by the MUNICIPALITY to provide, supply, support, administer, or direct any fire or emergency related services and/or any persons acting by, through, under, or in concert with any of them; or any MUNICIPALITY official, officer, employee or agent whose job duties may include the receipt of any O.C.S.O. FIRE DISPATCH SERVICE.
 - 3.3 "COUNTY AGENT(S)" shall be defined to include the SHERIFF and all COUNTY elected and appointed officials, commissioners, officers, boards, committees, commissions, departments, divisions, employees (including any SHERIFF'S DEPUTY), agents, predecessors, successors, or assigns, (whether such persons act or acted in their personal, representative, or official capacities), and all persons acting by, through, under, or in concert with any of them. COUNTY AGENT as defined in this Agreement shall also include any person who was a COUNTY AGENT at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in his/her previous capacity.
 - 3.4 "CLAIM(S)" shall be defined to include any and all losses, complaints, demands for relief, damages, lawsuits, causes of action, proceedings, judgments, deficiencies, penalties, costs and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation, litigation expenses, amounts paid in settlement, and/or any other amount for which the COUNTY or COUNTY AGENT becomes legally and/or contractually obligated to pay, whether direct, indirect, or consequential, whether based upon any alleged violation of the constitution (federal or state), any statute, rule, regulation, or the common law, whether in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.

4. The MUNICIPALITY agrees that under the terms of this Agreement, except for the FIRE DISPATCH SERVICE(S) expressly contracted for herein, that neither the O.C.S.O. nor any COUNTY AGENT(S) shall be obligated, in any other way, to provide or assist the MUNICIPALITY or any MUNICIPAL FIRE PERSONNEL with any other direct, indirect, backup or supplemental support or police, fire or emergency-related services or protection of any kind or nature whatsoever, or send COUNTY AGENT(S) to respond, in any way, to any call for FIRE PERSONNEL services.
5. Under all circumstances, the MUNICIPALITY shall remain solely and exclusively responsible for all costs and/or liabilities associated with providing available on-duty MUNICIPAL FIRE PERSONNEL to receive and respond to FIRE DISPATCH SERVICE in a timely and professional manner.
6. The MUNICIPALITY acknowledges that there may be circumstances when, despite all reasonable O.C.S.O. or COUNTY AGENT(S) efforts, an O.C.S.O. or COUNTY AGENT(S) attempt to communicate or provide FIRE DISPATCH SERVICES(S) for MUNICIPAL FIRE PERSONNEL may be unsuccessful and, as a result, FIRE PERSONNEL'S timely response to a call for FIRE PERSONNEL assistance may not be forthcoming.
7. The MUNICIPALITY agrees that this Agreement does not, and is not intended to, include any O.C.S.O. warranty, promise, or guarantee of any kind or nature whatsoever concerning the provision of FIRE DISPATCH SERVICES(S) to the MUNICIPALITY except that the COUNTY will make a reasonable effort to provide FIRE DISPATCH SERVICE(S) for MUNICIPAL FIRE PERSONNEL consistent with existing O.C.S.O. communication and dispatch policies, procedures, orders and standards.
8. This Agreement does not, and is not intended to, obligate or require the O.C.S.O. to change, alter, modify, or develop any different O.C.S.O. dispatch related procedures, policies, and/or standards; purchase or use any special or additional equipment; or, alternatively, prohibit the O.C.S.O. from implementing any future communication-related changes that the O.C.S.O., in its sole judgment and discretion, believes to be in its best interest.
9. The MUNICIPALITY shall be solely and exclusively responsible during the term of this Agreement for guaranteeing that: (a) all MUNICIPAL FIRE PERSONNEL radios and other communication equipment will be properly set, adjusted, and maintained to receive any FIRE DISPATCH SERVICE from the O.C.S.O. and/or COUNTY AGENT and will comply with all current and future applicable O.C.S.O. dispatching procedures, policies, standards, technical specifications, and/or any applicable state or federal communication requirements, including, but not limited, to all Federal Communications Commission orders, regulations, and policies; (b) all MUNICIPAL FIRE PERSONNEL will be adequately trained and will comply with all current and future applicable O.C.S.O. dispatching procedures, policies, standards, technical specifications and/or any applicable state or federal communication requirements, including, but not limited, to all Federal Communications Commission orders, regulations, and policies; and (c) the MUNICIPALITY and all MUNICIPAL FIRE PERSONNEL shall at all times promptly and properly notify the designated COUNTY AGENT of any on-duty or off-duty status and/or availability or unavailability of MUNICIPAL FIRE PERSONNEL to receive FIRE DISPATCH SERVICE from the O.C.S.O.

10. The MUNICIPALITY shall be solely and exclusively responsible for all fees, costs, expenses, and liabilities, including any connectivity costs, associated with the purchase, lease, operation, and/or use of any MUNICIPAL FIRE PERSONNEL radio or other communication equipment. The O.C.S.O. shall not be obligated to provide MUNICIPAL FIRE PERSONNEL with any radio or other communication equipment of any kind. The MUNICIPALITY shall not be obligated under the terms of this Agreement to supply or provide the O.C.S.O. with any additional telephones, telephone lines, radios, other communication equipment, or property.
11. The O.C.S.O. may, at its sole discretion and expense, inspect any MUNICIPAL FIRE PERSONNEL radio or other communication equipment to ensure that it conforms with applicable O.C.S.O. dispatching procedures, policies, standards, technical specifications, and/or state and federal law. If the inspection reveals a lack of conformance, the O.C.S.O. shall notify the MUNICIPALITY in writing of the specific violations. The MUNICIPALITY shall address and correct such violations at its own expense within thirty (30) calendar days of receiving the written notice or present a written plan to O.C.S.O. within 15 calendar days setting forth a procedure for correcting the violations. If the MUNICIPALITY fails to address and/or correct such violations within the time period set forth in this paragraph, the O.C.S.O. may terminate and/or cancel the Agreement.
12. In consideration of the COUNTY'S promises and efforts under this Agreement, the MUNICIPALITY shall pay the COUNTY

\$7,609.31 per month for the months of April 1, 2024 through March 31, 2025,

\$7,838.40 per month for the months of April 1, 2025 through March 31, 2026 and

\$8,073.17 per month for the months of April 1, 2026 through March 31, 2027.

Said payments shall be made as follows:

- 12.1 The COUNTY shall send an invoice to the MUNICIPALITY each month for services rendered the previous month. The MUNICIPALITY shall have 30 days from the date of each invoice to make payment.
 - 12.2 All Monthly payments shall be due and payable by the MUNICIPALITY without any further notice or demand from the COUNTY.
 - 12.3 Each payment shall clearly identify that it is a monthly payment being made pursuant to this Agreement and identify the calendar month for which the MUNICIPALITY intended the payment to apply. The COUNTY, in its discretion, may apply any monthly payment received from the MUNICIPALITY to any past due amount or monthly payment then due and owing to the COUNTY pursuant to this Agreement.
13. If the MUNICIPALITY, for any reason, fails to pay the COUNTY any monies when and as due under this Agreement, the MUNICIPALITY agrees that unless expressly prohibited by law, the COUNTY or the County Treasurer, at their sole option, shall be entitled to setoff from any other MUNICIPALITY funds that are in the COUNTY'S possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any setoff or retention of funds by the COUNTY shall be deemed a voluntary assignment of the amount by the MUNICIPALITY to the COUNTY. The MUNICIPALITY waives any

CLAIMS against the COUNTY or its Officials for any acts related specifically to the COUNTY'S offsetting or retaining such amounts. This paragraph shall not limit the MUNICIPALITY'S legal right to dispute whether the underlying amount retained by the COUNTY was actually due and owing under this Agreement. If the COUNTY chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the COUNTY any amounts due and owing the COUNTY under this Agreement, the COUNTY shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid. Nothing in this Section shall operate to limit the COUNTY'S right to pursue or exercise any other legal rights or remedies under this Agreement against the MUNICIPALITY to secure reimbursement of amounts due to the COUNTY under this Agreement. The remedies in this paragraph shall be available to the COUNTY on an ongoing and successive basis if the MUNICIPALITY at any time becomes delinquent in its payments. Notwithstanding any other terms and conditions in this Agreement, if the COUNTY pursues any legal action in any court to secure its payment under this Agreement, the MUNICIPALITY agrees to pay all costs and expenses, including attorney's fees and court costs, incurred by the County in the collection of any amount owed by the MUNICIPALITY.

14. The MUNICIPALITY agrees that all MUNICIPALITY representations, liabilities, payment obligations and/or any other related obligations provided for in this Agreement with regard to any acts, occurrences, events, transactions or CLAIMS either occurring or having their basis in any events or transactions that occurred before the cancellation or expiration of this Agreement shall survive the cancellation or expiration of this Agreement. The parties agree that the expiration, cancellation, or termination of this Agreement shall be without prejudice to any rights or claims of either party against the other and shall not relieve either party of any obligations which, by their nature, survive expiration or termination of this Agreement.
15. Each party shall be responsible for any CLAIM made against that party and for the acts of its employees or agents.
16. In any CLAIM that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including any attorney fees.
17. Except as otherwise provided in this Agreement, neither Party shall have any right under any legal principle to be indemnified by the other Party or any of its employees or AGENTS in connection with any CLAIM.
18. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
19. This Agreement does not, and is not intended to, create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, and/or right to be indemnified, or any other right of any kind in favor of any person, organization, alleged third party beneficiary, or

any right to be contractually, legally, equitably or otherwise subrogated to any indemnification or any other rights provided under the terms of this Agreement.

20. Neither the COUNTY nor any COUNTY AGENT, by virtue of this Agreement or otherwise, shall be considered employees of the MUNICIPALITY. The COUNTY and/or any COUNTY AGENTS legal status and relationship to the MUNICIPALITY shall be that of an Independent Contractor. No MUNICIPAL FIRE PERSONNEL shall, by virtue of this Agreement or otherwise, be considered an employee, agent, or working under the supervision and control of the COUNTY and/or any COUNTY AGENT.
21. The MUNICIPALITY and the O.C.S.O. shall each remain the sole and exclusive employer of each of their respective employees. The MUNICIPALITY and COUNTY each agree to remain solely and exclusively responsible for the payment of each of their respective employees' wages, compensation, overtime wages, expenses, fringe benefits, pension, retirement benefits, training expenses, or other allowances or reimbursements of any kind, including, but not limited to, workers' disability compensation, unemployment compensation, Social Security Act protection and benefits, employment taxes, or any other statutory or contractual right or benefit based, in any way, upon employment.
22. This Agreement does not, and is not it intended to, create, change, modify, supplement, supersede, or otherwise affect or control, in any manner, any term or condition of employment of any COUNTY AGENT, or any applicable O.C.S.O. employment and/or union contract, any level or amount of supervision, any standard of performance, any sequence or manner of performance, and/or any O.C.S.O. rule, regulation, training and education standard, hours of work, shift assignment, order, policies, procedure, directive, ethical guideline, etc., which shall solely and exclusively, govern and control the employment relationship between the O.C.S.O. and/or all conduct and actions of any COUNTY AGENT.
23. Neither the MUNICIPALITY nor any MUNICIPAL FIRE PERSONNEL shall provide, furnish or assign any COUNTY AGENT with any job instructions, job descriptions, job specifications, or job duties, or, in any manner, attempt to control, supervise, train, or direct any COUNTY AGENT in the performance of any COUNTY duty or obligation under the terms of this Agreement.
24. The MUNICIPALITY shall promptly deliver to the O.C.S.O. written notice and copies of any CLAIM, accusation or allegation of negligence or other wrongdoing, whether civil or criminal in nature, that the MUNICIPALITY becomes aware of which involves, in any way, the O.C.S.O. or any COUNTY AGENT. The MUNICIPALITY shall cooperate with the O.C.S.O. in any investigation conducted by the SHERIFF of any act or performance of any duties by any COUNTY AGENT.
25. Subject to the following Paragraph, and unless canceled as provided for in this Paragraph, this Agreement shall become effective April 1, 2024 and shall remain in effect continuously until it expires, without any further act or notice being required of any party, at 11:59 P.M. on March 31, 2027. This Agreement may be cancelled for any reason, including the convenience of any Party, and without any penalty, before its March 31, 2027 expiration by delivering a written notice of the cancellation to the other signatories to this Agreement, or their successors in office. Such written notice shall provide at least ninety (90) calendar day notice

of the effective date of cancellation, and such cancellation of this Agreement shall be effective at 11:59 P.M. on the last calendar day of the calendar month following the expiration of the 90 calendar day notice period. If this Agreement is terminated for any reason, the MUNICIPALITY will fully reimburse the COUNTY for all direct and indirect labor costs incurred by the COUNTY as a result of the Agreement's termination. Such costs include, but are not limited to, unemployment compensation claims made by COUNTY employees hired by the COUNTY to fulfill the terms of this Agreement.

26. This Agreement, and any subsequent amendments, shall not become effective prior to approval by resolution of the COUNTY Board of Commissioners and the MUNICIPALITY'S Governing Body. The approval and terms of this Agreement shall be entered into the official minutes and proceedings of the COUNTY Board of Commissioners and the MUNICIPALITY's Council and shall also be filed with the Office of the Clerk for the COUNTY and the MUNICIPALITY Clerk. In addition, this Agreement, and any subsequent amendments, shall be filed by a designated COUNTY AGENT with the Secretary of State for the State of Michigan and shall not become effective prior to the filing of this Agreement with the Secretary of State.
27. All correspondence and written notices required or permitted by this Agreement shall be in writing and sent to each of the signatories of this Agreement, or any signatory successor in office, to the addresses shown in this Agreement. Except as otherwise provided for herein, all correspondence or written notices shall be considered effective: (a) the next business day, if personally delivered; (b) the third business day, if sent by U.S. mail, postage prepaid, return receipt requested; (c) the next business day, if sent by a nationally recognized overnight express courier with a reliable tracking system; or (d) the next business day with a written response or receipt of confirmation, if sent by e-mail or fax. .
28. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The language of all parts of this Agreement is intended to and, in all cases, shall be construed as a whole, according to its fair meaning, and not construed strictly for or against any Party. As used in this Agreement, the singular or plural number, possessive or non-possessive, shall be deemed to include the other whenever the context so suggests or requires.
29. Absent an express written waiver, the failure of any party to pursue any right granted under this Agreement shall not be deemed a waiver of that right regarding any existing or subsequent breach or default under this Agreement. No failure or delay on the part of any Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
30. The COUNTY and the MUNICIPALITY acknowledge that this Agreement shall be binding upon them and, to the extent permitted by law, upon their administrators, representatives, executors, successors and assigns, and all persons acting by, through, under, or in concert with any of them.
31. This Agreement sets forth the entire contract and understanding between the COUNTY and the MUNICIPALITY and fully supersedes any and all prior contracts, agreements or

understandings between them in any way related to the subject matter hereof, and after the effective date of this Agreement shall remain effective and enforceable for any CLAIM arising or occurring during any prior contract period. This Agreement shall not be changed or supplemented orally. This Agreement may be amended only by concurrent resolutions of the COUNTY Board of Commissioners and the MUNICIPALITY Governing Body in accordance with the procedures set forth herein.

32. Each Party shall comply with all federal, state, and local statutes, ordinances, regulations, administrative rules, requirements applicable to its activities performed under this Agreement.
33. If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
34. This Agreement sets forth the entire contract and understanding between the COUNTY and the MUNICIPALITY and fully supersedes any and all prior oral or written understandings, communications, or contracts between the Parties related to the subject matter hereof. It is further understood and agreed that the terms of this Agreement are contractual and are not a mere recital and that there are no other contracts, understandings, or representations between the COUNTY and the MUNICIPALITY in any way related to the subject matter hereof, except as expressly stated herein. This Agreement shall not be changed or supplemented orally. This Agreement may be amended only by concurrent resolutions of the COUNTY Board of Commissioners and the MUNICIPALITY's Governing Body in accordance with the procedures set forth herein.
35. For and in consideration of the mutual promises, acknowledgments, representations, and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the COUNTY and the MUNICIPALITY hereby agree and promise to be bound by the terms and provisions of this Agreement.

IN WITNESS WHEREOF, Jack Curtis, Supervisor for the Charter Township of Oxford, hereby acknowledges that he or she has been authorized by a resolution of the MUNICIPALITY'S governing body (a certified copy of which is attached) to execute this Agreement on behalf of the MUNICIPALITY and hereby accepts and binds the MUNICIPALITY to the terms and conditions of this Agreement on this _____ day of _____, 2024.

WITNESS:

CHARTER TOWNSHIP OF OXFORD,
a Michigan Municipal Corporation

BY: _____

Name:

Jack Curtis

Title:

Oxford Township Supervisor

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners (a certified copy of which is attached) to execute this Agreement on behalf of the COUNTY and hereby accepts and binds the COUNTY to the terms and conditions of this Agreement on this _____ day of _____, 2024.

WITNESS:

COUNTY OF OAKLAND,
a Michigan Municipal Corporation

BY: _____

Name:
Title:

David T. Woodward
Chairperson, Oakland County Board of
Commissioners

IN WITNESS WHEREOF, Michael J. Bouchard, in his official capacity as SHERIFF, hereby concurs and accepts the terms and conditions of this Agreement on this _____ day of _____, 2024.

WITNESS:

OAKLAND COUNTY SHERIFF,
a Michigan Constitutional Officer

BY: _____

Name:
Title:

Michael J. Bouchard,
Oakland County Sheriff

Date: March 13, 2024

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: Oakland County Hazard Mitigation Plan Resolution

Dear Board Members:

Attached for your approval is a Resolution to adopt the Oakland County Hazard Mitigation Plan.

This Resolution includes a mitigation strategy that will be consistent with Oakland County and will allow Oxford Township to remain eligible to receive mitigation funds.

The following motion is offered for your consideration:

I move to approve the Resolution to adopt the Oakland County Multi-Jurisdictional Hazard Mitigation Plan as presented.

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

**A RESOLUTION AUTHORIZING THE ADOPTION OF THE
OAKLAND COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

WHEREAS, the mission of Oakland County and the participating jurisdiction of Oxford Township include the charge to protect the health, safety, and the general welfare of the people of the County and municipalities; and

WHEREAS, Oakland County, Michigan, is subject to flooding, tornadoes, winter storms, and other natural, technological, and human-caused hazards; and

WHEREAS, pro-active mitigation of known hazards before and after a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS to remain eligible to receive mitigation monies, Oakland County prepared a Hazard Mitigation Plan (the "PLAN") for the County and all communities in the County; and

WHEREAS, Oakland County and the Township of Oxford have participated in and completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of hazards, develops a mitigation strategy consistent with a set of uniform goals, and creates a plan for implementing, evaluating and revising this strategy;

NOW THEREFORE BE IT RESOLVED that the Charter Township of Oxford:

- 1.) Adopts in its entirety the Oakland County Multi-Jurisdictional Hazard Mitigation Plan (Plan), and specifically Volume II of the Plan as it pertains to this jurisdiction.
- 2.) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3.) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4.) Will continue its support of the Hazard Mitigation Steering Committee and continue to participate in the planning partnership as described by the Plan.
- 5.) Will help to promote and support the mitigation successes of all planning partners.

MOVED BY: _____ SECONDED BY: _____

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 _____, 2024.

Curtis W. Wright, Clerk Charter
Township of Oxford

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

I, Curtis W. Wright, 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 _____, 2024.

Curtis W. Wright, Clerk Charter
Township of Oxford



Oxford Township Project Activity Report – March 2024

Oxford Township Municipal Projects

1. North Area Sanitary Sewer Special Assessment District:
 - Project bids were received on 8/31/23 in the amount of \$2,962,997.
 - SAD process has been completed.
 - Sewer construction anticipated to begin in April 2024.
2. Camp Oakland Pump Station:
 - Contract awarded to Trojan Development at bid price of \$768,283.00
 - Construction work to upgrade the existing pump station has begun.
 - Completion scheduled for June 2024.
3. Lakeville Road Safety Path Project:
 - Contract awarded to Jacklyn Contracting at bid price of \$147,535.00
 - Safety path has been paved and is available for pedestrian use.
 - Restoration to be completed in Spring 2024.
4. Brabb-Dewey Engineering Design Grant:
 - Survey and design work related to a proposed sanitary sewer project in the Brabb-Dewey subdivision is complete. Finalizing bid specifications.
5. Seymour Lake Safety Path Project:
 - Survey and engineering design of Seymour Lake Road safety path (Sanders to Seymour Lake Park) is in process. Design completion expected by June 1.
6. Willow Lake PRV Project:
 - Design work related to an existing Pressure Reducing Valve (PRV) at the southeast corner of Willow Lake Drive & State Street is in process.
 - Design completion expected May 2024.
 - Permitting and bidding to occur during the summer of 2024.
 - Construction anticipated in the late fall of 2024.
7. Seymour Lake Water Main Project:
 - Design work for a new 16" water main from Dunlap to Sanders approved by Twp Board at February meeting.
 - Field survey work complete.
 - Design completion expected by August 1.
 - Permits to be submitted and obtained in fall of 2024.
 - Bidding and construction dates to be determined based on funding (likely in 2025).



Oxford Township Private Development Projects

1. 1225 S. Lapeer Road (Kurativ):
 - Development of new marijuana dispensary.
 - Construction of underground utilities and final paving completed.
 - Building interior being completed with anticipated Grand Opening in March.
2. 653 S. Lapeer Road:
 - Development of new marijuana dispensary.
 - Construction of underground utilities and base asphalt complete.
 - Building interior being completed with anticipated Grand Opening in May 2024.
3. 280 N. Lapeer Road (Frequency Wellness):
 - Development of new marijuana dispensary.
 - Construction of underground utilities and base asphalt complete.
 - Building interior being completed with anticipated Grand Opening in April 2024.
4. McLaren Urgent Care:
 - Redevelopment of the existing McLaren site with new 2-story, 50k square foot building.
 - Phase 1 site utilities have been completed.
 - Remaining infrastructure to be completed following demolition of existing building.
 - Building interior being completed with anticipated Grand Opening in Fall 2024.
5. 411 N. Oxford Road:
 - Upgrades to existing building and site at 411 N. Oxford Rd.
 - Construction of underground utilities and parking lot complete.
 - Building interior being completed with anticipated Grand Opening in May 2024
6. Enclaves of Woodbridge – Phase 2:
 - Residential project consisting of 11 duplex buildings (22 units total)
 - Construction of site utilities and roadway paving complete.
 - Building construction of new homes has begun.
7. Sanctuary Hills:
 - Residential project consisting of 85 single family homes on south side of E. Drahner.
 - Applicant is currently in the final engineering design process.
 - Clearing of trees on the property has been completed.
 - Construction of infrastructure anticipated to begin in summer 2024.
8. The Villages and Peninsula of Tullamore:
 - Residential project consisting of 61 single family homes and 105 condominium units located at the northeast corner of E. Drahner and Oxford Lakes Drive.
 - Applicant is currently in the site planning process.
 - Construction of infrastructure scheduled to begin in fall 2024.



Charter Township of Oxford

Oakland County, Michigan

Tax Abatement Policy

Whereas, the Charter Township of Oxford is desirous of providing a stable tax base as a means of providing for the needs of its residents; and

Whereas, an industrial tax base often generates more revenue than it consumes in services; and

Whereas, the State of Michigan has adopted laws that encourage industrial development by allowing for the granting of property tax relief by the municipality; and

Whereas, the Charter Township Oxford desires to make use of said laws,

Therefore be it resolved, that the Charter Township of Oxford does hereby adopt the following industrial tax abatement policy:

Purpose

This policy, and its attached exhibits, sets forth the scope, procedures and process for consideration of requests for the granting of tax abatement in the form of Industrial Facility Exemption Certificate(s) (IFECs) consistent with the provisions of Michigan Public Act 198 of 1974, as amended (MCL 207.551 et seq.), and Public Act 206 of 1893, as amended (MCL211.1 et seq.), with the intent of:

- ❖ Allowing the Township to administer a program which is efficient, effective, business-supportive, and accountable.
- ❖ Encouraging business growth, retention, and attraction.
- ❖ Strengthening the long-term competitiveness of local business and industry.
- ❖ Retaining and creating base manufacturing jobs.
- ❖ Generating new property tax dollars for the Township.
- ❖ Enhancing the skills and employability of the unemployed, underemployed, and employed persons within the region.

Scope

This policy applies to all P.A. 198 of 1974, as amended, applications within the Charter Township of Oxford. In addition, this policy also applies to P.A 206 of 1893, as amended by P.A. 328 of 1998, applications which shall be considered on individual merit alone, without regard to any duration or other criteria set forth herein.

Summary of Procedure

Application shall be made on forms provided through the office of the Oxford Township Supervisor accompanied by documents required for application for an IFEC as listed on attachment B.

Completed applications, including all required supporting documentation, shall be filed with the Oxford Township Clerk along with a non-refundable application fee of \$1,000.00 to cover the cost of processing, advertising and required public hearing(s). Incomplete applications, as reviewed by the Oxford Township Clerk shall not be accepted.

Accepted applications will be placed on an available Board agenda to schedule a public hearing. At the public hearing the applicant may present a summary of the application and supporting materials and answer questions from the Board. Upon the close of the public hearing the Board will take action regarding the application, including a determination of approval, number of years included in the certificate, and other permitted conditions.

Policy

1. The following standards will be applied to each request to receive an Industrial Facilities Exemption Certification (IFEC):
 - IFEC applications in approved Industrial Development Districts and/or Plant Rehabilitation Districts may be approved for an initial period of up to six (6) years, subject to allocation of personal and real property taxes in accord with the statute.
 - The Township may require an evaluation after two (2) years. If at the two (2) year evaluation the company has met the commitments agreed to in the Industrial Facilities Tax Exemption Agreement, an additional six (6) years may be granted for a maximum real/personal abatement of twelve (12) years. Provisions of P.A. 198 of 1974, as amended by P.A. 94 of 1996 shall be utilized by the Township when considering such an extension.
 - Tax abatements may be granted by the Township Board, at its sole discretion, for the purpose of strengthening the competitive operation of applicant businesses.
 - Each IFEC holder shall be required to enter into a legally-binding agreement with the Charter Township of Oxford, under the provisions of P.A. 198 of 1974 as amended by P.A. 334 of 1993, covering, but not limited to, such matters as:
 - continuation of operations in the Township,
 - payment of taxes,
 - timely reporting for annual personal property statements,
 - annual submission of reports including the company's community support activities, and
 - non-discriminatory hiring practices.
 - Job creation and retention commitments by the company shall be for the duration of the exemption certificate. In the case of job retention, the burden of proof is on the applicant to show how the approval of the tax abatement would avert substantial job loss.

- Certificate holders are encouraged to provide training to upgrade the skills of its employees so as to support their advancement to higher-paying jobs in the company.
 - Certificate holders are required to provide the Township with documentation of good faith efforts to consult with Michigan Works to review job applications of Township residents who have completed or participated in local employment training programs, prior to filling new jobs in its facilities.
 - The Township will not grant tax abatement for office equipment such as furniture and fixtures, either in Plant Rehabilitation or Industrial Development districts. However, computers and computer-related equipment shall be eligible items considered for tax abatement.
 - To be eligible for a tax exemption certificate, the applicant shall not be delinquent in its payment of any local taxes.
 - A certificate holder shall annually file a report in the Township Supervisor's office by August 15th of each year during the life of a IFEC regarding its record of job retention and job creation, the number of Oxford Township residents hired during the time period of the report, any community support activities, and other business information that will assist the Township in evaluating the company's activities and helping the Township build economic stability. Annual reports must be posted by the certificate holder on-site for at least thirty (30) days after being submitted to the Township to allow review by company employees. The Township Clerk and Supervisor will file a report to the Township Board on the status of IFEC's in Oxford Township no later than October of each year.
 - Under certain conditions the Township may consider an applicant eligible for a combination of P.A. 198 of 1974, as amended, and P.A. 328 of 1998 tax abatement. This is in the sole discretion of the Township.
2. Plant rehabilitation projects qualify for approval only if there is a change in use, a change in ownership, or the value of the project substantially exceeds the statutory minimum requirements (10%), and the project is not attributable to delayed or deferred maintenance.
 3. The Township may require a statement of intent by an applicant seeking to establish a Plant Rehabilitation district regarding the scope and nature of its Plant Rehabilitation project. The Township shall retain the right to dissolve the district if the applicant's subsequent application is not consistent with the statement of intent.
 4. The Township may dissolve all, or a portion of, Plant Rehabilitation districts after an Industrial Facilities Exemption Certificate (IFEC) is issued.

5. The applicant shall agree that should ownership of the business and/or facility for which a IFEC is issued be changed in the future, thereby requiring a hearing before the Charter Township of Oxford Board of Trustees under state law, the transferee or new owner shall abide by all the terms and conditions originally granted.
6. A tax exemption certificate may be revoked if a certificate holder:
 - a. fails to meet the terms of its certificate agreement, including payment of taxes and assessments;
 - b. abandons its facilities; or
 - c. fails to complete construction or rehabilitation of a facility within two (2) years as required by statute.

Effective Date

June 22, 2010

Attachments

Exhibit A – Definitions

Exhibit B – Checklist of Documents Required for Application for IFEC

Exhibit C – Act 198 Agreement Form

Exhibit D – Information summary and Affidavit of Fees

See Also

Michigan P.A. 198 of 1974; P.A. 334 of 1993; and P.A. 94 of 1996. Any conflict between this policy and state law shall be controlled by state law.

EXHIBIT A

Definitions

Plant Rehabilitation District: A Plant Rehabilitation District is established by a finding and determination that property aggregating not less than 50% of the State Equalized Value (SEV) of the industrial property within the district is “obsolete”.

Obsolete Industrial Property: Means a manufacturing plant which is currently operating at below-efficiency levels and requires a major investment in the way of equipment replacement or structural changes, or both, to eliminate or reduce the cause of inefficiency and enable the company to continue to operate in a more competitive and more economic situation. Under the law, industrial property is considered obsolete if its condition is in substantially less than an economically efficient functional condition. In other words, the desirability and usefulness of this property is impaired due to the need for changes in design, construction, technology or improved production, processes or because of external influencing factors which make the property less desirable and valuable for continued use.

Replacement: Means the complete or partial demolition of obsolete industrial property and the complete or partial reconstruction or installation of new property of similar utility.

Restoration: Indicates changes to obsolete industrial property, other than replacement, which are needed to eliminate that condition of obsolescence. Generally speaking, restoration means major renovation of obsolete industrial property. If the planned improvements amount to less than 10% of the true cash value of the industrial property, they will be considered delayed maintenance and will not be eligible for tax exemption.

Replacement Facility: Is an industrial property which is designed to replace existing obsolete industrial property located within a plant rehabilitation district. Most “replacement facility” projects will fall within one of the following categories:

- **Total rehabilitation of an existing plant:** A manufacturing facility can no longer operate efficiently due to obsolescence. The company proposes to restore the plant by improving the buildings and replacing machinery throughout the plant; or the plant may be so obsolete that rather than restore the same, the company finds it more economical to replace the old plant with a new one. This is allowed as long as the replacement plant is built within the same municipality where the old plant is situated.
- **Partial rehabilitation of an existing plant:** If only a portion of an existing plant is obsolete and the company proposes to rehabilitate this portion by improving the building and replacing the obsolete property within the obsolete section of the plant, then this particular section of the plant can be certified for exemption while the remaining portion will continue to be fully taxable.
- **Rehabilitation of buildings only:** If the obsolescence affects only the buildings and the company plans to restore the same or replace them with newly constructed buildings while continuing to use the same machinery and equipment as before, then the exemption will apply to the real property only while the personal property will remain advalorem taxable.

Exhibit A – Definitions, continued...

New Facility: Is industrial property (other than a “replacement facility”) to be built in a plant rehabilitation district or industrial development district. Most “new facility” projects will fall within one of the following categories:

- **A completely new plant:** A new company proposes to construct a new building and equip the same with new machinery and equipment to begin a new manufacturing operation. Or this may be an existing company that is proposing to branch out at another location.
- **An expansion of an existing plant:** A growing company wants to expand its capacity and proposes to build an addition to the existing building and purchase new machinery and equipment to be housed in the new addition.
- **A new plant developed from an existing shell building or other existing building:** A company acquires an existing shell building or other unused building and proposes to utilize the same for manufacturing. The “new facility” will, in this case, encompass the acquisition and installation of any new machinery and equipment and the value of any changes and additions to the existing structure which are needed for the new plant.
- **A new building:** A company proposes to construct a new building but plans no new machinery and equipment acquisitions. This may occur when the company’s existing facilities will no longer be available (expiration of lease) or adequate, and new facilities are needed to continue operating. The “new facility” project will only cover the new building, as the company plans to continue using their existing machinery and equipment. The construction of a warehouse will also fall under this heading when no personal property acquisitions are required as part of the project.
- **New machinery and equipment only:** These are projects involving no new construction. They cover cases in which new plants are developed utilizing existing buildings which require only minor changes. They also cover cases in which new machinery and equipment is acquired (to expand capacity or add a new line) and the same is installed within the existing plant.

EXHIBIT B
Checklist of Documents Required for Application for
Industrial Facilities Tax Exemption (IFT) Certificate

CHARTER TOWNSHIP OF OXFORD
300 DUNLAP ROAD, OXFORD, MI 48371; (248) 628-9787

Please include the following required information with a completed application package and submit all materials to the Oxford Township Clerk's Office.

- One (1) completed original and three (3) copies of the completed IFT Certificate Application form (Form L4380) as established by the State Tax Commission. The application can be obtained by visiting the State Treasury website at www.michigan.gov/treasury, then scroll down to the "Treasury Forms" box and click on: Property Tax Forms, then Property Tax Abatement/Exemption. This form will ask the application to provide the following:
 - A complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, type, identification, date of (expected) acquisition/installation by month/day/year, and (expected) cost.
 - If construction has already commenced, proof of the date construction started (groundbreaking) such as building permits, footing inspection reports, certified statements or affidavit from the contractor. Start of construction may not occur more than six (6) months before the filing of this application (§207.559(2)(c) of PA 198 of 1974).
 - Verification that the petitioner bears the tax liability for both ad valorem and personal tax for the subject property. You may use the Affidavit of Ownership form.
 - Two (2) copies of Proof of Ownership; Land Contract, Affidavit of Land Contract, Option/Purchase Agreement, Deed, etc.
 - An accurate legal description showing the specific location of the property within which the proposed exempt use will take place.
 - An application fee in the amount of \$1,000.00.

APPLICANTS TAKE NOTICE OF THE FOLLOWING:

1. **Legal Basis.** This application packet was prepared in accordance with Public Act 198 of 1974, as amended. All section references, except where otherwise noted, refer to this Act.
2. **Submitted Deadline.** Submittal of an IFT application **MUST** be received by the Township no later than six (6) months after commencement of the project. The Industrial Development District must be established before an IFT application can be accepted.
3. **Attendance Required at Public Hearing.** The Oxford Township Board of Trustees requires the Petitioner or their Representative to be present at the public hearing, otherwise the item will be tabled to another meeting date.

**INDUSTRIAL FACILITIES TAX EXEMPTION (IFT)
CERTIFICATE REVIEW PROCESS**

STEP 1: Applicant submits a completed application form as prescribed by the State Tax Commission. Items required include a general description of the facility and its proposed use, the general nature and extent of the proposed restoration, replacement or construction, a descriptive list of equipment that will be part of the facility and a timeline for the project.

STEP 2: The Clerk's Office will verify that the property in question is located in a previously established IDD. If an IDD has not already been established, the applicant must first request the Township Board establish a district as required by law.

STEP 3: The Clerk's Office will send a copy of the application to the Township Attorney for review and verification. A copy is also sent to the Township Assessor for their files.

STEP 4: If approved by the attorney, the item will be placed on the next available Board of Trustees agenda for consideration of the application. The Board of Trustees will set a public hearing date.

STEP 5: The item is placed on the next available Board of Trustees agenda for a public hearing (see MCL 207.555 (2)). Notice of the hearing shall be sent by regular mail to the Township Assessor and the legislative body of each taxing unit within the district that collects ad valorem taxes (see MCL 207.555 (2)). **The applicant must be present at the public hearing.**

STEP 6: The Clerk's Office drafts a Resolution and Abatement Agreement, according to State requirements, for consideration by the Board to either approve or disapprove the application.

STEP 7: The Board holds the public hearing and takes action on the request. The Board shall, by resolution, state its decision to either approve or disapprove the application. If denied, the reasons shall be set forth in writing in the resolution. If approved, the Board shall set the number of years for which the district will be valid and they will instruct the clerk to sign the resolution (see MCL 207.556).

STEP 8: The Township and the operator of the facility will execute an agreement outlining the conditions and recourses to be upheld during the abatement period.

STEP 9: If necessary, Forms T-1044A and/or T-1044, as created by the State Tax Commission, shall be completed. These are necessary if the abated SEV exceeds 5% of the Township's total SEV.

STEP 10: If the application is approved, the Clerk shall forward the application, resolution and other necessary information to the State Tax Commission (see MCL 207.556).

STEP 11: After review by the State Tax Commission, they will send the Industrial Facilities Exemption Certificate, or notice that the application was denied, to the Township by certified mail (see MCL 207.557(2)).

STEP 12: A copy of the Exemption Certificate shall be kept for the file, and another sent to the Assessor's Office for implementation.

EXHIBIT C
ACT 198 AGREEMENT FORM

CHARTER TOWNSHIP OF OXFORD
OAKLAND COUNTY, MICHIGAN
ACT 198 AGREEMENT

This agreement is between the Charter Township of Oxford, a local governmental unit, whose address is 300 Dunlap Road, Oxford, Michigan 48371, and

_____, a _____
hereinafter referred to as the "Applicant", whose address is: _____

WHEREAS, the Charter Township of Oxford is willing to approve the granting of an Act 198 Exemption Certificate, pursuant to Michigan Public Act 198 of 1974, as amended;

AND WHEREAS, Michigan Public Act 334 of 1993 requires that an Applicant and a local unit of government enter into an agreement as a condition to the approval of an Exemption Certificate;

AND WHEREAS, the Charter Township of Oxford has established certain terms and conditions in order for an Exemption Certificate to be approved;

AND WHEREAS, the Applicant is willing to accept and be bound by such terms and conditions in order to receive an Exemption Certificate which will grant tax relief to the Applicant.

NOW THEREFORE, the Charter Township of Oxford and the Applicant agree as follows:

1. Exemption Certificate. The Charter Township of Oxford hereby approves of the granting of an Exemption Certificate by the State of Michigan in accordance with its resolution approving the same for an application received on _____, 20____, with an estimated project cost of \$_____.
2. Terms and Conditions. The Applicant hereby agrees that in exchange for receiving such tax benefits as are permitted to holders of an Exemption Certificate that it shall be bound by the following terms and conditions during the time period the Exemption Certificate is in effect:
 - A. That all utility bills to the Charter Township of Oxford are paid within thirty (30) days of billing;
 - B. That all property tax bills are paid prior to such due dates after which interest would accrue;
 - C. That all assessments, fees, and/or charges which may be incurred or levied in the development of the property are paid without protest or challenge;
 - D. That the Applicant provide information periodically as requested by the Charter Township of Oxford and permit the Charter Township of Oxford and its agents to inspect the property and records of the Applicant during the term of the Exemption Certificate so as to verify property values and employment levels;

Exhibit C – Act 198 Agreement Form,, continued...

- E. That the Applicant maintain employment levels in the Charter Township of Oxford as proposed in its application; and,
- F. That the Applicant abide by all ordinances and regulations of the Charter Township of Oxford, subject, however, to such exceptions as may be granted by a public body empowered to grant a legal exception to an ordinance or regulation of the Charter Township of Oxford;
- G. The Applicant is at all times in compliance with all federal, state and local laws, regulations and ordinances concerning environmental matters.

3. Revocation Reservation. The fulfillment of the conditions of this Agreement provided for in Paragraph 2 is a purpose for which the Certificate of Exemption was approved by the Charter Township of Oxford, in addition to the purposes established by law. Failure to uphold these conditions will be considered to be operating the facility in bad faith in a manner not consistent with the purposes of Act 198 of the Public Acts of Michigan, 1974, as amended, and will be considered to be circumstances within the control of the holder of the Exemption Certificate justifying the revocation of the Exemption Certificate.

The Township Board of the Charter Township of Oxford retains the right to revoke any Exemption Certificate for violation of any of the conditions stated in Paragraph 2 above. If the Applicant within three (3) years of commencing the operation after receiving an Industrial Facilities Exemption Certificate moves the operations outside the Charter Township of Oxford, then all of the abated tax will be paid to the Charter Township of Oxford. If the operations leaves after three (3) years but before six (6) years have expired, then one-half of the abated tax will be returned. After six (6) years no penalty will be applied. Likewise, if an Exemption Certificate is revoked for any of the reasons stated in Paragraph 2, then the same repayment of tax schedule shall be applied as if the Applicant had moved its operations outside of the Charter Township of Oxford.

4. Effect. This Agreement shall be binding upon the Charter Township of Oxford and the Applicant, and upon their successors and assigns. This Agreement shall be interpreted in accordance with the laws of the State of Michigan. Upon default, the other party shall be liable to the non-defaulting party for the reasonable attorney fees and court costs which may be incurred in enforcing a term or condition of this Agreement. This Agreement represents the entire Agreement of the parties, and replaces any prior oral, written or implied agreement of the parties. This Agreement may only be amended upon the mutual written agreement of the parties.

In witness thereof on the dates hereinafter indicated:

Witness:

Township: _____
By: _____
Its: _____
Date: _____

Witness:

Applicant: _____
By: _____
Its: _____
Date: _____

**EXHIBIT D
INFORMATION SUMMARY & AFFIDAVIT OF FEES**

**The Charter Township of Oxford, Oakland County, Michigan
Act 198 Information Summary**

Name of Applicant: _____

Telephone Number: _____ Fax Number: _____

1. SIC Number: _____

2. Type of Product(s): _____

3. Year of Establishment of the Business: _____

4. Number of years the business has been located in the Charter Township of Oxford: _____

5. If not in the Charter Township of Oxford, number of years in community
where presently located: _____

6. Total employment in the Charter Township of Oxford:

	Current	Projected (next 12 months)
Full-Time	_____	_____
Part-Time	_____	_____
Temporaries	_____	_____
TOTAL	_____	_____

7. Estimate of how many projected new jobs will be provided: _____

Exhibit D – Information Summary & Affidavit of Fees, continued...

Industrial Facilities Tax Exemption Affidavit of Fees

In accordance with State Tax Commission Bulletin No. 3 dated January 1998, the Local Unit and Applicant for Industrial Facilities Exemption Certificate do hereby swear and affirm that no payment of any kind, whether they be referred to as “fees”, “payments in lieu of taxes”, “donations”, or by other like items, such payments are contrary to the legislative intent of Act 198 that exemption certificates have the effect of abating all ad valorem property taxes levied by taxing units with the unit of local government with which approves the certificate.

We do swear and affirm by our signatures below that “no payment of any kind in excess of the fee allowed, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certificate application”.

Charter Township of Oxford

Signed: _____

Printed Name: _____

Title: _____

Dated: _____

Applicant/Company

Signed: _____

Printed Name: _____

Title: _____

Dated: _____

Date: March 13, 2024

To: Board of Trustees

From: Single Waste Hauler Committee ("*Committee*")
(*Jon Nold, Margie Payne, Curtis Wright*)

Re: Single Waste Hauler Request for Proposal

Dear Board Members:

Attached for the Township Board's consideration is the Committee's recommended Request for Proposal ("*RFP*") for a single company to provide waste disposal services for the Charter Township of Oxford.

If the RFP is approved, the Committee will proceed to recommend (*for approval*) a company to contract with Oxford Township for waste hauling services along with a recommendation to place a question on the November 5, 2024 General Election Ballot for the voters to decide whether this selected company shall provide the waste disposal services for the Charter Township of Oxford.

For reference, page 16 of the RFP provides the Tentative Timeline the Committee will be following.

The following motion is offered for consideration:

I move to approve the Charter Township of Oxford Request for Proposal ("*RFP*") for Solid Waste, Recycling, and Yard Waste Collection, Transportation and Disposal Services and to post the RFP on the Michigan Intergovernmental Trade Network ("*MITN*") and to post the RFP on the Oxford Township Web Site, and advertise the RFP in the Oxford Leader.

Further, at the May, 8, 2024 Oxford Township Board of Trustees Regular Meeting for consideration of approval, the Oxford Township Single Waste Hauler Committee will recommend a company to provide waste disposal services for the Charter Township of Oxford and provide recommended language for a question to be placed on the November 5, 2024 General Election Ballot for a single waste disposal company and include the recommended company as part of the Ballot language.

THE CHARTER TOWNSHIP OF OXFORD,
OAKLAND COUNTY, MI

REQUEST FOR PROPOSAL

SOLID WASTE, RECYCLING AND YARD WASTE COLLECTION,
TRANSPORTATION AND DISPOSAL SERVICES

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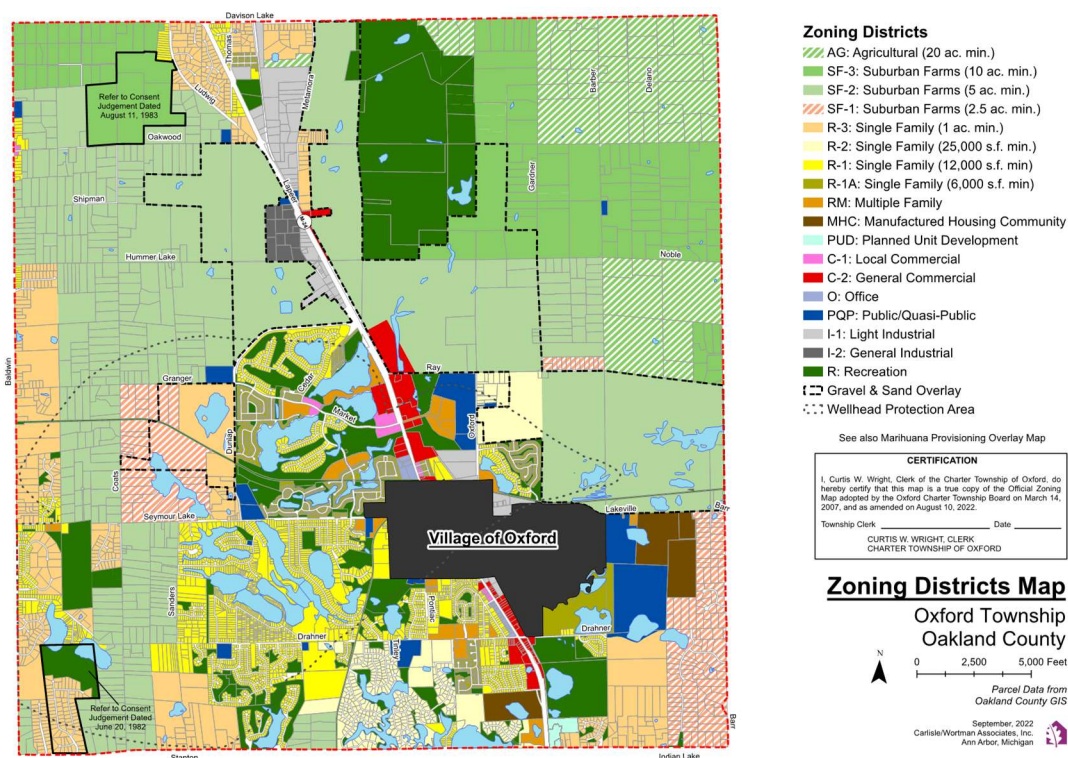
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Dated: March 14, 2024

The Charter Township of Oxford (“Township”) is currently seeking proposals from interested and qualified Contractors to provide solid waste, recycling and yard waste collection, transportation and disposal services. Proposals will be received by The Charter Township of Oxford, c/o Curtis W. Wright, Township Clerk, Oxford Township Hall, 300 Dunlap Road, Oxford, MI 48371 no later than **12:00 p.m. local time, April 11, 2024** at which time and place the names of Proposers will be publicly read aloud.

A **MANDATORY** pre-proposal meeting has been scheduled for March 21, 2024 at 2:00 p.m. at Oxford Township Hall 300 Dunlap Road, Oxford, MI 48371.

A bid bond or certified check in the amount of Fifty Thousand (\$50,000.00) dollars must accompany each proposal response.

The Township officially distributes proposal documents through the Michigan Intergovernmental Trade Network (MITN). Copies of proposal documents obtained from any other source are not considered official copies. Only those Contractors who obtain proposal documents from MITN System are guaranteed access to receive addendum information if such information is issued. The first step to do business with the Township is to become a registered Contractor by visiting the MITN website - <https://www.bidnetdirect.com/mitn>

Final proposal results will be posted on MITN and the Township’s website (oxfordtownship.org) after award to the selected Proposer. Specifications are attached. Any deviation from the specifications must be noted on the proposal.

THE TOWNSHIP RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND ISSUE A CONTRACT OR AWARD THAT IS NOT THE LOWEST COST PROPOSAL.

Please submit proposal on or before the date and time given above to:

Curtis W. Wright, Township Clerk,
Oxford Township Hall,
300 Dunlap Road, Oxford, MI 48371

All proposals (**7 copies**) must be submitted in a Sealed Envelope marked **“RFP – SOLID WASTE, RECYCLING AND YARD WASTE COLLECTION, TRANSPORTATION AND DISPOSAL SERVICES”**.

The Technical and Cost Proposals must be separately packaged within the Sealed Envelope and include a USB with the electronic file of that part of the proposal.

The Township reserves the right to disqualify any Proposer who contacts any Township employee, elected official, representatives, or agent concerning this RFP other than in accordance with this RFP.

SECTION 01 - INTRODUCTION/BACKGROUND

1. OVERVIEW

The Township is requesting proposals from qualified Contractors (Proposers) to provide solid waste, recycling and yard waste collection, transportation, processing and disposal services. The initial term of the collection contract is anticipated to begin on or before July 1, 2025. The term of the contract will be a service period of five (5) years with an option to renew for up to five (5) additional years.

The Request for Proposals (RFP) provides specifications for required and optional service types for the Township. Requirements and qualifications are defined in detail within this RFP.

To respond to this RFP, interested Proposers must include a response to all criteria and complete all forms provided within the RFP. Failure to include a response to all the evaluation criteria may be cause for rejection.

Attendance at the Pre-Proposal meeting is **mandatory**. The meeting will explain the RFP process and clarify the contents of this solicitation. Any doubt as to the requirements of this Request for Proposal or any apparent omission or discrepancy should be presented to the Township at this meeting. The Township will then determine the appropriate action necessary, if any, and may issue a written addendum/amendment to the Request for Proposal.

Please carefully review this document. This document is a Request for Proposal. It differs from an Invitation to Bid/Quotation in that the Township is seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. Proposers are to provide their proposed solution based on their professional knowledge and developed around the general requirements defined within this proposal. As such, the lowest price proposed will not guarantee an award. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of the service, of which experience and strength of operations, technical proposal and financial capacity, may be overriding factors and price may not be the primary determinative in the issuance of a contract or award. The proposed evaluation criteria should be viewed as standards, which measure how well a Proposer's approach meets the desired requirements and needs of the Township. The criteria that will be used and considered in evaluation for award are set forth in this document.

The Township recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a vibrant community and economy. The Township further recognizes that the products and services the Township buys have inherent environmental and economic impacts, and that the Township should make procurement decisions that embody, promote, and encourage the Township commitment to the environment. The Township encourages potential Contractors to bring forward emerging and progressive products and services that are best suited to the Township's environmental principles.

The Township may hold proposals through November 6, 2024 for the purpose of reviewing the results and investigating the qualifications of Proposers prior to making an award. The Township reserves the right to waive any irregularities and accept or reject any or all proposals submitted.

The Contractor(s) shall be responsible for providing and maintaining all labor, equipment, materials, tools, insurance, permits, supervision and all other items necessary to collect, transport, process and dispose of the designated solid waste, yard waste and recyclables in accordance with all applicable local, state and federal requirements.

2. SUBMITTAL GUIDELINES

- a. Submit one (1) original, six (6) copies and one (1) electronic copy of both the technical and cost proposals – each packaged separately in the Sealed Envelope;
- b. It is the Proposer’s responsibility to clearly identify and describe the services being offered in response to this solicitation;
- c. The solicitation forms must be completed legibly and in their entirety;
- d. All required information (see Section 3 Part 1, Mandatory Requirements) must be furnished, include proof of insurance and bid bond, and presented in an organized, comprehensive and easy to follow manner;
- e. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired;
- f. Elaborate artwork; expensive paper, bindings, visual and presentation aids are not required;
- g. Proposals should be printed on two sides on recyclable paper;
- h. The Transmittal Certificate Letter must be signed and dated; and
- i. Faxed and/or emailed proposals WILL NOT be accepted.

3. EXCEPTIONS

All exceptions taken by a Proposer must be identified and included in their proposal as explained in detail in Section 6 of this Request for Proposals. All aspects of the Request for Proposals and the contract terms contained in it are binding to the successful Contractor and its proposal. Contractors must call out any desired exceptions to specific requirements of the Request for Proposals and the contract terms in their proposal at the time of submittal, so that the request can be considered in the Contractor selection process. These exceptions are required to be noted in the Technical Proposal Forms: Form K - Exceptions. The Township will not be obligated to consider any requests for exceptions to specific requirements of the Request for Proposal and the proposed contracts made by the selected Contractor after the due date for the proposals.

4. TERM

The term of the contract will be a service period of five (5) years with an option to renew for up to five (5) additional years.

5. ADDENDA TO REQUEST FOR PROPOSAL DOCUMENTS

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any Contractor with the exception of questions posed at the mandatory pre-proposal meeting. Otherwise, Contractors must request such interpretations or clarifications from the Township in writing. Request for information or clarification of this RFP must be made in writing and

addressed to the physical address or email address listed below, with email being the preferred method of communication. Questions should reference the RFP page and section number.

Curtis W. Wright, Township Clerk,
Oxford Township Hall,
300 Dunlap Road, Oxford, MI 48371
cwright@oxfordtownship.org

Questions relative to this solicitation must be submitted in writing no later than 5 p.m., April 4, 2024. If explanations are necessary, a reply will be made in the form of an addendum, which will be posted on the MITN system. No negotiations, decision or actions shall be initiated by any Proposer as a result of any verbal discussion with any individual Township employee prior to the due date or during the evaluation process. All communications shall be conducted through Curtis W. Wright, Township Clerk, unless specific written documentation is provided to the Contractor.

The Township reserves the right to change or amend the RFP documents, prior to the proposal due date by the issuance of Addendum posted on the MITN website. It shall be the Contractor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all Contractors shall be bound by such changes or addenda. The authorized version of this Request for Proposals document shall be that document appearing on the MITN with amendments, addendums and updates.

The Township reserves the right to disqualify any Proposer who contacts any Township employee, elected official, representatives, or agent concerning this RFP other than in accordance with this section. Nothing in this section shall prohibit the Township from conducting discussions with Proposers after the proposal opening.

SECTION 02 - SCOPE OF SERVICES

1. SERVICE AREA

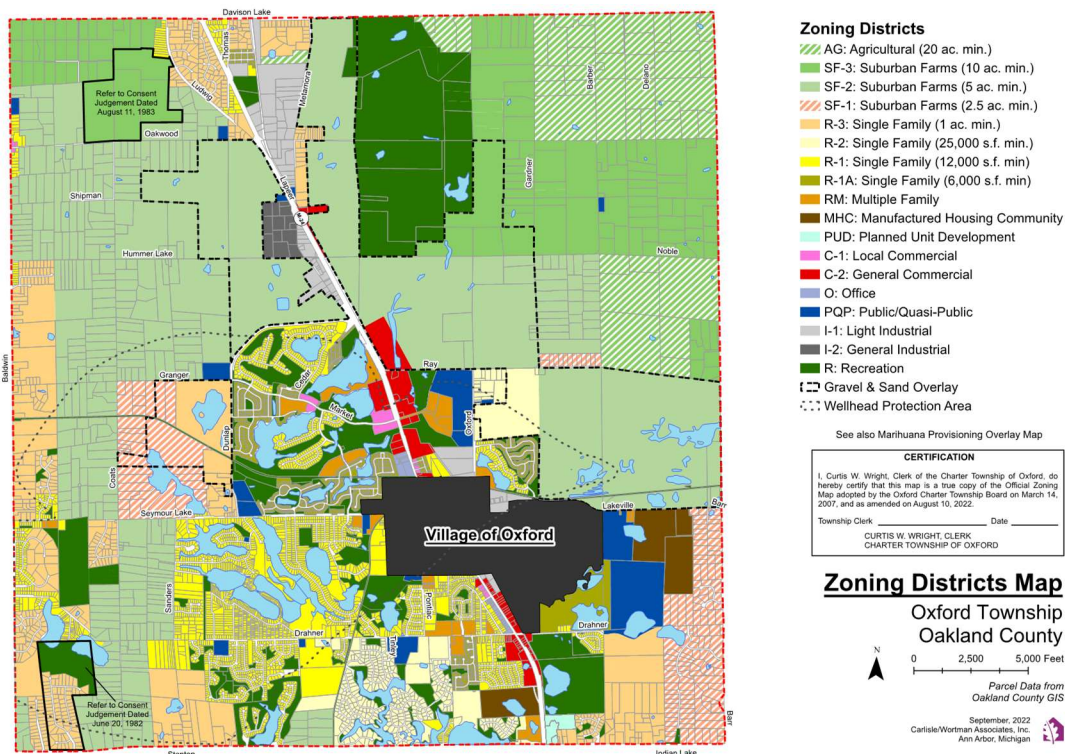
With the bustling M-24 corridor running through the heart of it, the Charter Township of Oxford (which includes the Village of Oxford) is home to more than 20,000 residents, ranging from career-oriented singles and young families to empty nesters and retirees.

The Township is a residential community in northeast Oakland County, Michigan with an approximate population of 22,351 (2020 Census – 2021 Estimate) and 35.2 square miles of land with approximately 8,171 households (2020 Census), an 85% owner occupied housing rate and a population density of 662 per square mile. Approximately 40 miles of the Townships roads are gravel.

The Township’s business community includes a thriving manufacturing sector that designs, develops and makes products for domestic and global markets. A variety of industries are served by Oxford firms, including automotive, medical, defense, alternative energy, food production, tool and die, sports equipment, retail, oil and gas, aerospace and nuclear.

The Township is organized as a Michigan Charter Township form of government with the Township Supervisor as the Chief Administrative Officer and as the Chair of the Board of Trustees, which is the legislative power in the Township. The Supervisor’s Office is responsible for all the operating agencies of the municipality (except the offices of the elected Clerk and Treasurer) and other duties that may be delegated by the Township Board. The Supervisor oversees the following Departments: Human Resources, Assessing, Fire, Planning and Zoning Administration, Police, Public Works, and Utilities.

General information regarding the Township is available at www.oxfordtownship.org.



2. GENERAL DESCRIPTION OF WORK

Through this RFP, the Township hereby invites Contractors that meet the qualifications set forth herein to submit proposals to provide the requested services for the Township residences under an exclusive single hauler contract for a five (5) year period that may be extended or renewed after the initial term one time, for a period of up to five (5) years. The successful Contractor would be the exclusive provider of these services to all residential units in the Township except those residences in condominiums and multi-family structures that receive dumpster service.

The Township goals for the program include:

- Lowering costs to citizens
- Providing better services to residents
- Reduced congestion and other transportation improvements
- Lowering road maintenance costs
- Environmental quality
- Extending landfill life in Michigan
- Improve appearance of recreational parks
- Increasing public safety

The component services that are being solicited to achieve those goals include:

1. Solid waste collection from all residential units that are not serviced by dumpsters
2. Single stream recycling, yard waste and bulky item/white goods collection for all residential units that receive solid waste service
3. Delivery of solid waste to a state licensed landfill proposed by the Contractor and designated by the Township
4. Delivery of single stream recyclables to a recycling processing site proposed by Contractor and designated by the Township
5. Delivery of yard waste to a yard waste processing site proposed by the Contractor and designated by the Township
6. Provision of the customer service function handling service issues and complaints and their successful resolution
7. Invoicing will go to the Service Unit (resident and/or customer)
8. Delivery of solid waste and recycling roll-carts (manufactured to Township roll-cart specifications – and to be owned by the Township after delivery) to all residential units under the contract and replacement units for existing roll-carts as required during the course of the contract.
9. Provision of optional yard waste carts
10. Support for collaboration on program education with the Township

SECTION 03 - GENERAL REQUIREMENTS

1. MANDATORY REQUIREMENTS

The successful Contractor shall ensure and understand:

- a. Contractor will work closely with the Township staff during all phases of the work. The successful Contractor will be considered a key part of the project team. A strong, positive working relationship must be maintained.
- b. All licenses required for a discipline shall be obtained and maintained throughout the terms of this Contract, including all licenses, permits, certificate and governmental authorizations necessary to perform all its obligations under this Contract. Upon request, Contractor shall furnish copies of any permit, license, certificate or governmental authorization to the Township's Program Manager or designee.
- c. The Contractor will provide a single point of contact for the duration of the contract along with a designated backup contact.
- d. The Contractor will meet with applicable Township committees to review project status, project budget and project planning, as required.
- e. The selected Contractor will be required to sign a service agreement/Contract with the Township.
- f. No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the Township upon any debt or contract or that is in default as surety or otherwise or failed to perform faithfully any previous contract with the Township.
- g. To be considered, Proposers must submit a complete technical and cost proposal response to this Request for Proposals, in accordance with the Submission Requirements and Forms contained within this document. The submitted proposal must be signed by an official authorized to bind the Contractor to their provisions. The Request for Proposals response must include a statement from the Contractor as to the period during which its proposal will remain in effect. This period will end November 6, 2024.
- h. No proposal will be permitted to be withdrawn after delivery to the Township.
- i. Contractors must respond to this Request for Proposals using the format and forms provided by the Township. Failure to conform to the specifications will be considered non-responsive and may result in disqualification. Any deviation from the scope of work must be noted in the proposal and submitted in the format as outlined in Section 6 EXEPTIONS of this Request for Proposals document.
- j. Proposers shall inform themselves and comply with all pertinent Township regulations and ordinances, State and Federal laws, licenses and tax liability, which may in any manner affect their proposals and execution of the work.
- k. The Contractor shall pay all Federal, State and local taxes including, but not limited to property taxes, sales taxes, social security taxes, income taxes and fees, which may be chargeable against

the labor, material, equipment, real estate or any other items necessary in the performance of this contract, except for: (1) additional fees that are imposed upon the Contractor by Federal or State legislation enacted following the effective date and (2) exceptions otherwise noted.

- l. Contractor's employees, subcontractors or agents, either as a result of or arising out of any act(s) in the performance of any duty under this Contract, shall not be considered to be a Township employee or the Township agent. The Contractor agrees that it shall be solely and completely liable for any and all Contractor's employees, subcontractors or agents' past, present or future wages, compensation, overtime wages, expenses, fringe benefits, pension or retirement benefits, travel expenses, mileage allowances, training expenses, transportation costs, and/or other allowances of reimbursements of any kind, including, but not limited to, workers' disability compensation benefits, unemployment compensation, Social Security Act protections and benefits, any employment taxes and/or any other statutory or contractual right or benefit based on or in any way related to any Contractor agent's employment status or any alleged violation of any Contractor's agent's statutory, contractual, constitutional or civil rights by the Contractor or the Township. The Contractor will indemnify and hold harmless the Township from and against any and all claim(s) which are imposed upon, incurred by, or which are based upon, result from, or arise from, or are in any way related to any Contractor's employees, subcontractors or agents' wages, compensation, benefits or other employment-related or based rights, including, but not limited to, those described in this paragraph.
- m. Proposers shall visit the contract area and shall completely inform themselves of relative traffic congestion, types of housing, commercial, industrial and other property types, population density, collection procedures, required labor and other conditions and factors, local and otherwise, which would affect execution and completion of the work at the prices proposed. Such considerations shall include the arrangement and condition of existing structures and facilities, the availability and cost of labor and fuel, facilities for transportation and handling and storage of materials and equipment. Normal development and/or redevelopment including all types of road construction must also be considered. All such factors shall be properly investigated and considered in the preparation of the proposal. There shall be no subsequent financial adjustment for lack of such prior information.
- n. Sealed proposals shall be delivered to the Township offices no later than April 11, 2024 at 12:00 p.m. (local time). Prospective Contractors are responsible for the timely receipt of their responses. Late submittals will not be considered or accepted. Faxed or emailed proposals are not accepted. All proposals shall be in accordance with the purchasing policies of the Township and the requirements of this document to be deemed "responsive." All information requested herein shall be submitted with the proposal; failure to do so may result in rejection of the proposal as non-responsive and/or incomplete.
- o. All Proposer's names shall be read publicly and recorded at the date and time specified. Cost proposals will not be opened at that time. Proposals may not be withdrawn after the submission deadline.
- p. Prices shall remain firm for the duration of the proposal/award cycle.

- q. All proposals must be accompanied by a bid bond, satisfactory to the Township, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the Township in an amount equal to fifty thousand dollars (\$50,000).
- r. Any contractor who submits a Response to this Request for Proposals and is not the successful Proposer, voluntarily agrees to: 1) timely remove carts upon expiration of any contract; 2) within thirty (30) days rebate all customers for services paid but not yet provided; and 3) waive and release any right or benefit upon the Township's selection of an Exclusive Waste Hauler and determination of the Contract's effective date (anticipated to be by July 1, 2025).
- s. The Township reserves the right to change or amend the Request for Proposals documents, prior to the opening date by the issuance of Addendum. It shall be the Proposers' responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all Proposers shall be bound by such changes or addenda. All addenda will be posted on the MITN website.
- t. Proposers are advised that the Request for Proposals is considered to be under evaluation from the opening date until contract award. The Township staff are restricted from giving any information relative to the "progress" of the evaluation during this time, except as described in this Request for Proposals and as required to administer the evaluation process. Proposers will be notified when an award is made, and a notice will be posted on the MITN website.
- u. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Township will furnish the successful Proposer with tax exemption information when requested.
- v. The Township may, as the need arises, order changes in the work through additions, deletions or modifications without invalidating the contract. The Township reserves the right to delete or add work without penalty or changes in the unit prices of the proposal. Time of completion affected by such changes shall be adjusted at the time of ordering such changes.
- w. The Township is not liable for any costs incurred by prospective Contractors prior to signing of a contract. The issuance of this Request for Proposals, selection of a Contractor, approval of contractual agreements or completion of the project does not in any way assure or imply any kind of legal preference in contested cases before a legislative, judicial or regulatory body.
- x. All supporting documentation shall become the property of the Township unless requested otherwise at the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under Section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this Request for Proposals is not assured.
- y. The Township reserves the right to reject any or all proposals. Proposals may be rejected in the case of omission, alteration of forms, additions or conditions not called for, incomplete proposals, erasure or irregularities of any kind in the discretion of the Township.
- z. The Township reserves the right to reject any or all proposals, to waive any informality in the proposal received and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Township or to award to multiple Proposers.

2. NON-DISCRIMINATION

It is the policy of the Township to provide fair and reasonable opportunities for participation. During the performance of the contract or agreement, the successful contractor, subcontractors, employees and agents, will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or because of a handicap that is unrelated to the person's ability to perform the duties of nondiscrimination provision identical to this provision and binding upon any and all contractors, subcontractors and agents. The Contractor, subcontractors, employees and agents also agree to comply with all applicable federal, state and local laws in the conduct of work. A breach of this covenant shall be regarded as a material breach of this contract.

3. INSURANCE

The Contractor shall not commence work under this contract until evidence of the required insurance has been secured and provided as detailed under this section. All coverages shall be placed with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the Township. A new certificate of insurance shall be provided to the Township each year at the time of policy renewal. New certificates shall be delivered to the Township in the same format and language as outlined in the sample certificate. The purchase of insurance and the furnishing of a certificate of insurance shall not be construed to be fulfillment of the Contractor's indemnification obligation to the Township.

The Contractor shall not allow for any lapse of insurance coverage in the amounts shown below. Failure of the Contractor to maintain the required insurance shall be grounds for contract cancellation.

- a. Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Worker's Compensation Insurance, including employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- b. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of the contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$5,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations Liability with limits of liability not less than \$5,000,000; (C) Independent Contracts Coverage; (D) Broad Form General Liability Extensions or equivalent.
- c. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$5,000,000 per occurrence and/or aggregate combined single limit Bodily Injury and Property Damage. The limits of liability shall not be less than \$5,000,000 per occurrence and aggregate combined single limit Bodily Injury and Property Damage when the Contractor is using a transfer station.
- d. Pollution Liability Insurance: The Contractor shall obtain coverage for the duration of this contract for pollution legal liability (environmental impairment liability) including investigation

and legal defense, for bodily injury and property damage, including loss of use of damaged property or of property that has not been physically damaged or destroyed. Such insurance must provide coverage for both on-site and off-site cleanup costs and cover gradual and sudden pollution. Coverage shall contain a per contract aggregate endorsement. (Coverage limits to be determined).

- e. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insureds. “The Charter Township of Oxford, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, including employees and volunteers. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess”.
- f. Cancellation Notice: Workers’ Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: “It is understood and agreed that Sixty (60) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to Oxford Township, c/o Township Clerk, Oxford Township Hall, 300 Dunlap Road, Oxford, MI 48371.”
- g. If any of the above coverages expire during the term of the contract, the Contractor shall deliver renewal certificates and/or policies to the Township at least ten (10) days prior to the expiration date. The Contractor shall provide to the Township upon written request a certified copy of any insurance policy required under this contract.
- h. Proof of Insurance Coverage: The Contractor shall provide the Township, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

The selected Contractor is further responsible for ensuring that all precautions are exercised at all times for the protection of all persons and property. The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State and municipal laws, ordinances and regulations as may be required.

All drivers and operators of collection vehicles shall be licensed appropriately by the State of Michigan for operating those vehicles.

4. WAIVER/INDEMNITY

- a. Responsibility for Waste. Contractor shall be responsible for all collected material after it is loaded into the Contractor’s collection vehicles.
- b. Waiver. The Contractor for itself, its successors and assigns further releases, waives, discharges and covenants not to sue the Township, its officers, employees, agents and elected officials, successors and assigns from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage or expense of whatsoever kind and nature, including attorney’s fees and

including claims for injury or death, on account of injury to the person or equipment of the Contractor resulting directly or indirectly from the performance of the work above referred to, however caused, including but not limited to, the negligence of the Township.

- c. Indemnity. To the fullest extent permitted by law, Contractor expressly agrees to indemnify, defend and hold the Township harmless against all claims, suits, damages, expenses, costs, attorney fees, losses and liabilities arising out of bodily injury or property damage, pollution, contamination of or adverse effects on the environment or any violation of governmental laws, regulations or orders resulting from Contractor's performance of this Contract or collection, transportation or disposal of materials, based upon any act or omission, negligent or otherwise, of Contractor or any employee, subcontractor or other person acting on Contractor's behalf in connection with or incident to this contract or the work to be performed hereunder.
- d. Contractor's obligation to indemnify, hold harmless and defend the Township shall survive the expiration or termination of this Contract. By entering the Contract, the parties do not waive any immunities provided by law.

5. PERFORMANCE GUARANTEES

The awarded Contractor shall provide prior to execution of a contract, a Performance Bond. The Performance Bond shall be acceptable to the Township executed by a surety company licensed and admitted to do business in the State of Michigan or otherwise secured in a manner satisfactory to the Township in an amount of \$500,000.

Should the Contractor, its employees, subcontractors and agents fail, neglect or refuse to perform its duties under the contract or shall otherwise be in default under the terms of the contract, The Township may immediately notify the bonding company with copy to the Contractor solely as a point of information. Due to the nature of the services being provided, the Township may take whatever steps necessary to collect, transport and dispose of solid waste, recyclables and yard waste until the surety provides an acceptable alternative. All costs incurred by the Township due to the default of the Contractor, including attorney fees, shall be paid to the Township by the bonding company based upon invoices submitted by the Township on a monthly basis. The cost so incurred by the Township shall be paid by the bonding company for the remaining period of the contract from the date of default.

6. EXCEPTIONS

All aspects of the Request for Proposals and the contract terms contained in it are binding to the successful Contractor and its proposal. Contractors must call out any desired exceptions to specific requirements of the Request for Proposals and the contract terms in their proposal at the time of submittal, so that the request can be considered in the Contractor selection process. These exceptions are required to be noted in the Technical Proposal Forms: Form K - Exceptions. The Township will not be obligated to consider any requests for exceptions to specific requirements of the Request for Proposal and the proposed contracts made by the selected Contractor after the due date for the proposals.

7. ARBITRATION

The successful Contractor must agree to submit to arbitration all claims, counterclaims, disputes and other matters in question arising out of or in relation to this agreement or the breach thereof. The Contractor's agreement to arbitrate shall be specifically enforceable under the prevailing law of any court having jurisdiction to hear such matters. Contractor's obligation to submit to such arbitration shall be subject to the following provisions:

- a. Notice of demand for arbitration must be submitted to the Township in writing within a reasonable time after the claim, dispute or other matter in question has arisen. A reasonable time is hereby determined to be fourteen (14) calendar days from the date the party demanding the arbitration knows or should have known the facts giving rise to the claim, dispute or question. In no event may the demand for arbitration be made after the time when institution of legal or equitable proceedings based on such claim dispute or other matters in question would be barred by the applicable statute of limitation.
- b. Within fourteen (14) calendar days from the date demand for arbitration is received by the Township, each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any decision concurred in by a majority of the three shall be a final binding decision.
- c. The final decision rendered by said arbitrators shall be binding and conclusive and shall be subject to specific enforcement by a court of competent jurisdiction.
- d. The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.

8. DEFAULT AND TERMINATION

In the event that the successful Contractor defaults in the performance of any of the covenants or agreements to be kept, done or performed by it under the terms of the Agreement, the Township will notify the Contractor in writing of the nature of such default. Within 24 hours following such notice, the Contractor shall:

- a. Correct the default, or
- b. In the case of the default not capable of being corrected within 24 hours, Contractor shall commence correcting the default within 24 hours of the Township's notification thereof, and thereafter correct the default with diligence.

If the successful Contractor fails to correct the default as provided above, the Township, without further notice, shall have all of the following rights and remedies, which the Township can exercise singularly or in combination:

- a. The right to declare the agreement together with all rights granted to the Contractor hereunder are terminated, effective upon such date, as the Township shall designate;
- b. The right to rent or lease the equipment from the Contractor for the purpose of collection transporting and processing materials which Contractor is obligated to collect, transport and process pursuant to the agreement for a period not to exceed 12 months; in the case of equipment

not owned by the Contractor, Contractor shall assign to the Township, to the extent Contractor is permitted to do so under the instrument pursuant to which the Contractor possesses such equipment, the right to possess the equipment. If the Township exercises its rights under this section, the Township shall pay the Contractor the reasonable rental value of the equipment.

- c. The right to license others to perform the services otherwise to be performed by the Contractor, or to perform such services itself.
- d. The right to pursue a claim for damages in any court with proper jurisdiction or seek any other relief permitted by law.

Either the appointment of a receiver to take possession of all or substantially all of the assets of Contractor, or a general action taken by or suffered by the Contractor under any insolvency or bankruptcy act shall constitute a breach of the agreement by Contractor and shall, at the option of the Township terminate this agreement and hold the Contractor responsible for damages.

The Township shall reserve the right to terminate the contract without penalty upon written notice due to poor performance or for any reason deemed to be in its best interest. A designated representative of the Township will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the Township's best interest and will be final with Township board approval. The Township board reserves the right to re-award the contract to the second most qualified proposal, re-bid the contract, or do whatever is deemed to be in its best interest.

In the event sufficient budgeted funds are not available for a new fiscal period or the Township suspends its involvement in solid waste, yard waste and recyclables collection, transportation and disposal services, the Township shall notify the Contractor of such occurrence and the contract shall terminate, without penalty or expense to the Township.

9. ASSIGNMENT

A Contract awarded to the successful Contractor will not be assigned, delegated or subcontracted by the Contractor without the prior written consent of the Township, which consent shall not be unreasonably withheld, provided, however, that the Township is given 120 days-notice of said proposed assignment, delegation or subcontract, and that Contractor provides documentation of the qualifications and capabilities of the assigned, delegated or subcontracted party to perform the required services. For purposes of the contract, a transfer of more than ten (10%) percent of the stock of the corporation or interest in a limited liability company or partnership, or the sale or transfer of more than fifty (50%) percent of the assets of the Contractor to any person without the prior written consent of the Township shall be considered to be an assignment. Notwithstanding anything to the contrary in the Contract, the Township's consent will not be required if the ultimate parent of the Contractor is merged with and into another entity or if Contractor assigns this Contract to an Affiliate of Contractor. "Affiliate" shall mean, with respect to the Contractor, any other entity that directly, or indirectly through one or more intermediaries' controls, is controlled by, or is under common control with Contractor.

SECTION 04 - SELECTION PROCESS/EVALUATION CRITERIA

1. TENTATIVE TIMELINE FOR PROPOSAL PROCESS

Distribution of RFP	March 14, 2024
Pre-Proposal Meeting	March 21, 2024 at 10 a.m.
Questions Submittal Deadline	April 4, 2024 at 5 p.m.
Proposal Due Date	April 11, 2024 at 12 p.m.
Evaluation	April 11-15, 2024
Presentation/Interviews of Shortlist	April 15-19, 2024
Selection/Negotiations	April 22-May 1, 2024
Township Authorization Ballot Question	May 8, 2024
Preparation and Execution	December 2, 2024
Begin Transition Activities	TBD
Begin Contracted Operations	TBD

2. CONTRACTUAL REQUIREMENT

The contents of this document and the proposal of the successful Contractor will become contractual obligations with the proposal attached by reference to the final contract documents. Failure of the successful Contractor to accept these obligations may result in cancellation of the award.

3. PROPOSAL CONTENT REQUIREMENTS AND PROPOSAL SUBMISSION

Proposers must precisely follow all of the instructions of the RFP. All proposals must include the entire RFP document, as the combination of the RFP and the Proposer’s response form the contract. Failure to conform to all content and packaging requirements may result, at the Township’s sole discretion, in rejection of a Proposer’s proposal. Proposals shall be submitted in two separately sealed packages, marked “TECHNICAL PROPOSAL” and “COST PROPOSAL”. **Each package shall contain one (1) original, six (6) copies and one (1) electronic copy** with proper signatures. The required contents of each package are described below:

Technical Proposal:

The technical proposal must include all information necessary for the Township to evaluate both the Proposer, and the Proposer’s proposal. It must address all issues of responsibility and responsiveness as set forth in the RFP. Additionally, all required (non-cost) forms, and the exceptions forms related to the Technical Proposal, shall be included and properly completed.

Cost Proposal:

The Cost Proposal shall include all information necessary for the Township to evaluate the Proposer’s proposed pricing, including any necessary supporting data. All required (cost-related) forms including the Offer and Award Pages, and any exception forms related to the Cost Proposal, shall be included and properly completed.

4. EVALUATION CRITERIA

Submitted proposals are subject to the following exclusionary criteria. Those proposals failing to meet any or all of these criteria may be excluded from further consideration.

- a. Submitted after deadline for proposals
- b. Did not provide all required information or required number of copies
- c. No signature on binding transmittal letter
- d. Bid bond not provided with proposal
- e. Failure to submit the proposal response as identified in Section 3 above.

Proposals not excluded through this process will then receive a separate and more comprehensive evaluation of the complete Proposal.

The Township has a strong interest in selecting the Contractor with the best quality and most cost-effective proposal.

Criteria described below will be ranked and incorporated into a proposal evaluation process for the purposes of evaluating and scoring the proposals that are submitted. Proposals will be evaluated based on the following criteria:

1. Experience and Strength of Operations

The Township will consider the experience and strength of operations of the Contractor's proposed services. Each Proposer will be evaluated in terms of demonstrated performance of each Proposer to implement the program elements described in this Request for Proposals and to attain the Township's objectives for solid waste management, recycling and organics diversion and other services. The Township is seeking to identify Proposers with demonstrated commitment to high performance, quality management and resident satisfaction. All proposals will be evaluated by criteria that will include, but are not limited to:

- a. Implementation and administration of recycling, yard waste, and solid waste collection, transportation and disposal systems for residential waste generators including equipment selection and route design;
- b. Demonstrated expertise in implementing customer service programs, including a complaint handling procedure via phone and on-line with rapid complaint response/resolution and performance measures with benchmarking to the Township expectations for high customer satisfaction for its residents – and timely communication with the designated the Township representative as so required;
- c. Experience in working with public agencies in the design, implementation and operation of public education and information programs that promote recycling and yard waste participation and diversion;
- d. Demonstrated expertise in using data management systems to assure accurate data collection, analysis, and regular reporting to public agency/township; and
- e. References including Michigan communities.

Each Proposer’s experience and strength of operations will be evaluated based on the information provided in their proposal. To be fully responsive to these criteria, the Township requires that Proposers complete the references form located in “*Attachment B, Proposal Form J*”.

2. Technical Criteria and Contractor Selection

The Township will consider the technical aspects of the Contractor’s proposed service to determine if the Proposer can meet the proposed performance specifications and criteria on a long-term basis. All proposals will be evaluated by criteria that include but are not limited to:

- a. Capabilities and structure of project management team, relationship between management team and corporate management and internal controls;
- b. Demonstration of proactive steps taken to retain employees, especially drivers and supervisors that are critical to contract execution and customer satisfaction;
- c. Review of performance of services similar to those proposed by the Proposer;
- d. Review of the Proposer’s detailed technical operations and equipment plans confirm the performance predictions as represented in the Proposal;
- e. Ability to meet implementation schedule and the soundness of the plan for transition to operations as described in the Proposal;
- f. Commitment to equal employment opportunity; and
- g. Commitment to employee and public safety.

3. Financial Criteria and Contractor Selection

In evaluating cost structures submitted by Proposers, the Township will compile and analyze the financial and performance factors provided in each cost proposal item. the Township will consider the Contractor’s proposed cost of providing the services requested and other cost factors in determining which Proposers best meet the financial needs of the Township. All proposals will be evaluated by criteria that will include but are not limited to:

- a. The financing capacity and strength of the Proposer, especially the Proposer’s ability to make needed start-up investment in equipment and systems;
- b. Verification that the proposed costs are consistent with the activities described in the proposal and the Proposer’s operation and maintenance plans;
- c. The unit costs quoted by the Proposer for each service type;
- d. Appropriateness of the basis for unit cost escalation; and
- e. Financial sensitivity to changes in service.

5. SUPPLEMENTAL RFP PROVISIONS

By submission of a Proposal, the Contractor is required to certify and in the case of a joint proposal, each party is required to certify as to its own organization, that in connection with this proposal:

1. The costs in the proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such costs with any Proposer or with any competitor; and
2. Unless otherwise required by law, the costs, which have been quoted in the proposal, have not been knowingly disclosed by the Contractor and will not knowingly be disclosed by the Contractor prior to award, directly or indirectly, to any other Proposer or to any competitor.

Subcontracted companies, including disposal, recycling processing and yard waste composting facilities, must be approved by the Township. If subcontracting services are to be retained, the subcontractor's names and addresses shall be provided in "*Attachment B, Form A*".

The Contractor shall not subcontract, assign, delegate or transfer any or all portions of the work unless the Township grants prior written approval. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The Contractor shall be fully liable for all acts and omission of its subcontractor(s) and shall indemnify the Township for such acts or omissions.

The selected Contractor shall take reasonable precaution in the selection of its employees and subcontracts assigned to do work under this contract to ensure their honesty, courtesy, abilities and fitness. All of Contractor's employees shall wear approved uniforms and identification.

Adequate supervision meeting the requirements of the contract shall be furnished by the Contractor over employees and subcontractors at all times while they are working within the Township.

Contractor agrees to reassign any employee or subcontractor who, in the reasonable judgment of the Township, is violating this provision or any other provision of this contract. No person under the age of eighteen (18) years shall be employed or engaged under this contract. No person whose age or physical condition is such to make such person's employment dangerous to his health or safety or to the health or safety of others shall be employed under this contract, provided that this shall not operate against the employment of physically handicapped persons otherwise employable where such persons may be safely assigned to work which they are able to perform.

Contractor shall obtain at its own expense any license required by the federal, state or local governments necessary to operate the equipment and perform the work required by this contract. Employees and subcontractors of the Contractor shall be properly trained and have all licenses and endorsements required by federal, state and local laws in order to operate the equipment and vehicles utilized in the performance of this contract.

All proposals will be evaluated and ranked. The Township reserves the right to reject any and all proposals or to make an award based directly on the proposals. The Township reserves the right to negotiate separately with any Proposer after the opening of the proposals, when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counteroffer on the part of the Township. The Contractor selected for the award will be chosen on the basis of the apparent greatest benefit to the Township.

The Township reserves the right to interview any number of qualifying Proposers as part of the evaluation process. The decision of which Proposer to contact (if any) will be based on the selection criteria outlined in this document and as determined in the evaluation process. Meetings with shortlisted Proposers will provide additional information and criteria upon which the Township will

base its selection decision. The Township reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

The Township is not required to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost but will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience, references or capacity, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a Contractor's approach meets the desired requirements and needs of the Township.

The Township reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the Contractor resulting from the requested changes are subject to acceptance by the Township board. Changes may be increases or decreases.

1. SECTION 05 - GENERAL PROVISIONS

1. TERM

The initial term of this proposed contract is for five (5) years commencing on July 1, 2025, and ending on June 30, 2030. The Township may, at its sole option, renew the contract for one (1) additional five (5) year term under the conditions set forth in the contract. The Township shall give the Contractor written notice of its intention to extend the contract period no later than 90 days prior to the last contract year in the term.

2. CUSTOMER COMMUNICATIONS, COMPLAINT PROCESS/PROCEDURES & INVOICING

- a. Customer Service Center Function: Contractor shall provide a local customer service center accessible via phone, smartphone app, email and web.

The Contractor shall provide a staff person to be located at the Township offices for the first 150 days of the contract period to ensure a smooth transition and handle customer inquiries. The Township will provide a desk and office space during this 150-day period.

Contractor shall handle all service and complaint contacts from the Township's Service Units. The Township, should it receive any service and complaint contacts will immediately inform the Contractor designated representative of any service issues that have been identified as a result of those contacts (e.g., missed pickups, damaged containers, etc.).

- The Contractor shall maintain an active log of all contacts (missed pickups, service changes, complaints, payment issues, damaged containers, etc.) and close out all received service issues within 24 hours of receipt.
 - Contractor will provide the Township with an email on a daily basis with an active link to an updated version of the log showing resolution of each service issue including description of issue, actions taken, responsible party for Contractor and any follow-up still required.
- b. Contractor billing to Service Unit: Contractor shall invoice the Service Unit at the beginning of each quarter of service for services to be provided for that month, with full itemization of services and cost of service, with all costs and charges taken from the current schedule of services and fees established by the Township agreement with Contractor.
- c. Contractor Educational Information and Outreach: Contractor, with assistance from the Township, will work together to provide educational information on the collection services to all Service Units and conduct ongoing outreach campaign to encourage use of the recycling program.
- With the Township's prior approval, Contractor will include informative recycling "start-up kits"
 - With the Township's prior approval, Contractor will provide mailings regarding the programs prior to program start-up and in response to informational requests.
 - Service Units participating in the program will have access to the Contractor's website where they can access program information and link with the Township's recycling information resources. Contractor will maintain the website and link to the Township's website with the Township's approval. Contractor shall not use the Township seal or logo

without prior approval.

- Contractor shall provide continued improvement and expansion of a quality control program intended to educate all Service Units on improperly prepared or inappropriate materials.
- d. Responsibility for New Service Units or Changes for Current Service: The Township will be responsible for providing all necessary information regarding new accounts. The Township shall provide new account information to Contractor on a timely basis to ensure proper service for the resident.
- e. Basic Superintendence and Collection Route Management: As a basic level of service to the Township, Contractor shall give personal superintendence to the work or have a competent Supervisor available at all times with authority to act for Contractor. Contractor shall maintain an office in the Southeast Michigan area with a local telephone calling provision. Contractor's telephone number for complaints shall be publicized and Contractor's supervisory personnel shall be available via mobile cellular phones available to the Township Program Manager or designee. The office phone shall be well-attended for at least the hours of 8:00 a.m. to 5:00 p.m. on all days when service is provided by the Contractor. An automated phone system is required after hours.
- f. Customer Service Center: Contractor shall, at no additional costs, maintain a customer service center for the duration of the contract as follows:
- Office: Contractor will maintain a customer service office where inquiries and complaints can be received. The office will be open during the normal business hours of 8:00 a.m. to 5:00 p.m. on all business days. Contractor will ensure that responsible persons are in charge of the office during collection hours and are available to receive inquiries and complaints during normal business hours.
 - Telephone Information System: Contractor will maintain a customer service telephone information system with sufficient capability to handle phone inquiries for information on all collection services, the scheduled days of service, the materials that can be recycled and the procedure for reporting a missed pickup. Contractor will provide a telephone answering service or mechanical device to receive Service Unit inquiries during those times when Contractor's office is closed.
 - Service Unit Calls: The Township will direct all service inquiries and complaints through the customer service system. Contractor shall record all calls including any inquiries, service requests and complaints into the customer service system. Contractor's customer service representatives shall return Service Unit calls as provided herein. For all messages left before 3:00 p.m., Contractor shall attempt all "call backs" at least one time prior to 5:00 p.m. on the day of the call. For messages left after 3:00 p.m., Contractor shall attempt all "call backs" at least one time prior to noon the next business day. Contractor shall make minimum of three (3) attempts within twenty-four (24) hours of the receipt of the call. If Contractor is unable to reach the Service Unit on the next business day, Contractor shall send a postcard to the Service Unit on the second business day after the call was received, indicating that Contractor has attempted to return the call. All attempts to contact the Service Unit shall be recorded in the customer service system.

- g. Service Complaints: All service complaints will be directed by the Township to Contractor's Customer Service Center. Logs will be maintained and provided to the Township daily, including date and time complaint received, name and address of complainant, nature of complaint, date and time complaint resolved and description of how complaint was resolved. Resolution of complaints shall be completed within 24 hours with notice of such to the Township.
- h. Service Complaint Disputes: Contractor will handle all service complaints in a prompt and efficient manner as specified above. In the case of a dispute between Contractor and a Service Unit on a service complaint, Contractor will refer the matter to the Township for review. The Township will review the matter and make a determination as to the resolution of the dispute.
- i. Missed Collections: For those complaints related to missed collections that are received by 2:00 pm on a business day, Contractor will return to the Service Unit address and collect the missed materials before leaving the Service District for the day. For those complaints related to missed collections that are received after 2:00 pm on a business day, Contractor will have until the end of the following business day to collect the materials. At the end of each business day Contractor will utilize the customer service system to provide the Township with a response to each complaint which was received from a Service Recipient or the Township in the event the complaint was made during the preceding business day.
- j. Repeated Missed Collections: Contractor acknowledges and agrees that it is in the best interest of the Township that all recyclable materials, yard waste, solid waste, and bulky waste/white goods be collected on the scheduled collection day. However, in the event Contractor believes any complaint to be without merit (e.g., late set outs or improper preparation), Contractor shall utilize the customer service system to notify the Township. The Township will investigate all disputed complaints and render a determination. Disputed complaints shall not be considered valid missed collection complaints for purposes of calculating missed pickups used for determining performance penalties until they have been determined to be valid by the Township.
- k. Reporting to the Township: The customer service center will have the capability to report, via fax, internet or email to the Township on the status of service complaints and missed pickups by the end of each business day. Contractor shall provide web-based real time internet access for the Township to the Recycling program reporting system to allow the Township to review the Recycling Program performance status on demand.
- l. Emergency Contact: Contractor will provide the Township with an emergency phone number where Contractor's representative authorized to act on Contractor's behalf can be reached outside of the required office hours.
- m. Customer Service Disputes: The Township and Contractor shall use the following procedures to address the specific customer service disputes identified:
 - Reporting of Problems and non-collections: Contractor shall use the customer service system on a daily basis to report all situations that prevent or hinder collection; all instances of non-collection and the reason for the non-collection; all replacements, repairs and exchanges of containers. Except as otherwise provided in this Contract, to the extent possible, Contractor shall make such reports by the end of the business day in which the event occurred; where it is not possible to make such reports by the end of the business day, Contractor shall report

such events no later than the end of the next business day.

- Notice to Township: In the event Contractor cannot successfully contact an unresponsive Service Unit with a service problem after three (3) attempts or cannot reach an agreement with such Service Unit regarding a change in service, Contractor shall utilize the customer service system to provide the Township's Program Manager or designee with the details of the service problems and the attempts at a communication with the Service Unit. The Township's Program Manager or designee shall respond to Contractor's report and make a final written determination on resolution of the service problem.

3. SERVICE STANDARDS

- a. Contractor shall maintain a high level of recyclables, yard waste, solid waste collection, transportation, processing, and disposal services. Contract waste shall be collected from all containers presently in use and in all forms presently used, unless otherwise determined during negotiations of this contract. The Contractor shall provide complete service for all routes each day as scheduled. The Contractor shall collect and transport all solid waste, recyclables and yard waste, which the property owner may desire to have removed and for which the Township has authorized the Contractor to so collect, transport, process and/or dispose for the price(s) as proposed herein. The Contractor shall not commence collection in residential areas prior to 7:00 a.m. All collections shall be made as quietly as possible. Unnecessarily noisy trucks or equipment are prohibited.
- b. The Contractor shall pick-up all blown, littered and broken materials occurring at the point of collection resulting from its collection and hauling operations. Each vehicle shall be equipped with a broom and shovel for use in cleaning up any spilled debris or material from Township streets, sidewalks or property when said spillage is caused by the Contractor. Township may require the Contractor to wash down a street to eliminate objectionable odors. The Contractor shall exercise care in the handling of containers, making certain that containers are emptied completely. Care shall be taken to prevent damage to property, including lawns, shrubs and other plants.
- c. Adverse weather shall not be considered reason for not providing services, unless approved by the Township's Program Manager or designee.
- d. The Contractor shall assign a qualified person or persons to be in charge of its performance of this contract and shall advise the Township of such person(s) in advance and when changes occur.
- e. All persons employed by the Contractor shall be competent, skilled and qualified in the performance of the work to which they are assigned and as required by the specifications. All personnel shall maintain a courteous and respectful attitude towards the public at all times. The Contractor shall inform the Township of all employee-training programs, related to customer relations, services and safety issues. Contractor's employees shall wear uniforms with company identification.
- f. At no time shall the Contractor's employees solicit, request or receive gratuities of any kind. The Contractor shall direct its employees to avoid loud/or profane language at all times during the performance of their duties. Any employee of the Contractor who engages in misconduct or is incompetent or negligent in the proper performance of their duties or is dishonest, disorderly,

intoxicated or discourteous, shall be subject to discharge by the Contractor.

- g. The Township may request the dismissal or removal of any employee, subcontractor or agent of the Contractor who violates the provisions hereto, or who is wantonly negligent or discourteous in the performance of their duties.
- h. All work shall meet with the approval of the Township administration or an authorized representative, as conforming to the provisions and requirements of this contract.

4. UNITS SERVICED

- a. The Township may elect to decrease or increase types of services and/or service categories, as well as frequency of collection during negotiations and/or term of the contract.
- b. For the purposes of responding to this RFP, the estimated number of units/categories that may be provided with curbside collection, transportation, processing and disposal services for solid waste, recycling, yard waste and bulky items/white goods are as follows:
 - i. Single Family and Other Curbside Residential: The approximately 8,171 households (2020 Census) of which the majority are single-family residences. It is these single-family residences that will be required to participate in solid waste and recycling collection services under this single hauler agreement. It is anticipated that duplex, triplex and fourplex (2 to 4 units per structure) will also be covered by the curbside collection system, but specific counts are not available at this time for these additional customers.
 - ii. Note that the Township is offering the curbside service to institutional and light commercial locations that are on or adjacent to curbside routes and that use rolling curb carts for either waste or recycling. The Cost Proposal Forms provide a means for showing the cost for these additional institutional and light commercial locations – identified as “Other Curbside: No count is available at this time for these units.
 - iii. Other Residential – Non-Curbside Service: The larger multi-family residential units with dumpster service are not currently expected to be serviced under the Township’s single hauler contract for Solid Waste, Recycling and Yard Waste Collection, Transportation, Processing and Disposal. The Township is considering whether to extend a waste and recycling collection solution to this remaining portion of the residential sector in the Township in the future.
 - iv. Municipal/Institutional: A schedule of Township operated service sites, container sizes and pickup frequency to be performed by the Contractor will be provided by the Township. Costs for such services shall be charged directly to the Township as a separate cost. The Township reserves the right to contract such services with Contractor or any other provider of such services.

5. COLLECTION, TRANSPORTATION, PROCESSING AND DISPOSAL SERVICES

- a. As specified in more detail in this RFP, Contractor will provide weekly waste collection services year-round. Contractor will provide weekly recycling collection services on the same day as waste collection. Contractor will provide weekly yard waste collection services from the beginning of the first full week in April through the end of the second full week of December of each year on the same day as waste and recycling services. Contractor will provide bulky

item/white good collection.

- b. No services of any type will be allowed on Saturdays or Sundays, unless otherwise approved by the Program Manager or designee. The Contractor shall honor the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. The Township shall be responsible for publicizing any changes in collection schedules due to observance of the above holidays.

6. VEHICLES AND EQUIPMENT

- a. The Contractor shall provide adequate and sufficient garages, shops and yards to provide all weather, year-round operation and to adequately clean and maintain vehicles and equipment. All vehicles, equipment and facilities used by the Contractor shall be kept and maintained in sanitary condition and in good repair. Vehicles, equipment and facilities shall be subject to inspection for safety, sanitation, repair and appearance and subject to approval or rejection by the Program Manager or designee at any time. Vehicles shall be kept in good repair and operating order, leak-proof and clean and free of objectionable odors. Rejected equipment must be replaced or repaired by the Contractor within a reasonable time, as stated by the Township's Program Manager or designee.
- b. Employees driving Contractor's vehicles shall have a valid operator's license of the State of Michigan and shall meet state and federal requirements concerning commercial licensing.
- c. The Contractor shall not use the Township's name or other words implying municipal ownership on stationery, vehicles or equipment, except for a sign on vehicles designating that the Contractor is an official Township Contractor.
- d. The Contractor shall not use or permit any vehicle assigned to the performance of this contract to make any non-contract related collections, unless approved by the Township's Program Manager or designee.
- e. All vehicles and equipment used in collection and transportation of solid waste, recyclables, and yard waste and other services within the Township shall be of sufficient size, capacity and number to adequately and efficiently collect solid waste, recyclables, and yard waste in accordance with the terms of this contract. Each vehicle shall be equipped with radio communication between vehicles and a base station. Contractor's field supervisor(s) shall have a compatible mobile telephone available at all times to communicate with the Township's Program Manager or designee.
- f. Prospective Proposers shall provide the Township with a spill response plan highlighting the Proposer's plan to respond to any releases to the environment during the period of this contract.
- g. Prospective Proposers are advised that the requirements of this section shall be strictly enforced. The Proposer's attention is directed to *Attachment B, Forms C-I* in the submission forms section concerning the vehicle and equipment schedule, which must be submitted by the Proposer with the proposal.

7. CONTAINERS

- a. Roll Carts: The Contractor will provide and maintain and replace as needed the recycling and solid waste carts to be distributed to each curbside route Service Unit. The Contractor will be responsible for providing original and replacement carts as required during the term of this contract matching the specifications of the carts with regards to construction, warranty, and labeling, with ownership of the carts remaining with the Township. The waste and recycling carts will each have a different Township approved color (e.g., black for waste with black lid and green for recycle with a green lid) and Township approved printing and labeling as “Trash” and “Recycling” carts.
- b. Carts shall be standard ninety-five (95) to ninety-six (96) gallon capacity for both waste and recycling. The Township will work with the Contractor to allow households an opportunity before cart distribution to opt out of the larger cart for smaller 64 and/or 32-gallon carts for either waste or recycling. The registry of adjusted cart orders will be provided to the Contractor prior to cart ordering. A three (3)-month amnesty period will be provided after the initial cart distribution for households to request a cart switch. After that the Contractor may charge a switching cost, the terms and pricing to be approved by the Township.
- c. All carts shall be manufactured to the specifications used by the Contractor for their own cart programs with regards to design and construction of the container body, lid, hinges, handles, wheels and axles.
- d. Labeling and identification shall be approved by the Township. A minimum ten (10) year warranty is required – the container shall be warranted to be free from manufacturing or materials defects for non-prorated replacement for 120 months after delivery date. The Contractor shall keep an inventory of sufficient replacement carts as well as parts, and shall regularly update the Township, on request, of the status of that inventory. At the time of contract termination, the inventory will be valued, and that value reimbursed to the Contractor by the Township and/or its designee (the next contractor) and possession of inventory transferred to Township or its designee.
- e. Contractor’s unit pricing shall include assembly and distribution of carts including a database (in MS Excel format) of all distributed carts that contains cart model, serial number, address delivered to and RFID code (if applicable). Township approved instructions shall be provided and attached to each cart with instructions for cart use and care and relevant waste and recycling program information that the Township will assist in developing.
- f. The original and replacement cart cost must be embedded in the per unit pricing quoted in the proposal - provided, however, that the Township may be jointly purchasing some of the carts as provided as follows – with the Cost Forms providing a means to show the cost impact on the per unit pricing in the Contractor’s proposal. Assumptions for the original and replacement rate should be provided to allow the Township to understand the Contractor’s proposed approach to these containers. Contractor shall provide cart cost estimates in the cost proposals (See Cost Proposal Forms A-1 through A-2) for two scenarios: 1) Full cart costs are paid by the Contractor and embedded in the per unit pricing; 2) 75% of the cost of the recycling carts only will be paid by the Township to the Contractor’s cart provider at the time of cart delivery if the Township is the recipient of a State of Michigan grant and the rest of the costs are embedded in the per unit pricing.

In both scenarios, Contractor is responsible for ordering carts, taking cart delivery and delivering carts to Service Units.

- g. Contractor shall remove and recycle any carts that are not compliant with this contract from Service Units that wish to dispose of them.
- h. The Contractor will provide new carts, matching the specification, to all additional Service Units added to the contract during the course of this agreement, with ownership of the carts remaining with the Township.
- i. The Contractor shall provide Service Units with the option to pay for and have delivered to their location a 90+ gallon roll cart for yard waste collection, matching the same specifications for waste and recycling carts, with a different Township approved color (e.g., brown with black lid) and Township approved printing and labeling as a “Compost” cart, with ownership of the carts remaining with the Township as they are for waste and recycling carts.
- j. The Contractor will provide an on-going cart maintenance program that meets the Township’s need for repair and replacement of damaged containers within one (1) week of customer request.
- k. The Contractor will use asset tracking software to track all waste, recycling, and yard waste containers distributed and all containers exchanged during the program. The software must manage container inventories, repairs, deliveries, swap outs and other service requests in the field in order to maintain an accurate account database that will become the foundation for tracking participation in the recycling program. This software will maintain the proper code/serial number for each address and, when the changes are made, the updated information will be sent in electronic format to the Township.
- l. Dumpsters: For the municipal collection sites, the Township requires the Contractor to supply the specified cubic yard front load containers. These dumpsters will be owned by the Contractor and need to be clearly marked for solid waste as indicated by the schedule.

8. LIQUIDATED DAMAGES

The Program Manager or designee shall notify the Contractor for each violation of the contract reported to the Township. It shall be the duty of the Contractor to take proper action to remedy the cause of the complaint within twenty-four (24) hours after notification. Failure to remedy the cause of the complaint within the specified time period shall constitute a breach of this contract. For the purpose of computing damages under the provisions of this section, it is agreed that the Township shall have the authority to impose penalties due from the Contractor, for the following amount(s) as liquidated damages:

Failure to clean up spilled solid waste or litter caused by Contractor or wash down a street as requested by the Township to eliminate objectionable odors	\$100 for each incident
Failure to repair damage to customer property caused by Contractor or its personnel within 24 hours	\$250 per incident per location
Failure to promptly contain and clean up hydraulic oil, motor oil or fuel leaks	\$2,000 per incident
Failure to maintain equipment in a clean, safe and sanitary manner	\$250 per incident per workday
Failure to complete all routine pickups by 6:00 p.m. on the scheduled day or	\$250 for each failure or neglect of

otherwise comply with the hours of operation as required by this agreement	repeated instance at same site
Failure to collect solid waste, recyclables and yard waste within 24 hours after notification of complaint	\$100 for each failure or neglect of repeated instance at same site
Using vehicles assigned to the performance of this contract to make private collections	\$500 for each instance
Failure to maintain vehicle in operable condition and acceptable appearance after inspection and notice by Township	\$500 for each instance
Failure to deliver collected waste, recyclables or yard waste to designated and approved disposal and processing sites	\$2,000 for each instance

The liquidated damages provided for herein are not considered as penalties and were not calculated in contemplation or anticipation that the Contractor would default. In the event the Contractor does default or otherwise abandon the project, the Township reserves the right to collect from the Contractor or its surety, in addition to the liquidated damages, the actual damages incurred by the Township as a result of the default or abandonment.

The assessment of liquidated damages shall be determined by the Township’s Program Manager or designee and shall be billed appropriately each month to the Contractor. The decision of the Township’s Program Manager or designee in the matter will be binding.

9. CONTRACTOR’S COMPENSATION AND ADJUSTMENTS

- a. Contractor shall charge and bill the Service Unit per the contracted and agreed to pricing schedule.
- b. Contract pricing as agreed to in the final contract shall remain firm for the initial five-year term of the Contract. The Contract price schedule will be reviewed and may be revised prospectively at the time of a subsequent Contract extension, should the parties agree to extend the contract in accordance with the provisions of the contract, and as negotiated between the parties hereto. There will be no adjustments for fuel.
- c. If any adjustments to the pricing is mandated by laws and otherwise required pursuant to a Change in Law, the party requesting the adjustment shall submit to the other party a written statement setting forth the cause of the adjustment, the anticipated duration of the adjustment and the amount of the adjustment, as appropriate. Except to the extent that a longer period is otherwise specifically provided for in this Contract, any request for an adjustment due to a Change in Law shall be promptly negotiated in good faith within 30 days.
- d. Contractor may pass through certain cost increases or decreases directly to the Township in accordance with the following and shall alert the Township so the Township can adjust its fees as necessary:
 - (1) increases in direct costs to Contractor and to all other solid waste transporters and/or disposal facilities in Michigan, resulting from enactments, repeal or changes in federal, state, county or local laws, ordinances, rules or regulations with respect to taxes, fees or other governmental charges (other than income or real property taxes) that are adopted or promulgated after the Effective Date of the Contract and exceptions otherwise noted.

- (2) Contractor shall pass through certain cost decreases in direct costs to Contractor and to all other solid waste transporters and/or disposal facilities in Michigan resulting from enactments, repeal or changes in federal, state, county or local laws, ordinances, rules or regulations with respect to taxes, fees or other governmental charges (other than income or real property taxes) that are adopted or promulgated after the Effective Date of the Contract. The Township shall be notified in advance of such pass-through charges and relevant legislation.

10. BASIS AND METHOD OF PAYMENT – BILLING TO SERVICE UNIT

The Township seeks a Proposal with the Contractor directly billing Service Units located in the Township for all services to be rendered each quarter.

- a. Billing to Service Units: The Contractor will invoice each Service Unit quarterly following the rate schedules approved by the Township as part of the service agreement.
- b. Form of Invoice: The form of the invoice shall be written – and transmitted electronically in PDF format to the Service Units. The invoice shall show an itemization of all charges. Unless specified otherwise in the Designated Waste Hauler Contract, the Designated Waste Hauler shall send a quarterly invoice, in advance, to each Service Unit for which services are provided in the Township. Such invoice shall represent charges for services to be rendered in the following quarter. Unless otherwise specified in the Designated Waste Hauler Contract, the invoice shall be delivered by regular mail at least two weeks prior to the beginning of the quarter for which charges are imposed.
- c. Monthly Report: For and in consideration of the collection service performed in accordance with this Contract, Contractor shall submit to the Township a monthly report, in addition to the reporting requirements outlined in Section 6, Part 32, detailing monthly total activities to include service units, amounts charged, new service requests, quantities and number of loads of solid waste, recyclables and yard waste and any other services provided under this Contract.

11. DISPOSAL SITES

- a. Unless otherwise directed by the Township, the Contractor is responsible for providing for the disposal of mixed solid waste and the processing of recyclables, yard waste/lawn debris and bulky items/white goods for the duration of the contract at site(s) which meet the requirements of Part 115 of Act No. 451 of the Public Acts of 1994, State of Michigan as amended.
- b. The Contractor agrees to and assumes complete responsibility for securing any and all permits, licenses, privileges or rights of any nature whatsoever necessary for the collection and disposal of solid waste, recyclables and yard waste, which are or might be necessary and required of the contractor by any authorized governmental agency. The Contractor further agrees to abide by any and all rules and regulations that are imposed by any authorized agency or unit of government, including the Township, and to save the Township harmless from any violation therefrom.
- c. The Contractor further agrees to assume responsibility for paying all disposal fees and other financial obligations for all materials collected, processed and disposed of at the facilities provided by the Contractor with the exception of the current per cubic yard landfill surcharge as included in Public Act No. 153 of 2003, Sec. 11525a. The Contractor should not include the per cubic yard landfill surcharge in their cost bid but shall pass through and collect the surcharge as

part of their monthly billing on the basis of the monthly volume of solid waste landfilled times the current amount per cubic yard. For the purpose of converting tons to cubic yards, the Contractor shall assume 2.55 cubic yards per ton of solid waste collected and landfilled.

- d. Unless otherwise directed by the Township based on alternate solutions identified in this RFP, the Contractor shall make all arrangements necessary for disposing of, as well as any short time storage of all collected solid waste as well as processing of recyclables and yard waste, outside the limits of the Township.
- e. Proposers must identify in their proposal the location and capacity of the site(s) to be used for 1) disposal of solid waste; 2) processing, composting and marketing of yard waste; and 3) processing and marketing of recyclables and must furnish evidence that the site(s) meets the requirements of Part 115 of Act No. 451 of the Public Acts of 1994, State of Michigan, as amended. The Contractor shall provide the Township with any applicable operating license of each of the disposal, recycling and/or composting site(s) and subcontractor information for approval by the Township if not directly operated by Contractor. In the event it becomes necessary for the Contractor to change the disposal, recycling and/or composting site(s) during the contract period, the Contractor shall be required to notify the Township in writing of said change and submit documents verifying that the site(s) meet the requirements of Part 115 of Act No. 451 of the Public Acts of 1994, State of Michigan, as amended. A copy of the facility's license must also be submitted to the Township and subcontractor information for approval by the Township if not directly operated by Contractor.

12. ROUTES/ACCESS

- a. Contractor shall adhere to established routes and days of collection as designated by the Township. Requested route changes shall be submitted in writing at least sixty (60) days in advance to the Township's Program Manager or designee. Contractor shall obtain final approval in writing for proposed route change from the Township's Program Manager or designee. Route changes shall not be unreasonably denied, except that the regular solid waste, yard waste, recyclables and bulky items/white good collections shall be performed on the same day. Notice of route changes shall be furnished to the affected service unit by the Contractor at no expense to the Township in advance of the proposed change after approval by the Township. In addition, Contractor shall provide the Township with prompt notice as to addresses, where refuse was rejected for collection due to non-compliance with the terms of this Contract.
- b. The Contractor will not be required to pick up waste, recyclables, yard waste and bulky items/white goods if a road becomes impassable and prohibits access to a property unit from any direction on a roadway. The Contractor, however, will be required to notify the Township of this occurrence and will be required to pick up waste, recyclables, yard waste and bulky items/white goods at the nearest public roadway or at a point of closure.
- c. Periodically, major renovation is necessary to maintain the infrastructure of the Township. This includes such activities as replacing gas, water and sewer lines, surfacing or resurfacing streets, and replacing wiring for telephone electricity or cable television. If the Township's Program Manager or designee is notified in advance of these activities the Contractor will be notified. However, it is not uncommon for work to be initiated without prior notification. Alternate service

for the collection of waste, recyclables, yard waste and bulky items/white goods must be provided by the Contractor during this period of disruption. No additional fees shall be payable for services provided under these conditions.

13. PRIVATE DRIVEWAYS

The Contractor shall not be required, where curbside pick-up is established, to enter a private driveway. However, the owner of a service unit may arrange for such service directly with the Contractor. Any cost associated with providing such service is excluded from the solid waste, recycling and yard waste collection, transportation, processing and disposal contract and is a private matter between the owner of the property unit and the Contractor.

14. MAP OF ROUTES

The Township will make every effort to publish a map showing areas picked up on various days based on the routing days agreed to by the Township and Contractor.

15. HAULING

All solid waste, recyclables, yard waste and bulky items/white goods hauled by the Contractor shall be contained, tied or enclosed so that leaking, spilling or blowing are prevented.

16. STORMS AND OTHER DISASTERS

In case of a storm or other disaster, the Township's Program Manager or designee may grant the Contractor reasonable variance from regular schedules and routes. As soon as practicable after such storm or disaster, the Contractor shall advise the Township's Program Manager or designee of the estimated time required before regular schedules and routes can be resumed.

17. ADDITIONAL SERVICE

The Township shall not be responsible to the Contractor or the Service Unit for any additional services provided at the request of the customer by the Contractor. The Contractor shall not charge any Service Unit for services provided by the Township under the terms of the contract.

SECTION 06 - SPECIAL PROVISIONS

The following scope of services applies to all proposals:

The Contractor shall be required to maintain a high level of solid waste, recycling, yard waste and bulky items/white goods collection services. Contracted waste shall be collected from carts provided by the Township/Contractor. The Contractor shall collect and transport all solid waste, rubbish, debris, recyclables, yard waste, bulky items and white goods which the property owner may desire to have removed, which the Township has authorized the Contractor to collect and transport for the price as quoted in the Contractor's proposal.

The Township will develop the applicable ordinance(s) to establish guidelines for transporting and disposing of solid waste. By submitting a response, Contractor represents, warrants and agrees that it shall comply with all Township ordinances and all applicable State and Federal Law.

The Township reserves the right to amend the applicable ordinance(s) without affecting the rates to be paid the Contractor, providing the Contractor's obligations are not materially altered.

1. REFUSE COLLECTION SERVICES

- a. The Contractor shall operate a Township-wide curbside solid waste collection, transportation and disposal system which results in the removal of all solid waste from all properties as designated by the Township and located within the corporate limits of the Township,
- b. Refuse means all animal and vegetable food waste and all waste which normally results from the operation of a household, except body waste and yard waste, including but not limited to rubbish, metals cans, papers, cardboard, glass jars, bottles, wood, ashes, sod, dirt, rocks, cement, bricks, small household appliances, furniture, plastics and any other household refuse small enough for one person to handle and no more than 50 pounds per container or object.
- c. Service units will place solid waste in carts to be provided by the Contractor on behalf of the Township. All solid waste must be placed in containers. Contractor shall collect solid waste placed at the curb by eligible service units with the designated service area on a weekly basis, 52 weeks per year. The collection of solid waste shall be coordinated with other collection services so that all occur on the same day of the week. Such collection shall not be deemed a separate pay item.

2. RESIDENTIAL BULKY WASTE/WHITE GOODS COLLECTION SERVICES

- a. Residential Bulky Waste/White Goods shall be included in curbside residential solid waste pick-up and not as a separate pay item. Contractor shall pick up Bulky Waste at least once a month on the same day as regular solid waste collection. Contractor shall deposit in the same truck or separate truck(s) if necessary all bulky waste as defined herein, including but not limited to: fixtures and furniture, storm doors and windows, bicycles, bed frames, exercise equipment, grills, metal, lawn mowers, shelving, furnaces, toilets, wheelbarrows, tubs, ladders, sinks, carpets and pads, railroad ties and fence posts or fences not exceeding 3' x 4' in dimension and small quantities of building debris resulting from repair or remodeling personally done by the home occupant, which have been placed at the curb properly tied or bundled in lengths of not more than five feet. Service units shall be responsible for notifying the Contractor at least 24 hours in advance of the need for Bulky

Waste/White Goods collection of all the above items.

- b. White goods shall include, but not be limited to, residential appliances such as water heaters, water softeners, water tanks, washers, dryers, stoves, air conditioners, refrigerators and freezers.
- c. Contractor shall be responsible for complying with all applicable laws and regulations concerning the disposal or recycling of air conditioning and refrigeration equipment, including but not limited to the provisions of the Clean Air Act, which prohibits the venting of refrigerants into the atmosphere. It shall be Contractor's responsibility to haul materials and to ensure that Freon-contained materials, that are not tagged, are delivered to a designated facility for proper removal of the Freon as part of the Contractor's responsibilities, at no additional charge.

3. RECYCLABLES COLLECTION SERVICES

- a. Contractor shall collect Recyclables placed at the curb by Service Units within the Designated Service Area, on a weekly basis, 52 weeks per year. The collection of recyclables shall be coordinated with other collection services so that all occur on the same day of the week. The recyclables will have been prepared by Service Units in compliance with recyclables guidelines as established by the Township and Contractor. Contractor shall continue to add to the list of Acceptable Recyclables identified in the guidelines to maximize the list to match the list of acceptable materials received at Material Recovery Facilities (MRFs) in the region. No item on the current list shown below can be removed without Township written approval. Contractor shall deliver all recyclables collected to a lawful MRF for recycling in order to meet the intent of this section to maximize recycling opportunities for the Township residents.
- b. The following must be included in the proposed Recyclables Collection Services as acceptable single stream commingled materials:
 - 1. Newspaper, magazines, brochures and inserts
 - 2. Corrugated cardboard (flattened) and paper bags
 - 3. Paperboard boxes (cereal, pasta, tissue, etc.)
 - 4. Pizza boxes (clean of food)
 - 5. Greeting cards, regular and junk mail
 - 6. Office paper
 - 7. Phonebooks
 - 8. #1, #2 and #4 through #7 plastic containers (no foam/Styrofoam)
 - 9. Aluminum and metal cans (including aerosol cans)
 - 10. Paperboard drink boxes and cartons
 - 11. Paper cups
 - 12. Glass bottles and jars (all colors)
 - 13. Bulky rigid plastics (buckets, baskets, chairs, toys)

- c. For the purposes of this proposed contract, a MRF is defined as a Material Recovery Facility that can receive the listed Acceptable Recyclables in commingled form – i.e.: mixed together as what is commonly known as “single stream recyclables”. The MRF must be able to sort the material to commodity material standards (e.g., mixed paper, #1 PET, #2 HDPE, UBC, etc.) published by industry for the purposes of sale as a feedstock industry. The RRRASOC MRF operated by Republic Services at 8 Mile and Greenfield is a good example of such a facility. There are other examples in the region. Note that it is acceptable to use a recycling transfer arrangement for tipping material as long as the material is protected from the elements and then transferred in larger trucks to a MRF as described above. In all cases the Contractor’s proposal must identify such arrangements, the specific locations, and the proposed business arrangement between the Contractor and the owner/operator of the MRF and/or recycling transfer site.
- d. Residential Recyclables Set out and Collection Requirements: Contractor shall collect, not as a separate pay item, recyclables placed at the curb by eligible Service Units using carts provided by Contractor/ Township. No recyclables container shall weigh more than 50 pounds. In the event the service recipient regularly produces more recyclables than can fit in a single cart, Contractor shall provide an option to purchase an additional cart. Contractor shall not collect excess recyclables set out beside the cart.
- e. Recycling at Non-Residential Locations Contingent to Residential Recycling Routes: To encourage recycling by all property owners and types, potential non-residential users of curb cart recyclables collection services will be identified that are on or adjacent to the residential curbside recycling routes – examples being non-profit institutions, day care centers, small businesses, etc. The Contractor and the Township will make joint determinations regarding appropriate recycling curb cart locations for these units based on frequency of use and volumes generated as needed to maximize recovery.
- f. Recycling at the Township Facilities: The Township may require carts and collection of recyclables from the Township owned facilities as defined herein. These Service Units shall be treated as separate pay items. Contractor shall review annually and provide all carts needed for these services to meet the recycling needs of all the Township facilities.
- g. Improperly Set Out Recyclables: Contractor shall affix to non-conforming recyclables a sticker or tag approved by the Township stating the reason for non-collection and notify the Township if collection is not made. Should the Township determine the Recyclables to be collectible, Contractor shall promptly return to the Site and shall collect the Recyclables at Contractor’s expense.
- h. Commingling Recyclables: Contractor is prohibited from commingling Recyclables in Contractor’s vehicles with non-recyclables and from delivery of Recyclables to any place other than the designated and approved MRF.

4. YARD WASTE/LAWN DEBRIS/FALL LEAF COLLECTION

- a. Included as part of weekly regular curbside pick-ups, but as a separate yard waste collection unit price, the Contractor shall separately pick up, from the beginning of the first full week in April 1 through the end of the second full week of December, (37 weeks) unlimited separated yard waste, lawn debris and fall leaves as part of the regularly scheduled collection required by this contract.
- b. All yard waste and lawn debris shall be transported to a designated compost site and under no circumstances a landfill or disposal facility.

- c. Acceptable yard waste and lawn debris shall include grass clippings, weeds, leaves, small twigs, pruning's, shrub clippings, garden waste materials and fruit, kitchen scraps, old potting soil, Halloween pumpkins, dirt incidental to minor plantings or edging of lawns, brush, branches, tree trimmings, shrub clippings tied and bundled; and small shrubs and bushes with dirt removed from root systems.
- d. Acceptable yard waste and lawn debris shall include so called "woody" or "hard" yard waste as long as it is properly prepared. The Contractor is required to pick up tree branches or logs three inches (3") in diameter or less and three feet (3') in length or shorter that are tied or secured with string or twine in bundles no larger than eighteen inches (18") in diameter.
- e. The yard debris will be bundled as required, placed in large capacity craft/paper bags or placed loose in cans with a "yard waste recycling" or "compost" sticker, to be provided by the Contractor at no cost, on the container.
- f. Brush, branches, tree trimmings, shrub clippings tied and bundled and set out for collection at other than the designated yard waste/lawn debris/leaf collection season shall be collected as part of the regular collection.

5. CHRISTMAS TREES

- a. As part of the proposed unit price and not as a separate pay item, discarded Christmas trees devoid of any ropes, lights, metal, plastic or other hangers shall be collected separately or chipped as part of the regularly scheduled collection required by this contract placed out for collection during Christmas week and the following three (3) weeks. Note that the Township provides for a Christmas tree drop-off program to its residents at no cost – through the Oxford Township Parks and Recreation Department as part of a mulching program. Approximately 150 trees are handled this way each year.
- b. During this time period, separately collected and chipped Christmas trees shall be delivered to a designated compost site and not, under any circumstances, to a landfill or disposal facility. No additional compensation will be provided to the Contractor for this separate curbside collection.
- c. Christmas trees placed out at any other time other than the above described period shall be collected as part of the regular collection.
- d. In addition to the reporting requirements outlined in Section 6, the Contractor shall provide the Township with a report regarding the volume (number) of Christmas trees collected by February 1 of each contract year.

6. MUNICIPAL BUILDING WASTE, RECYCLING AND YARD WASTE SERVICES

- a. The Township may require collection of solid waste and recyclables from the Township owned facilities as defined herein. These facilities shall be treated as separate pay items. Contractor shall review annually with the Township the container types and service frequency needed to meet the needs of all the Township Facilities. The Township may be a participant in any recycling program offered. Contractor shall provide all waste and recycling containers needed for these services, which will adequately meet the waste and recycling containment needs generated at each facility.
- b. The schedule of the Township service sites, container sizes and pickup frequency to be performed by the Contractor are shown below. Township shall be charged a separate cost for such services..

TOWNSHIP FACILITY	ADDRESS	TRASH CONTAINER	SERVICE LEVEL
Township Hall	300 Dunlap Rd, Oxford, MI 48371	One 6 cubic yard dumpster	1x Week
Seymour Lake Township Park	2795 Seymour Lake Road, Oxford, MI 48371	One 6 cubic yard dumpster	1x Week
Stony Lake Township Park	1397 N. Lapeer Road, Oxford, MI 48371	One 6 cubic yard dumpster	1x Week (May 1-Sept. 30)
Parks and Recreation Facility	480 S. Coats Road Oxford, MI 48371	One 8 cubic yard dumpster	1x Week

TOWNSHIP FACILITY	ADDRESS	RECYCLING CONTAINER	SERVICE LEVEL
Township Hall	300 Dunlap Rd, Oxford, MI 48371	Two 96 G Recycling Carts	1x Week
Seymour Lake Township Park	2795 Seymour Lake Road, Oxford, MI 48371	Two 96 G Recycling Carts	1x Week
Stony Lake Township Park	1397 N. Lapeer Road, Oxford, MI 48371	Two 96 G Recycling Carts	1x Week
Parks and Recreation Facility	480 S. Coats Road Oxford, MI 48371	Two 96 G Recycling Carts	1x Week

7. IMPROPERLY SET OUT SOLID WASTE

Contractor shall affix to non-conforming containers or loose solid waste a sticker or tag approved by the Township stating the reason for the non-collection and notify the Township if collection is not made. Should the Township determine the Trash to be collectible, Contractor shall promptly return to the site and shall collect the Trash at Contractor’s expense.

8. ON-CALL PICKUPS

The Contractor shall collect and deliver to the designated disposal and processing sites all materials collected from “on-call” sites that the Township must have cleaned up, which shall include collection of solid waste from litter abatement enforcement (illegal dumping and evictions), storm related damage, animal carcasses, and similar circumstances. Such “on-call” pickups shall be completed within 48 hours of written notice from the Township, which may be provided by the Township via mail, fax or email. The Contractor shall itemize those services in an end-of-month invoice and shall bill those services in 5-minute increments based on the hourly rates proposed by the Contractor.

9. MOBILE HOME PARKS SOLID WASTE, RECYCLING AND YARD WASTE SERVICES

The Township shall provide solid waste, recycling, yard waste, transportation and disposal services to mobile home parks located within the Township. Unit prices are requested by container size and frequency of services.

10. CART MANAGEMENT

- a. To ensure quality service, Contractor shall stockpile an inventory of the various solid waste, recycling and yard waste carts used by the Township Service Units, which will be hot stamped with the Township logo and related approved insignia (not carrying any Contractor logos, color and features)

to be pre-approved by the Township for disbursement and will become the property of the Township upon termination of the Contract.

- b. All collection carts and replacement parts for these carts must be pre-approved by the Township for disbursement. Collection container types will include the following: 1) 95 gallon rolling curb cart for residential solid waste for service units; 2) 95 gallon rolling curb cart for residential recyclables for service units; and 3) 95 gallon rolling curb cart available as an option to service units for yard waste collection.
- c. Contractor shall purchase sufficient quantities of each container type to allow Contractor to maintain an inventory in sufficient number for Contractor to perform deliveries, repairs and exchanges of such equipment in a timely manner. Contractor shall cause new shipments of carts to be delivered to the storage site and shall notify the Township upon issuance of an order for a new shipment.
- d. Contractor shall maintain the cart storage site which shall include keeping a cart inventory. Contractor shall receive all shipments of carts, logging them into the cart inventory.
- e. The Contractor shall deliver any replacement collection containers or new collection containers to locations that are pre-approved by the Township. Delivery shall also include appropriate educational material as reviewed and approved by the Township. Contractor shall enter all deliveries into their inventory, a copy of which shall be provided to the Township on a quarterly basis.
- f. Contractors shall provide additional curbside carts to residents for curbside solid waste, recyclables and yard waste collection as follows:
 - i. Service Units shall have the option to make a one-time payment for an additional 95-gallon solid waste cart. Proposer should identify costs for this option in their proposal response on "*Attachment C: Cost Proposal Form B – Additional Carts Requested by Service Unit*".
 - ii. After the initial three-month amnesty period at program startup, Service Units shall have the option to exchange the standard 96-gallon rolling solid waste cart for a 65-gallon rolling cart for solid waste, and/or as an additional solid waste cart. Proposer must identify costs for this option in their proposal response on "*Attachment C: Cost Proposal Form B – Additional Carts Requested by Service Unit*".
 - iii.
 - iv. Service Units shall have the option to make a one-time payment for a 95-gallon yard waste cart. Proposer must identify costs for this option in their proposal response on "*Attachment C: Cost Proposal Form B – Additional Carts Requested by Service Unit*".
- g. Ownership of all carts under this clause shall remain with the Township. Note that the above carts are in addition to those the Contractor must already provide to the resident, either to a new Service Unit or as a replacement for an existing Service Unit – with those costs incorporated into the Service Unit pricing proposed by the Contractor.
- h. Contractor is responsible for visual inspection of the carts and reporting any concerns to the Township.
- i. Contractor will be responsible for all costs to assemble, distribute, maintain, repair and replace carts.
- j. Within twenty-four hours (24 hours) (excluding Saturday and Sunday) of notification, Contractor shall provide replacement carts to replace those damaged, destroyed, lost or stolen.

- k. Contractor shall be responsible for loss or damage of any approved cart caused by their employees in the course of performance of their work and/or due to lift mechanism or packing blade and shall fix or replace damaged carts at Contractor's sole cost.

11. CONTRACTOR REPORTING

- a. The Contractor shall report on its performance to the Township. Records shall be kept by the Contractor on a daily, weekly, cumulative monthly and cumulative annual basis and shall be available to the Township.
- b. Contractor shall maintain and submit to the Township accurate reports, which detail activities related to services in a format approved by the Township as hereinbefore described. These reports shall include data for all materials handled from its services to the Township property owners.
- c. Annual reports shall report all of the above data, following the same format as the monthly report.
- d. Contractor shall provide an annual report presentation to a public meeting of the Township Board of Trustees in February of each year.
- e. Contractor shall provide reports to the Township in a timely manner, but no less than a monthly basis, specifying all complaints, accidents or incidents while performing any duties pursuant to the contract, outages or downtime and inspections by regulatory agencies during the month of the report.
- f. Contractor shall supply reports quantifying all materials collected and disposed of, recycled or composted by the Contractor showing types of materials, quantities and disposal sites. These reports shall be prepared quarterly by the Contractor for the Township. All load receipts and all other back-up materials shall be made available for audit by the Township and shall be provided in a readily usable format upon request during normal business hours. The Contractor will cooperate in providing the Township with information and reports reasonably required by the Township to allow the Township to determine the efficiency and effectiveness of the single hauler waste collection and disposal program. The information and reports may include, but are not limited to, daily quantities of collection of materials, market prices of recyclable materials, revenues from recyclable materials and yard waste quantities diverted from the landfill.
- g. Reports shall detail the nature and reasons for unusual incidents (e.g., accidents, regulatory non-compliance notices, overweight tickets, etc.) as well as results, findings and actions taken to resolve such incidents. Contractor shall also notify the Township immediately of any fines or penalties levied and any actions that could have an adverse impact on the Contractor or the service to the Township or both. Failure to report such data shall subject the Contractor to damages.

SECTION 07 – SUBMISSION REQUIREMENTS AND FORMS

Proposers will submit a Proposal Package consistent of the following three (3) sections with Section III packaged separately as the Cost Proposal:

1. Section I Proposal Summary
2. Section II Technical Proposal
3. Section III Cost Proposal

SECTION I – PROPOSAL SUMMARY

The Proposal Summary section is intended to serve as the document which proposal evaluators can use to quickly understand technical, business and cost aspects of the proposal. The items listed in the following subsections are required elements of the Proposal Summary. The Proposal Summary must be submitted with the Technical Proposal and packaged separately from the Cost Proposal.

- Transmittal/Certificate Letter with Proposal Authorization Signature

The Transmittal/Certification letter must be signed by an officer of the proposing organization empowered to sign a document that commits the proposer to the obligations in the proposal.

- Introduction to Proposal

Proposers should provide an overview of their proposal including a brief summary of the Proposer, their services, corporate ownership, resources, track record and ability to meet the needs of the Township as expressed in this Request for Proposals.

- Bid Bond

All proposals must be accompanied by a bid bond or certified check drawn on a solvent bank or savings and loan association, payable to the Township in the sum of fifty thousand (\$50,000) Dollars as a guarantee. The bid bond will be returned to all unsuccessful Proposers. Failure to submit a proper bid bond shall invalidate the proposal.

Required bonds shall be provided by a company licensed to do business in the State of Michigan and acceptable to the Township. Should the Proposers refuse to enter into a contract, the amount of the bid security shall be forfeited to the Township as liquidated damages, not as a penalty.

Include with the Bid Form, letter from a Surety, licensed to do business in the State of Michigan, stating that Proposer is able to obtain performance bonds and labor and material payment bonds in the sum of five hundred thousand (\$500,000) Dollars.

SECTION II – TECHNICAL PROPOSAL

The Technical Proposal is intended to serve as the document which proposal evaluators can use to quickly assimilate all technical and business aspects of the proposal. The items listed in the following subsections are required elements of the Technical Proposal. A proposal checklist and required forms are contained in “*Attachment B: Technical Proposal Forms and Checklist*”.

- Proposer’s Statement of Organization (Form A)

Complete Form A, provided in “Attachment B: Technical Proposal Forms and Checklist”. Form A is a required form, showing the Proposer’s organization, that must be completed as part of the Proposal. The questions that are not applicable should be included and marked “Not Applicable”. The purpose of the form is not intended in any way to limit the type, quality or quantity of data and information supplied by the Proposer. Attach additional sheets if more space is required. If Form A is not completed in full it may result in disqualification.

- Proposer’s Staffing (Form B)

Complete Form B, provided in “Attachment B: Technical Proposal Forms and Checklist”. Form B is a required form, showing the Proposer’s staffing structure and management credentials, which must be completed as part of the Proposal. The questions that are not applicable should be included and marked “Not Applicable”. The purpose of the form is not intended in any way to limit the type, quality or quantity of data and information supplied by the Proposer. Attach additional sheets if more space is required. If Form B is not completed in full it may result in disqualification.

- Collection, Transportation and Disposal Services Proposal – Summary Description and Work Plan In a format of their own choosing, and not as a separate form, Proposers must provide a condensed description of the proposed collection, transportation and disposal services by service type. The description should be complete from the point of central operations and beginning of day vehicle staging (route assignments, preventative maintenance, etc.) through to route operation (e.g., drive route sheets, base to vehicle communication, safety procedures, etc.) and to final end-of day shutdown procedures.

The Collection, Transportation and Disposal Services Proposal – Summary Description and Work Plan must be specific to the proposed service type(s). The Township will place significant emphasis on Proposer’s proposed work plan during the evaluation process. At a minimum, the Proposer shall include the following items in the Summary Description and Work Plan:

1. Transition Plan – specifying implementation schedules and tasks, such as the following:
 - a. Equipment acquisition plan
 - b. How the Proposer will begin new collection services
 - c. Customer service program including onsite staffing at the Township offices for the first 150 days of the contract.
 - d. Distribution of containers/dumpsters
 - e. Coordination with the Township’s public education and outreach program

In developing the transition plan, Proposers should consider that the Township strongly seeks to reduce disruption to customers during the transition period.

2. Customer Service Plan – A detailed customer service plan that specifies customer service center operations such as the following:
 - a. Customer communications program
 - b. Customer inquiry/complaint processing systems
 - c. Ongoing distribution procedures for additional containers/dumpsters

- d. Ongoing coordination with the Township’s Public Education and Outreach Program
3. Collection, Transportation and Disposal Operations Plan – A detailed collection, transportation and disposal operations plan that presents the specific programs that will be implemented, including:
 - a. Vehicle and container maintenance program, including response/replacement/repair time for vehicles on route
 - b. Staffing requirements, including physical and substances abuse testing requirements
 - c. Office and operations yard location
 - d. Overlap of equipment, staff, offices, cleaning and maintenance facilities, etc.
 - e. The method of collection, transportation and disposal
 - f. Hazardous waste management protocol
 - g. The financing method that will be used to purchase collection vehicles and containers and the proposed amortization or depreciation schedule, including Proposer’s cost
 - h. Health and safety management procedures
 - i. Additional material that the Proposer feels is required to ensure a smooth transition and superior program performance
 - j. Quality assurance and quality control for service performance
 4. Equipment Plan and Collection Vehicles (Forms C through I) The Proposer shall prepare and submit an Equipment Plan outlining the types of vehicle(s) to be used, past Proposer’s experience of other comparable programs with this type of vehicle, whether the vehicles will be leased or owned, the methods which will be used and sequence of steps required to load and unload collect/swept materials, the compatibility of the vehicle design with the design of the facility to which the collected materials will be taken, the size of crew required per vehicle and their responsibilities, the number of vehicles required for the program, the capacity of the vehicles and the scheduled maintenance and cleaning of the vehicles.

The Equipment Plan shall include completed Forms C through I, provided under “Attachment B: Technical Proposal Forms and Checklist.” Forms C through I are required forms, showing the Proposer’s proposed collection equipment for the various types of collection services and must be completed as part of the proposal. The questions that are not applicable should be included and marked “Not Applicable”. The purpose of these forms is not intended in any way to limit the type, quality or quantity of data and information supplied by the Proposer. Attach additional sheets if more space is required. If Forms C through I are not completed in full it may result in disqualification.

5. References (Form J) – Provide a minimum of five (5) references, including a list of Michigan cities/townships your company provides single hauler services.
6. Exceptions to Agreement (Form K) – Complete Form K, if Proposer intends to take any exceptions to the program specifications set forth in the RFP documents. Instructions contained as part of Form K indicate that Proposers are to prepare the Cost Proposal forms based on the program specifications set forth in the RFP documents without considering any exceptions that may be set forth on this form. In the event the Proposer takes exception to the Request for Proposals specifications, they may set

forth those exceptions in the manner described in Form K.

7. Processing and Disposal Plan and Facilities (Forms L through N) - The Proposer shall prepare and submit a Processing and Disposal Plan outlining the specific facilities to be used, past Proposer's experience in using those facilities, the contractual and/or ownership arrangement that Proposer has with those facilities, the capacity of the facilities to process yard waste and recyclables and dispose of solid waste, and the regulatory status of those facilities. Back-up facilities also need to be identified.
8. Financial Qualifications: Proposers must provide a description of relevant Financial Qualifications as described below. The Township will make best efforts but makes no representation that it will be able to maintain total confidentiality of Proposer's financial information. A Proposer that submits financial information that asks to have that information treated as confidential should submit a statement justifying the request, cross reference it in the proposal and label such confidential information as a separate attachment, clearly identifying it as confidential. At all times, the Township will comply with the provisions of the Michigan Freedom of Information Act as required by State law.

Financial information to be included with the proposal includes:

- a. The Proposed Contractor's summary financial statements for the past three (3) fiscal years. These statements must include, at a minimum, statements of financial position and changes in financial position.
- b. If the entity that will sign the Agreement has a parent company or is proposing a joint venture, the parent company or joint venture company(s) must also provide financial statements for the most recent three (3) fiscal years. The parent company must provide a statement indicating its intent and means to provide financial assurance of performance.
- c. If the entity that will sign the Agreement has been in existence less than three (3) years, the Proposer must provide sufficient financial data to substantiate, to the satisfaction of the Township, the Proposer's financial capability and viability of the entity.
- d. In addition to the financial statements, the Proposer must provide a statement from the Chief Financial Officer indicating that there has been no material change in the financial circumstances of the proposing entity (or its parent company or owners if they are providing financial assurance of performance) since the date of the last audited financial statements.
- e. Financing of the services and equipment will be the sole responsibility of the successful Proposer. Proposer must demonstrate that it can provide the required financing from either 1) internally generated funds or 2) commitments from external sources.
- f. Disclose any changes or contemplated changes in the structure of the Contractor (e.g., mergers, spin-offs and acquisitions) that may impact its financial condition.

The Township reserves the right to require submission by Proposer, at no cost to the Township, of certified audited financial statements for the Proposers and/or an opinion by a Certified Public Accountant with regard to the financial status of such Proposer, including ownership of or interest in equipment and facilities prior to award of an Agreement.

9. Litigation History

- a. The Proposer must provide a history for the last five (5) years of all claims, settlements, arbitrations, litigation proceedings and civil actions involving \$100,000 or more and all criminal legal actions in which the company, its parent company, subsidiaries, all partners or principals were involved. For each case, the Proposer must provide the following:
 - i. The name of the claim, arbitration, litigation or action
 - ii. The amount at issue or the criminal charges alleged
 - iii. The status or final disposition of the case
- b. The Proposer must also provide details of any current or threatened legal actions in Michigan against the Proposer or its parent company, subsidiaries, all partners, principals or joint venture company(s) by a governmental entity contracting with the Proposer or its parent company for services relating to solid waste management or against such a government entity by the Proposer or its parent company or joint venture company(s). For each action, the Proposer must provide the following:
 - i. The name of the action and the court in which the action is pending
 - ii. The action number and the amount at issue
- c. The Proposer shall provide a list of any regulatory agency such as, but not limited to, the United States Environmental Quality or a Local Enforcement Agency. The list shall include name of the regulatory agency and the date of enforcement action.
- d. The Proposer shall inform the Township if it has had a permit, franchise, license, entitlements or business licenses that have been revoked or suspended in the last five (5) years.
- e. The Proposer must list any claims against a Bid or Performance Bond and the results of any contractual defaults or termination over the last five (5) years.

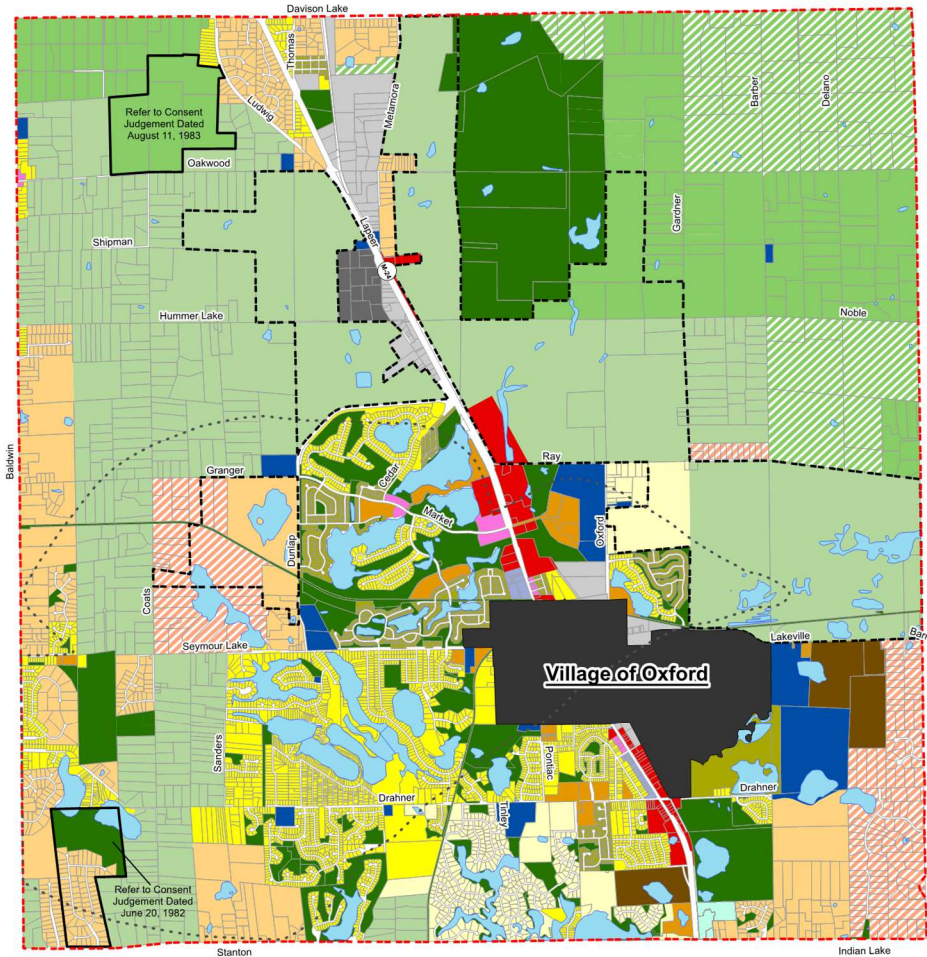
SECTION III - COST PROPOSAL

Each Proposer shall submit a separately packaged Cost Proposal for solid waste, recycling, yard waste collection, transportation and disposal services, as well as other optional services that includes all cost information, as identified and described below. A proposal checklist and required forms are contained in *“Attachment C: Cost Proposal Forms and Checklist”*.

The Cost Proposal must be filled out in full in order to have the cost proposals included in the evaluation process. Price quotes are per unit as specified in the form. All prices proposed are for services as described in this Request for Proposals unless the Proposer submits specific exceptions as part of the Technical Proposal Form K: Exceptions to Agreement.

ATTACHMENT A

Map of Township



Zoning Districts

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

See also Marihuana Provisioning Overlay Map

CERTIFICATION

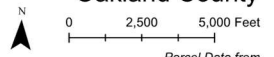
I, Curtis W. Wright, Clerk of the Charter Township of Oxford, do hereby certify that this map is a true copy of the Official Zoning Map adopted by the Oxford Charter Township Board on March 14, 2007, and as amended on August 10, 2022.

Township Clerk _____ Date _____

CURTIS W. WRIGHT, CLERK
CHARTER TOWNSHIP OF OXFORD

Zoning Districts Map

Oxford Township
Oakland County



Parcel Data from
Oakland County GIS

September, 2022
Carlisle/Wortman Associates, Inc.
Ann Arbor, Michigan

ATTACHMENT B

TECHNICAL PROPOSAL FORMS AND CHECKLISTS

CHECKLIST: PROPOSAL SUMMARY

	Transmittal/Certificate Letter with Signature
	Introduction to Proposal
	Bid Bond

CHECKLIST: TECHNICAL PROPOSAL

	Form A	Statement of Organization
	Form B	Attached Organizational Chart and Resumes, Collection, Transportation and Disposal Services Proposal –Summary Description and Work Plan
	Format provided by Proposer	Collection, Transportation and Disposal Services Proposal –Summary Description and Work Plan
	Form C	Residential Solid Waste Collection Vehicles
	Form D	Commercial Solid Waste Collection Vehicles
	Form E	Residential Recycling Collection Vehicles
	Form F	Commercial Recycling Collection Vehicles
	Form G	Residential Yard Waste Collection Vehicles
	Form H	Commercial Yard Waste Collection Vehicles
	Form I	Descriptive Listing of all Equipment Available/To be Purchased
	Form J	Contractor Reference Forms
	Form K	Exceptions to Agreement
	Form L	Proposed Solid Waste Disposal Facility
	Form M	Proposed Yard Waste Composting Facility
	Form N	Proposed Recycling Processing Facility
	Required Information	Insurance
	Required Information	Financial Qualifications
	Required Information	Litigation History

TECHNICAL PROPOSAL - FORM A

PROPOSER’S STATEMENT OF ORGANIZATION

1. Full name of business:

2. Principal business address:

3. Principal Contact Person(s):

4. Form of Business (Corporation, Partnership, Joint Venture, Other)

5. If a corporation, in what state incorporated and date of incorporation:			
State:		Date:	

6. If a Joint Venture or Partnership, provide date of agreement:	
Date:	

7. Provide names of partners or officers as appropriate and indicate if the individual has authority to sign in name of Proposer. Provide proof of the ability of individuals so named to legally bind the Proposer.		
Name	Address	Title

8. List all organizations participating in this project (including prime contractors, subcontractors, operators, major equipment suppliers, etc.)	
Name	Address

9. Outline specific areas of responsibility for each company listed in Question 8	
Name	Responsibilities

10. Identify the provisions of any agreement between parties, which assigns legal or financial liabilities or responsibilities.

11. If responding Proposer(s) are a partially or fully owned subsidiary of another company, or share common ownership with another company, please identify the parent company and the relationships.

TECHNICAL PROPOSAL FORM B

1. **Organizational Chart:** Attach an organization chart(s) for the Proposer’s staff showing for each Service Type the necessary staffing by position, number of staff per position and organization responsibilities of each staff position and qualifications required for each position.
2. **Professional/Management Staff Resumes:** For professional or management level staff that will be responsible for providing services, provide a detailed resume indicating the individual(s) areas of expertise and experience. Resumes must be provided in the following format; however additional information may be provided at the option of the Proposer.
 - a. Names and Title
 - b. Project Assignment
 - c. Name of Company
 - d. Years’ experience with current company or other companies
 - e. Education; include degrees, year and specialization
 - f. Professional reference (list 3)
 - g. Other relevant experience and qualifications

List Names and Title of attached professional/management staff resumes:

Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	

TECHNICAL PROPOSAL – FORM C

RESIDENTIAL SOLID WASTE COLLECTION VEHICLES

1. Manufacture and Model	
Cab and Chassis	
Body	

2. Number of Vehicles	
Currently Owned	
Planned for Purchase	

3. Cab and Chassis	
Walk-in Cab	
Dual Drive	

4. Body	
Rated Capacity	
Practical or Net Capacity	
Number of Bins/Compartments	
Expected Material Density (Fully Loaded)	
Type of Body Loading (front, rear, side load, etc.)	
Direction and Type of Unloading (rear hoist, rear extrusion, side, etc.)	
Overall height when roof of body is open	

5. Will the vehicles be owned, leased or other?	

6. Rate of Fuel Usage	

TECHNICAL PROPOSAL - FORM D

COMMERCIAL SOLID WASTE COLLECTION VEHICLES

1. Manufacture and Model	
Cab and Chassis	
Body	

2. Number of Vehicles	
Currently Owned	
Planned for Purchase	

3. Cab and Chassis	
Walk-in Cab	
Dual Drive	

4. Body	
Rated Capacity	
Practical or Net Capacity	
Number of Bins/Compartments	
Expected Material Density (Fully Loaded)	
Type of Body Loading (front, rear, side load, etc.)	
Direction and Type of Unloading (rear hoist, rear extrusion, side, etc.)	
Overall height when roof of body is open	

5. Will the vehicles be owned, leased or other?	

6. Rate of Fuel Usage	

TECHNICAL PROPOSAL – FORM E

RESIDENTIAL RECYCLING COLLECTION VEHICLES

1. Manufacture and Model	
Cab and Chassis	
Body	

2. Number of Vehicles	
Currently Owned	
Planned for Purchase	

3. Cab and Chassis	
Walk-in Cab	
Dual Drive	

4. Body	
Rated Capacity	
Practical or Net Capacity	
Number of Bins/Compartments	
Expected Material Density (Fully Loaded)	
Type of Body Loading (front, rear, side load, etc.)	
Direction and Type of Unloading (rear hoist, rear extrusion, side, etc.)	
Overall height when roof of body is open	

5. Will the vehicles be owned, leased or other?

6. Rate of Fuel Usage

TECHNICAL PROPOSAL – FORM F

COMMERCIAL RECYCLING COLLECTION VEHICLES

1. Manufacture and Model	
Cab and Chassis	
Body	

2. Number of Vehicles	
Currently Owned	
Planned for Purchase	

3. Cab and Chassis	
Walk-in Cab	
Dual Drive	

4. Body	
Rated Capacity	
Practical or Net Capacity	
Number of Bins/Compartments	
Expected Material Density (Fully Loaded)	
Type of Body Loading (front, rear, side load, etc.)	
Direction and Type of Unloading (rear hoist, rear extrusion, side, etc.)	
Overall height when roof of body is open	

5. Will the vehicles be owned, leased or other?	

6. Rate of Fuel Usage	

TECHNICAL PROPOSAL – FORM G

RESIDENTIAL YARD WASTE COLLECTION VEHICLES

1. Manufacture and Model	
Cab and Chassis	
Body	

2. Number of Vehicles	
Currently Owned	
Planned for Purchase	

3. Cab and Chassis	
Walk-in Cab	
Dual Drive	

4. Body	
Rated Capacity	
Practical or Net Capacity	
Number of Bins/Compartments	
Expected Material Density (Fully Loaded)	
Type of Body Loading (front, rear, side load, etc.)	
Direction and Type of Unloading (rear hoist, rear extrusion, side, etc.)	
Overall height when roof of body is open	

5. Will the vehicles be owned, leased or other?	

6. Rate of Fuel Usage	

TECHNICAL PROPOSAL – FORM H

COMMERCIAL YARD WASTE COLLECTION VEHICLES

1. Manufacture and Model	
Cab and Chassis	
Body	

2. Number of Vehicles	
Currently Owned	
Planned for Purchase	

3. Cab and Chassis	
Walk-in Cab	
Dual Drive	

4. Body	
Rated Capacity	
Practical or Net Capacity	
Number of Bins/Compartments	
Expected Material Density (Fully Loaded)	
Type of Body Loading (front, rear, side load, etc.)	
Direction and Type of Unloading (rear hoist, rear extrusion, side, etc.)	
Overall height when roof of body is open	

5. Will the vehicles be owned, leased or other?	

6. Rate of Fuel Usage	

TECHNICAL PROPOSAL – FORM K

Exceptions to Request for Proposals Specifications and Service Agreement

Proposers are to prepare the Cost Proposal forms based on the program specifications set forth in the Request for Proposals documents, without considering any exceptions that may be set forth on this form.

In the event the Proposer takes exception to the Request for Proposals specifications they may set forth those exceptions in the following manner:

1. The exceptions are to be presented on a paper whose pages are titled, “Form K: Exceptions to Agreement”.
2. Each exception must be presented separately by stating the specific exception, the suggested changes to the program related to the exception, the suggested changes in the agreement language related to the exception, the manner in which the proposed change would benefit the Township, the customers or both, and the specific dollar change in each of the various services rates, as proposed by the Proposer in this Request for Proposals, that would take place if the exception was accepted by the Township.
3. The exceptions must be followed with the following language without exception.
4. This form must be signed by an individual authorized to commit the Proposer’s company to the agreement in the manner set forth below.

Signature:	
Name:	
Title:	
Date:	
<i>Please note that if exceptions are taken, all required information, as set forth above <u>must</u> be submitted.</i>	

TECHNICAL PROPOSAL – FORM L

Proposed Solid Waste Disposal Facility

1. Provide substantial evidence and information regarding the location of the solid waste disposal site(s) proposed to be utilized including principal owners, address, telephone number and descriptive explanation of contractual relationship between Contractor and solid waste disposal site, i.e., landfill, incinerator, transfer station.

2. Provide an explanation of disposal site(s)' ability to guarantee capacity at the facility for Township's solid waste delivered by the Contractor during the term of the contract. What is the contingency plan for continued waste disposal in the event of reduction in facility daily disposal capacity or loss of access to that capacity? Are any expansions expected?

3. What is the willingness to permit flexibility in the volume of waste deliveries for disposal without punitive restrictions?

4. Describe the presence of any potential liability for existing pollution at the site.

5. Provide safety and environmental actions, including lawsuits and regulatory actions against disposal site.

TECHNICAL PROPOSAL – FORM M

Proposed Yard Waste Composting Facility

1. Provide substantial evidence and information regarding the location of the yard waste compost site proposed to be utilized, including principal owners, address, telephone number and descriptive explanation of contractual relationship between Contractor and compost site.

2. Describe requirements of the compost site for acceptance of yard waste/lawn debris; i.e., paper yard waste bags, branches and brush, woodchips, etc.

3. Provide an explanation of ability to guarantee capacity at the facility for Township's yard waste during the term of the contract. What is the contingency plan for continued yard waste composting in the event of reduction in facility daily compost processing capacity or loss of access to that facility's capacity? Are any expansions expected? Are any other organic materials being considered for addition to the facilities acceptable materials list? Examples include source separated organics, residential food scraps, commercial food scraps, etc.

4. What is the willingness to permit flexibility in volume of yard waste deliveries for composting without punitive restrictions?

TECHNICAL PROPOSAL – FORM N

Proposed Recycling Processing Facility

1. Provide substantial evidence and information regarding the location of the recycling processing site proposed to be utilized, including principal owners, address, telephone number and descriptive explanation of contractual relationship between Contractor and compost site.
2. Describe requirements of the recycling processing facility for acceptance of the list of single stream recyclables described in the technical specifications of this RFP.
3. Provide an explanation of ability to guarantee capacity at the facility for the Township's single stream recyclables during the term of the contract. What is the contingency plan for continued processing of the Township's single stream recyclables in the event of reduction in facility daily processing capacity or loss of access to that processing capacity? Are any expansions expected? Are any additional recyclable materials being considered for addition?
4. What is the willingness to permit flexibility in volume of single stream recyclable deliveries for processing without punitive restrictions?

COST PROPOSAL FORMS AND CHECKLISTS – ATTACHMENT C

CHECKLIST:

COST PROPOSAL FORM A –RESIDENTIAL CURBSIDE AND OTHER CURBSIDE

	Cost Proposal Item A-1: Base Proposal Township Wide Weekly Collection and Transportation of Solid Waste, Recyclables and Yard Waste; Disposal of Solid Waste and Processing of Recyclables, Yard Waste and Bulky Items/White Goods for Residential Curbside and Other Curbside. All pricing shall be in unit price per month for use in direct invoice to Township.
	Cost Proposal Item A-2: Deductions for Township Capital Contribution for Recycling Carts - All deductions shall be decrease in unit price per month for use in direct invoice to Township.

COST PROPOSAL FORM B – ADDITIONAL CARTS REQUESTED BY SERVICE UNIT

	Cost Proposal Item B-1 – One Time Payment by Service Unit for Contractor to Provide Additional Carts
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COST PROPOSAL FORM C – TOWNSHIP FACILITY WASTE AND RECYCLING SERVICE

	Cost Proposal Item C-1 – Township Facility Unit Cost per Month for Weekly Trash Dumpster Lift
	Cost Proposal Item C-2 – Township Facility Unit Cost per Month for Weekly Recycling Cart Lift

ATTACHMENT C

COST PROPOSAL FORM A – RESIDENTIAL CURBSIDE AND OTHER CURBSIDE

Cost Proposal Item A-1: Base Proposal Township Wide Weekly Collection and Transportation of Solid Waste, Recyclables and Yard Waste; Disposal of Solid Waste and Processing of Recyclables, Yard Waste and Bulky Items/White Goods for Residential Curbside and Other Curbside.

All pricing shall be in unit price per month for use in direct invoice to Township.

Cost Proposal Form A - Item 1	Unit Cost/Mo Year 1	Unit Cost/Mo Year 2	Unit Cost/Mo Year 3	Unit Cost/Mo Year 4	Unit Cost/Mo Year 5
Residential Curbside	\$	\$	\$	\$	\$
Other Curbside*	\$	\$	\$	\$	\$

* Note: Other Curbside in Cost Proposal Form A refers to non-residential properties (e.g., institutions, churches, daycare, etc.) that can be serviced by a curbside collection vehicle and that have residential service level needs (e.g., a solid waste cart and a recycle cart, some yard waste, etc.) that may request that the route cover such a non-residential property at the unit cost proposed by the Contractor

Cost Proposal Item A-2: Deductions for Township Capital Contribution for Recycling Carts

All deductions shall be in decrease in unit price per month for use in direct invoice to Township.

Cost Proposal Form A - Item 2	Deduction to Unit Cost/Mo Year 1	Deduction to Unit Cost/Mo Year 2	Deduction to Unit Cost/Mo Year 3	Deduction to Unit Cost/Mo Year 4	Deduction to Unit Cost/Mo Year 5
Township Pays for 75% all Recycling Carts (75% of the purchase cost of the recycling carts paid by the Township at the time of cart delivery)	\$	\$	\$	\$	\$

ATTACHMENT C

COST PROPOSAL FORM B – ADDITIONAL CARTS REQUESTED BY SERVICE UNIT

Item B-1: One Time Payment by Service Unit for Contractor to Provide Additional Carts

Cost Proposal Form B - Item 1	One Time Payment Year 1	One Time Payment Year 2	One Time Payment Year 3	One Time Payment Year 4	One Time Payment Year 5
B1a: Additional 95 gallon solid waste cart	\$	\$	\$	\$	\$
B1b: Additional 65 gallon solid waste cart	\$	\$	\$	\$	\$
B1c: Provide 65 gallon solid waste cart and remove existing 95 gallon solid waste cart	\$	\$	\$	\$	\$
B1d: Additional 95 gallon recycling cart	\$	\$	\$	\$	\$
B1e: Provide 65 gallon recycling cart and remove existing 95 gallon recycling cart	\$	\$	\$	\$	\$
B1f: Provide 95-gallon yard waste compost cart	\$	\$	\$	\$	\$

ATTACHMENT C

COST PROPOSAL FORM C – TOWNSHIP FACILITY SOLID WASTE AND RECYCLING SERVICE

Cost Proposal Item C-1 – Township Facility Unit Cost per Month for Weekly Trash Dumpster Lift

Cost Proposal Form C - Item 1	Unit Cost/Mo Year 1	Unit Cost/Mo Year 2	Unit Cost/Mo Year 3	Unit Cost/Mo Year 4	Unit Cost/Mo Year 5
The Township Hall One 6 cy dumpster 1x Wk	\$	\$	\$	\$	\$
Seymour Lake Twp Park One 6 cy dumpster 1x Wk	\$	\$	\$	\$	\$
Stony Lake Twp Park One 6 cy dumpster 1x Wk	\$	\$	\$	\$	\$
Parks and Recreation Facility One 8 cy dumpster 1x Wk	\$	\$	\$	\$	\$

Cost Proposal Item C-2 – Township Facility Unit Cost per Month for Weekly Recycling Cart Lift

Cost Proposal Form C - Item 2	Unit Cost/Mo Year 1	Unit Cost/Mo Year 2	Unit Cost/Mo Year 3	Unit Cost/Mo Year 4	Unit Cost/Mo Year 5
The Township Hall Two 96 carts 1x Wk	\$	\$	\$	\$	\$
Seymour Lake Twp Park Two 96 carts 1x Wk	\$	\$	\$	\$	\$
Stony Lake Twp Park Two 96 carts 1x Wk	\$	\$	\$	\$	\$
Parks and Recreation Facility Two 96 carts 1x Wk	\$	\$	\$	\$	\$

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Date: March 13, 2024

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: Oak Ridge Road Paving Special Assessment District

Dear Board Members:

A majority of residents with lot frontage along Oak Ridge Road and Oak Ridge Court are requesting to establish a Special Assessment District (“SAD”) for paving Oak Ridge Road and Oak Ridge Court. A Petition to create a paving SAD has been circulated and returned with property owners’ signatures requesting to create the paving SAD.

Petition signatures have been verified through the Clerk’s office. The next step in the process is to authorize the SAD improvement plan, location, and the cost estimate.

Enclosed for your review is a location map and a highlighted map showing the lots of property owners who have signed the returned SAD petition.

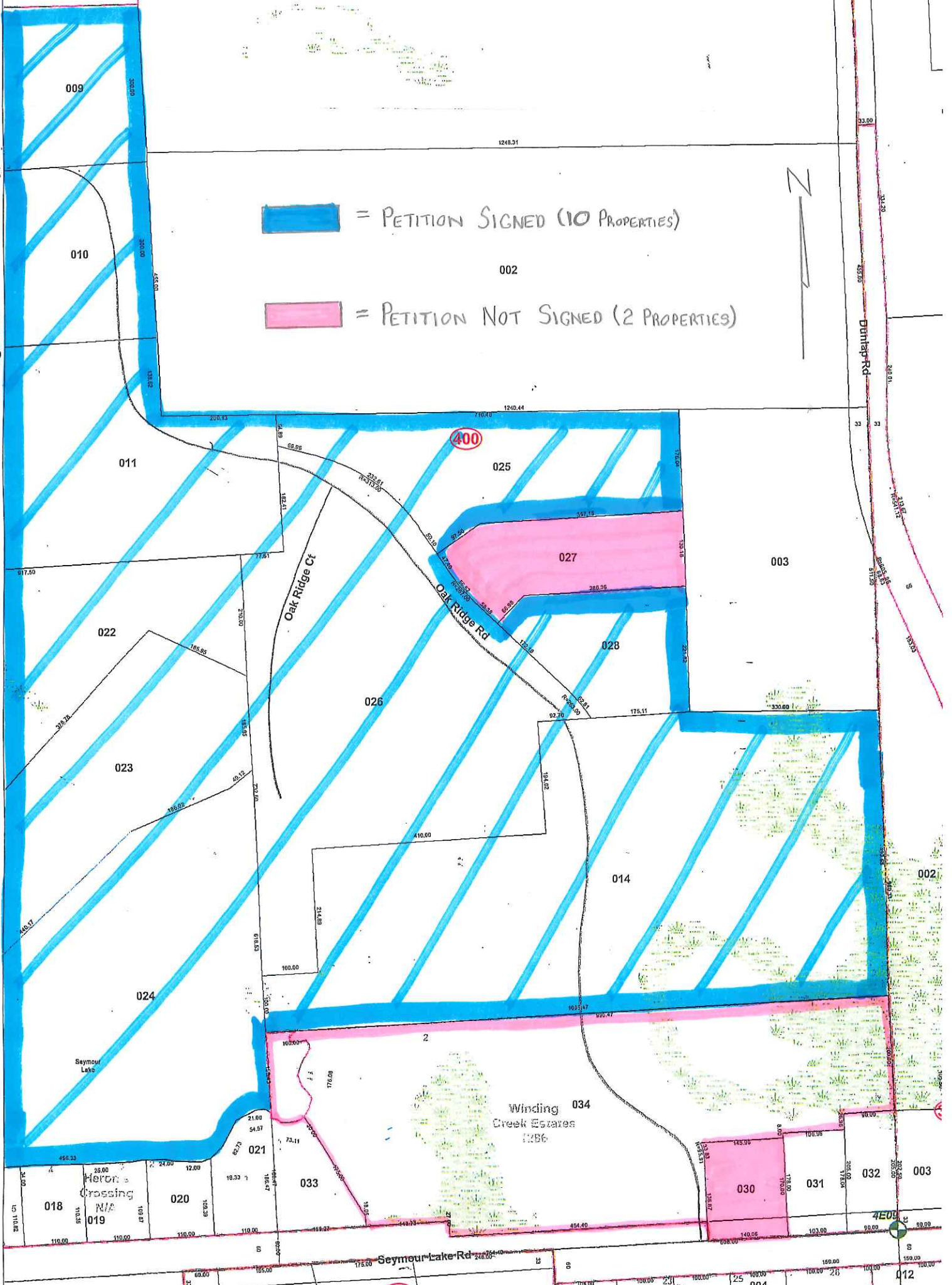
The following motion is offered for your consideration:

I move to authorize Sharpe Engineering to determine the Special Assessment District boundary area, location, and the cost estimate for the purpose of paving Oak Ridge Road and Oak Ridge Court.

Continued on Page 919

 = PETITION SIGNED (10 PROPERTIES)

 = PETITION NOT SIGNED (2 PROPERTIES)



009

010

002

011

400

025

027

003

022

Oak Ridge Ct

026

Oak Ridge Rd

028

023

014

024

Seymour Lake

Winding Creek Estates 1286

034

021

033

030

031

032

003

018

Heron's Crossing N/A

019

020

007 226

008

001

002

003

004 Tan Lake

008

012

Oxford West

009

010

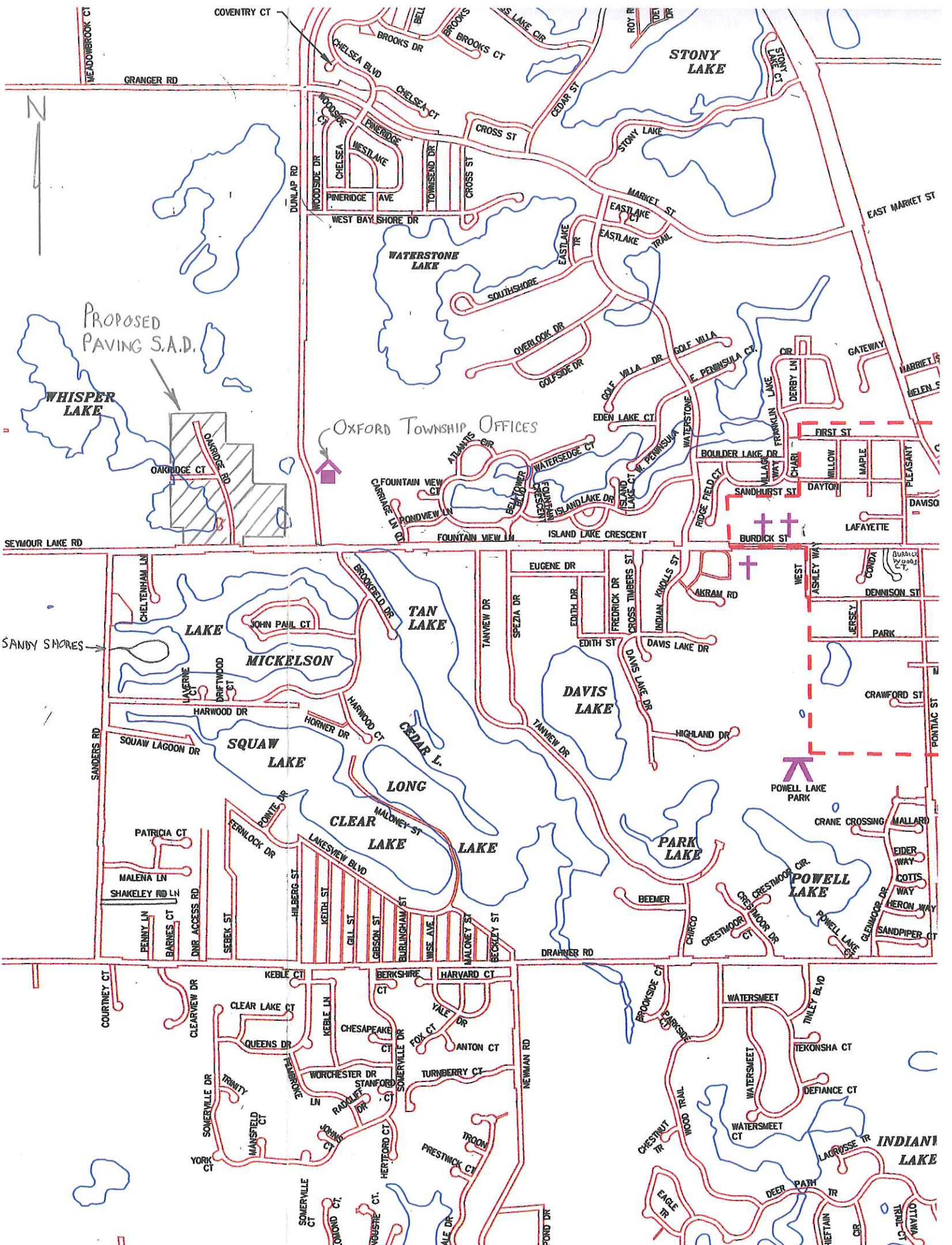
001

002

003

008

012



COVENTRY CT

GRANGER RD

STONY LAKE

PROPOSED PAVING S.A.D.

WHISPER LAKE

Oxford Township Offices

SEYMOUR LAKE RD

SANDY SHORES

COURTNEY CT

INDIAN LAKE

Current Agenda Item
--Treasurer--

MEMO

TO: Oxford Township Board of Trustees

FROM: Joseph G. Ferrari, CDBG Coordinator

DATE: March 7, 2024

RE: ARPA Reallocation from N. Area Sewer Project to Future Project

Due to various grant restrictions, the Oxford Township Board of Trustees will need to reappropriate American Rescue Plan Act (ARPA) funds from the N. Area Sewer Project to a future project. The total amount that needs to be reallocated is \$58,465.00.

A sample motion has been prepared for your consideration, if the Township Board is in favor of this proposal:

Motion By: _____ Seconded By: _____

That the Oxford Township Board of Trustees reappropriates \$58,465.00 from the American Rescue Plan Act (ARPA) funds for the N. Area Sewer Project to a future project.

MEMO

TO: Oxford Township Board of Trustees

FROM: Joseph G. Ferrari, CDBG Coordinator

DATE: March 7, 2024

RE: CDBG for Senior Services (Meals on Wheels)

As you know, Oxford Township allocated 2023 CDBG funds to help our residents through a Senior Services Site Hostess (Rochester Older Persons Commission (OPC) Meals on Wheels program. For CDBG services under \$10,000.00, bids are no longer required by CDBG and the Township Board can just allocate those funds.

Rochester OPC has agreed to adhere to all of the CDBG regulations and they will be in contact with us to insure that all federal guidelines are met.

A sample motion has been prepared for your consideration, if the Township Board is in favor of this proposal:

Motion By: _____

Seconded By: _____

That the Oxford Township Board of Trustees agrees to waive its resolution to solicit bids and awards the Senior Services Contract for 2023 Community Development Block Grant Funds (CDBG) in the amount of \$5,304.00 to Rochester Older Persons Commission (OPC) and authorizes CDBG Coordinator Joseph G. Ferrari to sign the applicable contract and/or documents.



Community Development Block Grant
Public Service Contract
GRANT YEAR: 2023

Charter Township of Oxford

MUNICIPALITY

Older Persons' Commission

SERVICE AGENCY

Effective Date: July 1, 2023 Ending Date: December 31, 2024

This contract shall be effective for 1.5 years from the beginning effective date or when funding has been expended, whichever comes first. Contracts should not exceed 1.5 years in duration.

Contract Funding Sources:

CDBG Grant Year: 2023 Account Name: Senior Services (Meals on Wheels)

Total CDBG Dollar Amount of Contract: \$ 5,304.00

SECTION I. AGREEMENT

This contract is made this day, 03 / 14 / 2024, between Older Persons' Commission,
(NAME OF SERVICE AGENCY)

hereinafter designated as the "Service Agency", having its principal office at:

650 Letica Dr., Rochester, MI 48307
(SERVICE AGENCY ADDRESS)

and, Charter Twp. of Oxford, hereinafter designated as the "Municipality",
(NAME OF MUNICIPALITY)

having its principal office at 300 Dunlap Road, Oxford, MI 48371.
(MUNICIPALITY ADDRESS)

SECTION II. PURPOSE

- A. The purpose of this contract shall be *(List a detailed description of services to be provided, for whom and at what cost. Include a specific unit of measure to document how costs are derived. Include attachments as needed)*:

**Required*

The Older Persons' Commission (OPC) will provide a Site Hostess to serve, direct operations and coordinate the delivery for the Meals on Wheels program offered through the Area Agency on Aging 1-B in the Oxford area. The Site Hostess will coordinate with the OPC Nutrition Department to obtain the daily/frozen meals for individuals over 60 years of age who reside in the Oxford area and who qualify for the program.

- B. Federal CDBG Performance Measures are pre-determined for public service activities and include:
Goal - Improve Quality of Life; Objective - Suitable Living Environment; Indicator - # of Low/Moderate Income Persons with New Access to Service as reported in the Direct Benefit Activity Report; Outcome - Improved Availability/Accessibility.

SECTION III. THE SERVICE AGENCY'S RESPONSIBILITIES

The Service Agency shall:

- A. Maintain records pertaining to the monies received and services provided in accordance with this agreement for a minimum of four years from the completion of this agreement. Allow the County of Oakland, the U.S. Department of Housing and Urban Development (HUD), the Comptroller General of the United States and any of their authorized representative's access to financial records pertaining to Community Development Block Grant Funds and this agreement for the purpose of audit or examination.
- B. Provide the Municipality and Oakland County Neighborhood & Housing Development Division a specific unit(s) of measure for all services.
- C. Provide the Municipality invoices for services rendered based on actual costs.
- D. Submit payment requests that include required supporting documentation monthly or quarterly. Required documentation includes the "Direct Benefit Activity Report" to capture client information.
- E. Provide management and personnel to adequately perform the services prescribed by this agreement.
- F. Be solely responsible for any and all taxes (federal, state and/or local); worker's compensation insurance; disability payments; social security payments; unemployment insurance payments; insurance, and/or any similar type of payments for the Agency or any employee thereof; and shall hold the Municipality harmless from any and all such payments.
- G. Provide insurance in the kind and amount specified by the Municipality. The Municipality shall be named as an additional insured thereon and furnished with a certificate thereof when applicable.
- H. The Agency will not solicit or apply funds from any other source for the services reimbursed under this agreement.

SECTION IV. THE MUNICIPALITY'S RESPONSIBILITIES

The Municipality shall:

- A. In consideration for services rendered by the Service Agency, pay a total sum not to exceed the CDBG program year funded amount specified above.
- B. The municipality shall require written documentation of the client benefit qualification to be kept on site with the agency.
- C. The municipality must monitor the service agency at least once during the contract period.
- D. Recompense the Service Agency upon receipt of a payment request that includes accurate required supporting documentation from the Service Agency in amounts and time intervals as specified here.

The position is a site hostess with a current rate of pay of \$13.75 per hour, plus FICA and Worker's Comp.

SECTION V. COMPLIANCE

- A. The Service Agency shall comply with applicable laws, ordinances, codes and regulations of the Federal, State and local governments.
- B. Client Eligibility: All clients served under this agreement shall be qualified via either the HUD section 8 income verification or the HUD "presumed benefit" verification.

SECTION VI. DISCRIMINATION PROHIBITED

The Service Agency shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The Service Agency and the Municipality shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93-112, 87 Stat. 394, which require that no employee or client or otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap, marital status, sexual orientation, or gender identity be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this contract.

SECTION VII. PROHIBITION OF POLITICAL & RELIGIOUS ACTIVITY

There shall be no religious worship, instruction or proselytization as part of, or in connection with, the performance of this agreement. None of the funds, materials, property or services under this agreement shall be used in the performance of this agreement for any partisan political activity, including lobbying, as specified in Federal Circular A-122 Cost Principles for Nonprofit Organizations — lobbying revisions, or to further the election, defeat, recall, impeachment, appointment or dismissal of any candidate for or from any public office.

SECTION VIII. GENERAL CONTRACT PROVISIONS

- A. Merger or Integration: This agreement constitutes the entire agreement between the Service Agency and the Municipality with respect to the subject matter hereof; there are no other further written or oral understandings or agreements with respect hereto.
- B. Modification, Assignment or Subcontracting Absent Prior Written Consent: No variation or modification of this agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the Service Agency and the Municipality. Any alterations, additions or deletions to the terms of this agreement, which are required by the enactment of legislation, regulations and directives, are automatically incorporated into this agreement on the date designated by law, regulation or directive.
- C. Termination: Either party may, at any time during the life of this agreement, terminate this agreement by giving thirty (30) days written notice to the other party and Oakland County Neighborhood & Housing Development Division of its intention to terminate and an opportunity for consultation prior to termination. In the event of a termination, the Municipality's obligation shall only be to reimburse the Service Agency for services rendered up to notification of termination.
- D. Addendum: A contract duration may be extended or shortened, funds may be added or subtracted via an addendum signed by a representative from the Municipality and the Service Agency indicating the exact changes. The Municipality shall provide a copy to Oakland County Neighborhood & Housing Development.

- E. Hold Harmless: To the fullest extent permitted by law, the Service Agency agrees to indemnify, pay in behalf of, and hold harmless the Municipality, Oakland County Neighborhood & Housing Development, their elected and appointed officials, employees, volunteers, boards, commissions and others working in behalf of the Municipality and/or County, against any and all claims, demands, suits, losses, including all costs connected therewith for any damages which may be asserted, claimed or recovered against or from the Municipality and/or County, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with the activity authorized by this contract.
- F. Confidentiality: The use or disclosure of information by the Municipality or Service Agency concerning services, applicants or recipients obtained in connection with the performance of the agreement shall be restricted to the purposes directly connected with the administration of the services provided under this agreement. Such information shall not be used for any other purpose unless required by law, statute or other legal process and is disclosed to Oakland County Neighborhood & Housing Development.
- G. Disputes: The Municipality shall notify the Service Agency in writing of its intent to pursue a claim against the Service Agency for breach of any terms of this agreement. No suit may be commenced by the Municipality for breach of the agreement prior to the expiration of ninety (90) days from the date of such notification. Within this ninety (90) day period, the Municipality at the request of the Service Agency must meet with an appointed representative of the Service Agency for the purpose of attempting to resolve the dispute. The Service Agency shall be given the opportunity to cure or remedy any breach within such ninety (90) day period.
- H. Notices: Whenever under this agreement a provision is made for notice of any kind, unless otherwise herein expressly provided, it shall be in writing and shall be served personally or sent by registered or certified mail with postage prepaid to the designated representatives at the addresses supplied below. A copy shall be provided to Oakland County Neighborhood & Housing Development.
- I. Equal Employment Opportunity: The Service Agency shall comply with Executive Order 11246 of Sept. 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
- J. Copeland "Anti-Kickback" Act: The Service Agency shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C.874) as supplemented in Department of Labor regulations (29 CFR part 3). (Applies to contracts and sub grants for construction or repair)
- K. Reporting/Monitoring Requirements: The Municipality shall monitor the operations of vendor activities under this contract to assure compliance with applicable Federal requirements, contract provisions and that performance goals are being achieved on an annual basis.
- L. Patent Regulations: The Service Agency shall comply with the Municipality's requirements pertaining to patent rights with respect to any discovery or invention, copyrights and rights in data which arise or is developed in the course of or under such contract.
- M. Debarment, Suspension, Ineligibility and Voluntary Exclusion: The Service Agency shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the Contractor shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24. Using the SAM.gov web site (<https://sam.gov/content>), Oakland County Neighborhood & Housing Development Division has determined, as of the date of this contract that the Contractor is not excluded from Federal Procurement and Non-procurement Programs.
- N. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**SECTION IX. SERVICE AGENCY AND MUNICIPALITY
CONTACT INFORMATION**

SERVICE AGENCY

MUNICIPALITY

Agency Name: Older Persons' Commission

Municipality Name: Charter Twp. of Oxford

Contact: Becky Wuornos

Contact: Joseph G. Ferrari

Phone: 248-659-1032

Phone: 248-628-9787, ext. 105

Address: 650 Letica Dr.,

Address: 300 Dunlap Road

Rochester, MI 49307

Oxford, MI 48371

E-mail: bwuornos@opcseniorcenter.org

E-mail: jferrari@oxfordtownship.org

IRS#: 38-3215151

SECTION X. CONTRACT ACCEPTANCE

The undersigned indicate by their signatures that they are authorized to act on behalf of their respective party in this capacity. CDBG funds may not be legally obligated until after the municipality has received the official award of funds letter for this program year.

SERVICE AGENCY

MUNICIPALITY

Agency Name: Older Persons' Commission

Municipality Name: Charter Twp. of Oxford

Officer Name: Renee Cortright

Officer Name: Joseph G. Ferrari

Officer Title: Executive Director

Officer Title: CDBG Coordinator/Treasurer

Signature:

Signature:

Witnessed:

Witnessed:

Date: 3-14-24

Date: 3-14-24

OAKLAND COUNTY

NEIGHBORHOOD

&

HOUSING
DEVELOPMENT

DIVISION

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Department of Housing
and Urban Development*

