

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

NOTICE AND AGENDA

Date: Wednesday, June 11, 2025

Time: 6:30 p.m.

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

1. Call to Order
2. Respects to the flag
3. Noting of roll
4. Approval of the agenda
5. Approval of the consent agenda
 - Approval of Regular Township Board Meeting Minutes May 14, 2025
 - Approval of Special Township Board Meeting Minutes May 20, 2025
 - Regular Bills through June 6, 2025
 - Treasurer's report for April 2025
 - Clerk's report for April 2025
 - Michigan Class Report period ending May 31, 2025
 - Approval of Consultant Bills through June 6, 2025
 - Committee Reports
6. Public comment on items not on the agenda
7. Board of Trustees Comments
8. Presentation – Purple Heart Community Resolution – C.J. Carnacchio
9. First Readings:
 - a. Zoning Ordinance 67A.039 – Revisions to Section 16.8 Performance Guarantees
 - b. Zoning Ordinance 67A.042 – Rezoning Request for Parcel 04-22-151-015
10. Second Reading:
 - a. Zoning Ordinance 67A.037 – Definitions and Zoning District Regulations
 - b. Zoning Ordinance 67A.040 – Rezoning Request for Parcel 04-21-200-002
 - c. Zoning Ordinance 67A.041 – Rezoning Request for Parcel 04-21-200-005
11. Fire Department

12. Sharpe Engineering Report

13. Unfinished Business
 - a.

14. New Business
 - a. 2025 Budget Amendments – Supervisor Curtis
 - b. MDOT Carpool Lot Lighting Maintenance Agreement – Supervisor Curtis
 - c. MDR Cybersecurity Software Proposal – Supervisor Curtis
 - d. New Committee Request: Using AI to Improve Township Efficiencies, Transparency, and Public Engagement – Trustee Wagner
 - e. Appointment of AI Committee Members - Supervisor Curtis
 - f. Northern Pump & Well Contract renewal - Supervisor Curtis
 - g. Water and Sewer Committee – Trustee Wagner
 - i. Waiving Sewer Late Fee Due to Clerical Mistake
 - ii. Possible Water Billing Increase
 - iii. Possible Sewer Billing Increase
 - h. Board Meeting Packet Material Submittal Deadline – Clerk Wright

15. Items Removed from Consent Agenda for Action or Discussion

16. Public Comment

17. Board of Trustees Comments

18. Adjournment

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

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

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

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, MAY 14, 2025

A Regular Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, May 14, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

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

RESPECTS TO THE FLAG

NOTING OF ROLL

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

Members Absent: None

Vacancy: One

Also Present: Township Attorney Brittney Ellis, Township Engineer Jim Sharpe, Township Auditor Rana Emmons, Fire Chief Matt Majestic, Communications and Grants Manager C.J. Carnacchio, Deputy Supervisor Danielle Smith, Library Director Bryan Cloutier, Recording Secretary Susan McCullough, one camera person (OCTV), and 11 attendees.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Charles seconded, to approve the May 14, 2025 agenda as presented.

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

Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the May 14, 2025 Consent Agenda as presented:

1. Regular Township Board meeting minutes dated April 9, 2025
2. Regular Bills through May 9, 2025
3. Treasurer's reports for March 2025
4. Clerk's reports for March 2025
5. Consultant's Bills through May 9, 2025
6. Committee Reports
7. Building Department 2025 First Quarter Report

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Three members of the public spoke during this portion of public comment.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, MAY 14, 2025

BOARD OF TRUSTEE COMMENTS

Clerk Wright stated that the Clerk's office will be mandatory election training for part of the day on May 22, 2025. He also stated that the Township flag will be flown at half staff for Peace Officers Memorial Day on May 15, 2025.

Trustee Wagner stated that he was honored to be part of the Oxford Addison Youth Assistance awards program that was held on May 9th.

Trustee Charles agreed that it was a nice ceremony for the kids. He also stated that the DDA is working on the downtown speaker system, as well as working on improvements in the gazebo.

Supervisor Curtis explained that the berms around the areas of active gravel mining will remain in place. The dead trees will also be replaced. He also stated that the current Master Plan provides protection for the current equine farms and businesses.

Supervisor Curtis thanked the office staff for the success of the field trip this week with the second graders from Clear Lake Elementary.

PRESENTATION: 2024 AUDITED FINANCIAL REPORT

Treasurer Ferrari moved, Trustee Charles seconded, to receive and file the Charter Township of Oxford Audited Financial Report for the Fiscal Year ended December 31, 2024 as presented.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

ASSESSING PRESENTATION: ASSESSMENT ADMINISTRATION SERVICES, LLC

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

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, MAY 14, 2025

FIRST READINGS

Zoning Ordinance 67A.037 – Definitions and Zoning District Regulations

Treasurer Ferrari moved, Trustee Colvin seconded, to set the Second Reading for the proposed text amendments to Zoning Ordinance 67A.037 for the Charter Township of Oxford Board of Trustees meeting on June 11, 2025.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Zoning Ordinance 67A.040 – Rezoning Request for Parcel No. 04-21-200-002

Supervisor Curtis moved, Trustee Colvin seconded, to approve the First Reading and set the Second Reading for the proposed zoning map amendment to Zoning Ordinance 67A.040 for Parcel No. 04-21-200-002 for the June 11, 2025 Charter Township of Oxford Board of Trustees meeting.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Zoning Ordinance 67A.041 – Rezoning Request for Parcel 04-21-200-005

Supervisor Curtis moved, Trustee Colvin seconded, to approve the First Reading and set the Second Reading for the proposed zoning map amendment to Zoning Ordinance 67A.041 for Parcel No. 04-21-200-005 for the June 11, 2025 Charter Township of Oxford Board of Trustees meeting.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

SECOND READING

Zoning Ordinance 67A.038 – Proposed Zoning Map Amendment for 970 and 990 South Lapeer Road

Treasurer Ferrari moved, Trustee Colvin seconded, to adopt the proposed zoning map amendment to Zoning Ordinance 67A.038 for 970 and 990 South Lapeer Road, also known as Parcel No. 04-26-353-028 and 04-26-353-029, rezoning both parcels from the O, Office zoning designation to the C2, General Commercial designation.

Roll call:

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

Nays: None

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Absent: None

Vacancy: One

Motion Carried.

FIRE DEPARTMENT

None.

SHARPE ENGINEERING REPORT

Engineer Sharpe provided a written update regarding municipal and private development projects in the Township.

UNFINISHED BUSINESS

Notification to MDNR regarding Proposed Watercraft Control on Indianwood Lake

Treasurer Ferrari moved, Trustee Colvin seconded, to approve the First Reading of the Special Watercraft Rule for Indianwood Lake, as prepared by MDNR pursuant to MCL 324.80110.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Proposed 2025 Oxford Township Master Plan

Trustee Wagner moved, Treasurer Ferrari seconded, to approve the 2025 draft master plan to be distributed to all entities required under the Michigan Planning Enabling Act of 2008, Section 41 for the required 63-day period.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

Ordinance Review Committee Request for Funding

Trustee Wagner moved, Treasurer Ferrari seconded, to approve the 2025 Ordinance Review Committee workplan and budget not to exceed \$13,750.00. This \$13,750.00 amount to be expensed to account 101-701-801.000 Planner Professional Services.

Roll call:

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

Nays: None

Absent: None

Vacancy: One

Motion Carried.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, MAY 14, 2025

Personnel Committee

Employee Handbook Amendments

Supervisor Curtis moved, Trustee Colvin seconded, to approve the Oxford Township Employee Handbook with amendments to sections:

- Employment of Relatives;
- Non-Exempt Employees;
- Operational and Working Hours;
- Overtime/Compensatory Time;
- Overtime;
- PTO Awards;
- PTO Donations;
- Unused PTO upon Separation from Employment;
- Medical and Hospitalization Insurance;
- Dental Insurance;
- Tuition Reimbursement;
- Mileage;
- Use of Township Vehicles;
- Attendance and Tardiness;
- Prohibited Conduct;
- Corrective or Disciplinary Action;
- Access to Employee Personnel Records;
- Workplace Safety;
- Reporting a Violation of Illegal Harassment or Discrimination;
- Internet and Email Use;
- Social Media;
- Leaves of Absence;
- Medical Leave (*non-FMLA*);
- Voluntary Separation; and
- Receipt of Employee Handbook and Employment-at-Will Statement

to be effective May 14, 2025.

Roll call:

Ayes: Colvin, Wright, Charles, Wagner, Curtis

Nays: Ferrari

Absent: None

Vacancy: One

Motion Carried.

Oxford Township Office Hours of Operation

Treasurer Ferrari moved, Supervisor Curtis seconded, that effective Monday, May 26, 2025 through Saturday, September 13, 2025 the Charter Township of Oxford office, located at 300 Dunlap Road, hours of operation will be as follows:

Monday 8:00 a.m. to 5:30 p.m.

Tuesday 8:00 a.m. to 5:30 p.m.

Wednesday 8:00 a.m. to 5:30 p.m.

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Thursday 8:00 a.m. to 5:30 p.m.
Friday Closed
Saturday Closed
Sunday Closed

The lunch period will be reduced from one (1) hour to one half (1/2) hour Monday through Thursday.

Further, Oxford Township Non-Exempt employees, with the exception of the Administrative and Executive Assistant to the Oakland County Sheriff's Office Sub-Station, shall have their hourly rate of pay adjusted to match their salary rate per the approved 2025 General Appropriations Act.

Further, at the Wednesday, September 10, 2025 Regular Meeting the Charter Township of Oxford Board of Trustee will determine whether to extend the above stated hours of operation or change the hours and days of operation.

Roll call:
Ayes: Wagner, Colvin, Wright, Ferrari, Curtis
Nays: Charles
Absent: None
Vacancy: One
Motion Carried.

NEW BUSINESS

None.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

One resident spoke during this portion of public comment.

BOARD OF TRUSTEES COMMENTS

Clerk Wright reminded everyone about Seymour Celebration taking place on June 5-8, 2025.

Trustee Colvin told everyone to enjoy the weather.

ADJOURNMENT

Treasurer Ferrari moved, Trustee Colvin seconded, to adjourn the meeting at 7:27 p.m.

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

Motion Carried.

Jack Curtis, Supervisor

Curtis Wright, Clerk

Approved:

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES REGULAR MEETING,
WEDNESDAY, MAY 14, 2025

/smm

UNOFFICIAL

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL MEETING,
WEDNESDAY, MAY 20, 2025

A Special Meeting of the Charter Township of Oxford Board of Trustees was held Wednesday, May 20, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

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

RESPECTS TO THE FLAG

NOTING OF ROLL

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

Members Absent: Colvin

Vacancy: One

Also Present: Communications and Grants Manager C.J. Carnacchio, Recording Secretary Danielle Smith, one camera person (OCTV) and 10 attendees.

APPROVAL OF THE AGENDA

Treasurer Ferrari moved, Trustee Charles seconded, to approve the May 20, 2025 agenda, as amended, removing items 7a,vi James Sommers Candidate Interview and 7c Job Descriptions.

Ayes: 5

Nays: 0

Absent: 1

Vacancy: 1

Motion Carried.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

BOARD OF TRUSTEE COMMENTS

Supervisor Curtis informed the board that Orion Township denied the Michigan Department of Natural Resources (MDNR) Special Watercraft Rule for Indianwood Lake. Therefore, no further action needs to be taken by Oxford Township.

UNFINISHED BUSINESS

Trustee Candidates Interviews and Appointment

Treasurer Ferrari moved, Trustee Charles seconded, to appoint Paul Schapira to the Charter Township of Oxford Board of Trustees to serve as a trustee for the term of office that expires upon the certification of the November 2026 mid-term election by the Board of Canvassers.

Roll call:

Ayes: Wagner, Charles, Ferrari, Wright, Curtis

Nays: None

Absent: Colvin

Vacancy: One

Motion Carried.

Committee Appointments for New Trustee

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL MEETING,
WEDNESDAY, MAY 20, 2025

Treasurer Ferrari moved, Trustee Charles seconded to appoint Paul Schapira with a term ending November 20, 2028 to the following:

- Compensation & Performance Evaluation Committee
- Election Commission
- Personnel Committee
- Planned Unit Development Committee
- Zoning Board of Appeals

Roll call:

Ayes: None

Nays: Wright, Ferrari, Wagner, Charles, Curtis

Absent: Colvin

Vacancy: One

Motion Failed.

Treasurer Ferrari moved, Trustee Charles seconded to approve Paul Schapira to serve through November 20, 2026 on the following committees:

- Compensation & Performance Evaluation
- Election Commission
- Personnel Committee
- Zoning Board of Appeals

Roll call:

Ayes: Wright, Charles, Wagner, Ferrari, Curtis

Nays: None

Absent: Colvin

Vacancy: One

Motion Carried.

Job Descriptions

Item removed from agenda.

NEW BUSINESS

None.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION OR DISCUSSION

None.

PUBLIC COMMENT

One resident spoke during this portion of public comment.

BOARD OF TRUSTEES COMMENTS

Clerk Wright thanked the trustee candidates for their time and effort and shared they will have an opportunity to run for trustee in the November 2026 midterm election.

Treasurer Ferrari thanked the candidates and shared that selecting a candidate was a tough decision. Additionally, Treasurer Ferrari congratulated Shapira on the appointment.

CHARTER TOWNSHIP OF OXFORD BOARD OF TRUSTEES SPECIAL MEETING,
WEDNESDAY, MAY 20, 2025

Trustee Wagner thanked the candidates for their willingness to support the community and answering the board's questions.

Supervisor Curtis thanked the candidates for their time and invited them to run for trustee in the November 2026 midterm election.

ADJOURNMENT

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

Ayes: 5

Nays: 0

Absent: 1

Vacancy: 1

Motion Carried.

Jack Curtis, Supervisor

Curtis Wright, Clerk

Approved:

/ds

TOTAL MONTHLY BILLS
MAY 2025

TO: Board of Trustees

FROM: Curtis W. Wright

		PREPAIDS	TO BE PAIDS
101	General Fund	\$ 166,524.05	\$ 18,032.00
204	Road Fund	\$ -	\$ -
206	Oxford Fire Department Fund	\$ 788,587.54	\$ 1,890.00
207	Police (OCSO) Fund	\$ 851,212.09	\$ -
208	Parks & Recreation Fund	\$ 82,879.32	\$ -
209	Cemetery Maintenance Fund	\$ -	\$ 565.00
239	Telecommunications Fund	\$ -	\$ -
249	Building Department Fund	\$ 5,732.61	\$ 13,301.25
296	Oxford Community Television Fund	\$ 6,022.58	\$ 85.40
297	Safety Path Fund	\$ 186.00	\$ -
298	Polly Ann Trail Fund	\$ 56,257.16	\$ 2,781.00
308	Parks Debt Fund	\$ 400.00	\$ -
590	Sewer Fund	\$ 194,380.12	\$ 2,637.50
591	Water Fund	\$ 550.00	\$ 2,157.50
701	Trust & Agency Fund	\$ 50,428.45	\$ 5,510.00
703	Tax Fund	\$ -	\$ -
805	SAD Bonds Construction Fund	\$ -	\$ -
855	SAD Bonds Debt Fund	\$ 400.00	\$ -
	Payroll (General Fund)	\$ 80,352.28	\$ -
	Payroll (Fire Department Fund)	\$ 224,336.82	\$ -
	Payroll (Parks & Recreation Fund)	\$ 51,486.66	\$ -
	Payroll (Oxford Community Television Fund)	\$ 19,491.40	\$ -
TOTAL		\$ 2,579,227.08	\$ 46,959.65

Date: 6/4/2025

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
05/15/2025	CD	S	136070	SUMMARY CD 05/15/2025	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		1,308,872.36
100-000-084.101			DUE FROM GENERAL FUND	36,099.52	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	717,811.24	
100-000-084.207			DUE FROM POLICE	477,453.99	
100-000-084.208			DUE FROM PARKS & REC	31,894.05	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	2,373.83	
100-000-084.296			DUE FROM CABLE	820.22	
100-000-084.297			DUE FROM SAFETY PATH	186.00	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	4,883.51	
100-000-084.701			DUE FROM TRUST & AGENCY	37,350.00	
101-000-202.000			ACCOUNTS PAYABLE	36,099.52	
101-000-215.000			DUE TO		36,099.52
206-000-202.000			ACCOUNTS PAYABLE	717,811.24	
206-000-215.000			DUE TO CLEARING FUND		717,811.24
207-000-202.000			ACCOUNTS PAYABLE	477,453.99	
207-000-215.000			DUE TO CLEARING FUND		477,453.99
208-000-202.000			ACCOUNTS PAYABLE	31,894.05	
208-000-215.000			DUE TO CLEARING FUND		31,894.05
249-000-202.000			ACCOUNTS PAYABLE	2,373.83	
249-000-215.000			DUE TO CLEARING FUND		2,373.83
296-000-202.000			ACCOUNTS PAYABLE	820.22	
296-000-215.000			DUE TO CLEARING FUND		820.22
297-000-202.000			ACCOUNTS PAYABLE	186.00	
297-000-215.000			DUE TO CLEARING FUND		186.00
298-000-202.000			ACCOUNTS PAYABLE	4,883.51	
298-000-215.000			DUE TO CLEARING FUND		4,883.51
701-000-202.000			ACCOUNTS PAYABLE	37,350.00	
701-000-215.000			DUE TO OTHER FUNDS		37,350.00
				<u>2,617,744.72</u>	<u>2,617,744.72</u>
				<u>2,617,744.72</u>	<u>2,617,744.72</u>

PREPAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/15/2025	029	73235	1800ROLLOFF	MAINTENANCE GENERAL	932.000	567	545.00
05/15/2025	029	73237	AARON'S LAWN IN ORDER LLC	MAINTENANCE GENERAL	932.000	567	1,400.00
05/15/2025	029	73241*#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	253	208.99
				MISCELLANEOUS	962.000	253	29.84
				MISCELLANEOUS	962.000	265	11.75
				OFFICE SUPPLIES	728.000	267	8.98
				CHECK 029 73241 TOTAL FOR FUND 101:			<u>259.56</u>
05/15/2025	029	73242*#	AMERICAN CONTAINER SERVICES	TRASH DISPOSAL	929.000	265	102.50
05/15/2025	029	73244	APPLIED INNOVATION	MAINTENANCE EQUIPMENT	933.000	267	143.91
05/15/2025	029	73255*#	CARDMEMBER SERVICE	DUE FROM OC-WEST NILE VIR	072.006	000	3,912.38
				MEALS/LODGING EXPENSE	860.001	101	588.69
				MEALS/LODGING EXPENSE	860.001	101	629.69
				MISCELLANEOUS	962.000	215	477.34
				MISCELLANEOUS	962.000	253	1,728.64
				INTERNET FEES	970.004	265	33.90
				POSTAGE	730.000	267	14.29
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	701	40.00
				CHECK 029 73255 TOTAL FOR FUND 101:			<u>7,424.93</u>
05/15/2025	029	73258	CASEY REMSING	MILEAGE/MEALS ON WHEELS	860.002	695	193.90
05/15/2025	029	73265*#	DTE ENERGY	UTILITIES STREET LIGHTS	926.000	448	1,339.38
05/15/2025	029	73268	FALCON LAWN SPRINKLER, INC.	MAINTENANCE GENERAL	932.000	567	755.10
05/15/2025	029	73270	FLAGPOLES ETC.	PUBLIC RELATIONS	880.000	267	557.94
05/15/2025	029	73271	FP FINANCE PROGRAM	CONTRACTED SERVICES	861.000	267	237.00
05/15/2025	029	73273	GENESEE VALLEY VAULT, INC	FEES CEMETERY - FOUNDATION EXPENSE	712.012	567	272.00
05/15/2025	029	73275	HALL'S LOCKSMITH SERVICE	MAINTENANCE BLDG/GROUNDS	931.000	265	205.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/15/2025	029	73276	HI-HILL LAWN SERVICE	MAINTENANCE GROUNDS	932.001	265	251.57
05/15/2025	029	73277	HI-TECH SYSTEM SERVICE, INC	MISCELLANEOUS	962.000	701	3,590.00
05/15/2025	029	73281*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	270	49.02
05/15/2025	029	73283*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	265	1,503.25
05/15/2025	029	73286	JET-BLACK	ARPA EXPENSES	962.002	267	9,167.50
05/15/2025	029	73290	KCI	OFFICE SUPPLIES	728.000	262	191.09
05/15/2025	029	73294	LOVE INC OF NORTH OAKLAND COUNTY	CONTRIBUTION TO LOVE INC	965.865	995	1,141.67
05/15/2025	029	73300	MIKE IAFRATE	MILEAGE EXPENSE	860.000	701	326.20
05/15/2025	029	73301*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	265	763.97
05/15/2025	029	73306	NES PLUMBING, LLC	MAINTENANCE BLDG/GROUNDS	931.000	265	618.63
05/15/2025	029	73310*#	OXFORD TWP PARKS AND RECREATION	MAINTENANCE BLDG/GROUNDS	931.000	265	62.00
				MAINTENANCE GROUNDS	932.001	265	124.00
				HELEN SMITH PARK EXPENSES	932.002	265	124.00
				CHECK 029 73310 TOTAL FOR FUND 101:			<u>310.00</u>
05/15/2025	029	73315	QUALITY PEST CONTROL	MAINTENANCE BLDG/GROUNDS	931.000	265	1,550.00
05/15/2025	029	73316*#	RICOH USA INC	MAINTENANCE EQUIPMENT	933.000	267	51.90
05/15/2025	029	73328#	SUSAN MCCULLOUGH	RECORDING SECRETARY	827.000	101	145.00
				RECORDING SECRETARY	827.000	702	145.00
				CHECK 029 73328 TOTAL FOR FUND 101:			<u>290.00</u>
05/15/2025	029	73330	TERMINIX EHRLICH	MAINTENANCE BLDG/GROUNDS	931.000	265	98.55
05/15/2025	029	73334	TRACY DEVEREAUX	MILEAGE EXPENSE	860.000	253	65.41

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/15/2025	029	73340*#	VIEW NEWSPAPER GROUP	LEGAL NOTICES	903.000	101	197.50
				PUBLIC RELATIONS	880.000	267	900.00
				LEGAL NOTICES	903.000	701	243.32
				LEGAL NOTICES	903.000	702	118.50
				CHECK 029 73340 TOTAL FOR FUND 101:			<u>1,459.32</u>
05/15/2025	029	73342	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,235.22
				Total for fund 101 GENERAL FUND			<u>36,099.52</u>
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
05/15/2025	029	73241*#	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	357	18.48
				OFFICE SUPPLIES	728.000	357	18.76
				OFFICE SUPPLIES	728.000	357	31.94
				OPERATING SUPPLIES-MEDICAL	742.000	357	972.76
				OPERATING SUPPLIES-FIRE	742.001	357	88.58
				OPERATING SUPPLIES-FIRE	742.001	357	37.99
				GROUNDS MAINTENANCE	932.001	357	195.80
				CHECK 029 73241 TOTAL FOR FUND 206:			<u>1,364.31</u>
05/15/2025	029	73242*#	AMERICAN CONTAINER SERVICES	TRASH DISPOSAL	929.000	357	125.00
05/15/2025	029	73246	BATTERY WORLD	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	29.80
				BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	45.60
				CHECK 029 73246 TOTAL FOR FUND 206:			<u>75.40</u>
05/15/2025	029	73248	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	153.79
				OPERATING SUPPLIES-MEDICAL	742.000	357	391.40
				OPERATING SUPPLIES-MEDICAL	742.000	357	178.18
				CHECK 029 73248 TOTAL FOR FUND 206:			<u>723.37</u>
05/15/2025	029	73260	CHRIS SCHEER	EDUCATION TRAINING	957.001	357	25.00
05/15/2025	029	73263	CYNERGY PRODUCTS	VEHICLE MAINTENANCE (LABOR)	934.001	357	297.50
05/15/2025	029	73269	FIRE MANUFACTURING INNOVATIONS L	EQUIPMENT ACQUISTION	977.000	357	3,470.70
05/15/2025	029	73274	GOLLING BUICK GMC, INC	VEHICLE MAINTENANCE-MEDICAL	791.003	357	169.61

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
05/15/2025	029	73279	IMPERIALDADE	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	1,661.34
05/15/2025	029	73281*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	357	139.32
05/15/2025	029	73291	KEEGAN CALVERT	UNIFORMS-PAID ON CALL	754.000	357	82.99
05/15/2025	029	73296	MCDOWELL & ASSOCIATES	TRAINING TOWER EXPENSES	962.036	357	2,800.00
05/15/2025	029	73305	NATIONAL HOSE TESTING SPECIALTIE	MAINTENANCE EQUIPMENT (LABOR)	933.000	357	1,299.10
05/15/2025	029	73307	NYE UNIFORM	UNIFORMS-PAID ON CALL	754.000	357	565.04
05/15/2025	029	73308*#	OAKLAND COUNTY TREASURER	DISPATCHING	805.000	357	7,838.40
05/15/2025	029	73309	OAKLAND FUELS	GAS DIESEL FUEL	780.010	357	857.33
05/15/2025	029	73316*#	RICOH USA INC	PRINTING & PUBLISHING	729.000	357	521.63
05/15/2025	029	73317	ROPER LOCK BOX, LLC	OPERATING SUPPLIES-FIRE	742.001	357	912.50
05/15/2025	029	73326	STEVE'S OXFORD AUTOMOTIVE	VEHICLE MAINTENANCE-FIRE	791.001	357	316.76
05/15/2025	029	73327*#	STONES ACE OF OXFORD	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	215.94
05/15/2025	029	73329	SUTPHEN CORPORATION	VEHICLE PURCHASE	970.000	357	686,746.39
05/15/2025	029	73331	THE ACCUMED GROUP	UNALLOCATED COST RECOVERY BILLING	802.001	357	4,859.35
05/15/2025	029	73336	TRUGREEN	GROUNDS MAINTENANCE	932.001	357	261.56
				GROUNDS MAINTENANCE	932.001	357	177.26
				CHECK 029 73336 TOTAL FOR FUND 206:			<u>438.82</u>
05/15/2025	029	73341	VILLAGE OF OXFORD DDA	UTILITIES SEWER/WATER	927.000	357	201.83
				UTILITIES WATER	927.001	357	270.70
				CHECK 029 73341 TOTAL FOR FUND 206:			<u>472.53</u>
05/15/2025	029	73343	WONDER CLEANERS	DRY CLEANING	723.000	357	600.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount	
Fund: 206 OXFORD FIRE DEPARTMENT FUND								
05/15/2025	029	73344	ZOLL MEDICAL CORPORATION	SUBSCRIPTIONS	732.000	357	1,232.91	
							Total for fund 206 OXFORD FIRE DEPARTMENT FUND	717,811.24
Fund: 207 POLICE CONTRACTING (OCSO) FUND								
05/15/2025	029	73251	BRENCAL CONTRACTORS, INC	SUBSTATION EXPANSION	976.002	302	95,977.67	
05/15/2025	029	73254	C4 ELECTRONICS	SUBSTATION EXPANSION	976.002	302	1,798.94	
05/15/2025	029	73281*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	302	5.16	
05/15/2025	029	73283*#	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICE	831.000	302	1,002.17	
05/15/2025	029	73304	NATIONAL BUSINESS FURNITURE, LLC	MISCELLANEOUS	962.000	302	3,586.20	
05/15/2025	029	73308*#	OAKLAND COUNTY TREASURER	WAGES OVERTIME	709.001	302	15,201.43	
				CONTRACT O.C.S.D.	711.001	302	359,882.42	
							CHECK 029 73308 TOTAL FOR FUND 207:	<u>375,083.85</u>
							Total for fund 207 POLICE CONTRACTING (OCSO) FU	477,453.99
Fund: 208 PARKS & RECREATION FUND								
05/15/2025	029	73238	ACP ENTERTAINMENT	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	5,333.16	
05/15/2025	029	73239	ADAM DECKER	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	1,080.00	
05/15/2025	029	73240	AIRGAS USA, LLC	RENTAL FEES EQUIPMENT SEYMOUR LAKE PA	943.661	757	43.40	
05/15/2025	029	73249	BOWLING GREEN SOCCER CHALLENGE	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	2,735.00	
05/15/2025	029	73250	BRANDON SCHOOL DISTRICT	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	900.00	
05/15/2025	029	73252	BRENDA SUMEY	PROF/CONT ART	816.650	752	224.00	
				PROF/CONT ART	816.650	752	294.00	
							CHECK 029 73252 TOTAL FOR FUND 208:	<u>518.00</u>
05/15/2025	029	73256	CAROL SCHLICHT	REFUND TRAVEL TRIPS	964.671	758	100.00	
05/15/2025	029	73259*#	CHARTER COMMUNICATIONS	TELEPHONE	853.000	751	180.00	
				TELEPHONE SEYMOUR LAKE PARK	853.661	757	280.00	
							CHECK 029 73259 TOTAL FOR FUND 208:	<u>460.00</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
05/15/2025	029	73261	CORINA CHAMARRO	REFUND TRAVEL TRIPS	964.671	758	760.00
05/15/2025	029	73262	CUSTOM THREADS & SPORTS	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	210.00
05/15/2025	029	73264	DAFOE'S FEED	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	750.00
05/15/2025	029	73265*#	DTE ENERGY	UTILITIES - ELECTRIC - SEYMOUR LAKE P	921.661	767	21.36
05/15/2025	029	73266	DWAYNE MARCHIO	SENIOR ATHLETICS SUPPLIES	728.401	758	578.00
05/15/2025	029	73267	ELEANORA DANIELE	REFUND FITNESS	964.647	752	70.00
05/15/2025	029	73272	GABRIELA ORZA	PROF/CONT ART	816.650	752	94.50
				PROF/CONT ART	816.650	752	196.00
				CHECK 029 73272 TOTAL FOR FUND 208:			<u>290.50</u>
05/15/2025	029	73278#	HOME DEPOT CREDIT SERVICES	COMMUNITY GARDEN EXPENSES	932.107	757	15.94
				COMMUNITY GARDEN EXPENSES	932.107	757	475.00
				SENIOR CENTER MAINTENANCE BLDG/GROUND	931.000	758	59.97
				CHECK 029 73278 TOTAL FOR FUND 208:			<u>550.91</u>
05/15/2025	029	73280	INDEPENDENCE VILLAGE OF OXFORD	SENIOR ENRICHMENT SUPPLIES	728.402	758	427.50
				PROF/CONT SENIOR ENRICHMENT	816.402	758	195.00
				CHECK 029 73280 TOTAL FOR FUND 208:			<u>622.50</u>
05/15/2025	029	73282	JANE VICKERY	REFUND TRAVEL TRIPS	964.671	758	850.00
05/15/2025	029	73284	JANICE FUNNELL	REFUND SENIOR ENRICHMENT	964.402	752	18.00
05/15/2025	029	73285	JAY'S SEPTIC TANK SERVICE	RENTAL FEES EQUIPMENT POWELL LAKE PAR	943.662	757	112.00
				SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	82.00
				CHECK 029 73285 TOTAL FOR FUND 208:			<u>194.00</u>
05/15/2025	029	73287	JOAN PARDINGTON	REFUND TRAVEL TRIPS	964.671	758	100.00
05/15/2025	029	73289	JULIE BENNETT	PROF/CONT DOG OBEDIENCE	816.644	752	1,344.00
05/15/2025	029	73292	LARRY BUSS	PROF/CONT SENIOR ATHLETICS	816.401	758	9.60

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
05/15/2025	029	73293	LIVESTOCK NUTRITION COMPANY	FERTILIZER	737.000	757	1,045.00
05/15/2025	029	73295	MARY ELLEN HAGAN	REFUND TRAVEL TRIPS	964.671	752	5.00
05/15/2025	029	73298	MICHELE KELLOGG	REFUND TRAVEL TRIPS	964.671	758	100.00
05/15/2025	029	73301*#	MISWITCH COMMUNICATIONS, INC	TELEPHONE	853.000	751	194.90
05/15/2025	029	73302	NAEIR	MAINTENANCE HAND TOOLS	932.102	757	127.75
05/15/2025	029	73303	NANCY STANEK	REFUND SENIOR ENRICHMENT	964.402	758	9.00
05/15/2025	029	73311	PENNY LINTO	REFUND ART	964.650	752	20.00
05/15/2025	029	73313*#	PRIORITY WASTE, LLC	TRASH DISPOSAL-STONY	929.660	757	158.93
				TRASH DISPOSAL-SEYMOUR	929.661	757	113.52
				TRASH DISPOSAL-SEYMOUR	929.661	757	39.73
				CHECK 029 73313 TOTAL FOR FUND 208:			<u>312.18</u>
05/15/2025	029	73318	ROUTE 23	PROF/CONT TRAVEL	816.671	758	1,824.50
05/15/2025	029	73320	SECURE DOOR LLC	SENIOR CENTER MAINTENANCE BLDG/GROUND	931.000	758	222.50
05/15/2025	029	73321	SHARON EVANS	REFUND STONY PAVILION	964.660	752	170.00
05/15/2025	029	73322	SHORELINE TOURS	PROF/CONT TRAVEL	816.671	758	5,695.00
05/15/2025	029	73325	STEVE BUNKER	PROF/CONT SENIOR LIFE SKILLS	816.404	758	200.00
05/15/2025	029	73327*#	STONES ACE OF OXFORD	MAINTENANCE BUILDINGS - STONY	931.660	757	64.93
				MAINTENANCE BUILDINGS - SEYMOUR	931.661	757	22.95
				STONY GROUNDS MAINT./LAND IMPROV	974.660	757	29.98
				CHECK 029 73327 TOTAL FOR FUND 208:			<u>117.86</u>
05/15/2025	029	73332	TOM DECKER	PROF/CONT SENIOR ATHLETICS	816.401	758	441.00
05/15/2025	029	73333	TOOL SPORT & SIGN CO, INC	OPER. SUPPLIES ADULT VOLLEYBALL	740.604	752	324.00
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	1,280.00
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	15.25

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	47.75
				OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	235.50
				OPER. SUPPLIES YOUTH SOCCER	740.625	752	8.50
				OPER. SUPPLIES YOUTH SOCCER	740.625	752	480.00
				CHECK 029 73333 TOTAL FOR FUND 208:			<u>2,391.00</u>
05/15/2025	029	73337	U.S. BANK EQUIPMENT FINANCE	RENTAL FEES LEASED OFFICE EQUIPMENT	943.001	751	257.78
05/15/2025	029	73338	USA SOFTBALL OF METRO DETROIT	OPER. SUPPLIES SUMMER CAMP	740.550	752	22.00
				OPER. SUPPLIES PEE WEE SPORTS	740.627	752	44.00
				CHECK 029 73338 TOTAL FOR FUND 208:			<u>66.00</u>
05/15/2025	029	73339#	VERIZON WIRELESS	CELL PHONES	854.000	752	102.46
				CELL PHONES	854.000	757	102.46
				CELL PHONES	854.000	758	51.23
				CHECK 029 73339 TOTAL FOR FUND 208:			<u>256.15</u>
05/15/2025	029	73340*#	VIEW NEWSPAPER GROUP	POSTAGE FOR BROCHURE	730.675	751	900.00
				Total for fund 208 PARKS & RECREATION FUND			31,894.05
Fund: 249 BUILDING DEPARTMENT FUND							
05/15/2025	029	73241*#	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	728.000	289	126.98
05/15/2025	029	73253	BS&A SOFTWARE	MAINTENANCE EQUIPMENT	933.000	289	402.00
05/15/2025	029	73255*#	CARDMEMBER SERVICE	OFFICE SUPPLIES	728.000	289	40.00
				EDUCATION WORKSHOPS AND CONFERENCES	957.000	289	553.29
				MISCELLANEOUS	962.000	289	238.66
				CHECK 029 73255 TOTAL FOR FUND 249:			<u>831.95</u>
05/15/2025	029	73281*#	ISOLVED INC.	INSURANCE MEDICAL	716.000	289	12.90
05/15/2025	029	73324	STATE OF MICHIGAN	MISCELLANEOUS	962.000	289	1,000.00
				Total for fund 249 BUILDING DEPARTMENT FUND			2,373.83
Fund: 296 CABLE TV FUND							

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 296 CABLE TV FUND							
05/15/2025	029	73259*#	CHARTER COMMUNICATIONS	INTERNET FEES	853.001	296	730.49
05/15/2025	029	73313*#	PRIORITY WASTE, LLC	TRASH DISPOSAL	929.000	296	39.73
05/15/2025	029	73319	SARAH MACY	OFFICE SUPPLIES	728.000	296	50.00
Total for fund 296 CABLE TV FUND							820.22
Fund: 297 SAFETY PATH FUND							
05/15/2025	029	73310*#	OXFORD TWP PARKS AND RECREATION	MAINTENANCE GENERAL	932.000	852	186.00
Total for fund 297 SAFETY PATH FUND							186.00
Fund: 298 POLLY ANN TRAIL FUND							
05/15/2025	029	73255*#	CARDMEMBER SERVICE	POSTAGE	730.000	853	39.99
				TELEPHONE	853.000	853	20.00
				MAINTENANCE OF GROUNDS	932.000	853	25.98
				MAINTENANCE OF GROUNDS	932.000	853	130.93
				EQUIPMENT AND HARDWARE	933.664	853	45.99
				EQUIPMENT AND HARDWARE	933.664	853	16.19
				EQUIPMENT AND HARDWARE	933.664	853	17.00
				FUEL AND OIL	934.000	853	18.43
CHECK 029 73255 TOTAL FOR FUND 298:							314.51
05/15/2025	029	73299	MICHIGAN MUNICIPAL RISK MANAGEME	INSURANCE POLLY ANN TRAIL	955.000	853	3,469.00
				INSURANCE POLLY ANN TRAIL	955.000	853	1,100.00
CHECK 029 73299 TOTAL FOR FUND 298:							4,569.00
Total for fund 298 POLLY ANN TRAIL FUND							4,883.51
Fund: 701 TRUST & AGENCY FUND							
05/15/2025	029	73236	AARON CLARK	T&A BLDG BOND CASH DEPOSITS	283.000	000	100.00
05/15/2025	029	73243	Anthony and Alyssa Bell	BSER005-24 - PZ24-0043	283.000	000	600.00
05/15/2025	029	73245	ASA CONSTRUCTION	T&A BLDG BOND CASH DEPOSITS	283.000	000	1,700.00
05/15/2025	029	73247	Ben and Angela Villella	BSER002-25 - PZ24-0046	283.000	000	300.00
05/15/2025	029	73257	CAROLINA ZAMUDIO	T&A BLDG BOND CASH DEPOSITS	283.000	000	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
05/15/2025	029	73288	JOEL GALLO	T&A BLDG BOND CASH DEPOSITS	283.000	000	100.00
05/15/2025	029	73297	MICHAEL TERRY	T&A BLDG BOND CASH DEPOSITS	283.000	000	100.00
05/15/2025	029	73312	PHANTOM FIREWORKS	T&A BLDG BOND CASH DEPOSITS	283.000	000	1,000.00
05/15/2025	029	73314	PROFESSIONAL CHOICE CORP	T&A BLDG BOND CASH DEPOSITS	283.000	000	200.00
05/15/2025	029	73323	SILVERADO CUSTOM HOMES INC	BC003-25 - PB24-0110	283.000	000	3,965.00
				BC007-25 - PB24-0148	283.000	000	10,000.00
				BC001-25 - PB24-0105	283.000	000	4,185.00
				BC010-25 - PB24-0186	283.000	000	10,000.00
				CHECK 029 73323 TOTAL FOR FUND 701:			28,150.00
05/15/2025	029	73335	TRIDENT-CREST III LLC	BSEC001-19 - PSE0046-19	283.000	000	5,000.00
				Total for fund 701 TRUST & AGENCY FUND			37,350.00
			TOTAL - ALL FUNDS				1,308,872.36

'*'-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
05/29/2025	CD	S	136364	SUMMARY CD 05/29/2025	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		894,687.56
100-000-084.101			DUE FROM GENERAL FUND	130,424.53	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	70,776.30	
100-000-084.207			DUE FROM POLICE	373,758.10	
100-000-084.208			DUE FROM PARKS & REC	50,985.27	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	3,358.78	
100-000-084.296			DUE FROM CABLE	5,202.36	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	51,373.65	
100-000-084.308			DUE FROM PARKS DEBT FUND	400.00	
100-000-084.590			DUE FROM SEWER	194,380.12	
100-000-084.591			DUE FROM WATER	550.00	
100-000-084.701			DUE FROM TRUST & AGENCY	13,078.45	
100-000-084.855			DUE FROM SAD BONDS DEBT	400.00	
101-000-202.000			ACCOUNTS PAYABLE	130,424.53	
101-000-215.000			DUE TO		130,424.53
206-000-202.000			ACCOUNTS PAYABLE	70,776.30	
206-000-215.000			DUE TO CLEARING FUND		70,776.30
207-000-202.000			ACCOUNTS PAYABLE	373,758.10	
207-000-215.000			DUE TO CLEARING FUND		373,758.10
208-000-202.000			ACCOUNTS PAYABLE	50,985.27	
208-000-215.000			DUE TO CLEARING FUND		50,985.27
249-000-202.000			ACCOUNTS PAYABLE	3,358.78	
249-000-215.000			DUE TO CLEARING FUND		3,358.78
296-000-202.000			ACCOUNTS PAYABLE	5,202.36	
296-000-215.000			DUE TO CLEARING FUND		5,202.36
298-000-202.000			ACCOUNTS PAYABLE	51,373.65	
298-000-215.000			DUE TO CLEARING FUND		51,373.65
308-000-202.000			ACCOUNTS PAYABLE	400.00	
308-000-215.000			DUE TO CLEARING FUND		400.00
590-000-202.000			ACCOUNTS PAYABLE	194,380.12	
590-000-215.000			DUE TO CLEARING FUND		194,380.12
591-000-202.000			ACCOUNTS PAYABLE	550.00	
591-000-215.000			DUE TO CLEARING FUND		550.00
701-000-202.000			ACCOUNTS PAYABLE	13,078.45	
701-000-215.000			DUE TO OTHER FUNDS		13,078.45
855-000-202.000			ACCOUNTS PAYABLE	400.00	
855-000-215.000			DUE TO CLEARING FUND		400.00
				<u>1,789,375.12</u>	<u>1,789,375.12</u>
				<u>1,789,375.12</u>	<u>1,789,375.12</u>

PREPAIDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/29/2025	029	73346	AARON'S LAWN IN ORDER LLC	CONTRACT CEMETERY MAINTENANCE	825.000	567	6,666.67
05/29/2025	029	73352#	AMAZON CAPITAL SERVICES	MISCELLANEOUS	962.000	215	14.95
				MISCELLANEOUS	962.000	253	151.00
				CHECK 029 73352 TOTAL FOR FUND 101:			<u>165.95</u>
05/29/2025	029	73353*#	AMERICAN UNITED LIFE INSURANCE	INSURANCE MEDICAL	716.000	270	274.33
05/29/2025	029	73354*	Amy S Rogers	Application Fee	626.000	000	70.00
				Mileage Zoning Fee	677.030	000	5.00
				CHECK 029 73354 TOTAL FOR FUND 101:			<u>75.00</u>
05/29/2025	029	73356	ANDY BOGDEN	MAINTENANCE BLDG/GROUNDS	931.000	265	600.00
05/29/2025	029	73357	AQUA-WEED CONTROL INC	MISC LAKE MICKELSON SAD (2016)	962.017	572	8,040.00
05/29/2025	029	73380	FOREST GREEN LAWN SERVICES INC	MAINTENANCE GROUNDS	932.001	265	500.00
05/29/2025	029	73381	GENESEE VALLEY VAULT, INC	FEES CEMETERY OPENING/CLOSING	712.011	567	650.00
				FEES CEMETERY OPENING/CLOSING	712.011	567	675.00
				CHECK 029 73381 TOTAL FOR FUND 101:			<u>1,325.00</u>
05/29/2025	029	73385	HI-TECH SYSTEM SERVICE, INC	MAINTENANCE EQUIPMENT	933.000	267	1,790.00
05/29/2025	029	73388	JANICE GIBB	MILEAGE/MEALS ON WHEELS	860.002	695	78.40
05/29/2025	029	73402	MICHIGAN TOWNSHIPS ASSOCIATION	MEMBERSHIP DUES	829.000	101	8,776.63
05/29/2025	029	73405	NATIONAL BUSINESS FURNITURE, LLC	MISCELLANEOUS	962.000	253	620.72
05/29/2025	029	73406	NES PLUMBING, LLC	MAINTENANCE BLDG/GROUNDS	931.000	265	372.86
05/29/2025	029	73409*#	O.C.W.R.C.	UTILITIES WATER	927.001	265	637.82
				UTILITIES WATER	927.001	265	231.87
				UTILITIES WATER	927.001	265	102.23
				CHECK 029 73409 TOTAL FOR FUND 101:			<u>971.92</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/29/2025	029	73410*#	OAKLAND COUNTY TREASURER	ELECTION INSPECTOR FEES	712.000	262	958.73
05/29/2025	029	73411	OXFORD PUBLIC LIBRARY	LOCAL COMMUNITY STABILIZATION REVENUE	573.000	000	49,752.31
05/29/2025	029	73412	OXFORD TWP PARKS AND RECREATION	LOCAL COMMUNITY STABILIZATION REVENUE	573.000	000	37,224.03
05/29/2025	029	73413	OXFORD TWP PARKS BOND DEBT FUND	LOCAL COMMUNITY STABILIZATION REVENUE	573.000	000	7,292.79
05/29/2025	029	73416	PLM LAKE & LAND MANAGEMENT	PAINT LAKE/CLEAR LK S.A.D.	962.021	572	3,484.50
05/29/2025	029	73422	SHORELINE INVESTMENT SERVICES	MAINTENANCE BLDG/GROUNDS	931.000	265	65.00
05/29/2025	029	73426*#	STAPLES	OFFICE SUPPLIES	728.000	267	154.47
05/29/2025	029	73433	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	231.040	000	1,235.22
Total for fund 101 GENERAL FUND							130,424.53
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
05/29/2025	029	73347	ADDISON DISPOSAL SERVICES	TRASH DISPOSAL	929.000	357	200.00
05/29/2025	029	73349	AFLAC	MILEAGE EXPENSE	860.000	357	226.94
05/29/2025	029	73358	ARBOR PROFESSIONAL SOLUTIONS	UNALLOCATED COST RECOVERY BILLING	802.001	357	71.25
05/29/2025	029	73359*#	AT&T MOBILITY	TELEPHONE	853.000	357	21.25
				CELL PHONES	854.000	357	555.94
CHECK 029 73359 TOTAL FOR FUND 206:							577.19
05/29/2025	029	73362	BOSTICK TRUCK CENTER LLC	VEHICLE MAINTENANCE-FIRE	791.001	357	3,850.94
				VEHICLE MAINTENANCE (LABOR)	934.001	357	1,950.00
CHECK 029 73362 TOTAL FOR FUND 206:							5,800.94
05/29/2025	029	73363	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES-MEDICAL	742.000	357	17.80
				OPERATING SUPPLIES-MEDICAL	742.000	357	39.57
				OPERATING SUPPLIES-MEDICAL	742.000	357	638.03
CHECK 029 73363 TOTAL FOR FUND 206:							695.40

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
05/29/2025	029	73372	DIESEL TECH	VEHICLE MAINTENANCE-FIRE	791.001	357	803.39
				VEHICLE MAINTENANCE (LABOR)	934.001	357	560.00
				CHECK 029 73372 TOTAL FOR FUND 206:			<u>1,363.39</u>
05/29/2025	029	73377	FIRE MANUFACTURING INNOVATIONS L	EQUIPMENT ACQUISTION	977.000	357	31,236.35
05/29/2025	029	73378	FIRE STATION FURNITURE	CAPITAL OUTLAY	970.001	357	6,261.03
05/29/2025	029	73379	FOREMOST PROMOTIONS	PUBLIC RELATIONS	880.000	357	529.67
05/29/2025	029	73384	HALT FIRE, INC.	VEHICLE MAINTENANCE-FIRE	791.001	357	9,426.29
				VEHICLE MAINTENANCE (LABOR)	934.001	357	5,002.50
				CHECK 029 73384 TOTAL FOR FUND 206:			<u>14,428.79</u>
05/29/2025	029	73386	IMPERIALDADE	BUILDING MAINTENANCE-PARTS/SUPPLIES	748.000	357	422.72
05/29/2025	029	73398	LINDE GAS & EQUIPMENT INC	OPERATING SUPPLIES-MEDICAL	742.000	357	136.09
				OPERATING SUPPLIES-MEDICAL	742.000	357	161.63
				CHECK 029 73398 TOTAL FOR FUND 206:			<u>297.72</u>
05/29/2025	029	73399	LINDSAY J YOUNG	MILEAGE EXPENSE	860.000	357	203.00
05/29/2025	029	73400	MACQUEEN EMERGENCY	VEHICLE MAINTENANCE-FIRE	791.001	357	146.00
05/29/2025	029	73401	MES SERVICE COMPANY LLC	TURN-OUT GEAR	743.000	357	3,361.51
05/29/2025	029	73408	NYE UNIFORM	UNIFORMS-PAID ON CALL	754.000	357	1,282.21
05/29/2025	029	73409*#	O.C.W.R.C.	UTILITIES WATER	927.001	357	135.14
				UTILITIES WATER	927.001	357	102.23
				CHECK 029 73409 TOTAL FOR FUND 206:			<u>237.37</u>
05/29/2025	029	73425	STANDARD INSURANCE COMPANY	INSURANCE MEDICAL	716.000	357	2,284.81
05/29/2025	029	73428	STATE OF MICHIGAN	UNALLOCATED COST RECOVERY BILLING	802.001	357	1,088.01
05/29/2025	029	73432*#	TOOL SPORT & SIGN CO, INC	UNIFORMS-PAID ON CALL	754.000	357	12.00
05/29/2025	029	73434	XTREME SHREDS	OFFICE SUPPLIES	728.000	357	50.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
Total for fund 206 OXFORD FIRE DEPARTMENT FUND							70,776.30
Fund: 207 POLICE CONTRACTING (OCSO) FUND							
05/29/2025	029	73350	AKA ARCHITECTS INC	SUBSTATION EXPANSION	976.002	302	632.50
05/29/2025	029	73353*#	AMERICAN UNITED LIFE INSURANCE	INSURANCE MEDICAL	716.000	302	37.15
05/29/2025	029	73410*#	OAKLAND COUNTY TREASURER	WAGES OVERTIME	709.001	302	13,206.03
				CONTRACT O.C.S.D.	711.001	302	359,882.42
CHECK 029 73410 TOTAL FOR FUND 207:							<u>373,088.45</u>
Total for fund 207 POLICE CONTRACTING (OCSO) FU							373,758.10
Fund: 208 PARKS & RECREATION FUND							
05/29/2025	029	73345	1800ROLLOFF	OPER. SUPPLIES SELECT SOCCER LEAGUE	740.637	752	395.00
05/29/2025	029	73355	ANDRE NAVARRE	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	800.00
05/29/2025	029	73359*#	AT&T MOBILITY	CELL PHONES	854.000	751	276.02
				OPER. SUPPLIES SUMMER CAMP	740.550	752	50.00
CHECK 029 73359 TOTAL FOR FUND 208:							<u>326.02</u>
05/29/2025	029	73360	BERKLEY MOMS CLUB	PREPAID EXPENSES	123.000	000	475.00
05/29/2025	029	73361	BERNADETTE KATHRYN	OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	550.00
05/29/2025	029	73364	CHERYL GOODWIN	PROF/CONT SENIOR HEALTH & WELLNESS	816.403	758	465.50
05/29/2025	029	73366	CHRISTINA STARR	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	480.00
05/29/2025	029	73368	DAFOE'S FEED	STONY GROUNDS MAINT./LAND IMPROV	974.660	757	320.00
				SEYMOUR GROUND MAINT/LAND IMPROV	974.661	757	812.00
CHECK 029 73368 TOTAL FOR FUND 208:							<u>1,132.00</u>
05/29/2025	029	73370	DAWN MEDICI	COMMUNITY GARDEN EXPENSES	932.107	757	200.00
05/29/2025	029	73371	DETROIT TIGERS INC	PROF/CONT TRAVEL	816.671	758	669.50
05/29/2025	029	73373	DONNA MARTIN	PROF/CONT SENIOR LIFE SKILLS	816.404	758	340.00
05/29/2025	029	73376	FAITH & SON'S LLC	CAPITAL OUTLAY	970.001	751	16,100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
05/29/2025	029	73387	INDEPENDENCE VILLAGE OF OXFORD	SENIOR ENRICHMENT SUPPLIES	728.402	758	280.00
				SENIOR ENRICHMENT SUPPLIES	728.402	758	936.00
				SENIOR SPECIAL EVENTS SUPPLIES	728.405	758	208.00
				MISCELLANEOUS TRAVEL	962.671	758	306.00
				CHECK 029 73387 TOTAL FOR FUND 208:			<u>1,730.00</u>
05/29/2025	029	73390	JIM GIBBONS AVS	OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	2,100.00
05/29/2025	029	73393	JOHN HESTER	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	800.00
05/29/2025	029	73395	KEN DUDEK	OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	1,000.00
05/29/2025	029	73397	LADY RENEGADES	OPER. SUPPLIES YOUTH SOFTBALL	740.621	752	475.00
05/29/2025	029	73403	MPARKS	PROF/CONT TRAVEL	816.671	758	9,775.00
05/29/2025	029	73404#	NAEIR	OPER. SUPPLIES SUMMER CAMP	740.550	752	190.50
				OPER. SUPPLIES SUMMER CAMP	740.550	752	45.50
				MAINTENANCE HARDWARE & MISC SUPPLIES	932.100	757	192.00
				SENIOR SPECIAL EVENTS SUPPLIES	728.405	758	36.00
				SENIOR SPECIAL EVENTS SUPPLIES	728.405	758	36.00
				CHECK 029 73404 TOTAL FOR FUND 208:			<u>500.00</u>
05/29/2025	029	73410*#	OAKLAND COUNTY TREASURER	MAINTENANCE BUILDINGS - STONY	931.660	757	24.00
05/29/2025	029	73419	ROUTE 23	PROF/CONT TRAVEL	816.671	758	1,485.00
05/29/2025	029	73420	SARADAN CONSTRUCTION	CAPITAL OUTLAY	970.001	751	7,300.00
05/29/2025	029	73423	SHUMAKER TECHNOLOGY GROUP	COMPUTER PROGRAMMING	970.003	751	1,600.00
05/29/2025	029	73424	SPENCER OIL CO	GAS/DIESEL SEYMOUR	934.661	757	152.97
				GAS/DIESEL SEYMOUR	934.661	757	1,143.28
				CHECK 029 73424 TOTAL FOR FUND 208:			<u>1,296.25</u>
05/29/2025	029	73430	THE KELLY FIRM, PLC	LEGAL FEES	826.000	751	360.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS & RECREATION FUND							
05/29/2025	029	73432*#	TOOL SPORT & SIGN CO, INC	OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	390.00
				OPER. SUPPLIES SEYMOUR CELEBRATION	740.620	752	177.00
				PROF/CONT SEYMOUR CELEBRATION	816.620	752	40.00
				CHECK 029 73432 TOTAL FOR FUND 208:			<u>607.00</u>
				Total for fund 208 PARKS & RECREATION FUND			50,985.27
Fund: 249 BUILDING DEPARTMENT FUND							
05/29/2025	029	73353*#	AMERICAN UNITED LIFE INSURANCE	INSURANCE MEDICAL	716.000	289	113.95
05/29/2025	029	73354*	Amy S Rogers	Res - Annual Plan Review & Inspection	496.000	000	250.00
05/29/2025	029	73365*#	CHERYL LOTAN	MILEAGE EXPENSE	860.000	289	28.00
05/29/2025	029	73374	Edwin Anthony Homes	Value of Improvement - \$50,001-\$500,0	491.000	000	804.00
				Inspection - Mileage	677.025	000	10.00
				CHECK 029 73374 TOTAL FOR FUND 249:			<u>814.00</u>
05/29/2025	029	73383	Guzman Plumbing LLC	Gas Piping	493.000	000	60.00
				Inspection Mileage	677.025	000	5.00
				CHECK 029 73383 TOTAL FOR FUND 249:			<u>65.00</u>
05/29/2025	029	73391	JIM SMITHER	MILEAGE EXPENSE	860.000	289	350.00
05/29/2025	029	73392	JODY KINJORSKI	MILEAGE EXPENSE	860.000	289	350.00
05/29/2025	029	73414	PATRICK H PAYNE	MILEAGE EXPENSE	860.000	289	350.00
05/29/2025	029	73417	RANDOLPH WARUNEK	MILEAGE EXPENSE	860.000	289	350.00
05/29/2025	029	73426*#	STAPLES	OFFICE SUPPLIES	728.000	289	511.65
				OFFICE SUPPLIES	728.000	289	41.78
				CHECK 029 73426 TOTAL FOR FUND 249:			<u>553.43</u>
05/29/2025	029	73431	TIM LONDON	MILEAGE EXPENSE	860.000	289	134.40
				Total for fund 249 BUILDING DEPARTMENT FUND			3,358.78
Fund: 296 CABLE TV FUND							

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/29/2025	029	73348	ADDISON TOWNSHIP	FEES ADDISON TWP. FRANCHISE FEES	800.001	296	4,845.36
05/29/2025	029	73369	DAVID F KENNY	MILEAGE EXPENSE	860.000	296	22.40
05/29/2025	029	73389	JEBEDIAH CALHOUN	MILEAGE EXPENSE	860.000	296	30.80
05/29/2025	029	73394	JOSEPH CALHOUN	MILEAGE EXPENSE	860.000	296	44.80
05/29/2025	029	73396	KITCH ATTORNEYS & COUNSELORS	SERVICES PROFESSIONAL	819.001	296	75.00
				SERVICES PROFESSIONAL	819.001	296	112.50
				CHECK 029 73396 TOTAL FOR FUND 296:			187.50
05/29/2025	029	73429	T-MOBILE	INTERNET FEES	853.001	296	71.50
				Total for fund 296 CABLE TV FUND			5,202.36
Fund: 298 POLLY ANN TRAIL FUND							
05/29/2025	029	73351	ALLIED CONSTRUCTION	ARPA EXPENSES	962.002	853	50,823.65
05/29/2025	029	73375	ELITE OUTDOOR PROPERTY MANAGEMEN	ARPA EXPENSES	962.002	853	525.00
05/29/2025	029	73418	ROSATI, SCHULTZ, JOPPICH, AMTSBUECH	LEGAL FEES	826.000	853	25.00
				Total for fund 298 POLLY ANN TRAIL FUND			51,373.65
Fund: 308 PARKS DEBT FUND							
05/29/2025	029	73415*#	PFM FINANCIAL ADVISORS LLC	MISCELLANEOUS	962.000	906	400.00
				Total for fund 308 PARKS DEBT FUND			400.00
Fund: 590 SEWER FUND							
05/29/2025	029	73382	GREAT LAKES WATER AUTHORITY	FEES COUNTY USAGE	800.003	527	1,380.12
05/29/2025	029	73427	STATE OF MICHIGAN	M24 SEWER EXTENSION STATE OF MI PAYME	962.035	527	193,000.00
				Total for fund 590 SEWER FUND			194,380.12
Fund: 591 WATER FUND							
05/29/2025	029	73407	NORTHERN PUMP & WELL	WATER SUPPLY WELLS	972.005	538	150.00
05/29/2025	029	73415*#	PFM FINANCIAL ADVISORS LLC	MISCELLANEOUS	962.000	538	400.00
				Total for fund 591 WATER FUND			550.00
Fund: 701 TRUST & AGENCY FUND							
05/29/2025	029	73354*	Amy S Rogers	BPER002-25 - PL25-0001	283.000	000	1,500.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST & AGENCY FUND							
05/29/2025	029	73365*#	CHERYL LOTAN	T&A BLDG BOND CASH DEPOSITS	283.000	000	30.00
05/29/2025	029	73367	CLEARVIEW HOMES, LLC	BC002-25 - PB24-0096	283.000	000	3,181.95
				BC006-25 - PB24-0085	283.000	000	6,866.50
				CHECK 029 73367 TOTAL FOR FUND 701:			<u>10,048.45</u>
05/29/2025	029	73421	SEBRING BUILDING COMPANY LLC	BC008-25 - PB24-0034	283.000	000	1,500.00
				Total for fund 701 TRUST & AGENCY FUND			13,078.45
Fund: 855 NAD SEWER S/A DEBT FUND							
05/29/2025	029	73415*#	PFM FINANCIAL ADVISORS LLC	MISCELLANEOUS	962.000	907	400.00
				Total for fund 855 NAD SEWER S/A DEBT FUND			400.00
TOTAL - ALL FUNDS							894,687.56

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

Payroll Liability

Total Cash Required		\$38,231.67
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$26,391.72
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$11,839.95
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		\$38,231.67

Important Note

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

TOWNSHIP

PREPAIDS

Payroll Liability

Total Cash Required		\$42,120.61
Debit for Checks (Net Pay)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$120.05
Debit for FSDD (Full Service Direct Deposit)	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$29,382.04
Debit for Taxes	OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968	\$12,618.52
Total cash required for OXFORD BANK, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1968		\$42,120.61

Important Note

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

TOWNSHIP

PREPAIDS

Statistical Summary

Company: 7TH - CHARTER TOWN Service Center: 0056 Great Lakes Status: Under Review
 Week#: 19 Pay Date: 05/08/2025 P/E Date: 05/03/2025
 Qtr/Year: 2/2025 Run Time/Date: 13:52:55 PM EDT 05/05/2025

Taxes Debited	Federal Income Tax	10,274.23	
	Earned Income Credit Advances	0.00	
	Social Security - EE	5,543.86	5,543.82
	Social Security - ER	5,543.82	
	Social Security Adj - EE	0.00	
	Medicare - EE	1,296.57	
	Medicare - ER	1,296.54	1,296.54
	Medicare Adj - EE	0.00	6,840.36
	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	3,569.85	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	0.00
	State Family Leave Insurance - EE	0.00	
	State Family Leave Insurance - ER	0.00	
	State Family Leave Insurance Adj - EE	0.00	
	State Medical Leave Insurance - EE	0.00	
	State Medical Leave Insurance - ER	0.00	
	State Medical Leave Insurance Adj - EE	0.00	
	State Parental Leave Insurance - EE	0.00	
	State Parental Leave Insurance - ER	0.00	
	State Parental Leave Insurance Adj - EE	0.00	
	State Cares Fund - EE	0.00	
	Transit Tax - EE	0.00	
Workers' Benefit Fund Assessment - EE	0.00		
Workers' Benefit Fund Assessment - ER	0.00		
State Child Care Fund - EE	0.00		
State Child Care Fund - ER	0.00		
Local Income Tax	0.00		
School District Tax	0.00		
Total Taxes Debited		27,524.87	
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX	63,526.50	
	Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX	700.45	
	Total Amount Debited From Your Account		91,751.82
Bank Debits & Other Liability	Checks	0.00	
	Adjustments/Prepay/Voids	0.00	

**FIRE DEPT
PREPAIDS**

Total Liability	91,751.82
	91,751.82
	91,751.82

Statistical Summary

Company:7TH - CHARTER TOWN Service Center:0056 Great Lakes
 Week#:21
 Qtr/Year:2/2025

Pay Date:05/22/2025
 Run Time/Date:15:22:04 PM EDT 05/19/2025
 Status:Under Review
 P/E Date:05/17/2025

Taxes Debited		
Federal Income Tax	14,129.42	
Earned Income Credit Advances	0.00	
Social Security - EE	7,858.64	
Social Security - ER	7,858.67	7,858.67
Social Security Adj - EE	0.00	
Medicare - EE	1,837.85	
Medicare - ER	1,837.91	1,837.91
Medicare Adj - EE	0.00	9,696.58
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	5,184.39	
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	203.99	203.99
State Family Leave Insurance - EE	0.00	
State Family Leave Insurance - ER	0.00	
State Family Leave Insurance Adj - EE	0.00	
State Medical Leave Insurance - EE	0.00	
State Medical Leave Insurance - ER	0.00	
State Medical Leave Insurance Adj - EE	0.00	
State Parental Leave Insurance - EE	0.00	
State Parental Leave Insurance - ER	0.00	
State Parental Leave Insurance Adj - EE	0.00	
State Cares Fund - EE	0.00	
Transit Tax - EE	0.00	
Workers' Benefit Fund Assessment - EE	0.00	
Workers' Benefit Fund Assessment - ER	0.00	
State Child Care Fund - EE	0.00	
State Child Care Fund - ER	0.00	

FIRE DEPT
 PREPAIDS

	Local Income Tax	0.00		
	School District Tax	0.00		
	Total Taxes Debited	38,910.87		
Other Transfers	Full Service Direct Deposit Acct. No.XXX7204Tran/ABAXXXXXXXX	92,973.68		
	Wage Garnishments Acct. No.XXX7204Tran/ABAXXXXXXXX	700.45		
	Total Amount Debited From Your Account		132,585.00	Total Liability 132,585.00
Bank Debits & Other Liability	Checks	0.00		132,585.00
	Adjustments/Prepay/Voids	0.00		132,585.00
Taxes- Your Responsibility	None this payroll			
				132,585.00

Payroll Liability

Total Cash Required		\$23,059.32
Debit for Checks (Net Pay)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$605.65
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$16,335.97
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$6,117.70
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		\$23,059.32

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

PARKS & REC

PREPAIDS

Payroll Liability

Total Cash Required		\$28,427.34
Debit for Checks (Net Pay)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$378.82
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$20,735.37
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1	\$7,313.15
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXXXX83-1		\$28,427.34

Important Note

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

PARKS & REC

PREPAIDS

Payroll Liability

Total Cash Required		\$9,907.80
Debit for Checks (Net Pay)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$37.02
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$7,628.51
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$2,242.27
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		\$9,907.80

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

CABLE

PREPAIDS

Payroll Liability

Total Cash Required		\$9,583.60
Debit for Checks (Net Pay)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$37.02
Debit for FSDD (Full Service Direct Deposit)	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$7,382.03
Debit for Taxes	Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976	\$2,164.55
Total cash required for Oxford Bank, Routing/Transit no. (ABA) 072404333, Bank account no. XXX1976		\$9,583.60

Important Note

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

CABLE

PREPAIDS

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
06/11/2025	CD	S	136780	SUMMARY CD 06/11/2025	
100-000-001.000			CHECKING ACCOUNT OXFORD BANK		46,959.65
100-000-084.101			DUE FROM GENERAL FUND	18,032.00	
100-000-084.206			DUE FROM OXFORD FIRE DEPT	1,890.00	
100-000-084.209			DUE FROM CEMETERY MAINTENANCE	565.00	
100-000-084.249			DUE FROM BUILDING DEPARTMENT	13,301.25	
100-000-084.296			DUE FROM CABLE	85.40	
100-000-084.298			DUE FROM POLLY ANN TRAIL FUND	2,781.00	
100-000-084.590			DUE FROM SEWER	2,637.50	
100-000-084.591			DUE FROM WATER	2,157.50	
100-000-084.701			DUE FROM TRUST & AGENCY	5,510.00	
101-000-202.000			ACCOUNTS PAYABLE	18,032.00	
101-000-215.000			DUE TO		18,032.00
206-000-202.000			ACCOUNTS PAYABLE	1,890.00	
206-000-215.000			DUE TO CLEARING FUND		1,890.00
209-000-202.000			ACCOUNTS PAYABLE	565.00	
209-000-215.000			DUE TO CLEARING FUND		565.00
249-000-202.000			ACCOUNTS PAYABLE	13,301.25	
249-000-215.000			DUE TO CLEARING FUND		13,301.25
296-000-202.000			ACCOUNTS PAYABLE	85.40	
296-000-215.000			DUE TO CLEARING FUND		85.40
298-000-202.000			ACCOUNTS PAYABLE	2,781.00	
298-000-215.000			DUE TO CLEARING FUND		2,781.00
590-000-202.000			ACCOUNTS PAYABLE	2,637.50	
590-000-215.000			DUE TO CLEARING FUND		2,637.50
591-000-202.000			ACCOUNTS PAYABLE	2,157.50	
591-000-215.000			DUE TO CLEARING FUND		2,157.50
701-000-202.000			ACCOUNTS PAYABLE	5,510.00	
701-000-215.000			DUE TO OTHER FUNDS		5,510.00
				<u>93,919.30</u>	<u>93,919.30</u>
				<u>93,919.30</u>	<u>93,919.30</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
06/11/2025	029	73435	ADKISON, NEED & ALLEN, & RENTROP	LEGAL FEES	826.000	257	150.00
				LEGAL FEES	826.000	257	187.50
				CHECK 029 73435 TOTAL FOR FUND 101:			<u>337.50</u>
06/11/2025	029	73436*#	CARLISLE/WORTMAN ASSOCIATES	PLANNER/PROF. SERVICES PLANNER	801.000	701	1,500.00
				PLANNER/PROF. SERVICES PLANNER	801.000	701	2,200.00
				PLANNER/PROF. SERVICES PLANNER	801.000	701	155.00
				PLANNER/PROF. SERVICES PLANNER	801.000	701	450.00
				PLANNER/PROF. SERVICES PLANNER	801.000	701	5,150.00
				PLANNER/PROF. SERVICES MASTER PLAN	801.001	701	984.50
				CHECK 029 73436 TOTAL FOR FUND 101:			<u>10,439.50</u>
06/11/2025	029	73444*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	447	700.00
06/11/2025	029	73445*#	THE KELLY FIRM, PLC	LEGAL FEES	826.000	266	5,955.00
				LEGAL FEES	826.000	701	45.00
				LEGAL FEES	826.000	702	555.00
				CHECK 029 73445 TOTAL FOR FUND 101:			<u>6,555.00</u>
				Total for fund 101 GENERAL FUND			18,032.00
Fund: 206 OXFORD FIRE DEPARTMENT FUND							
06/11/2025	029	73445*#	THE KELLY FIRM, PLC	LEGAL FEES	826.000	357	1,890.00
				Total for fund 206 OXFORD FIRE DEPARTMENT FUND			1,890.00
Fund: 209 CEMETERY MAINTENANCE FUND							
06/11/2025	029	73444*#	SHARPE ENGINEERING	ENGINEERING FEES - GENERAL	821.000	276	565.00
				Total for fund 209 CEMETERY MAINTENANCE FUND			565.00
Fund: 249 BUILDING DEPARTMENT FUND							
06/11/2025	029	73438	HARTWICK ELECTRIC	FEES ELECTRIC INSPECTORS	712.001	289	100.00
				FEES BUILDING INSPECTOR	712.009	289	50.00
				CHECK 029 73438 TOTAL FOR FUND 249:			<u>150.00</u>
06/11/2025	029	73439	JIM SMITHER	FEES HEATING INSPECTOR	712.002	289	2,950.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 249 BUILDING DEPARTMENT FUND							
				FEES BUILDING INSPECTOR	712.009	289	50.00
				CHECK 029 73439 TOTAL FOR FUND 249:			<u>3,000.00</u>
06/11/2025	029	73440*#	JODY KINJORSKI	FEES PLUMBING INSPECTOR	712.004	289	1,100.00
				FEES BUILDING INSPECTOR	712.009	289	50.00
				CHECK 029 73440 TOTAL FOR FUND 249:			<u>1,150.00</u>
06/11/2025	029	73442	PAYNE ELECTRIC LLC	FEES ELECTRIC INSPECTORS	712.001	289	2,750.00
06/11/2025	029	73443	RANDOLPH WARUNEK	FEES BUILDING INSPECTOR	712.009	289	4,050.00
06/11/2025	029	73444*#	SHARPE ENGINEERING	ENGINEER INSPECTOR FEE	712.010	289	135.00
				SOIL EROSION INSPECTOR	712.013	289	1,781.25
				CHECK 029 73444 TOTAL FOR FUND 249:			<u>1,916.25</u>
06/11/2025	029	73445*#	THE KELLY FIRM, PLC	LEGAL FEES	826.000	289	285.00
				Total for fund 249 BUILDING DEPARTMENT FUND			13,301.25
Fund: 296 CABLE TV FUND							
06/11/2025	029	73437	DANIEL ZWIEZ	MILEAGE EXPENSE	860.000	296	42.00
06/11/2025	029	73446	WILLIAM JULIEN	MILEAGE EXPENSE	860.000	296	43.40
				Total for fund 296 CABLE TV FUND			85.40
Fund: 298 POLLY ANN TRAIL FUND							
06/11/2025	029	73441	LINDA MORAN SERVICES, LLC	CONTRACTED SERVICES PATC	824.000	853	2,781.00
				Total for fund 298 POLLY ANN TRAIL FUND			2,781.00
Fund: 590 SEWER FUND							
06/11/2025	029	73440*#	JODY KINJORSKI	INSPECTOR FEES	712.000	527	50.00
06/11/2025	029	73444*#	SHARPE ENGINEERING	ENG FEES-BRABB DEWEY SANITARY SEWER P	821.012	527	1,125.00
				CAMP OAKLAND PUMP STATION PROJECT	973.004	527	1,057.50
				CHECK 029 73444 TOTAL FOR FUND 590:			<u>2,182.50</u>
06/11/2025	029	73445*#	THE KELLY FIRM, PLC	BRABB-DEWEY SANITARY SEWER EXTENSION	962.033	527	405.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND				Total for fund 590 SEWER FUND			2,637.50
Fund: 591 WATER FUND							
06/11/2025	029	73440*#	JODY KINJORSKI	INSPECTOR FEES	712.000	538	50.00
06/11/2025	029	73444*#	SHARPE ENGINEERING	WATER LINE EXTENSIONS	972.000	538	2,107.50
				Total for fund 591 WATER FUND			2,157.50
Fund: 701 TRUST & AGENCY FUND							
06/11/2025	029	73436*#	CARLISLE/WORTMAN ASSOCIATES	BTA25-0006	283.001	000	95.00
				BTA25-0007	283.001	000	150.00
				BTA25-0004	283.001	000	495.00
				BTA25-0003	283.001	000	255.00
				CHECK 029 73436 TOTAL FOR FUND 701:			<u>995.00</u>
06/11/2025	029	73444*#	SHARPE ENGINEERING	BTA24-0006	283.001	000	2,925.00
				BTA24-0004	283.001	000	360.00
				CHECK 029 73444 TOTAL FOR FUND 701:			<u>3,285.00</u>
06/11/2025	029	73445*#	THE KELLY FIRM, PLC	BTA24-0006	283.001	000	195.00
				BTA25-0003	283.001	000	180.00
				BTA25-0002	283.001	000	600.00
				BTA25-0004	283.001	000	255.00
				CHECK 029 73445 TOTAL FOR FUND 701:			<u>1,230.00</u>
				Total for fund 701 TRUST & AGENCY FUND			5,510.00
TOTAL - ALL FUNDS							46,959.65

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

CASH SUMMARY BY FUND FOR OXFORD TOWNSHIP
 FROM 04/01/2025 TO 04/30/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 04/01/2025	Total Debits	Total Credits	Ending Balance 04/30/2025
100	GENERAL CLEARING FUND	4,090.82	1,313,106.08	1,313,091.48	4,105.42
101	GENERAL FUND	6,423,922.51	341,235.96	387,410.76	6,377,747.71
151	CEMETERY TRUST FUND	28,000.00	0.00	0.00	28,000.00
204	ROAD FUND	58,138.66	209.46	0.00	58,348.12
206	OXFORD FIRE DEPARTMENT FUND	8,175,821.84	1,678,210.84	1,434,936.78	8,419,095.90
207	POLICE CONTRACTING (OCSO) FUND	7,259,443.42	454,145.34	533,348.33	7,180,240.43
208	PARKS & RECREATION FUND	1,422,369.12	438,037.70	329,211.17	1,531,195.65
209	CEMETERY MAINTENANCE FUND	629,807.66	2,275.54	0.00	632,083.20
210	ADVANCE LIFE SUPPORT FUND	0.00	0.00	0.00	0.00
211	FIRE & EMS OPERATING FUND	820.00	0.00	0.00	820.00
239	TELECOMMUNICATION FUND	11,700.76	0.38	0.00	11,701.14
249	BUILDING DEPARTMENT FUND	464,996.65	121,155.95	107,028.02	479,124.58
296	CABLE TV FUND	237,739.54	47,249.98	61,385.47	223,604.05
297	SAFETY PATH FUND	804,418.58	6,402.95	6,401.11	804,420.42
298	POLLY ANN TRAIL FUND	357,067.25	46,785.13	30,513.56	373,338.82
308	PARKS DEBT FUND	227,441.42	231,656.45	447,929.00	11,168.87
371	LIBRARY DEBT SERVICE	0.00	0.00	0.00	0.00
396	FIRE DEBT FUND	0.00	0.00	0.00	0.00
431	PARKS CONSTRUCTION BOND FUND	0.00	0.00	0.00	0.00
470	MUNICIPAL BUILDING FUND	0.00	0.00	0.00	0.00
590	SEWER FUND	2,640,034.70	2,304,449.03	1,984,462.76	2,960,020.97
591	WATER FUND	4,315,679.31	17,087.18	10,519.94	4,322,246.55
699	PAYROLL FUND	135.52	101,677.80	101,677.44	135.88
701	TRUST & AGENCY FUND	724,603.49	138,094.01	123,054.17	739,643.33
703	TAX FUND	1,715,350.78	3,261,959.17	4,933,947.71	43,362.24
805	NAD SEWER S/A CONSTRUCTION FUND	717,746.10	2,595.24	0.00	720,341.34
855	NAD SEWER S/A DEBT FUND	383,396.30	40,450.42	20,000.00	403,846.72
	TOTAL - ALL FUNDS	36,602,724.43	10,546,784.61	11,824,917.70	35,324,591.34



Clerk's Report APRIL 2025

FUND BUDGET SUMMARY

Updated: April 29, 2025

<u>Fund</u>	<u>*Fund Equity</u>	<u>Monthly Revenue</u>	<u>Monthly Expenses</u>	<u>Monthly Var</u>	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>TYD Var</u>
	<u>Account # 391.000</u>						
101 - General	\$ 5,324,058.00	\$ 151,046.15	\$ 197,275.88	\$ (46,229.73)	\$ 1,938,697.74	\$ 965,273.16	\$ 973,424.58
204 - Road	\$ 57,505.00	\$ 209.46	\$ -	\$ 209.46	\$ 843.08	\$ -	\$ 843.08
206 - Oxford Fire Dept.	\$ 3,377,674.00	\$ 631,965.43	\$ 388,918.31	\$ 243,047.12	\$ 6,746,523.10	\$ 2,147,243.20	\$ 4,599,279.90
207 - Police Contracting	\$ 2,999,764.00	\$ 362,145.34	\$ 441,348.33	\$ (79,202.99)	\$ 4,030,499.25	\$ 1,898,438.19	\$ 2,132,061.06
208 - Parks & Rec	\$ 845,241.00	\$ 245,664.49	\$ 136,911.22	\$ 108,753.27	\$ 1,525,732.89	\$ 726,873.98	\$ 798,858.91
209 - Cemetery Maintenance	\$ 545,055.00	\$ 2,275.54	\$ -	\$ 2,275.54	\$ 8,952.23	\$ (78,076.00)	\$ 87,028.23
239 - Telecommunications	\$ 11,724.00	\$ 0.38	\$ -	\$ 0.38	\$ 1.67	\$ 24.91	\$ (23.24)
249 - Building Dept	\$ 1,289,764.00	\$ 58,502.02	\$ 44,374.09	\$ 14,127.93	\$ 165,316.13	\$ 170,114.98	\$ (4,798.85)
296 - Cable	\$ 323,041.00	\$ 7,921.19	\$ 22,035.87	\$ (14,114.68)	\$ 76,740.83	\$ 106,450.57	\$ (29,709.74)
297 - Safety Path	\$ 798,149.00	\$ 2,902.95	\$ 2,901.11	\$ 1.84	\$ 11,713.52	\$ 5,441.72	\$ 6,271.80
298 - Polly Ann Trail	\$ 260,899.00	\$ 21,236.68	\$ 4,965.11	\$ 16,271.57	\$ 163,881.14	\$ 51,441.13	\$ 112,440.01
308 - Parks Debt Fund	\$ 20,594.00	\$ 18,656.45	\$ 234,929.00	\$ (216,272.55)	\$ 225,504.32	\$ 234,929.00	\$ (9,424.68)
590 - Sewer	\$ 6,455,351.00	\$ 30,845.09	\$ 385,187.76	\$ (354,342.67)	\$ 1,161,906.28	\$ 1,319,409.13	\$ (157,502.85)
591 - Water	\$ 3,994,413.00	\$ 16,317.18	\$ 9,749.94	\$ 6,567.24	\$ 353,534.60	\$ 125,700.49	\$ 227,834.11
805 - NAD Sewer Construction	\$ -	\$ 2,595.24	\$ -	\$ 2,595.24	\$ 10,447.42	\$ 2,722.50	\$ 7,724.92
855 - NAD Sewer Debt	\$ -	\$ 20,450.42	\$ -	\$ 20,450.42	\$ 364,860.78	\$ 500.00	\$ 364,360.78
	\$ 26,303,232.00	\$ 1,572,734.01	\$ 1,868,596.62	\$ (295,862.61)	\$ 16,785,154.98	\$ 7,676,486.96	\$ 9,108,668.02

*Per 2024 Audit



0000559-0006148 PDF 786762

Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 4.3723%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0756-0001	Oxford Township Safety Path Fund	803,151.91	0.00	0.00	2,987.73	14,701.20	804,744.73	806,139.64
MI-01-0756-0002	Oxford Twp Building Permit Fund	441,682.70	0.00	0.00	1,643.09	8,292.97	442,558.66	443,325.79
MI-01-0756-0003	Oxford Township General Fund	6,356,138.75	300,000.00	150,000.00	24,414.16	111,898.97	6,576,217.29	6,530,552.91
MI-01-0756-0004	Oxford Twp Police Contracting Fund	7,173,168.88	0.00	858,000.00	25,571.58	121,912.50	6,887,276.18	6,340,740.46
MI-01-0756-0005	Oxford Twp Parks and Rec Bond Debt	10,450.19	0.00	0.00	38.86	1,918.60	10,470.91	10,489.05
MI-01-0756-0006	Oxford Township Roads Fund	58,088.12	0.00	2,400.00	210.61	1,053.68	56,730.49	55,898.73



Summary Statement

May 31, 2025

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Investor ID: MI-01-0756

Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Michigan CLASS - (continued)

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0756-0007	Oxford Township Fire Fund	7,961,222.06	0.00	895,000.00	28,117.16	123,065.87	7,572,775.76	7,094,339.22
MI-01-0756-0008	Oxford Township Water Fund	4,285,748.51	0.00	0.00	15,943.13	76,763.65	4,294,248.08	4,301,691.64
MI-01-0756-0009	Oxford Public Library	1,913,927.73	0.00	100,000.00	6,976.30	29,861.59	1,878,981.02	1,820,904.03
MI-01-0756-0010	Oxford Township Sewer Fund	2,888,918.49	135,000.00	240,000.00	10,944.12	46,179.10	2,947,850.27	2,794,862.61
MI-01-0756-0011	Oxford Township Parks and Rec. Fund	1,466,132.31	0.00	0.00	5,454.07	22,839.53	1,469,039.97	1,471,586.38
MI-01-0756-0012	Polly Ann Trailways	372,758.21	0.00	58,500.00	1,352.46	6,275.67	364,281.34	315,610.67
MI-01-0756-0013	Oxford Township Tax Fund	42,123.08	0.00	0.00	156.69	51,178.26	42,206.61	42,279.77

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Summary Statement

May 31, 2025

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Investor ID: MI-01-0756

Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Michigan CLASS - (continued)

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0756-0014	Oxford Township Trust & Agency Fund	698,441.69	0.00	25,000.00	2,547.34	11,820.91	686,101.44	675,989.03
MI-01-0756-0015	Oxford Cable TV	195,795.81	0.00	0.00	728.37	3,883.08	196,184.12	196,524.18
MI-01-0756-0016	Cemetery Maintenance	631,025.65	0.00	4,500.00	2,337.22	11,289.43	629,515.58	628,862.87
MI-01-0756-0017	North Area Sewer Bond Debt	403,802.25	0.00	400.00	1,502.01	4,659.56	404,564.36	404,904.26
MI-01-0756-0018	North Area Sewer Construction	719,686.60	0.00	0.00	2,677.27	13,124.67	721,113.90	722,363.87
TOTAL		36,422,262.94	435,000.00	2,333,800.00	133,602.17	660,719.24	35,984,860.71	34,657,065.11

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
05/01/2025	0.000120918	4.4135%
05/02/2025	0.000362217	4.4070%
05/03/2025	0.000000000	4.4070%
05/04/2025	0.000000000	4.4070%
05/05/2025	0.000120473	4.3940%
05/06/2025	0.000120072	4.3826%
05/07/2025	0.000119879	4.3762%
05/08/2025	0.000119751	4.3709%
05/09/2025	0.000358656	4.3637%
05/10/2025	0.000000000	4.3636%
05/11/2025	0.000000000	4.3636%
05/12/2025	0.000119387	4.3577%
05/13/2025	0.000119360	4.3566%
05/14/2025	0.000119540	4.3632%
05/15/2025	0.000119547	4.3635%
05/16/2025	0.000359298	4.3715%
05/17/2025	0.000000000	4.3715%
05/18/2025	0.000000000	4.3715%
05/19/2025	0.000119507	4.3620%
05/20/2025	0.000119542	4.3633%
05/21/2025	0.000119528	4.3628%
05/22/2025	0.000119420	4.3588%
05/23/2025	0.000477520	4.3564%
05/24/2025	0.000000000	4.3574%
05/25/2025	0.000000000	4.3574%
05/26/2025	0.000000000	4.3574%
05/27/2025	0.000119368	4.3569%
05/28/2025	0.000119792	4.3724%
05/29/2025	0.000119991	4.3797%
05/30/2025	0.000239820	4.3767%
05/31/2025	0.000000000	4.3767%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

Committee and Representative Reports

June 11, 2025 (*Reports not submitted **highlighted***)

American Rescue Plan Act

Capital Improvement and Maintenance

Cemetery

Community Development Block Grant (*CDBG*)

Compensation & Performance Evaluation

Cooperative Invasive Species Management Areas (CISMA)

Election Commission

Hardship Guidelines

Hazardous Waste (*NO Haz*)

Highway / Roads

North Oakland Transportation Authority (*NOTA*)

Ordinance Review (*Planning Commission*)

Oxford Area Cable Communications Commission (*OACCC*)

Oxford Addison Youth Assistance

Oxford Downtown Development Authority

Personnel Committee

Planned Unit Development (*PUD*)

Planning Commission

Polly Ann Trailway Management Council

Safety Path

Southeast Michigan Council of Governments (*SEMCOG*)

Spongy Moth

Trail, Water and Land Alliance

Water & Sewer

Web Site

Zoning Board of Appeals (*ZBA*)

American Rescue Plan Act Committee Report

Date: June 11, 2025

To: Board of Trustees

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

Re: ARPA Update

Dear Board Members:

- The ARPA Committee has NOT met since October 29, 2024.
- All ARPA Funds have been allocated or reallocated to comply with the Federal Regulations.
- The 2024 Annual Report was submitted on April 23, 2025 to meet the April 30, 2025 reporting deadline.
- **No future ARPA Meetings are scheduled at this time.**

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Capital Improvement and Maintenance Committee

(Jack Curtis, Catherine Colvin, David Wagner, Danielle Smith)

Re. Capital Improvement Committee Update

Dear Board Members:

The committee 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: June 11, 2025

To: Board of Trustees

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

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

Dear Board Members:

- **The Committee met May 28, 2025.**
- **A copy of the May 28, 2025 Committee Meeting Agenda is attached. You will notice the numerous projects the Committee is addressing including paving, gravelling, fencing, etc.**
- **A copy of the May 7, 2025 Committee meeting Minutes are attached.**

CHARTER TOWNSHIP OF OXFORD
Cemetery Committee Meeting

NOTICE AND AGENDA

Date: May 28, 2025

Day: Wednesday

Time: 9:00 a.m.

Place: Oxford Township Office, 300 Dunlap Road, Oxford, Michigan 48371

1. Call to order
2. Noting of roll
3. Approval of the agenda
4. Approval of May 7, 2025 Meeting Minutes
5. Public comment
6. Business
 - a. Wall Restoration in Oxford Cemetery
 - b. Oxford Cemetery Encroachments (*based on Surveys*)
 - c. Fencing Placement at Oxford Cemetery
 - d. Bituminous Repairs on the Oxford Cemetery 2nd and 3rd Additions Drive
 - e. Mausoleum Repairs
 - f. Future Plan for Oxford Cemetery Approximate 1 Acre Vacant Property
 - g. Mt. Pleasant Cemetery Paving Project
 - h. Mt. Pleasant Cemetery Gravel Drive Maintenance
 - i. Mt. Pleasant Cemetery Rules Sign Removal
 - j. Additional Garbage Can(s) for North Oxford Cemetery
 - k. Headstone Restoration
 - l. Tree Maintenance
 - m. Stump Grinding
 - n. Fencing Repairs
 - o. Field Confirmation of Salable Burial Spaces
 - p. Clear Cutting Brush to Cemetery Property Lines
7. Other Cemetery Issues
8. Committee Comments
9. Scheduling the next Cemetery Committee Meeting
10. 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.

A Quorum of the Charter Township of Oxford Board of Trustees may be present at the meeting as a member of the audience.

CHARTER TOWNSHIP OF OXFORD CEMETERY COMMITTEE MEETING WEDNESDAY MAY 7, 2025

A meeting of the Charter Township of Oxford Cemetery Committee ("Committee") was held Wednesday, May 7, 2025 at the Oxford Township Hall, 300 Dunlap Road, Oxford, MI 48371.

Members Present: Jack Curtis, Kelly Richter, Curtis Wright

Members Absent: None

Also Present: Engineer Sharpe

The meeting was called to order by Chair Richter at 8:30 a.m.

APPROVAL OF AGENDA

Curtis moved, Wright seconded to approve the May 7, 2025 Cemetery Committee Meeting Agenda as presented.

Ayes: 3 Nays: 0 Absent: 0

Motion Carried.

APPROVAL OF APRIL 30, 2025 MEETING MINUTES

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

Ayes: 3 Nays: 0 Absent: 0

Motion Carried

PUBLIC COMMENT

None

BUSINESS

PREPARATION FOR AND CEMETERY ON SITE VISITS

The Committee prepared for and visited the following cemeteries to create a list of items to be addressed:

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

After the cemetery visits the Committee created the attached list of projects to be addressed.

OTHER CEMETERY ISSUES

None

COMMITTEE COMMENTS

None

SCHEDULING THE NEXT CEMETERY COMMITTEE MEETING

The next Committee meeting will be scheduled for 9:00 a.m. Wednesday May 28, 2025.

ADJOURNMENT

Chair Richter adjourned the meeting at 11:19 a.m.



Kelly Richter, Chair



Curtis W. Wright, Secretary

Kelly Richter

From: Joseph Ferrari
Sent: Thursday, June 5, 2025 11:38 AM
To: Kelly Richter; Curtis Wright
Subject: FW: 2025 CDBG Funds for Oxford Township

Please put under consent agenda-CDBG. Thanks, Joe.

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

From: Micah Jordan <micahj@habitatoakland.org>
Sent: Thursday, June 5, 2025 11:31 AM
To: Joseph Ferrari <JFerrari@oxfordtownship.org>
Cc: Erin Leonhard <erinl@habitatoakland.org>
Subject: Re: 2025 CDBG Funds for Oxford Township

Good morning,

That's great news! We have about 42 Oxford Township applicants still awaiting services.

Thank you,

Micah Jordan | Director of Partner & Community Programs



Building homes, communities, & hope.

Direct: 248.817.7859

Office: 248.338.1843

[Micahj@habitatoakland.org](mailto:micahj@habitatoakland.org)

www.habitatoakland.org

Connect with Us:  

Check out our ReStores!

Confidentiality Notice: This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.



On Thu, Jun 5, 2025 at 10:21 AM Joseph Ferrari <JFerrari@oxfordtownship.org> wrote:

Hi Micah-We were just notified that our 2025 CDBG allocation will be around \$44,000 for mobile home minor home repair projects in Oxford Township (Parkhurst and Lake Villa). This additional funding should help around eight (8) mobile homes. How many people do you still have on your waiting list for Oxford Township?

Joseph G. Ferrari, Treasurer

300 Dunlap Rd.

Oxford, MI 48371

248-628-9787, ext. 105 (work)

248-933-4183 (cell)

jferrari@oxfordtownship.org

Kelly Richter

From: Joseph Ferrari
Sent: Thursday, May 15, 2025 2:58 PM
To: Curtis Wright; Kelly Richter
Subject: FW: Oxford Township Finance Report
Attachments: Oxford Township Finance Report 5-15-25.pdf

For CDGG for June Consent Agenda.

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

From: Craig, Simone <craigs@oakgov.com>
Sent: Thursday, May 15, 2025 2:37 PM
To: Joseph Ferrari <JFerrari@oxfordtownship.org>; Curtis Wright <CWright@oxfordtownship.org>
Cc: Tierney, Kathleen L <tierneyk@oakgov.com>
Subject: Oxford Township Finance Report

Hello CDBG Friends,

Attached, please find your CDBG monthly finance report along with your spending performance ratio as of **April 30th, 2025**.

Please note, *you must maintain* a 1.5 ratio in order for the County to stay in good standing with HUD.

If you have any questions, please reach out to the CDBG team at: cdbg@oakgov.com .

****Also, please join us at our next Monthly CDBG Office hour at 10:30am on Tuesday May 20th and continue to submit reimbursement requests in a timely manner.***

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2NjZTk5MDYtYzg3ZS00MWWyLWJmNDUyYThiYTBmYWQxNW10%40thread.v2/0?context=%7b%22Tid%22%3a%226dd9592c-fa62-4c52-920e-c6981494a443%22%2c%22Oid%22%3a%228dcd38a6-5ac3-4caf-8aa3-1ff45c441800%22%7d

Sincerely,

Simone Craig
she/her/hers
Assistant
Oakland County Neighborhood & Housing Development

PY	Activity Name	CVT	Funded Amount	Actual Remaining Balance	Expenditure Ratio
2023	Senior Services	Twp of Oxford	\$5,304.00	0.00	
2024	Food Banks	Twp of Oxford	\$4,597.00	4,597.00	
	Total		\$9,901.00	4,597.00	1.00



"Neighbors Helping Neighbors"

1060 S. Lapeer Rd
Oxford, MI 48371
248.628.3933
oxfordorionfish.org

May 8, 2025

Dear Oxford Township:

Thank you for your very generous contribution \$4,597.00. Your thoughtfulness will help Oxford/Orion FISH provide groceries and household products to many families in our community.

We appreciate your support and belief in the work FISH does. Thank you for making a difference in our fight against hunger.

Sincerely,

OXFORD/ORION FISH

To: Oxford Township Board of Trustees
From: Compensation Committee (Catherine Colvin, Rod Charles, Paul Schapira)
Date: June 5, 2025
Re: Personnel Committee Meetings

Dear Board Members:

The Compensation Committee did not meet in May. Now that the vacancy has been filled, the committee will schedule a meeting to discuss future steps.

CHARTER TOWNSHIP OF OXFORD

Date: June 22, 2025

To: Board of Trustees

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

Re. Cooperative Invasive Species Management Areas (CISMA) Update

Dear Board Members:

No new updates to report since that last TB meeting.

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

ELECTION COMMISSION

Date: June 11, 2025

To: Board of Trustees

From: Election Commission
(Rod Charles; Paul Schapira; Curtis Wright)

Re: Election Commission Report

Dear Board Members:

- The Election Commission has not met since September 27, 2024.
- **Paul Schapira has been appointed to the Election Commission to fill the vacancy due to the resignation of former Trustee Jeffrey Omtvedt.**
- **The Election Commission will be meeting in the near future to discuss the consolidation of in person voting precincts reducing the number of voting precincts from seven (7) to five (5) which requires Election Commission approval.**

CHARTER TOWNSHIP OF OXFORD

Date: June 2, 2025

To: Board of Trustees

From: Hardship Exemption Guidelines
(David Wagner, Joe Ferrari, Rod Charles)

Re. Hardship Exemption Guidelines Update

Dear Board Members:

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

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

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

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

Re. Highway/Roads Committee Update

Dear Board Members:

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

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

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

Re. NOTA Update

Dear Board Members:

The NOTA board met on May 15. The unofficial meeting minutes are attached. The next meeting is June 19 at 4:30 p.m. Meetings are held at the Oxford Township Meeting Room, 300 Dunlap Rd. Thank you.

North Oakland Transportation Authority (NOTA)
Meeting Minutes
Board Meeting
Thursday, May 15, 2025
Oxford Township Offices
300 Dunlap, Oxford MI

The meeting was called to order by Chair Mike McDonald at 4:34 p.m.

Roll Call

Present

Mike McDonald
Mike Flood
Ed Brakefield
Carl Cyrowski
Joe Ferrari
Ashley Ross
Amber Granger
Jack Curtis
Bill Moore

Representing

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

Absent – Excused

Chris Barnett, Vice Chair
Joe Madore
Tanya Waple
Jennifer Swack
Carrie Hilgendorf

Orion Township
Village of Oxford, non-governmental voting member
TTI
Village of Leonard - Alternate
Orion Township - Alternate

Others Present:

Lynn Gromaski
Rachel Ott

NOTA Executive Director
NOTA Administrative Assistant

Respects to the Flag

The Pledge of Allegiance was given.

Agenda Approval

Moved by Joe Ferrari, seconded by Ashley Ross, to approve the agenda as presented. By voice vote the motion passed unanimously.

Minutes Approval

A correction made to the Budget Adjustments item 1. The statement should read, "*It is no longer a flat amount.*" A correction was made to the Absent – Excused section to Mike McDonald, Chair representing Addison Township not Orion Township. Moved by Mike Flood, seconded by Carl Cyrowski to approve the minutes of the April 17, 2025 board meeting. By voice vote, the motion passed unanimously.

Director's Report

Director Lynn Gromaski gave updates from April with her Directors Report.
Moved by Mike Flood, seconded by Carl Cyrowski, to receive and file the Director's report.
By voice vote the motion passed unanimously.

Public Comments - None

Monthly Financial Activity

The monthly financial statements were presented. Moved by Ed Brakefield, seconded by Bill Moore, to receive and file monthly financial activity. By voice vote the motion passed unanimously.

Approval of the Bills

April 2025 bills were presented for payments totaling \$1,986,777.98. Of this amount, \$1,000,000.00 is a transfer amount only. The bill amount is \$986,777.98. Moved by Ed Brakefield, seconded by Mike Flood to approve the bills as presented. By roll call vote motion passed unanimously.

Old Business

Intergovernmental Agreement

Our attorney Dan Christ has returned the agreement with comments which are provided in the board packet. The Ad Hoc committee also discussed concerns with the agreement. The committee would like to make sure that the agreement clearly states that the three core townships own all assets and any other communities do not have voting rights or the ability to serve on the board.

The attorney brought up several questions:

1. He questioned if the NOTA board should have non-governmental members. There are currently 3.
2. He questioned as to why there are 12 NOTA board members. There should be an uneven number in the event of a tie.
3. He questioned if NOTA would like to keep any advisory members on the board. There are currently none.

Additional items to address:

1. Transportation fund cost sharing formula- Historically this is calculated at 50% ridership and 50% population. We would bill the communities \$200,000.00 a year and separate based on the said formula. This has stopped since the millage was put in place. Would we build that into the contract moving forward?
2. If a new individual is interested in becoming a board member what would the buy in be? Lynn provided information of NOTA equity as of 12/21/22 as well as a supplemental chart with calculations showing an example of a potential buy in.

The board should take the agreement back to their communities for questions, comments feedback, and potential revisions.

Building Renovation

Steve Auger, our architect, provided an RFP for a general contractor. Lynn questioned if a general contractor was the right way to go vs a construction manager. Both Lynn and Steve were in agreement that using a construction manager would be best. It may cost a few extra months in project budgeting and delivery. Historically we have used construction manager for other projects. Moved by Ed Brakefield, seconded by Carl Cyrowski, to use a construction manager for building renovations. By voice vote the motion passed unanimously.

Vehicle Camera RFP Update

As we were nearing the launch of the RFP, we were notified that the VP of Procurement was no longer with SMART. The new VP of procurement has not had a chance to review the RFP release. The SMART procurement team noted in a call to Lynn that there were some concerns brought up at their Tri-Annual Review. One issue was if federal grant dollars are used on an asset, that asset then becomes a federal asset. Lynn is concerned and will do some additional research and report back to the board. Board discussed possibly using local dollars to fund the project instead of federal. The discussion will resume at the next board meeting.

New Business

Audit December 31, 2024

The audit was completed by the new provider, PLSZ. It was an unqualified opinion with no management letter items. Working with Rana from PLSZ which was a new firm this year was a pleasure. Lynn also provided a supplemental summary of the last few years of audits showing company growth. Moved by Joe Ferrari, seconded by Jack Curtis to receive and file the December 31, 2024 audit report. By roll call vote motion passed unanimously.

Ad Hoc Committee Update

The committee was tasked with reviewing records as well as facilitation of conversations with employees on several occasions regarding safety and administrative matters. No reason was found that any further review is required. The board will continue to prioritize employee and public safety to ensure compliance with federal regulations and state agencies. The committee feedback was presented by Jack Cutis. Move by Joe Ferrari, seconded by Ashley Ross, to receive and file the Ad Hoc Committee report. By voice vote the motion passed unanimously.

HNTB Staff Assessment and Org Chart

At the suggestion of the Board, Lynn communicated with Oakland County transit to obtain a consultant for staff assessment. HNTB provided an assessment and recommendation for staffing. The firm assisted with finalizing the presented company Organizational Chart.

The recommendations are as follows:

1. Advice was given for dispatch backup personnel. The suggestion was to use the current Social Media Liaison and Administrative Assistant as a dispatch back up. The Social Media Liaison is currently a backup, and the Administrative Assistant will be used for other roles
2. We were advised to give grant management responsibilities to a CPA or Accountant.
3. We were advised to have driver team leaders and driver trainers in separate roles. The NOTA administrative team discussed and agreed to a combined role of team leader and trainer. There would be 4 employees in this position Monday – Friday and one employee for weekends.
4. We were advised to assign safety oversight to a separate administrative position reporting to the Executive Director.
5. Advice was given to possibly add an in-house mechanic to staff. This could be a possibility at a later date.

Moved by Joe Ferrari, seconded by Jack Curtis to receive and file the HNTB staff assessment and NOTA Org chart. By roll call vote motion passed unanimously.

2025 Budget Adjustments

The budget was amended to add the safety officer position. There was also a financial correction made to a grant that totaled \$103,000.00, which would cover the new safety officer. A \$220,316.00

contingency was also added. Moved by Joe Ferrari, seconded by Jack Curtis to approve the 2025 Budget Amendments as presented. By roll call vote motion passed unanimously.

NOTA Estimated Value at 12/31/22 - No need for review

Public Comments

Robert Plowski from Southgate, who is a member of the SMART advisory council, introduced himself. He provided his contact information and would love to speak more about some of the challenges NOTA is facing with SMART.

Monthly Rider and Mileage Reports

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

Board Member Comments

Bill Moore said that he enjoyed the meeting and that a lot of progress was made.

Ed Brakefield said that a lot of work was done and congratulated the council.

Mike Flood said that it was a pleasure seeing one of the NOTA drivers recognized on the news for saving a local citizen.

Amber Granger said that Lynn did a great job on the Org Chart.

Lynn said that she appreciates all of the help from the Board.

Adjournment

Moved by Joe Ferrari, seconded by Ed Brakefield to adjourn the meeting at 5:26 p.m. By voice vote, the motion passed unanimously.

The next regular meeting is scheduled for Thursday, June 19th at 4:30 p.m. at Oxford Township Offices, 300 Dunlap, Oxford

Minutes initially drafted by Rachel Ott

CHARTER TOWNSHIP OF OXFORD

Date: June 2, 2025

To: Board of Trustees

From: Ordinance Review Committee of the PC

(David Wagner, Bob Turner, Patti Burr, Matteo Passalacqua)

Re. Ordinance Review Committee of the PC

Dear Board Members:

The committee met on May 15, 2025 to review proposed and active ordinance activities. Plan to submit an updated work-plan to the TB. Meeting minutes were captured by Matteo Passalacqua, Township Planner.

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

To: Oxford Township Board of Trustees
From: Catherine Colvin
Date: June 5, 2025
Re: Oxford Cable TV Commission

The Oxford TV Cable Commission met on May 19, 2025. Manager Stiles informed the members that she had met with Oxford Village Council and the Addison Township Board, and both have agreed to submit 100% of the franchise fees collected to OCTV. The next meeting is scheduled for July 18, 2025.

To: Oxford Township Board of Trustees

From: Personnel Committee (Catherine Colvin, Susan McCullough, Curtis Wright, Paul Schapira)

Date: June 5, 2025

Re: Personnel Committee Meetings

Dear Board Members:

The Personnel Committee is working to schedule a meeting to continue discussion regarding job descriptions and updates to Township policies. The committee will make recommendations to the Board once a consensus is reached.

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

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

Re. Planned Unit Development Committee Update

Dear Board Members:

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

POLLY ANN TRAILWAY MANAGEMENT COUNCIL

Date: June 11, 2025

To: Board of Trustees

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

Re: Polly Ann Trail

Dear Board Members:

- The Council last met April 16, 2025.
- The Council continues to work on the 2026-2030 Master Plan.
- **Melissa Prowse from Oakland County Parks shared at the April 16, 2025 Meeting that Oakland County Parks is interested in assisting in maintaining and improving the Polly Ann Trail now that the Oakland County Parks Millage has been approved. She will be providing an update at a future Council Meeting on any assistance to be provided from Oakland County Parks.**
- **Polly Ann Trail gravel resurfacing has started and is expected to be completed by the end of June 2025, weather permitting.**
- **Over a quarter of the Polly Ann Trail was paved from Clarkston Road south in Orion Township (*north of Mile 2 on the Polly Ann Trail*).**
- The next Council Meeting is 3:00 p.m. Wednesday, June 18, 2025 at the Oxford Township Offices.

CHARTER TOWNSHIP OF OXFORD

Date: June 2, 2025

To: Board of Trustees

From: Safety Path Committee

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

Re. Safety Path Committee Update

Dear Board Members:

The committee met on May 1 to review proposed and active projects. Minutes provided in the TB packet,

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

From: David Wagner <DWagner@oxfordtownship.org>

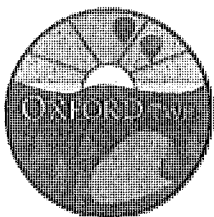
Sent: Monday, May 19, 2025 11:21 AM

To: Jack Curtis <JCurtis@oxfordtownship.org>; Jim Sharpe <jim@sharpe-engineering.com>; koreymbailey@gmail.com;
Rod Charles <rcharles@oxfordtownship.org>; Curtis Wright <CWright@oxfordtownship.org>

Subject: Safety Path Committee Meeting (5/1) - Minutes (Final)

Minutes:

1. Call to order
2. Noting of roll
 - a. Supervisor Curtis, Chairman Wagner, Trustee Charles, and Engineer Sharpe.
3. Approval of the agenda
 - a. Supervisor Curtis motioned; Trustee Charles seconded. Agenda approved.
4. Public comment on items not on the agenda
 - a. No public comments
5. Business
 - a. Consider replacement for Korey Bailey on committee
 1. Korey indicated he was having a challenge attending daytime meetings.
 2. Dave to reach out to Korey regarding adding an agenda item to the Planning Commission agenda regarding a potential replacement.
 - b. Seymour Lake Safety Path Update (Dunlap – Sanders) – Jim
 1. Foundation design for pedestrian bridge is in process.
 2. Approval received from the road commission.
 3. Waiting on WRC permit.
 4. Effort is moving in parallel with the planned water main installation.
 - c. Safety Path Ordinance Review/Update – All
 1. Committee to review ordinance for next meeting
 2. Jack will identify what had changed in the planned updated ordinance by the previous committee.
 - d. Safety Path at Chirco and West Drahner – Rod
 1. Path gets covered by dirt and folks park on the dirt covered safety path.
 2. Jack to investigate the possibility of installing no parking signs.
 - e. Safety Path Stop Sign Maintenance – Jack
 1. Existing stop signs do not carry legal significance.
 2. Jack will reach out to legal regarding painting “stop” on the safety paths where appropriate.
6. Next meeting
 - a. Currently planned as recurring on the second Thursday of each month at 1PM. Will adjust, as necessary. Next meeting was scheduled for 6/12/25 @ 1 pm.
7. Adjournment
 - a. Jack motioned; Rod seconded. Adjournment approved.



*Please consider the
environment before
printing this email.*

David Wagner

Trustee
Oxford Township

(248) 628-9787

DWagner@oxfordtownship.org

300 Dunlap Rd.

Oxford, MI 48371

www.oxfordtownship.org

SPONGY MOTH COMMITTEE

Date: June 11, 2025

To: Board of Trustees

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

Re: Spongy Moths

Dear Board Members:

- The Spongy Moth Committee last met on Tuesday, January 28, 2025.
- **Nothing new to report regarding spongy moths in Oxford Township.**
- No future meetings have been scheduled.

CHARTER TOWNSHIP OF OXFORD

Date: June 2, 2025

To: Board of Trustees

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

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

Dear Board Members:

No new updates to report since that last TB meeting.

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

CHARTER TOWNSHIP OF OXFORD

Date: June 2, 2025

To: Board of Trustees

From: Water & Sewer Committee

(Joe Ferrari, Catherine Colvin, David Wagner)

Re. Water & Sewer Committee Update

Dear Board Members:

The committee last met on April 28 to review proposed and active projects. Minutes provided in the TB packet.

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



*Resolution adopted
by the Oxford
Township Board
of Trustees*



WHEREAS, the **Purple Heart** is awarded to members of the United States Armed Forces who are wounded or killed as a result of enemy action or by an act of international terrorism; and

WHEREAS, the **Purple Heart** is America's oldest military decoration, tracing its roots back to the Badge of Military Merit established by General George Washington, Commander in Chief of the Continental Army, on August 7, 1782; and

WHEREAS, Gen. Washington's order creating the Badge of Military Merit was allowed to lapse after the Revolutionary War ended; and

WHEREAS, this military decoration was revived and redesigned as the **Purple Heart** in 1932 – the 200th anniversary of Gen. Washington's birth – through a collaboration of Army Chief-of-Staff General Douglas MacArthur, Elizabeth Will, a heraldic expert in the Quartermaster General Office, the Washington Commission of Fine Arts and John Sinnock, of the Philadelphia Mint; and

WHEREAS, more than 1.8 million **Purple Heart** Medals have been awarded since 1932; and

WHEREAS, the **Purple Heart** is unique among military decorations in that it is the only one awarded without regard to an individual's position, rank, status or popularity. Every servicemember who sheds his or her blood in the line of duty receives the medal; and

WHEREAS, the Military Order of the **Purple Heart** was formed in 1932 for the protection and mutual interest of all who have received the decoration and it is the only veterans service organization comprised strictly of combat veterans; and

WHEREAS, since 2014, National **Purple Heart** Day has been observed every August 7 to honor and recognize all the courageous men and women who have received this medal; and

WHEREAS, Oxford has a long-standing tradition of honoring the service and sacrifices of those who served in the U.S. Armed Forces by doing everything from conducting Memorial Day ceremonies and parades to participating in National Wreaths Across America Day in December; and

WHEREAS, Oxford lost 44 of its sons in the American Civil War, World War I, World War II and the Vietnam War and their names are James Biggs, Reuben Dockham, Amasy P. Losey, Jonathan Petty, Joseph Mereness, Abram Gunderman, Silas Remington, William Shumway, George Scott, Elester Willis, George Davison Jr., Barnum House, Isaac Perkins, Franklin Bickford, George Blanchard,

Richard Mattoon, Elisha Wells, Seymour Beach, George Soper, Henry H. Snyder, Harold Collins, Walter Fraser, Arthur Hill, Mark Watson, Charles R. Scriver, Leo T. Flood, Truman W. Collier, Frank Kruger Jr., Ronald Cheney, Carroll Moore, Richard C. Quayle, Lyle Brown, Howard Sommers, Harold E. Lawrence, Ray S. Collins, Jack W. Dalgleish, John E. Brown, Elon R. Lintz, George Prince, Donald E. Seale, Boyden Sutton, George L. Barnes, Roy D. McGee and Donald P. Evans; and

WHEREAS, the Charter Township of Oxford is firmly committed to supporting its veteran community through services, events and partnerships with local organizations, including American Legion Walter Fraser Post 108 and North Oakland Veterans of Foreign Wars Post 334; and

WHEREAS, the Charter Township of Oxford is grateful to U.S. Army veteran Darrin Hafeli, a **Purple Heart** recipient who served in Iraq and Afghanistan, for formally requesting that Oxford become a Purple Heart Community at its April 9, 2025 board of trustees meeting; and

WHEREAS, the Charter Township of Oxford enjoyed working with Mr. Hafeli, a 1996 Oxford High School graduate, and Vietnam War veteran Charles Haskin, VFW Post 334's quartermaster and adjutant, to pursue the **Purple Heart** Community designation.

NOW, THEREFORE, BE IT RESOLVED, the Oxford Township Board of Trustees officially designates the Charter Township of Oxford as a "**Purple Heart** Community" to honor the service, sacrifices and valor of the **Purple Heart** recipients who have defended our freedoms, ensured our security, liberated oppressed peoples around the world and toppled tyrannical regimes; and

BE IT FURTHER RESOLVED, the Charter Township of Oxford hopes that becoming a **Purple Heart** Community will remind current and future generations that the price of their freedom was paid for by real people with real families. We are free because of the military men and women who answered the call and never made it home. We are free because of the wounded warriors who still bear battle scars. Both groups of **Purple Heart** recipients knew the price of liberty and both were willing to pay it. The Charter Township of Oxford salutes you.

Approved by the Oxford Township Board of Trustees on June 11, 2025

Supervisor Jack L. Curtis



Clerk Curtis W. Wright



16.8 Performance Guarantees.

A. Intent and Scope of Requirements. To ~~insure~~ensure compliance with the provisions of this Ordinance or any conditions imposed thereunder, the Planning Commission or Township Board or Township Building Official may require that a performance guarantee be deposited with the Township to ~~insure~~ensure faithful completion of improvements, in accordance with Section 505 of the Michigan Zoning Enabling Act, P.A. 110 of 2006, as amended, when one or more of the following conditions apply:

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1. Failure to complete the improvements would be detrimental to future users of the property, adjacent properties, or the community as a whole;
2. The improvements are integral to community benefits associated with a proposal.
3. The improvements are likely to be phased or staged over greater than a year long period, ~~a significant period of time~~.

B. Improvements for which the Township may require a performance guarantee include, but are not limited to, those features and actions associated with a project which are considered necessary to protect natural resources, or the health, safety, and welfare of the residents of the Township and future users or inhabitants of the proposed project or project area. Improvements shall include roadways, lighting, utilities, sidewalks, screening, parking areas, drainage, and similar infrastructure and aesthetic features. Township requirements related to improvements such as record (as-built) plans, easements, maintenance and financial guarantees, and similar items, along with consultants' review time, shall also be included in the performance guarantee improvements. Additional "Improvements" may include the following:

~~landscaping, berms, walls, lighting, driveways and parking, acceleration/deceleration lanes, traffic control devices, sidewalks, and land reclamation activities.~~

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1. ~~1.~~ The establishment or reestablishment of ditches and culverts to properly drain the building area covered by the site plan and the reopening or reestablishment of any drainageways that may have been interrupted by the building construction.

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2. The repair, replacement and reconstruction of any public and/or private road surfaces damaged in the course of construction so that the same shall be in comparable status as they existed prior to the commencement of building construction.

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3. The repair of all public and/or private utility structures damaged during the course of construction and the restoration and adjustment of all manholes, catch basins, grate wells, hydrants and shutoff boxes to the same conditions that they were in prior to the commencement of building construction.

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4. The establishment of grades on the site pursuant to plans approved by the Township.

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5. The construction of safety paths and other public improvements.

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B. C. General Requirements. The performance guarantee shall meet the following requirements:

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1. The performance guarantee shall be in the form of an irrevocable FDIC backed bank letter of credit, certified check, ~~performance bond~~, or cash escrow. The Township may, within its discretion, allow a Developer to submit a performance guarantee in the form of a performance surety bond ("Bond"). Such Bond shall be submitted in a form approved by the Township Attorney and Township Engineer. The Township may reject acceptance of a Bond if Developer fails to submit same in a form acceptable by the Township. All Bonds Agreements shall include language requiring the surety to release the Bond funds to the Township within 30 (thirty) days following the Township's notification to the Surety of breach of any Contract entered into with the Township governing the Development by the Developer and/or failure of Developer to complete the required work. In

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addition to the above, the following restrictions/regulations apply to Surety Bonds:

a. ~~a.~~ Performance guarantees for soil erosion measures shall not be provided in the form of a bond.

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b. A separate Bond shall be required for landscaping plans.

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c. The surety for any performance Bond must be a bank with a minimum rating of "A" or higher by a nationally recognized credit rating agency such as Moody's, S&P, or Fitch.

d. The amount associated with the performance surety Bond, as well as any landscaping Bond, shall be determined by the Zoning Administrator or Township Engineer.

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If the ~~a~~ Applicant chooses to post a certified check, performance bond, or surety bond, the bond or check ~~m~~ shall name the property owner and/or Developer as ~~and~~ the obligor, and the Township as the obligee. If the ~~A~~ applicant posts a letter of credit, the credit shall require only that the Township present the credit with a sight draft and an affidavit signed by the Township Supervisor attesting to the Township's right to draw funds under the credit. If the performance guarantee is an irrevocable letter of credit, it shall not be accepted by the Township unless any expiration date of said letter is at least sixty (60) days later than the date by which the improvements are to be completed. If the applicant posts a cash escrow, the escrow instructions shall provide that the escrow agent shall have a legal duty to deliver the funds to the Township whenever the Township Supervisor presents an affidavit to the agent attesting to the Township's right to received funds whether or not the ~~A~~ applicant protests that right. If

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the Applicant cannot produce a letter of credit with terms suitable to the Township, then a cash escrow shall be provided.

2. The performance guarantee shall be submitted at the time of issuance of the permit authorizing the activity or project. If appropriate based on the type of performance guarantee submitted, the Township shall deposit the funds in an interest-bearing account in a financial institution with which the Township regularly conducts business.
3. The amount of the performance guarantee shall be sufficient to cover fifty percent (50%) of the estimated cost of the improvements for which the performance guarantee is required, as well as the cost to prepare all required record drawings, easements, and similar items as identified in Ord. Sec. 16.8(B). The applicant shall provide an itemized schedule of estimated costs to complete all such improvements. The exact amount of the performance guarantee shall be determined by the Zoning Administrator.
4. ~~The entire~~For a performance guarantee in the form of a cash deposit or irrevocable letter of credit, the Applicant may request that the performance guarantee be returned as work progresses in a reasonable proportion to the ratio of work completed on the required improvements as determined by the Zoning Administrator. For a performance guarantee in the form of a bond, at the written request by the person that provided a bond and after a progress review and inspection, the Township may approve a reduction of the bond to an amount that remains sufficient for the purposes for which the bond was originally required, provided that no reduction shall occur until the project or work for which the bond was required is at least 50 percent (50%) complete and all fee and other obligations for the project to the Township are satisfied. ~~performance guarantee shall be returned to the applicant following inspection by the Zoning Administrator and a determination that the required improvements have been completed satisfactorily. The performance guarantee may be released to the applicant in proportion to the work completed on various elements, provided that a minimum of ten~~

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percent (10%) shall be held back on each element until satisfactory completion of the entire project.

5. An amount not less than ten percent (10%) of the total performance guarantee may be retained for a period of at least one (1) year after installation of landscape materials to ~~insure~~ ensure proper maintenance and replacement, if necessary. This amount shall be released to the applicant upon certification by the Zoning Administrator that all landscape materials are being maintained in good condition.

D. Unsatisfactory Completion of Improvements. Whenever required improvements are not installed or maintained within the time stipulated or in accordance with the standards set forth in this Ordinance, the Township may complete the necessary improvements itself or by contract to an independent ~~developer~~ contractor, and assess all costs of completing said improvements against the performance guarantee. Prior to completing said improvements, the Township shall notify the owner, site plan review applicant, or other firm or individual responsible for completion of the required improvements.

E. Trust and Agency Accounts. If an applicant fails to comply with the requirement of Section 16.7(B)(1), and its Trust and Agency account as provided for in Section 16.7(B)(2) has insufficient funds for the Township to draw upon in order to defray the costs of reviewing the applicant's application, then the Township may assess such costs against the performance guarantee.

F. Default and Use and Disposition of Bonds

1. Bond Forfeiture. A bond shall be forfeited to the Township if: (i) a condition of the bond, or the Code, permit, certificate, or approval that required the bond, is not satisfied, and complied with at the deadline for that compliance, or (ii) if a licensee or holder of a permit, certificate, or approval fails to timely request a required Township compliance inspection or review. The Application for the permit, certificate, or approval for which the bond was provided shall be deemed to have authorized the right of the Township by its employees, agents, consultants, and/or contractors to enter upon the

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property to determine whether the terms of any condition of the bond, or the Code, permit, certificate, or approval has been met.

2. Before forfeiting a bond, the Township will provide at least thirty (30) days' written notice of its intention to do so to the persons that provided the bond, the principal, and any sureties on the bond, and the licensee or holder of the permit, certificate, or approval that required the bond. Such notice shall include the opportunity to cure the default in a time and manner specified in the notice to the persons that provided the bond and that obtained the Township permit, certificate, or approval. The proceeds of a forfeited bond shall be applied or held by the Township toward the cost of accomplishing or securing compliance with the conditions of the bond, Code, permit, certificate, or approval, and to cover the Township convenience fee in accordance with Sec. F(4) with any portions not needed for that purpose to be refunded to the source of the forfeited, drawn upon, or collected bond proceeds held by the Township. A notice given under this section may be provided by first-class mail or other delivery to addresses provided to the Township.
3. If the bond proceeds are insufficient in amount to pay for the costs that are, or will be, incurred by the Township, the persons that provided the bond and/or that obtained the Township permit, certificate, or approval, shall be required to pay, and are liable to the Township, jointly and severally, for such additional amounts, which shall be paid within thirty (30) days of the Township's written notice of deficiency.
4. The Township may incur actual costs in exercising its rights to cure or satisfy a default and achieve compliance, as set forth herein. Any portion of the proceeds of a forfeited, drawn upon, or collected bond that remain after payment of: (i) all actual costs, (ii) the Township's administrative costs, (iii) an additional convenience fee of up to ten percent (10%) of the total bond amount to cover costs for consultant reviews, and/or staff time to undertake review and enactment of the forfeiture in accordance with this Ordinance; and (iv) any actual attorney and consultant fees incurred by the Township;

shall be refunded to the person who provided the bond funds that were used by the Township.

5. If a default on a requirement or condition of a bond, Code, permit, or certificate of approval is cured or satisfied, and compliance is achieved by persons other than the Township after a bond that has been forfeited or subject to draw or collection, then any bond proceeds that remain after payment of any actual attorney and consultant fees incurred by the Township, as well as administrative costs and convenience fees, shall be refunded to the source of the forfeited, drawn upon, or collected bond proceeds held by the Township.

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Carlisle | Wortman
ASSOCIATES, INC.

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

TO: Oxford Township Board of Trustees
FROM: Matteo Passalacqua, Associate Planner
DATE: June 3rd, 2025
RE: Zoning Ordinance 67A.042 / First Reading / Rezoning Application for Parcel 04-22-151-015

At their May 8th, 2025 regular meeting, the Planning Commission held a public hearing regarding one rezoning application. Consultant reviews are included in your packet for reference.

The parcel is located on Market Street near the North Lapeer Road (M-24) intersection. The parcel is proposed to be rezoned from C1 Local Commercial to C2 General Commercial.

The applicant voluntarily submitted a conceptual layout of how the lot would be developed if the rezoning is approved. Materials provided at the Planning Commission meeting indicated an Aldi grocery store would be proposed on the site. Rezoning approval will allow the site to be developed via the permitted and special land uses listed for the requested zone.

Upon receipt of public comments, consultant reviews, and presentation by the applicant, the Planning Commission recommended approval of the rezoning to the Township Board.

Upon receipt of the Planning Commission's recommendation, the Township Board will need to vote on scheduling a second reading or denying the proposed rezoning.

Potential Motions

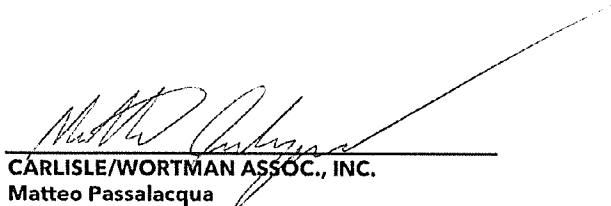
Motion to set the second reading for the proposed zoning map amendment to Zoning Ordinance 67A.042 for Parcel ID 04-22-151-015 for the July 9th, 2025 Charter Township of Oxford Board of Trustees meeting.

OR

Motion to deny the proposed zoning map amendment to Zoning Ordinance 67A.042 for Parcel ID 04-22-151-015.

Thank you for time and assistance.

Respectfully,



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

Cheryl Lotan

From: Cheryl Lotan
Sent: Tuesday, May 27, 2025 3:37 PM
To: Curtis Wright
Cc: Kelly Richter; Tim London
Subject: Township Board Agenda 06/11/2025 Item
Attachments: 05.08.2025 Draft Minutes PH.docx; PC Pkt 05.08.25 Rezoning 04.22.151.015 C1 to C2.pdf

Curtis,

Following the public hearing held at its May 8, 2025 Planning Commission meeting the Commission recommends approval of the rezoning request for Parcel No. 04-22-151-015 located on Market Street from C-1 Local Commercial District to C-2 General Commercial District based on the findings of fact outlined in Section 18.6 of Zoning Ordinance 67A as set forth in the discussion the Planning Commission on the record, which confirms that the request meets the eligibility requirements for rezoning.

The draft minutes of the May 8, 2025 meeting are attached along with the application and consultant reviews.

The Planning Commission acted as the recommending body. The Township Board now makes the final decision on the proposed zoning amendment.



*Please consider the
environment before
printing this email.*

Cheryl Lotan

Planning & Zoning
Executive Assistant

(248) 628-9787 Ext. 101
clotan@oxfordtownship.org
300 Dunlap Rd.
Oxford, MI 48371
www.oxfordtownship.org

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, MAY 8, 2025

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, May 8, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chair Bailey at 6:30 p.m.

RESPECTS TO THE FLAG

NOTING OF THE ROLL

Members Present: **Ryan Austin, Don Wloszek, Mark Blankenship, Patti Durr, Korey Bailey**

Members Absent: David Wagner, Bob Turner

Also Present: Township Planner Matteo Passalacqua, Township Engineer Jim Sharpe, Building Official Tim London, Recording Secretary Danielle Smith, one OCTV camera operator, and 15 attendees.

APPROVAL OF AGENDA

Commissioner Wloszek moved, Commissioner Austin seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, May 8, 2025, as amended, adding item 11b. Safety Path Committee Appointment Discussion.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

None.

APPROVAL OF MINUTES

Planning Commission Regular Meeting – April 24, 2025

Commissioner Wloszek moved, Commissioner Durr seconded, to approve the minutes of the regular Planning Commission meeting for April 24, 2025, as presented.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

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

Public comment began at 6:33 p.m.

There being no public comment, public comment ended at 6:33 p.m.

COMMISSIONERS' COMMENTS

None.

PETITIONS

Zoning Ordinance Text Amendments

Petitioner: Charter Township of Oxford

Public Hearing/Motion – The petitioner is requesting to update Article 16, Section 8 regarding the requirement and use of performance guarantees.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, MAY 8, 2025

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Information from The Kelly Firm was provided to the Commissioners.

Presentation by the Petitioner

The petition was presented by Township Planner Passalacqua, who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wloszek moved, Commissioner Austin seconded, to open the public hearing at 6:38 p.m.

Ayes: 5 Nays: 0 Absent: 2
Motion Carried.

Close Public Hearing

There being no comment, Commissioner Wloszek moved, Commissioner Austin seconded, to close the public hearing at 6:39 p.m.

Ayes: 5 Nays: 0 Absent: 2
Motion Carried.

Comments from Township Consultants & Staff

No additional information was provided.

Review of Correspondence

The Commission received no correspondence.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Blankenship moved, Commissioner Wloszek seconded, to recommend approval of the changes referred to in the attached redline revisions of Section 16.8 – Performance Guarantees of the Township Zoning Ordinance to the Board of Trustees, as presented.

Roll call:

Ayes: Bailey, Durr, Wloszek, Blankenship, Austin
Nays: None
Absent: Wagner, Turner
Motion Carried.

Petition PC25-005

Petitioner: VAQ-E, LLC, 29201 Telegraph Road, Suite 410, Southfield, MI 48034

Public Hearing/ Motion - The petitioner is requesting a zoning map amendment to rezone Parcel No. 04-22-151-015 from C-1, Local Commercial to C-2, General Commercial. The vacant parcel is located on the southwest corner of Market Street and Lapeer Road (M-24) and is approximately 8.39 acres.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, MAY 8, 2025

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated April 7, 2025 and was available to answer any questions of the Commission regarding the application.

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated April 15, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Adam Steuer, Versa Real Estate, 29201 Telegraph Road, Suite 410, Southfield, MI 48034**, and **Larry Lax, OXI, LLC, 40900 Woodward Avenue, Suite 200, Bloomfield Hills, MI 48304**, who were available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wloszek moved, Commissioner Austin seconded, to open the public hearing at 7:09 p.m.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, expressed concern regarding the lot split and potential traffic issues since the applicant stated there would be no curb cutting on Lapeer Road.

Ned Zimmer, 611 Bay Pointe Drive, stated he does not believe the proposed location is a good choice and shared there are other vacant properties in the township that would better suit an Aldi.

Maria Karisny, 1390 Glass Lake Circle, expressed concern regarding potential traffic issues if the entrance to Aldi would be off Market Street. She further stated that there is vacant land and buildings throughout the township where an Aldi could go and won't change the aesthetic of a neighborhood.

Brian Janks, 672 Brooks Lane, expressed concern regarding potential traffic issues if the entrance to Aldi would be off Market Street and would rather see the entrance be off Lapeer Road. He further stated he would like to work together to preserve the trees and guard house located near the east side of the property.

Brian Pencak, 475 Franklin Lake Circle, expressed concern regarding potential traffic issues on Market Street and would like to know more information regarding rental agreements that other businesses near Waterstone have and if the same would apply to Aldi. Additionally, he inquired as to how an Aldi would fit the aesthetic of Waterstone.

Close Public Hearing

There being no further comment, Commissioner Blankenship moved, Commissioner Austin seconded, to close the public hearing at 7:20 p.m.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, MAY 8, 2025

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated April 10, 2025 was included in the meeting packet.

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

The Commission received no correspondence.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Blankenship moved, Commissioner Austin seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township, Parcel No. 04-22-151-015 from C-1 Local Commercial District to C-2 General Commercial District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Austin, Blankenship, Durr, Bailey

Nays: Wloszek

Absent: Wagner, Turner

Motion Carried.

UNFINISHED BUSINESS

None.

NEW BUSINESS

PC 25-006 TNT Fireworks Extended Hours

Applicant: TNT Fireworks, c/o Charles Friese

The applicant is requesting to extend the hours of operation to 10:00 p.m. on an administratively approved temporary sales tent at 900 N. Lapeer Road (Meijer parking lot), Parcel No. 04-22-200-030, zoned C-2 General Commercial District.

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated April 29, 2025 and was available to answer any questions of the Commission regarding the application.

Fire Marshal Frantz' review letter dated April 21, 2025 was included in the meeting packet.

Charles Friese, TNT Fireworks, PO Box 7, Three Rivers, MI 49093, presented the request and was available to answer any questions of the Commission.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, MAY 8, 2025

Commissioner Blankenship moved, Commissioner Austin seconded, to approve the extended hours of operation until 10:00 p.m. for TNT Fireworks, 900 N. Lapeer Road (Parcel No. 04-22-200-030), zoned C-2 General Commercial District; Applicant: TNT Fireworks c/o Charles Friese. This approval is based upon the following findings:

1. The temporary sales permit has been administratively reviewed and approved, with the exception of the extended hours; and
2. The proposed later hours of operation, until 10:00 p.m., will not create unreasonable impacts on adjoining properties, due to the current zoning conditions and uses of those properties.

Further, this approval is conditioned upon the following:

1. This approval shall be valid in future years for this temporary use provided the temporary use is substantially similar to the proposed use, as it has been presently administratively approved. There are no substantial changes to the surrounding properties that require review of these extended hours, and the applicant does not have open violations with the Township.

Ayes: 5 Nays: 0 Absent: 2
Motion Carried.

Safety Path Committee Appointment Discussion

Discussion only. No action.

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

None.

Ordinance Review Committee

Township Planner Passalacqua provided a verbal update regarding the committee's ongoing tasks.

PLANNER/ENGINEER REPORTS

Planner – Carlisle/Wortman

Planner Passalacqua provided a brief update on ongoing and upcoming projects.

Engineer – Sharpe Engineering

Engineer Sharpe provided a brief update on ongoing and upcoming projects.

ADJOURNMENT

Commissioner Blankenship moved, Commissioner Austin seconded, to adjourn the meeting at 7:50 p.m.

Ayes: 5 Nays: 0 Absent: 2
Motion Carried.

Korey Bailey, Chair

Donald Wloszek, Secretary

Date approved: _____
/ds



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

**Rezoning
 Application**

If rezoning request is associated with a specific project, completion of a Site Plan Application will be required.

Property Information

Street Address: Address not assigned	Parcel ID: 0422151015
Legal Description: See Exhibit "A"	
Property Dimensions: Width at Road Frontage (feet): 332 Depth (feet): 1094	
Land Area: Gross Area: 8.39 Acres	Net Area:

Rezoning Information

Site Current Land Use:	vacant land
Current Zoning:	C-1: Local Commerical
Zoning of all parcels adjacent to the site and or within 300 feet of the site as listed below and shown on attached scaled drawings.	
Neighboring Parcel ID: 0421200014 -West	/ Zoning: Recreation
Neighboring Parcel ID: 0422151016 North	/ Zoning: C-1 Local Commerical
Neighboring Parcel ID: 0422200013 East	/ Zoning: C-2 General Commerical
Neighboring Parcel ID: 0422151005- South	/ Zoning: C-2 General Commerical
Write in if more listing is needed:	
Proposed Rezoning Designation:	C-2 General Commercial
Master Plan Future Land Use Designation:	Village Mixed Use

MAR 24 2025



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

**Rezoning
 Application**

Additional Information

- Three (3) scaled drawings of the site in relation to surrounding parcels (within 300 feet).
- Has the rezoning request been previously submitted in the last year?
 - If yes, have conditions changed or is new information available regarding the rezoning request?
- Proof that all property taxes and special assessments have been paid. See "Exhibit B"

Applicant Information

Name: VAQ-E, LLC		
Address: 29201 Telegraph Suite 410		
City: Southfield	State: MI	Zip code: 48034
Phone: 248-996-1081	Email: asteuer@versacos.com	
Applicant's Legal Interest in Property : Purchaser under contract		

Property Owner Information

- Property owner is the same as applicant (do not fill out property owner information)
- Property owner is different than the applicant (information immediately below required)

Name: OXI, LLC		
Address: 40900 Woodward Avenue Suite 200		
City: Bloomfield Hills	State: MI	Zip code: 48304
Phone: 248-554-4212	Email: llax@rei-group.net	



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

**Rezoning
 Application**

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.
 I (we) understand that if it is determined that the application is not complete, the Township shall identify in writing what is needed to make the application complete.
 I (we) authorize the employees and representatives of the Charter Township of Oxford to enter and conduct an investigation of the above referenced property.

Applicant's Signature <small>Digitally signed by:</small> <small>CB122ED171C84DE...</small>	Applicant's Printed Name VAQ-E, LLC By: Gregory J. Erne	Date 2/4/2025
Property Owner's Signature 	Property Owner's Printed Name OXI, L.L.C By: Jorge Lozano	Date 1/29/2025

Payment of the following fees at time of submission:

- Oxford Township Review Non-Refundable - \$1,300
- Fire Department - \$100
- Consultant Review Escrow - \$4,800
- Additional Fee's (if applicable)
 - Parks and Rec - \$50
 - Police - \$100

OFFICE USE ONLY

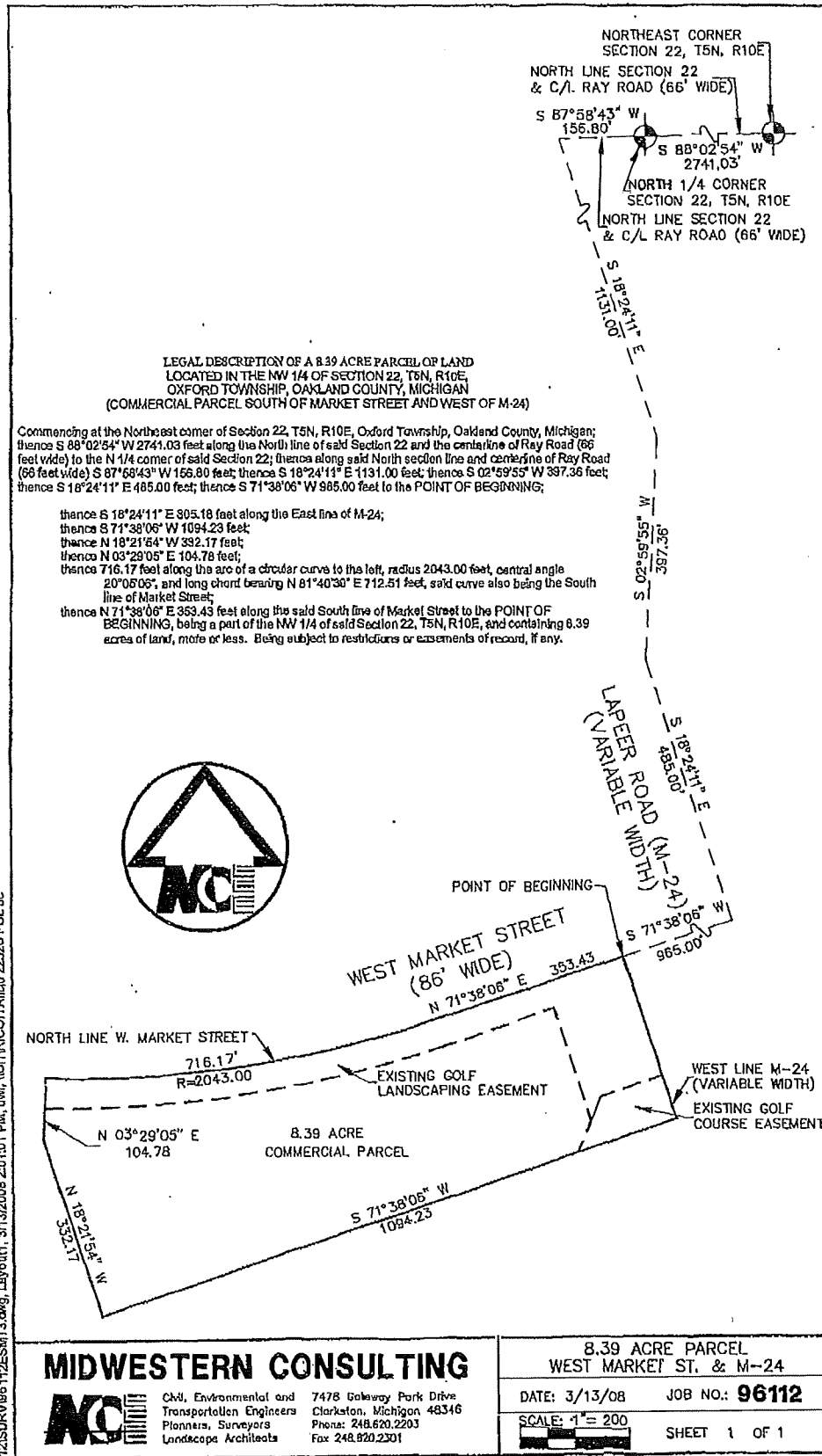
Date Applied

PC File Number

Escrow / T & A Account

3.24.2025

BTA 25-0004



R:186121SURV086112ESM13.dwg, Layout1, 3/13/2008 2:01:01 PM, dwg, V:\PROJECTS\086112\2222C PCL Ec

MIDWESTERN CONSULTING



Civil, Environmental and Transportation Engineers
 Planners, Surveyors
 Landscape Architects
 7478 Gateway Park Drive
 Clarkston, Michigan 48346
 Phone: 248.620.2203
 Fax 248.620.2301

8.39 ACRE PARCEL
 WEST MARKET ST. & M-24

DATE: 3/13/08 JOB NO.: 96112

SCALE: 1" = 200'

SHEET 1 OF 1



Carlisle | Wortman
ASSOCIATES, INC.

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

Date: April 7, 2025

**Rezoning Review
For
Oxford Charter Township, Michigan**

Applicant:	VAQ-E, LLC
Project Name:	Market Street Rezoning
Location:	Southwest corner of Lapeer Road (M-24) and Market Street.
Parcel ID:	04-22-151-015
Parcel Size:	8.39 gross acres
Application Date:	March 24, 2025
Current Zoning:	C1, Local Commercial
Action Requested:	Rezone to C2, General Commercial

PROJECT DESCRIPTION

The applicant is requesting a zoning change for a parcel located at the southwest corner of Lapeer Road (M-24) and Market Street to convert the permissible uses of the site from local commercial to general commercial. The rezoning application does not state the purpose of the request. The parcel is currently vacant with the exception of entryway structures to the Waterstone development. Easements are located along the east and north property lines of the site. No formal site plan has been submitted.

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

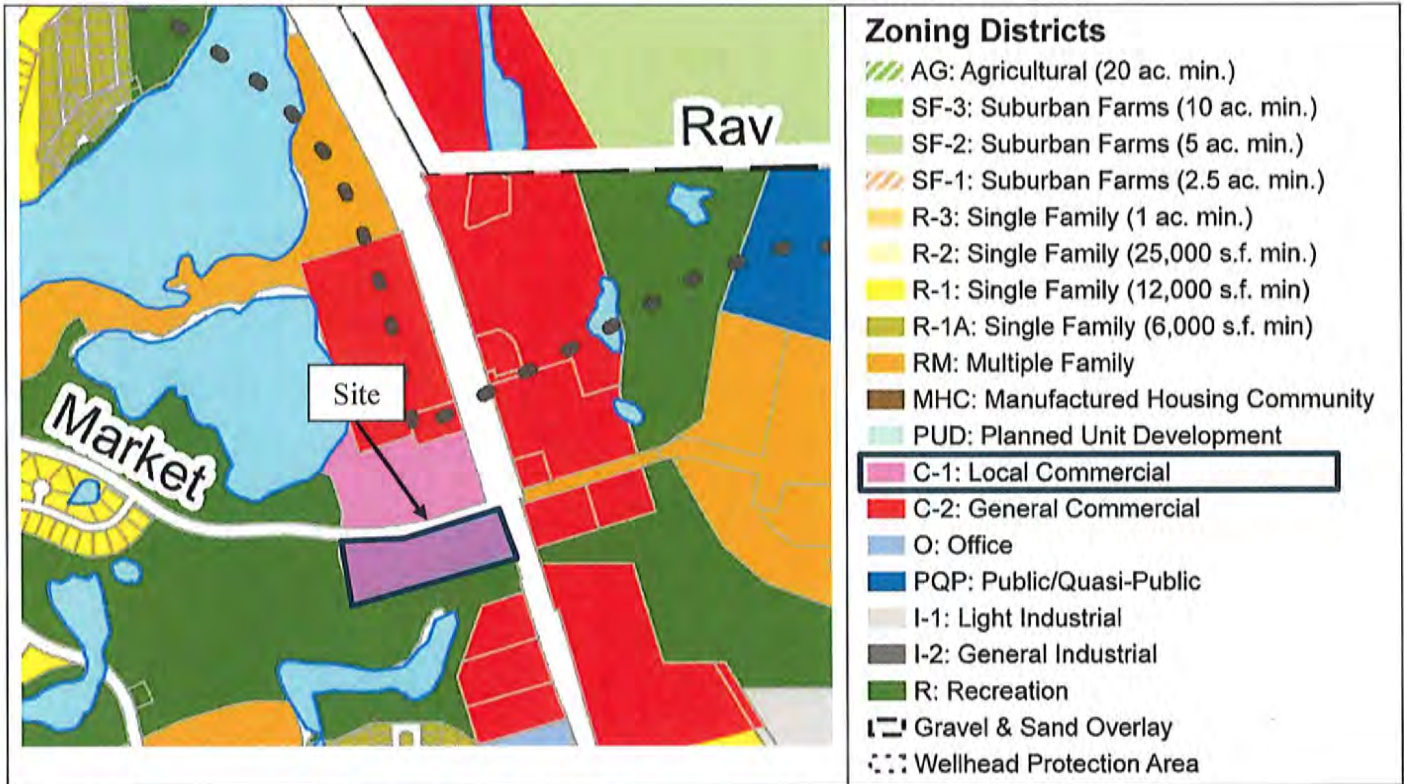
Aerial Photograph



Source: NearMap October, 2024

NEIGHBORING ZONING AND LAND USE

Zoning



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

Direction	Zoning	Existing Use
Site	C1 – Local Commercial	Vacant
North	C1 – Local Commercial	Vacant
South	R – Recreation	Golf Course
East	C2 - General Commercial	Vacant
West	R – Recreation	Golf Course

If approved, the parcel would conform to the lot standards for the C2 district. Permitted and Special Land uses in the C2 zone are shown on the following page.

C2 Zoning District	
Permitted Land Uses	Special Land Uses
Farm market roadside stand	Upper-story residential
Carry-out restaurant or concession stand	Bar or lounge

Drive-in restaurant	Small distillery, microbrewery, or brewpub
Drive-thru restaurant	
Fast-food restaurant	Library, museum, or similar noncommercial cultural facility
Outdoor patio, excluding alcohol	Recreation, Indoor
Sit-down restaurant	Recreation, Outdoor
Banquet hall, club, lodge hall, rental hall, or catering hall	Shooting range, Outdoor, or gun club
Health and fitness club	
Shooting range, Indoor	Transient, temporary amusement
Theater, excluding drive-in theater	
Essential services and structures, transmission and distribution lines, pipelines, telephone repeaters and related structures	Automobile convenience mart
Office of local, state, or federal government agency	Automobile repair facility
Police, fire, or emergency medical services station	Automobile service center
Polling place	Automobile service station
Post office or other similar governmental office serving nearby residential areas	Automobile wash or car wash
Private or non-exempt public college or university	Automobile or recreational vehicle dealership
Administrative or professional office	Building material or lumber supply or home improvement center
Dry cleaning drop-off center	Drive-in/drive-thru business associated with permitted use
Financial or business service establishment, including but not limited to, banks, credit unions, insurance offices, etcetera	Equipment or vehicle rental
Home occupation	Open air business
Laundromat	

Office of nonprofit organizations, including but not limited to, labor unions, civic, social, or fraternal associations, or political or religious organizations, excluding those requiring large meeting or assembly halls	Retail uses of more than 65,000 square feet in gross floor area
Pawnshop	Hospital
Personal service establishment	Medical or dental office, excluding veterinarian establishments and medical facilities permitting overnight patients
Retail use of up to 10,000 square feet in gross floor area	
Retail uses of up to 65,000 square feet in gross floor area	Veterinary clinic
Seasonal and temporary sales	Bulk propane sales and dispensing stations, subject to state licensing regulations
Any use whose principal function is technical training	
Accessory buildings, structures, or uses that are customarily incidental to permitted or special land uses	Pharmaceutical manufacturing and similar or related uses, excluding retail sales
Day care center	
Funeral home	Hotel or motel
	Kennel, Commercial
	Radio TV broadcasting, transmitting, or receiving tower, excluding wireless communication facilities

Some uses between the C1 and C2 district are identical however some uses are a special land use in the C1 district but permitted in the C2 district. C2 also increases the permitted square footage retail developments can be.

Items to be addressed: None

NATURAL FEATURES

The site is vacant. No natural feature information was provided in the application. Below is our observed condition of the site. It should be noted that the proposed district will allow for a higher intensity of uses than the current zone however such uses are not uncommon for main thoroughfares.

- Topography:** The site appears relatively flat.
- Wetlands:** EGLE wetland mapper indicates wetlands may be present onsite. Potential wetlands onsite may impact the site's development under current and proposed zoning.
- Woodland:** No woodland clusters are present onsite. Scattered mature trees exist on the west end of the lot.
- Soils:** Predominant soils are pits and udipsamment.
- Water:** No waterbodies exist onsite. A small canal exists to the south of the site.

Items to be addressed: None

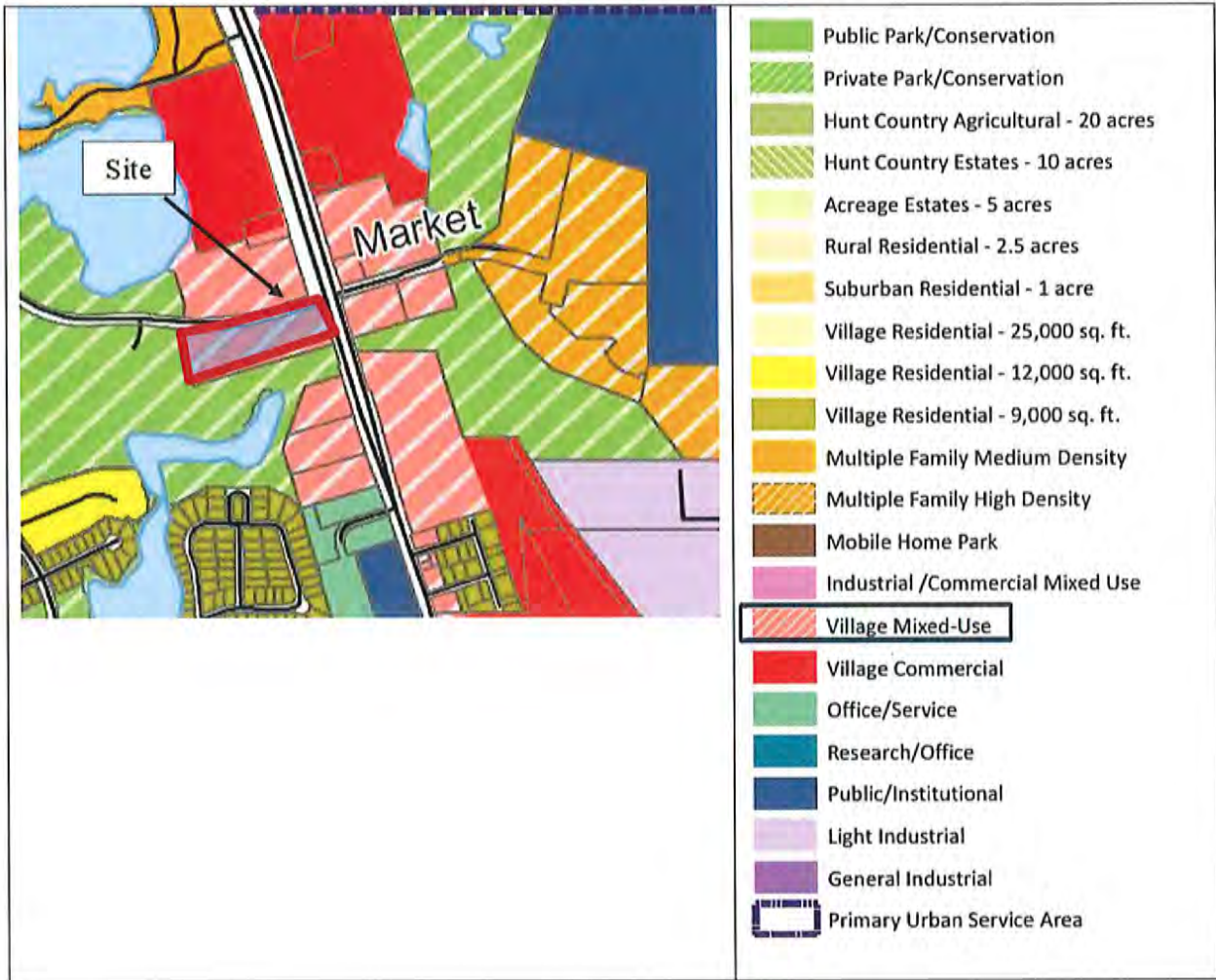
MASTER PLAN

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

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

2019 Future Land Use

Under the current Master Plan, the site is located in the Village Mixed Use district shown on the next page:



The description for the Village Mixed Use district is:

Village Mixed Use: *The Village Mixed-Use designation is intended to support and complement downtown Oxford by promoting a mixture of compatible neighborhood commercial, office, and residential land uses. The intent is to allow for both a horizontal mix (separate buildings) and vertical mix (same building) of uses. Single-use buildings should be planned as an integrated development, offering a variety of uses in close proximity to one another; conversely, in the case of vertical mixed-use, neighborhood commercial and office uses should be promoted on the first floor with residential above to facilitate an active street front. Residential density should not exceed eight (8) units per gross acre. Design guidelines should be developed and incorporated to ensure an attractive transition from commercial to single-family areas. Envisioned residential uses include lofts, apartments, townhomes, mixed-use buildings, and senior housing.*

The 2019 Master Plan Future Land Use map does envision a mix of commercial, office and residential future uses. The only residential uses allowed in the current zone (C1) and proposed zone (C2) is upper story dwelling units.

The current Master Plan draft Future Land Use map designates this area as mixed use. This designation indicates consistency with the Township's consideration for the future uses along this portion of Lapeer Road.

Commercial land use goals in the 2019 Master Plan state that commercial and office uses should be located primarily along M-24 and in proximity to the Village of Oxford; however, limited retail and service operations serving neighborhood areas should be considered along other major thoroughfares.

Items to be addressed: Planning Commission to consider the 2019 future land use designations as well as Goals, Objectives, and Strategies.

DEVELOPMENT POTENTIAL

If rezoned, the lot will allow for more commercial/retail uses as well as larger type developments as noted earlier in this report regarding permitted and special land uses. Other standards related to the C2 district are outlined in Section 3.7 of the Zoning Ordinance. Accounting for current market conditions and infrastructure, the proposed district has development potential at this location.

REZONING STANDARDS

In reviewing any petition for a zoning amendment, the Planning Commission shall evaluate the petition based on the criteria in Section 18.6 for map amendments and Section 18.7 for text amendments and shall make its recommendations for disposition of the petition to the Township Board following the public hearing.

Section 18.6 criteria for a proposed map amendment (rezoning) are reviewed below.

- A. *Consistency with the goals, policies, and future land use map of the Township Master Plan, including any sub-area or corridor plans. If conditions have changed since the master plan was adopted, the rezoning may be found to be consistent with recent development trends in the area.*

CWA Comment: As noted earlier in this review, the current 2019 Master Plan Future Land Use map designates this area as Village Mixed Use. This designation envisions a horizontal or vertical commercial/residential use element of developments on the site.

- B. *Compatibility of the site's physical, geological, hydrological, and other environmental features with all uses permitted in the proposed zoning district compared to uses permitted under current zoning.*

CWA Comment: The site does not contain any major environmental features and appears to be compatible with the uses permitted in the C2 district.

- C. *The compatibility of all uses permitted in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential influence on property values compared to uses permitted under current zoning.*

CWA Comment: Properties located around the site are currently zoned C1 (Local Commercial), R (Recreation) and C2 (General Commercial). C2 uses are typically found along major thoroughfares and adjacent to residential districts. The proposed site appears to be conducive to the potential development of several C2 permitted and special land uses. Uses permitted under the C1 zoning designation are generally less intense and contain more special land uses than C2.

- D. *The capacity of Township utilities and services is sufficient to accommodate all the uses permitted in the requested district without compromising the health, safety, and welfare of the Township.*

CWA Comment: Public water and sewer service is available in the area. We defer to the Township Engineer on the capacity of utilities to accommodate permitted uses in the C2 district.

- E. *The capacity of the street system to safely and efficiently accommodate the expected traffic generated by uses permitted in the requested zoning district.*

CWA Comment: The site will require approval from the Oakland County Road Commission (RCOC) and potentially Michigan Department of Transportation (MDOT) in order to access Market Street and/or Lapeer Road (M-24). Permitted and special land uses in the C2 district offer a wide array of development options for the site. These varied uses will generate different levels of traffic. Market Street is a local road that provides a connection between Granger Road and Lapeer Road including access to Dunlap Road. C2 developments would likely draw their primary traffic from Lapeer Road. Residents from the adjacent residential developments would likely use Market Street to access the site.

- F. *The apparent demand for the types of uses permitted in the requested zoning district in the Township, and surrounding area, in relation to the amount of land in the Township, and surrounding area, currently zoned, and available to accommodate the demand.*

CWA Comment: C2 zoning is prevalent along the M-24 corridor. Retail occupancy along the corridor is relatively strong. Community events soliciting feedback for the Master Plan update have shown that residents are in favor of more retail options in the community. C2 offers expanded commercial uses on the site and reduces the requirement for special land uses. The site has not garnered any viable retail interest under the current zoning.

- G. *The boundaries of the requested zoning district are sufficient to meet the dimensional regulations for the zoning district listed in Section 3.7, Schedule of Regulations.*

CWA Comment: The lot conforms to the dimensional standards for C2.

- H. *The requested zoning district shall be more appropriate from the Township's perspective than another zoning district.*

CWA Comment: C2 uses along or adjacent to Lapeer Road are appropriate for major thoroughfares. C1 allows for retail and small-scale commercial uses but does not permit more intensive uses allowed in C2. Dense residential uses such as R1-A and RM would be conducive to the size of the lot and proximity to Market Street and Lapeer Road. The lot is large enough to warrant viable light industrial uses however no other industrial zoning is present in the area.

- I. *The requested rezoning will not create an isolated and unplanned spot zone.*

CWA Comment: Adjacent developed properties are currently zoned C2 or C1. Rezoning would not create a spot zone.

- J. *The request has not previously been submitted within the past one (1) year, unless conditions have changed, or new information has been provided.*

CWA Comment: No request has been made in the past year.

- K. *Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, and enhance the overall quality of life in Charter Township of Oxford.*

CWA Comment: C2 zoning would allow for expanded commercial uses of the property thus increasing its investment potential. The lot does not abut any residential developments relating to possible conflicting uses should the site be developed under C2.

Items to be addressed: None

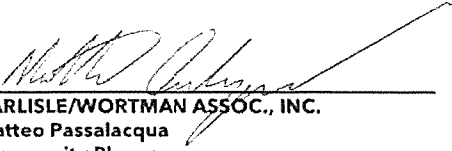
SUMMARY

The proposed rezoning is compatible with market demands and the proposed location is conducive with uses along or adjacent to major thoroughfares. The proposed rezoning is somewhat compatible with the 2019 Master Plan Future Land Use map.

The Planning Commission recommends the approval or denial of the rezoning to the Township Board during a public hearing. The Township Board shall have the final approval/denial decision on the rezoning petition.

SW Lapeer / Market Street Rezoning
April 7, 2025

Respectfully,



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



Project Name: OXI Vacant Parcel Rezoning
Review Phase: Rezoning

Date Received: **March 25, 2025**
Date of Review: **April 15, 2025**

SE Project # **014.63.00**
Oxford Twp T&A Acct: **BTA25-0004**

Parcel: 04-22-151-015

Drawings Reviewed: Rezoning Application

Review Action: No Objections

Dear Ms. Lotan,

We are in receipt of the documents submitted for the proposed rezoning of the above-noted parcel from C-1 (Local Commercial) to C-2 (General Commercial). The property is located at the southwest corner of M24 (Lapeer Road) and Market Street.

The applicant has not submitted any site plan, floor plan, building renderings, or engineering information along with this rezoning application, nor is it required. Our office has no objections to the submitted rezoning information, but we do offer comments on the subsequent pages that will be pertinent to the parcel from an engineering perspective should this progress into a development project.

Please do not hesitate to contact me if you have any questions.

Respectfully,

Jim Sharpe
President

cc (via email): Korey Bailey – Oxford Twp PC Chairman
BJ Frantz – Oxford Fire Marshal
Matteo Passalacqua – Carlisle/Wortman Assoc, Inc.
Brittney Ellis – The Kelly Firm

GENERAL INFORMATION

The applicant's request consists of rezoning parcel 04-22-151-015 from C-1 (Local Commercial) to C-2 (General Commercial). The parcel being considered is a vacant 8.39 acre parcel on the south side of Market Street at the M24 (Lapeer Road) intersection and abuts the Boulder Pointe golf course. The parcel is generally open with no existing buildings and no apparent wetland areas.

SITE ELEVATIONS

- The parcel proposed for rezoning is relatively flat and appears conducive for development without the need for significant land balancing.

SANITARY SEWER

- The parcel proposed for rezoning is located within Oxford Township's sanitary sewer district. If the zoning change is approved, the existing sanitary sewer system does have capacity to support a use and/or development allowed in the general commercial zoning district.

WATER DISTRIBUTION

- The parcel proposed for rezoning is located within Oxford Township's water district. If the zoning change is approved, the existing water supply system does have capacity to support a use and/or development allowed in the general commercial zoning district.

STORM SEWER

- A storm sewer outlet does not appear to exist on the property. Stormwater piping, pre-treatment and a retention system in accordance with current Oxford Township standards will be required to support a proposed development.

PAVEMENTS, SIDEWALKS, AND CURBING

- There is no existing driveway accessing the parcel. Market Street is a roadway under the jurisdiction of the Road Commission for Oakland County (RCOC), so any proposed construction and/or modifications within this right-of-way will require a permit from the RCOC.
- M24 (Lapeer Road) is a roadway under the jurisdiction of the Michigan Department of Transportation (MDOT), so any proposed construction and/or modifications within this right-of-way will require a permit from the MDOT.
- Safety paths currently exist along both the M24 and Market Street frontages as required by ordinance. Repairs to the existing paths at any proposed access locations and other areas in current disrepair along the property frontages should be performed in conjunction with any development project.

- It appears that an existing portion of the Boulder Pointe golf course cart path is located on the parcel. The cart path will either need to be relocated onto the golf course property, an easement be created to allow the path to continue to exist over the parcel, or a property line adjustment be completed.

PROJECT SUMMARY

In our opinion, the Township has sufficient infrastructure to service a proposed C-2 general commercial development at the proposed rezoning location. Site plan and engineering drawings in accordance with the Township's engineering standards and related ordinance requirements will be required if the rezoning is approved and progresses into a development project.



OXFORD FIRE DEPARTMENT

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

April 10, 2025

Re: Rezoning
Parcel #04-22-151-015
Approximately 8.39 vacant acres on Market St
Oxford, MI 48371

The Oxford Fire Department has no objection or concerns to the proposed Rezoning of the property parcel number listed above.

Fire Marshal
BJ Frantz
bjfrantz@oxfordfiredept.com
Office: 248 969-9483
Cell : 248 916-8600





Carlisle | Wortman
ASSOCIATES, INC.

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

TO: Oxford Township Board of Trustees
FROM: Matteo Passalacqua, Associate Planner
DATE: June 3rd, 2025
RE: Zoning Ordinance 67A.037 / Second Reading / Definitions and Zoning District Regulations

At the March 13th, 2025 regular meeting, the Planning Commission voted to recommend the approval of the zoning ordinance 67A.037 text amendments. At the May 14th, 2025 regular meeting, the Board conducted a first reading and voted to conduct a second reading of draft Zoning Ordinance 67A.037 at the June 11th, 2025 regular Board meeting. Ordinance 67A.037 relates to state licensed day care facilities and auto convenience marts being special land uses in the I-1 and I-2 Industrial zoning districts.

Proposed Text Amendments to the Zoning Ordinance

State Licensed Day Care Facilities

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

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

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

At the June 11th, 2025 meeting, the Board will need to vote to approve or deny the proposed text amendments in zoning ordinance 67A.037.

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

Potential Motions

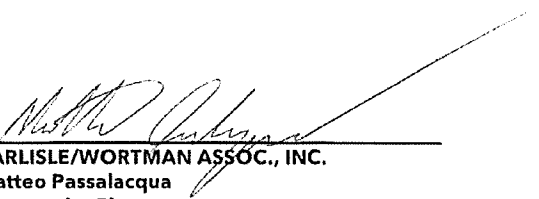
Motion to approve the proposed text amendments to Zoning Ordinance 67A.037 relating to state licensed day care facilities and auto convenience mart uses.

OR

Motion to deny the proposed text amendments to Zoning Ordinance 67A.037 relating to state licensed day care facilities and auto convenience mart uses.

Thank you for your time and assistance.

Respectfully,



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

ARTICLE 2
DEFINITIONS

Day Care Facilities, State Licensed.

2. *Child Day Care Facilities.* Includes the following definitions as defined and regulated by Public Act No. 116 of the Public Acts of 1973 as amended:
 - a. *Child Family Day Care Home.* A state-licensed, owner-occupied private residence in which one (1) but not more than six (6) minor children are received for care and supervision for periods less than twenty-four (24) hours a day unattended by a parent or legal guardian, excepting children related to an adult member of the owner's family by blood, marriage or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks in a calendar year. The term "family day care home" includes a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year. The total number of children receiving care may be modified when increased capacity, as defined herein, is granted by the State of Michigan.
 - b. *Child Group Day Care Home.* A state-licensed, owner-occupied private residence in which seven (7) but not more than twelve (12) minor children are received for care and supervision for periods less than twenty-four (24) hours a day unattended by a parent or legal guardian, excepting children related to an adult member of the owner's family by blood, marriage or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks in a calendar year. The term "group day care home" includes a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year. The total number of children receiving care may be modified when increased capacity, as defined herein, is granted by the State of Michigan.
 - c. *Child Care Center.* Also known as "day care center", a state-licensed facility, other than a private residence, receiving one (1) or more minor children for care and supervision for periods less than twenty-four (24) hours, and where the parents or guardians are not immediately available to the child.
 - d. *Private home.* A private residence in which the licensee or registrant permanently resides as a member of the household, which residency is not contingent upon caring for children or employment by a licensed or approved child placing agency.

State Licensed Child Day Care Facilities Ordinance Amendments
Attorney Review: September 6, 2024

- e. Increased capacity. The addition of one (1) child in a family day care home and two (2) children in a group day care home when granted by the State of Michigan in accordance with Act 116 of 1973, as amended.

Automobile Convenience Mart Ordinance Amendments

E. Institutional Uses (continued)	AG	SF-3	SF-2	SF-1	R-3	R-2	R-1	R-1A	RM	MHC	C-1	C-2	O	RO	I-1	I-2	R	PQP	G	\$\$*
5. Municipal water treatment facility	P	P	P	P	P	P	P	P	P	-	-	-	-	-	P	P	P	P	-	
6. Municipal waste water treatment facility	S	S	S	S	-	-	-	-	-	-	-	-	-	-	S	S	-	S	-	
7. Non-exempt university or similar institution, providing technical education	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	-	P	-	
8. Office of local, state, or federal government agency	S	S	S	S	-	-	-	-	-	-	P	P	P	-	P	P	P	P	-	
9. Place of worship	S	S	S	S	S	S	S	S	S	-	-	-	-	-	-	-	-	S	-	5.10
10. Police, fire, or emergency medical services station	P	P	P	P	S	S	S	S	S	-	P	P	-	-	P	P	-	P	-	
11. Polling place	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12. Post office or other similar governmental office serving nearby residential areas	-	-	-	-	-	-	-	-	-	-	P	P	-	-	S	-	-	P	-	
13. Private elementary, middle, or secondary school	S	S	S	S	S	S	S	S	S	-	-	-	-	-	-	-	-	P	-	5.28
14. Private or non-exempt public college or university	-	-	-	-	-	-	-	-	-	-	-	P	-	-	-	-	-	P	-	5.28

F. Business, Commercial, & Retail Uses	AG	SF-3	SF-2	SF-1	R-3	R-2	R-1	R-1A	RM	MHC	C-1	C-2	O	RO	I-1	I-2	R	PQP	G	\$\$*
1. Administrative or professional office	-	-	-	-	-	-	-	-	-	-	P	P	P	-	P	P	-	-	-	
2. Adult regulated uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	S	-	-	-	5.1
3. Automobile convenience mart	-	-	-	-	-	-	-	-	-	-	S	S	-	-	S	S	-	-	-	5.3
4. Automobile repair facility	-	-	-	-	-	-	-	-	-	-	-	S	-	-	P	P	-	-	-	5.3
5. Automobile service center	-	-	-	-	-	-	-	-	-	-	S	S	-	-	-	-	-	-	-	

Proposed text: **example**
Text proposed for deletion: ~~example~~



Carlisle | Wortman
ASSOCIATES, INC.

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

TO: Oxford Township Board of Trustees

FROM: Matteo Passalacqua, Associate Planner

DATE: June 3rd, 2025

RE: Zoning Ordinance 67A.040 & 041 / Second Reading / Rezoning Application for Parcel 04-21-200-002 (Parcel B) and 04-21-200-005 (Parcel A)

At their April 24th, 2025 regular meeting, the Planning Commission held a public hearing regarding two rezoning applications. Upon receipt of public comments, consultant reviews, and presentation by the applicant, the Planning Commission recommended approval of both rezonings to the Township Board. At the May 14th, 2025 regular Board meeting, the Township Board conducted a first reading and voted to conduct a second reading of the proposed rezoning applications and map amendments for the June 11th, 2025 regular Board meeting.

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

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

While presented as related projects, two separate rezoning applications were submitted and subject to separate public hearings and reviews by the Township. At the June 11th, 2025 Board meeting, the Board will need to vote to approve or deny the map amendments provided in proposed Zoning Ordinances 67A.040 and 67A.041.

Potential Motions

Motion to approve the proposed zoning map amendment to Zoning Ordinance 67A.040 for Parcel ID 04-21-200-002 to rezone from C1 Local Commercial zoning designation to RM Multiple Family Residential zoning designation.

OR

Motion to deny the proposed zoning map amendment to Zoning Ordinance 67A.040 for Parcel ID 04-21-200-002 to rezone from C1 Local Commercial zoning designation to RM Multiple Family Residential zoning designation.

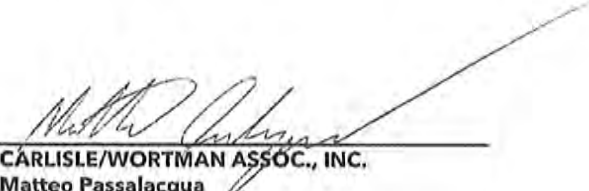
Motion to approve the proposed zoning map amendment to Zoning Ordinance 67A.041 for Parcel ID 04-21-200-005 to rezone from C1 Local Commercial to R1 Single Family Residential (12,000 sqft lots).

OR

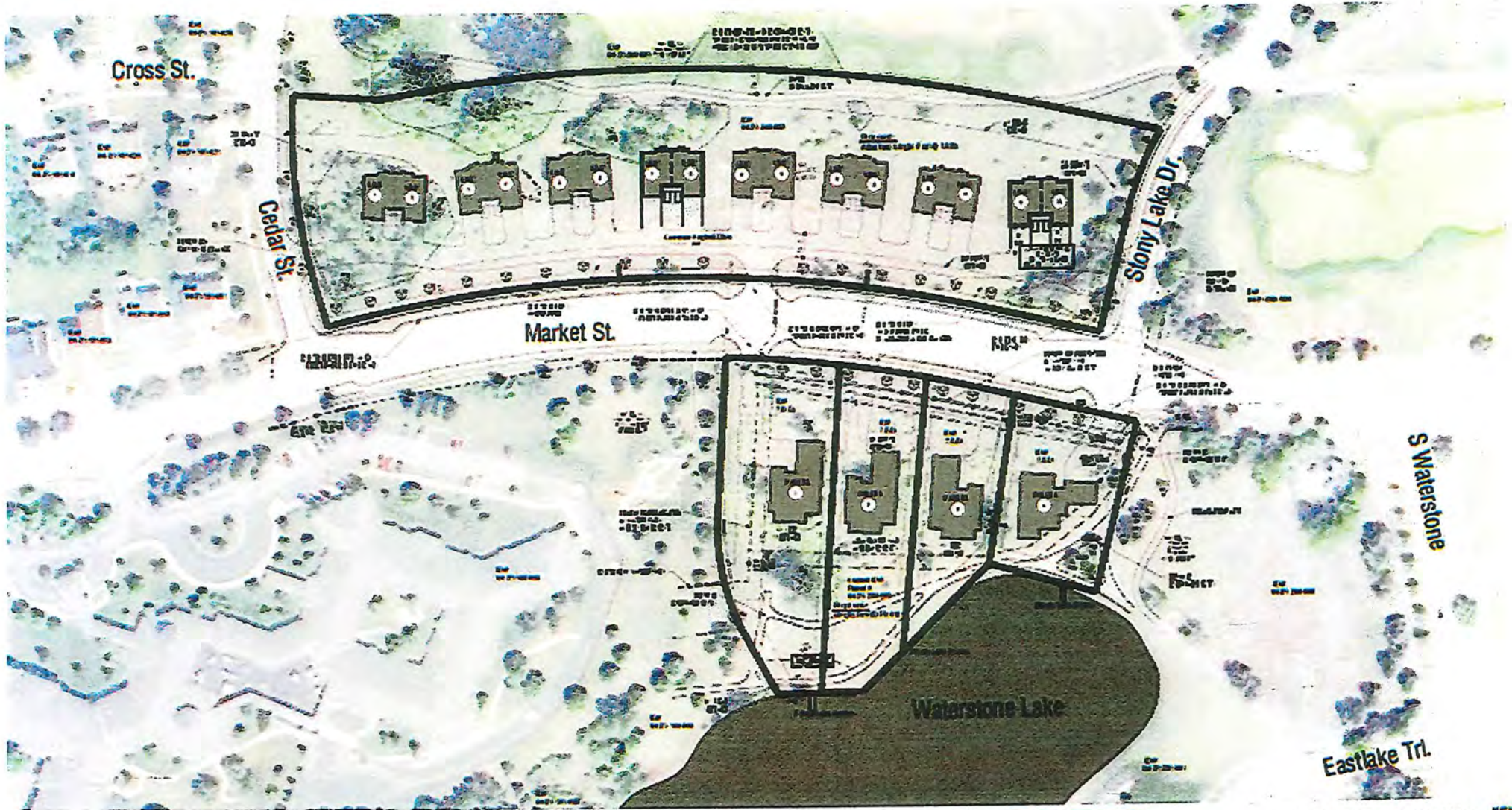
Motion to deny the proposed zoning map amendment to Zoning Ordinance 67A.041 for Parcel ID 04-21-200-005 to rezone from C1 Local Commercial to R1 Single Family Residential (12,000 sqft lots).

Thank you for your time and assistance.

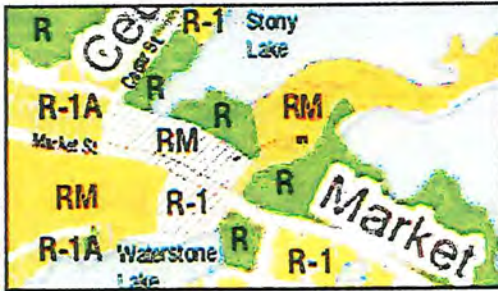
Respectfully,



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



Existing Zoning



1 Rezoning and Parcel Plan

Parcel	Area (sq. ft.)	Volume (cu. ft.)	Height (ft.)	Area (sq. ft.)	Volume (cu. ft.)	Height (ft.)
1	10,000	100,000	10	10,000	100,000	10
2	10,000	100,000	10	10,000	100,000	10
3	10,000	100,000	10	10,000	100,000	10
4	10,000	100,000	10	10,000	100,000	10
5	10,000	100,000	10	10,000	100,000	10
6	10,000	100,000	10	10,000	100,000	10
7	10,000	100,000	10	10,000	100,000	10
8	10,000	100,000	10	10,000	100,000	10
9	10,000	100,000	10	10,000	100,000	10
10	10,000	100,000	10	10,000	100,000	10

Notes:

- 1. All zoning changes are subject to the approval of the Planning Commission and the City Council.
- 2. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.
- 3. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.
- 4. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.
- 5. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.
- 6. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.
- 7. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.
- 8. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.
- 9. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.
- 10. The rezoning is for the purpose of allowing the development of the site as shown on the attached site plan.



Carlisle | Wortman

ASSOCIATES, INC.

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

Date: March 31, 2025

Rezoning Review For Oxford Charter Township, Michigan

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

PROJECT DESCRIPTION

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

Figure 1. below outlines the parcel requested for rezoning.

Figure 1. Aerial Photograph



Source: NearMap October, 2024

NEIGHBORING ZONING AND LAND USE

Figure 2. Zoning



Zoning Districts

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

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

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

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

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

Items to be addressed: None

NATURAL FEATURES

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

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

Items to be addressed: None.

MASTER PLAN

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

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

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

2019 Master Plan Goals

Residential Land Use:

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

CWA Comment:

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

Commercial Land Use:

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

CWA Comment:

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

2019 Future Land Use

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



The description for the Village Commercial is:

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

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

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

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

DEVELOPMENT POTENTIAL

If rezoned, the lot will allow for various residential developments as noted earlier in this report regarding permitted and special land uses. Other standards related to the RM district are outlined in Section 3.7 of the Zoning Ordinance. The applicant has indicated their intent to construct eight (8) single family attached homes should the rezoning be approved. Accounting for current housing market conditions and infrastructure, the proposed use has development potential at this location.

Items to be addressed: *None*

REZONING STANDARDS

In reviewing any petition for a zoning amendment, the Planning Commission shall evaluate the petition based on the criteria in Section 18.6 for map amendments and Section 18.7 for text amendments and shall make its recommendations for disposition of the petition to the Township Board following the public hearing.

Section 18.6 criteria for a proposed map amendment (rezoning) are reviewed below.

- A. *Consistency with the goals, policies, and future land use map of the Township Master Plan, including any sub-area or corridor plans. If conditions have changed since the master plan was adopted, the rezoning may be found to be consistent with recent development trends in the area.*

CWA Comment: As noted earlier in this review, the current 2019 Master Plan Future Land Use map designates this area as Village Commercial. However, the current Master Plan draft designates the site as Private Recreation/Conservation. Current interest in commercial development has focused on M-24 and not necessarily within neighborhoods.

- B. *Compatibility of the site's physical, geological, hydrological, and other environmental features with all uses permitted in the proposed zoning district compared to uses permitted under current zoning.*

CWA Comment: Portions of the site contain potential wetlands. The existing zoning of Commercial (C1) has the ability to allow for more intensive uses than the proposed Multiple Family zoning which could impact environmental features of the site.

- C. *The compatibility of all uses permitted in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential influence on property values compared to uses permitted under current zoning.*

CWA Comment: Properties located around the site are currently zoned for multi family, recreation, and single family. The proposed site appears to be conducive to the potential use of the site as a location for several attached single family homes. Additionally, there are uses permitted in the C1 district which allow for more intensive uses than those permitted in the RM district as it relates to existing surrounding development and infrastructure.

- D. *The capacity of Township utilities and services sufficient to accommodate all the uses permitted in the requested district without compromising the health, safety, and welfare of the Township.*

CWA Comment: Public water and sewer service are available in the area. We defer to the Township Engineer on the capacity of utilities to accommodate permitted uses in the RM district.

- E. *The capacity of the street system to safely and efficiently accommodate the expected traffic generated by uses permitted in the requested zoning district.*

CWA Comment: Permitted and Special Land Uses of the site would generate different levels of traffic. However, the uses allowed in the RM district would likely not increase the traffic load more than the currently permitted zoning district. The site's location currently has one curb cut along the main road and Market Street has been planned to anticipate development.

- F. *The apparent demand for the types of uses permitted in the requested zoning district in the Township, and surrounding area, in relation to the amount of land in the Township, and surrounding area, currently zoned, and available to accommodate the demand.*

CWA Comment: RM zoning is prevalent within this area of the township. The area is well-suited to accommodate the proposed RM zoning. The region and Township have strong housing demand indicating that RM would accommodate this need.

- G. *The boundaries of the requested zoning district are sufficient to meet the dimensional regulations for the zoning district listed in Section 3.7, Schedule of Regulations.*

CWA Comment: Parcel B (04-21-200-002) currently conforms to lot dimensional standards for RM.

- H. *The requested zoning district shall be more appropriate from the Township's perspective than another zoning district.*

CWA Comment: Uses in the RM designation are in demand in areas which are not directly located on a major thoroughfare. Commercial and industrial uses would be more intensive than the uses permitted in RM. Small scale commercial would be feasible in this location, however, there has been no viable application to pursue this land use. Single family zoning may be appropriate from the Township's perspective as it could potentially limit the density.

- I. *The requested rezoning will not create an isolated and unplanned spot zone.*

CWA Comment: The surrounding areas are compatible with residential, or are zoned residential. The requested rezoning would not create an isolated or unplanned spot zone.

- J. *The request has not previously been submitted within the past one (1) year, unless conditions have changed, or new information has been provided.*

CWA Comment: No request has been made in the past year.

- K. *Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, and enhance the overall quality of life in Charter Township of Oxford.*

CWA Comment: RM would increase private investment and allow the opportunity for residents to potential utilize nearby recreation. RM zoning would complement the surrounding area and is not anticipated to have a negative impact on public health and safety.

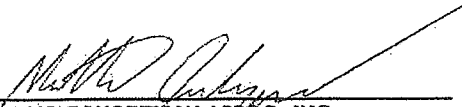
Items to be addressed: None

SUMMARY


The proposed rezoning is compatible with market demands and the proposed location is conducive with uses in residential neighborhoods. The proposed rezoning is not compatible with the 2019 Master Plan Future Land Use map. However, the proposed rezoning is compatible with the surrounding uses and is less intense than the current zoning of C1.

The Planning Commission recommends the approval or denial of the rezoning to the Township Board during a public hearing. The Township Board shall have the final approval/denial decision on the rezoning petition.

Respectfully,



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



CARLISLE/WORTMAN ASSOC., INC.
Grayson Moore
Community Planner



Project Name: Market Street Rezoning - 002
Review Phase: Rezoning

Date Received: March 17, 2025
Date of Review: March 20, 2025

SE Project # 014.57.25
Oxford Twp T&A Acct: BTA25-0003

Parcel: 04-21-200-002

Drawings Reviewed: Designhaus Rezoning & Parcel Plan – AS1.0

Review Action: No Objections

Dear Ms. Lotan,

We are in receipt of the documents submitted for the proposed rezoning of the above-noted parcel from C-1 to RM. The property is located on the north side of Market Street between Stony Lake Drive and Cedar Street.

Along with the rezoning application, the applicant has submitted a conceptual site layout plan. No floor plans, building renderings, or engineering information has been provided, nor are they required at this time. Our office has no objections to the submitted rezoning information, but we do offer comments that will be pertinent to the parcel from an engineering perspective should this progress into a development project.

Please accept the comments noted below for your consideration. If you have any questions, please do not hesitate to contact me.

Respectfully,

Jim Sharpe
President

cc (via email): Korey Bailey – Oxford Twp PC Chairman
Matt Majestic – Oxford Fire Chief
Matteo Passalacqua – Carlisle/Wortman Assoc, Inc.
Brittney Ellis – The Kelly Firm

GENERAL INFORMATION

The project consists of the rezoning of parcel 04-21-200-002 from C-1 (Local Commercial) to RM (Multiple Family). The parcel being considered is a vacant 4.6 acre parcel on the north side of Market Street between Stony Lake Drive and Cedar Street and abuts the Boulder Pointe golf course. The parcel is generally open with no existing buildings and no apparent wetland areas.

SITE ELEVATIONS

- The parcel is relatively flat and appears conducive for development without the need for significant land balancing.

SANITARY SEWER

- The parcel proposed for rezoning is located within Oxford Township's sanitary sewer district. If the zoning change is approved, the existing sanitary sewer system does have capacity to support a multi-family development similar in scope to the submitted Rezoning and Parcel plan.

WATER DISTRIBUTION

- The parcel proposed for rezoning is located within Oxford Township's water district. If the zoning change is approved, the existing water supply system does have capacity to support a multi-family development similar in scope to the submitted Rezoning and Parcel plan.

STORM SEWER

- A storm sewer stub exists near Stony Lake Drive. Previous information indicates that this parcel was included in the design of the Stony Lake condominium development, so sufficient capacity should exist to accommodate the proposed onsite storm water.

PAVEMENTS, SIDEWALKS, AND CURBING

- There is an existing drive approach and on-street parking to access and support the parcel. New drive approaches from Stony Lake Drive and Cedar Street are also being proposed for improved site accessibility. Market Street, Stony Lake Drive, and Cedar Street are roadways under the jurisdiction of the Road Commission for Oakland County (RCOC), so any proposed construction and/or modifications within these right-of-ways will require a permit from the RCOC.
- An existing portion of the Boulder Pointe golf course cart path is located on the parcel. The cart path will need to be relocated onto the golf course property or an easement to allow the path to continue to exist over the parcel will be required.

PROJECT SUMMARY

In our opinion, the Township has sufficient infrastructure to service the proposed multi-family development at the proposed rezoning location based on the submitted Rezoning and Parcel Plan. Site plan and engineering drawings in accordance with the Township's engineering standards and related ordinance requirements will be required if the rezoning is approved and progresses into a development project.



OXFORD FIRE DEPARTMENT

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

March 25, 2025

Re: Rezoning Desinghaus / Lineage Homes
Parcel #04-21-200-002,
Market St. Between Stoney Lake Dr. & Cedar Street
Oxford, MI. 48371

The Oxford Fire Department has no objection or concerns to the proposed Rezoning of parcel 04-21-200-002

Fire Marshal
BJ Frantz
bjfrantz@oxfordfiredept.com
Office: 248 969-9483
Cell: 248 916-8600





Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Rezoning Application

If rezoning request is associated with a specific project, completion of a Site Plan Application will be required.

Property Information

Street Address: Not Established	Parcel ID: 04-21-200-002
Legal Description: Type text here see back	
Property Dimensions: 253' x 743' /	
Width at Road Frontage (feet): 743'	Depth (feet): 227'
Land Area: +/- 4.57 Acres	
Gross Area: +/- 4.57 Acres	Net Area: 4.57Acres

Rezoning Information

Site Current Land Use: Vacant Land	
Current Zoning: C-1	
Zoning of all parcels adjacent to the site and or within 300 feet of the site as listed below and shown on attached scaled drawings.	
Neighboring Parcel ID:	/ Zoning: 04-21-101-019 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-020 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-021 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-001 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-002 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-003 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-006 / MF
	04-21-251-001 / R-1
	04-21-200-005 / C-1
Write in if more listing is needed:	04-21-200-004 / R
	04-21-200-006 / R
	04-21-200-001 / R
	04-21-200-002 / C-1
	04-21-101-026 / R-1A
	04-21-101-053 / R-1A
Proposed Rezoning Designation: RM	
Master Plan Future Land Use Designation: Residential	

PARCEL B:

Commencing at a property controlling corner which is $S01^{\circ}49'06''E$ 8.43 feet from the West $1/4$ corner of Section 21, Town 5 North, Range 10 East, Oxford Township, Oakland County, Michigan; thence $N01^{\circ}49'03''W$ 8.43 feet to the West $1/4$ corner of said Section 21; thence along the West line of Section 21 and the centerline of Granger Road (width varies) $N01^{\circ}49'06''W$ 3106.40 feet to the Northwest corner of said Section 21; thence $N84^{\circ}28'42''E$ 3365.42 feet along the North line of said Section 21; thence $S35^{\circ}45'03''W$ 123.74 feet; thence $S54^{\circ}14'57''E$ 167.00 feet; thence $S35^{\circ}45'03''W$ 257.40 feet; thence $S54^{\circ}14'57''E$ 60.00 feet; thence $S35^{\circ}45'03''W$ 330.05 feet; thence 134.60 feet along the arc of a circular curve to the left, having a radius of 620.00 feet, central angle $12^{\circ}26'19''$ and long chord bearing $S29^{\circ}31'54''W$ 134.33 feet to the Point of Beginning; thence $S86^{\circ}11'16''E$ 93.29 feet; thence 704.98 feet along the arc of a circular curve to the right, having a radius of 1666.00 feet, central angle $24^{\circ}12'53''$ and long chord bearing $S69^{\circ}01'12''E$ 699.72 feet; thence $S56^{\circ}54'44''E$ 126.20 feet; thence 91.92 feet along the arc of a circular curve to the left, having a radius of 260.00 feet, central angle $16^{\circ}48'30''$, and long chord bearing $S42^{\circ}29'31''W$ 91.50 feet; thence $S33^{\circ}05'16''W$ 134.73 feet; thence $N56^{\circ}54'44''W$ 114.25 feet along the North line of West Market Street (66 feet wide); thence 713.51 feet along the arc of a circular curve to the left, having a radius of 1443.00 feet, central angle $28^{\circ}19'51''$ and long chord bearing $N71^{\circ}04'39''W$ 706.27 feet, said arc also being the North line of said West Market Street; thence $N03^{\circ}33'57''E$ 40.21 feet thence 213.68 feet along the arc of a circular curve to the right, having a radius of 620.00 feet, central angle $19^{\circ}44'47''$; and long chord bearing $N13^{\circ}26'21''E$ 212.62 feet to the Point of Beginning, being a part of the Northeast $1/4$ of said Section 21, Town 5 North, Range 10 East.



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Rezoning Application

Additional Information

- Three (3) scaled drawings of the site in relation to surrounding parcels (within 300 feet).
- Has the rezoning request been previously submitted in the last year?
 - If yes, have conditions changed or is new information available regarding the rezoning request?
- Proof that all property taxes and special assessments have been paid.

Applicant Information

Name: Designhaus		
Address: 3300 Auburn Rd Ste 300 Auburn Hills, MI 48326		
City:	State:	Zip code:
Phone: 248-601-4422	Email: mike@designhaus.com	
Applicant's Legal Interest in Property Architect		

Property Owner Information

- Property owner is the same as applicant (do not fill out property owner information)
- Property owner is different than the applicant (information immediately below required)

Name: Lineage Homes		
Address: 40950 Woodward Ave		
City: Bloomfield Hills, MI 48304	State:	Zip code:
Phone: 248-530-9600	Email: david@contourcompanies.com	



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

**Rezoning
 Application**

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

I (we) understand that if it is determined that the application is not complete, the Township shall identify in writing what is needed to make the application complete.

I (we) authorize the employees and representatives of the Charter Township of Oxford to enter and conduct an investigation of the above referenced property.

Applicant's Signature 	Applicant's Printed Name Mike Pizzola	Date 03.05.2025
Property Owner's Signature 	Property Owner's Printed Name David Dedvukaj	Date 03.12.2025

Payment of the following fees at time of submission:

- Oxford Township Review Non-Refundable - \$1,300
- Fire Department - \$100
- Consultant Review Escrow - \$4,800
- Additional Fee's (if applicable)
 - Parks and Rec - \$50
 - Police - \$100

OFFICE USE ONLY

Date Applied	PC File Number	Escrow / T & A Account

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, April 24, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chair Bailey at 6:30 p.m.

RESPECTS TO THE FLAG

NOTING OF THE ROLL

Members Present: **David Wagner, Don Wloszek, Mark Blankenship, Patti Durr, Bob Turner, Korey Bailey**

Members Absent: Ryan Austin

Also Present: Township Planner Matteo Passalacqua, Township Planner Grayson Moore, Township Engineer Jim Sharpe, Planning & Zoning Executive Assistant Cheryl Lotan, Recording Secretary Susan McCullough, one OCTV camera operator, and 25 attendees.

APPROVAL OF AGENDA

Commissioner Wagner moved, Commissioner Durr seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, April 24, 2025, as presented.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF MINUTES

Planning Commission Regular Meeting – March 27, 2025

Commissioner Wagner moved, Commissioner Durr seconded, to approve the minutes of the regular Planning Commission meeting for March 27, 2025, as presented.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

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

Public comment began at 6:33 p.m.

One person spoke during public comment.

There being no further public comment, public comment ended at 6:34 p.m.

COMMISSIONERS' COMMENTS

None.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

PETITIONS

Petition PC25-004

Petitioner: Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326

Public Hearing/ Motion - The petitioner is requesting a rezoning from C-1, Local Commercial to R-1, Single-Family Residential on Parcel ID 04-21-200-005, located on Market Street (approximately 2.6 acres).

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated March 31, 2025 and was available to answer any questions of the Commission regarding the application.

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated March 20, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Joe Latozas, Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326** who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Durr seconded, to open the public hearing at 6:59 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, expressed concern with the docks shown on the proposed plan. She also expressed concern about the traffic along the east side of the property.

Greg Graham, 821 Cross Circle, asked which HOA these homes would belong to and asked about the safety path that runs on the south side along the water. He expressed concern with possible increased criminal activity with the connected safety paths to Market Street.

Kitty Pugliese, 1032 Cedar Street, stated that this is the best option that has been proposed. Rezoning the property to R-1 makes more sense. She also stated that it will be a shame to lose the walking path along the lake but understands that the property will belong to the homeowner. She also expressed concern with the HOA.

Alexandra Lomasney, 621 Eastlake Trail, stated that she favors this proposal over multi-family. She asked about the retention wall on the property.

Dan Lomasney, 621 Eastlake Trail, expressed concern with which HOA these homes would be grouped into. He also stated that this is the best proposal presented to date. He stated that he would prefer to see three homes on the property and is disappointed that the property owner cleared the trees.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Durr seconded, to close the public hearing at 7:12 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated March 25, 2025 was included in the meeting packet.

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

Secretary Wloszek read an email from Patty and Larry Switaj, 583 Southshore Drive, into the record.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Durr seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township (approximately 2.60 acres), Parcel ID 04-21-200-005 from C-1 Local Commercial District to R-1 Single Family (12,000 s.f. minimum) Residential District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Turner, Durr, Blankenship, Wloszek, Wagner, Bailey

Nays: None

Absent: Austin

Motion Carried.

Petition PC25-003

Petitioner: Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326

Public Hearing/ Motion - The petitioner is requesting a rezoning from C-1, Local Commercial to RM, Multiple-Family Residential on Parcel ID 04-21-200-002, located on Market Street (approximately 4.57 acres).

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated March 31, 2025 and was available to answer any questions of the Commission regarding the application.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated March 20, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Joe Latozas, Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326** who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Blankenship seconded, to open the public hearing at 7:47 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, stated that she believes it is a risk to approve the rezoning without a site plan. She stated she would prefer to see seven buildings and expressed concern with the HOA.

Lisa Beattie, 947 Stony Lake Court, expressed concern with the curb cuts and the cut through traffic on Stony Lake Drive. She stated this is a better presentation than any previously proposed. She also stated that she would like the Stony Lake Drive sign to remain.

Maria Karisny, 1390 Glass Lake Circle, is concerned with the request to rezone the property to RM and would prefer that it be R-1. She expressed concern with the access design and the removal of the trees.

Marilyn Grant, 154 Stony Lake Drive, stated that she does not want more traffic on Stony Lake Drive and does not want construction traffic and the negative impact on the roads.

Kitty Pugliese, 1032 Cedar Street, stated she is not a fan of the multi-family unless it is necessary for the community. She would like eight buildings to be the maximum allowed but would prefer that it be rezoned to R-1.

John Karisny, 1390 Glass Lake Circle, expressed safety concerns with the cut outs and lack of access to the safety path on the other side of Market Street from the north side. He stated that traffic will be converging on one location where people would be trying to cross the street to get to the path. He also expressed concern with the parking spaces shown on Market Street.

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Blankenship seconded, to close the public hearing at 8:04 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated March 25, 2025 was included in the meeting packet.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

The Commission received no correspondence.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Turner seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township (approximately 4.57 acres), Parcel ID 04-21-200-002 from C-1 Local Commercial District to RM Multiple Family Residential District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Wloszek, Blankenship, Durr, Turner, Wagner, Blankenship

Nays: None

Absent: Austin

Motion Carried.

UNFINISHED BUSINESS

Master Plan

Planner Passalacqua reviewed the draft Master Plan and the edits that were provided by the Oxford Township Board of Trustees.

Commissioner Wagner moved, Commissioner Durr seconded, to recommend the draft Master Plan to the Township Board for approval at their next meeting.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

NEW BUSINESS

ORC 2025 Work Plan

Planner Passalacqua reviewed the ORC 2025 Work Plan.

Commissioner Wagner moved, Commissioner Blankenship seconded, to recommend the ORC 2025 Work Plan to the Township Board for approval at their next meeting.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

None.

Ordinance Review Committee

None.

PLANNER/ENGINEER REPORTS

Planner – Carlisle/Wortman

Planner Passalacqua provided a brief update on ongoing and upcoming projects.

Engineer – Sharpe Engineering

A copy of Engineer Sharpe's written update for April 2025 was included in the packet.

ADJOURNMENT

Commissioner Wagner moved, Commissioner Blankenship seconded, to adjourn the meeting at 8:31 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Korey Bailey, Chair

Donald Wloszek, Secretary

Date approved: _____
smm

Curtis Wright

From: Jack Curtis
Sent: Tuesday, May 6, 2025 8:06 AM
To: Curtis Wright
Cc: Danielle Smith; Brittney Kimball Ellis
Subject: Re zone of Contour parcels
Attachments: Letter re Contour Oxford Plans.05.06.25.pdf; Contour Rezoning and Parcel Plan.pdf

Curtis,

A few board members had questions regarding what would be built on the Planning Commission recommended approval rezone of the C-1 parcels numbered 04-21-200-002 and 04-21-200-005 on Market St. To address these concerns I was in communications with the developer who submitted the attached letter and proposed plans. Please include this in the May 14, 2025 Board package.

First and foremost this is a straight rezone, not a conditional rezone. This property was zoned commercial in approximately 2000 and the plans of an interior commercial area in Waterstone has proven fruitless. The Village businesses and surrounding commercial offerings, coupled with the residents concerns regarding commercial businesses in their "neighborhood" has changed the outlook for these properties since its inception 25 years ago. Several developments have been presented to the Planning Commission which included retail, retail/commercial, mixed use and high density multilevel multifamily dwellings, all to be rejected by the Planning Commission and the residents of the surrounding homes.

To address the Board members concerns, first, our building and planning officials will in the future, offer applicants of this nature, Conditional Zoning opportunities to prevent these concerns. Secondly, this developer offers reassurance to develop as presented and recommended by the Planning Commission. While the applicant was recommended to do the straight rezone, this plan cannot be read into the motion, however it does offer an opportunity to develop his property to what residents stated "the best plan so far".

Based on the recommendation of the Planning Commission and the planning process through final site plan, this proposed development will include many opportunities for the Planning Commission to ensure the Township, its residents and the community get the best plan as presented.

Hopefully this resolves any concerns the Board members may have.

Jack Curtis

Supervisor
Charter Township of Oxford
300 Dunlap Rd.

Oxford, MI 48371
(248) 628-9787 Ext. 109
jcurtis@oxfordtownship.org





CONTOUR
DEVELOPMENT
GROUP

VIA ELECTRONIC MAIL (icurtis@oxfordtownship.org)

May 6, 2025

Jack Curtis
Township Supervisor
Oxford Township
300 Dunlap Road
Oxford, Michigan 48371

Re: Oasis at Waterstone

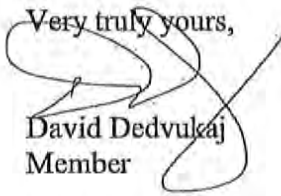
Dear Supervisor Curtis:

On April 24, 2025, the Oxford Township Planning Commission approved Contour Development Group LLC's ("Contour") concept plan for Oasis at Waterstone, such plan being prepared by Designhaus Architecture and dated February 10, 2025 ("Plan"). A copy of the Plan is enclosed herewith. As you can see, the Plan calls for the development and construction of four single family walk-out lake accessible units and sixteen attached single-family units with golf course views.

Following the grant of approval, the Township Board ("Board") expressed a concern of whether Contour would actually follow the Plan or would Contour unilaterally switch gears and build a multi-family project instead. Allow me to allay the Board's concerns. Contour has no interest in building a multi-family project at this location and is only interested in pursuing the development according to the Plans. Additionally, Contour will only be able to develop the property pursuant to final site plan approval.

I trust the foregoing alleviates the Board's concerns. We look forward to working with Oxford Township on this project.

Very truly yours,


David Dedvukaj
Member

Enclosure



Carlisle | Wortman

ASSOCIATES, INC.

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

TO: Oxford Township Board of Trustees

FROM: Matteo Passalacqua, Associate Planner

DATE: June 3rd, 2025

RE: Zoning Ordinance 67A.040 & 041 / Second Reading / Rezoning Application for Parcel 04-21-200-002 (Parcel B) and 04-21-200-005 (Parcel A)

At their April 24th, 2025 regular meeting, the Planning Commission held a public hearing regarding two rezoning applications. Upon receipt of public comments, consultant reviews, and presentation by the applicant, the Planning Commission recommended approval of both rezonings to the Township Board. At the May 14th, 2025 regular Board meeting, the Township Board conducted a first reading and voted to conduct a second reading of the proposed rezoning applications and map amendments for the June 11th, 2025 regular Board meeting.

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

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

While presented as related projects, two separate rezoning applications were submitted and subject to separate public hearings and reviews by the Township. At the June 11th, 2025 Board meeting, the Board will need to vote to approve or deny the map amendments provided in proposed Zoning Ordinances 67A.040 and 67A.041.

Potential Motions

Motion to approve the proposed zoning map amendment to Zoning Ordinance 67A.040 for Parcel ID 04-21-200-002 to rezone from C1 Local Commercial zoning designation to RM Multiple Family Residential zoning designation.

OR

Motion to deny the proposed zoning map amendment to Zoning Ordinance 67A.040 for Parcel ID 04-21-200-002 to rezone from C1 Local Commercial zoning designation to RM Multiple Family Residential zoning designation.

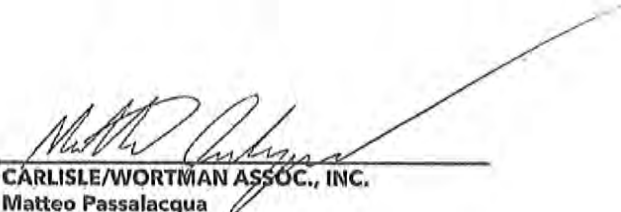
Motion to approve the proposed zoning map amendment to Zoning Ordinance 67A.041 for Parcel ID 04-21-200-005 to rezone from C1 Local Commercial to R1 Single Family Residential (12,000 sqft lots).

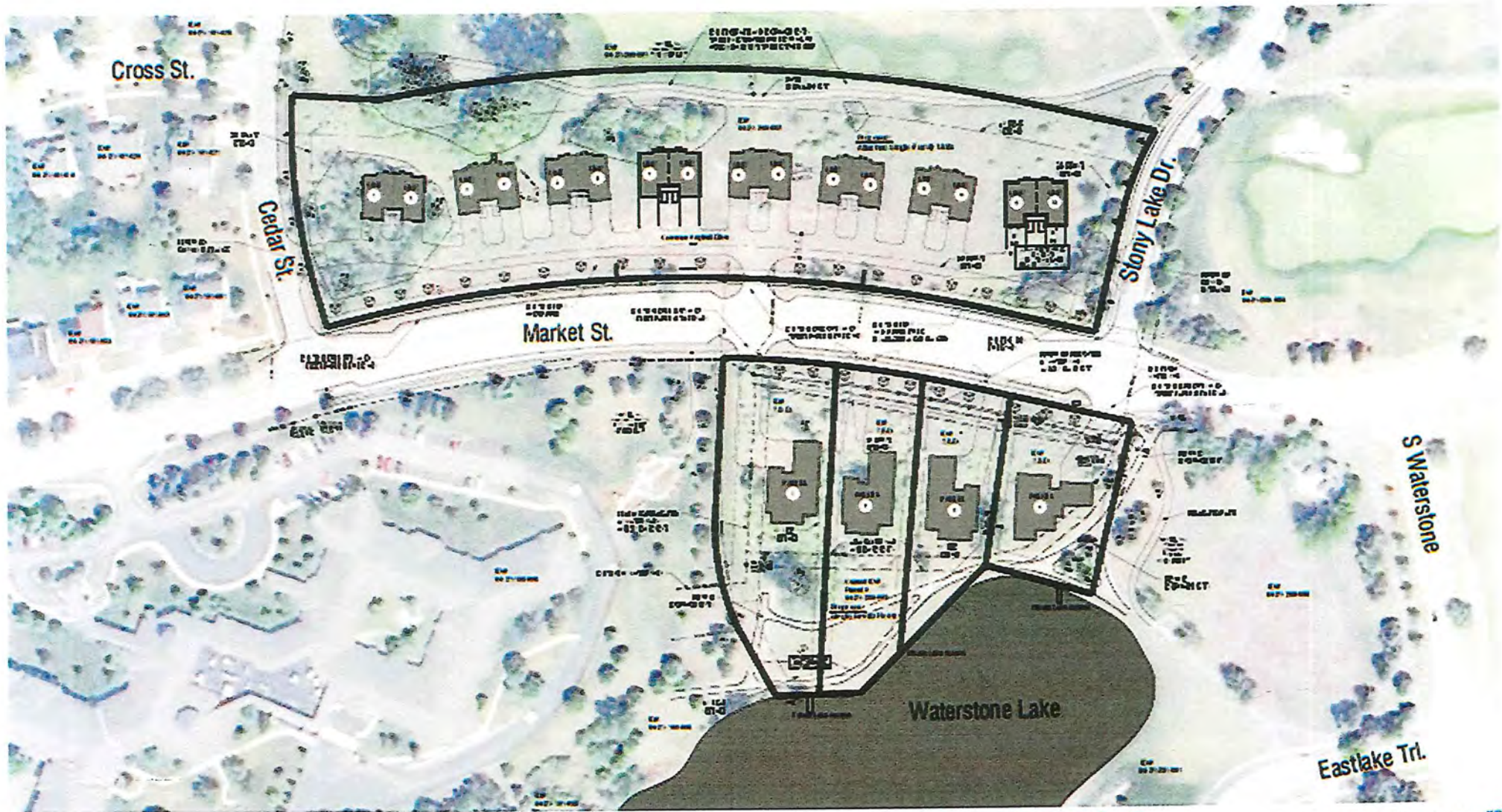
OR

Motion to deny the proposed zoning map amendment to Zoning Ordinance 67A.041 for Parcel ID 04-21-200-005 to rezone from C1 Local Commercial to R1 Single Family Residential (12,000 sqft lots).

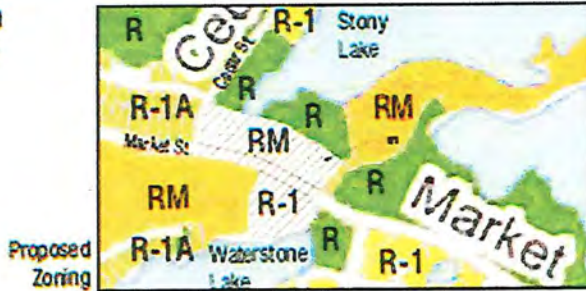
Thank you for your time and assistance.

Respectfully,


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



Existing Zoning



Proposed Zoning

1 Rezoning and Parcel Plan

Parcel ID	Area (sq ft)	Existing Zoning	Proposed Zoning	Notes
100-000-0000	10,000	R-1A	R-1	...
100-000-0001	10,000	R-1A	R-1	...
100-000-0002	10,000	R-1A	R-1	...
100-000-0003	10,000	R-1A	R-1	...
100-000-0004	10,000	R-1A	R-1	...
100-000-0005	10,000	R-1A	R-1	...
100-000-0006	10,000	R-1A	R-1	...
100-000-0007	10,000	R-1A	R-1	...
100-000-0008	10,000	R-1A	R-1	...
100-000-0009	10,000	R-1A	R-1	...
100-000-0010	10,000	R-1A	R-1	...
100-000-0011	10,000	R-1A	R-1	...
100-000-0012	10,000	R-1A	R-1	...
100-000-0013	10,000	R-1A	R-1	...
100-000-0014	10,000	R-1A	R-1	...
100-000-0015	10,000	R-1A	R-1	...
100-000-0016	10,000	R-1A	R-1	...
100-000-0017	10,000	R-1A	R-1	...
100-000-0018	10,000	R-1A	R-1	...
100-000-0019	10,000	R-1A	R-1	...
100-000-0020	10,000	R-1A	R-1	...

Notes:
 1. All parcels are to be rezoned from R-1A to R-1.
 2. The rezoning is subject to the approval of the Planning Commission and the City Council.
 3. The rezoning is effective upon the adoption of the ordinance by the City Council.



Carlisle | Wortman
ASSOCIATES, INC.

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

Date: March 31, 2025

**Rezoning Review
For
Oxford Charter Township, Michigan**

Applicant:	Designhaus
Project Name:	Market Street Rezoning
Location:	Southwest corner of Market Street and Stony Lake Drive
Parcel ID:	04-21-200-005 (Parcel A)
Parcel Size:	2.60 Gross Area/Net Area
Application Date:	March 5, 2025
Current Zoning:	C-1, Local Commercial
Action Requested:	Rezone to R1, Single Family (12,000 s.f. min.)

PROJECT DESCRIPTION

The applicant is requesting a zoning change for Parcel #04-21-200-005 to convert the permissible uses of the site from local commercial to single family residential. The rezoning application states that the purpose of the request is to erect four (4) single-family homes. The site is currently vacant with a paved trail located along the lake. The applicant has provided a conceptual plan. No formal site plan has been submitted.

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

Figure 1. below outlines the parcel requested for rezoning.

Figure 1. Aerial Photograph



Source: NearMap October, 2024

NEIGHBORING ZONING AND LAND USE

Figure 2. Zoning



Zoning Districts

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

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

Direction	Zoning	Existing Use
Subject Site	C-1, Local Commercial	Vacant
North	C-1, Local Commercial	Vacant
South	Lake / R1 - Single Family Residential	Lake / Single Family Home
East	R, Recreation	Vacant / Open Space
West	RM, Multiple Family	Elderly Housing

If approved, Parcel A (#04-21-200-005) would conform to the lot standards for the R1 district. Permitted and Special Land uses in the R1 zone are shown below.

R1 Zoning District	
Permitted Land Uses	Special Land Uses
Child or adult family day care home	Adult foster care small or large group home, serving 7 or more residents
Single-family dwelling, detached	Child or adult group day care home
State-licensed residential facility	Library, museum, or similar noncommercial cultural facility
Recreational facility for residents of a development	Public or private park, recreation activity, or conservation area
Essential services and structures, transmission and distribution lines, pipelines, telephone repeaters and related structures	Transient, temporary amusement
Municipal water treatment facility	Place of worship
Polling place	Police, fire, or emergency medical services station
Bed and breakfast residence	Private elementary, middle, or secondary school
Home occupation	Day care center
Accessory buildings, structures, or uses that are customarily incidental to permitted or special land uses	Private airport or heliport

Items to be addressed: None

NATURAL FEATURES

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

- Topography:** The site appears relatively flat.
- Wetlands:** Potential wetlands are noted throughout the site per EGLE wetland mapper.
- Woodland:** Scattered trees and foliage are found across the site.
- Soils:** Predominant soils are Droughty with earthy major components
- Water:** Waterstone Lake abuts the southern boundary line of the site.

Items to be addressed: None.

MASTER PLAN

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

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

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

2019 Master Plan Goals

Residential Land Use:

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

CWA Comment:

- Rezoning this site from Commercial to Single-Family Residential follows a common theme presented in the 2019 Master Plan Residential Goals which is to promote thoughtful residential growth management. The site proposed for rezoning is nearby other single family residences and a senior living center.*

Objective #2: *The design and character of future residential land uses should promote the village, resort, rural and natural landscapes traditionally found in the Oxford area.*

CWA Comment:

Rezoning from Local Commercial to Single-Family Residential encourages development that is more consistent with the surrounding residential and open space uses, providing opportunities to incorporate appropriate architectural styles and preserve natural features.

2019 Future Land Use

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



The description for the Village Commercial is:

Village Commercial: *The Village Commercial designation includes sites for existing or future commercial development compatible with the character of the Village of Oxford. To achieve this, commercial buildings should have a strong relationship to the sidewalk and road; parking should generally be placed at the side or rear. Village Commercial areas should primarily serve the day-to-day shopping and service needs of Township residents. As such, large-format retailers ("big-box" users over 65,000 sq. ft.) and regional shopping centers should be carefully regulated.*

The current Master Plan draft Future Land Use map designates this area as Multi Family Residential. This designation indicates a potential shift in the Township's consideration for the future uses in the surrounding neighborhood and encourages commercial development along M-24.

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

DEVELOPMENT POTENTIAL

If rezoned, the lot will allow for various residential uses noted earlier in this report regarding permitted and special land uses. Other standards related to the R1 district are outlined in Section 3.7 of the Zoning Ordinance. The applicant has indicated their intent to construct four (4) single family homes should rezoning be approved. Accounting for current housing market conditions and infrastructure, the proposed use has development potential at this location.

Items to be addressed: *None*

REZONING STANDARDS

In reviewing any petition for a zoning amendment, the Planning Commission shall evaluate the petition based on the criteria in Section 18.6 for map amendments and Section 18.7 for text amendments and shall make its recommendations for disposition of the petition to the Township Board following the public hearing.

Section 18.6 criteria for a proposed map amendment (rezoning) are reviewed below.

- A. *Consistency with the goals, policies, and future land use map of the Township Master Plan, including any sub-area or corridor plans. If conditions have changed since the master plan was adopted, the rezoning may be found to be consistent with recent development trends in the area.*

CWA Comment: As noted earlier in this review, the current 2019 Master Plan Future Land Use map designates this area as Village Commercial. However, the current Master Plan draft designates the site as Multi Family Residential. Current interest in commercial development has focused on M-24 and not necessarily within neighborhoods.

- B. *Compatibility of the site's physical, geological, hydrological, and other environmental features with all uses permitted in the proposed zoning district compared to uses permitted under current zoning.*

CWA Comment: The site contains potential wetlands throughout. The existing zoning of Local Commercial (C1) allows for more intensive uses than the proposed Single Family Residential zoning which could impact environmental features of the site.

- C. *The compatibility of all uses permitted in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential influence on property values compared to uses permitted under current zoning.*

CWA Comment: Properties located around the site are currently zoned for multi family and recreation, with single family nearby. The proposed site appears to be conducive to the potential use of the site as a location for several single family homes. Additionally, the uses permitted in the C1 district are more intensive than the uses permitted in the R1 district as it relates to existing surrounding development and infrastructure.

- D. *The capacity of Township utilities and services sufficient to accommodate all the uses permitted in the requested district without compromising the health, safety, and welfare of the Township.*

CWA Comment: Public water and sewer service is available in the area. We defer to the Township Engineer on the capacity of utilities to accommodate permitted uses in the R1 district.

- E. *The capacity of the street system to safely and efficiently accommodate the expected traffic generated by uses permitted in the requested zoning district.*

CWA Comment: Permitted and Special Land Uses of the site would generate different levels of traffic. However, the proposed zoning allows for less intensive uses than that of the current zoning or future land use designation. The site's location has two curb cuts along Market Street which have been planned to accommodate development.

- F. *The apparent demand for the types of uses permitted in the requested zoning district in the Township, and surrounding area, in relation to the amount of land in the Township, and surrounding area, currently zoned, and available to accommodate the demand.*

CWA Comment: R1 and R1-A zoning is prevalent within this area of the township. The area is able to meet the demand of R1 as it's current zoning allows for several more intensive uses. The region and Township have strong housing demand indicating that R1 would accommodate this need.

- G. *The boundaries of the requested zoning district are sufficient to meet the dimensional regulations for the zoning district listed in Section 3.7, Schedule of Regulations.*

CWA Comment: Parcel A (04-21-200-005) currently conforms to lot dimensional standards for R1. The site appears to be able to have lot splits, however, an official land division application would be required to confirm this.

- H. *The requested zoning district shall be more appropriate from the Township's perspective than another zoning district.*

CWA Comment: Uses in the R1 designation are in demand in areas not directly located on a major thoroughfare. Commercial, industrial, and multi family residential would be more intensive than the uses permitted in R1. Small scale commercial would be suitable in this location, however, there has been no viable application to pursue this land use. Multiple family zoning may be appropriate from the Township's perspective however lot size may restrict the marketability of developing the site as such.

- I. *The requested rezoning will not create an isolated and unplanned spot zone.*

CWA Comment: The surrounding areas are compatible with residential, or are zoned residential. The requested rezoning would not create an isolated or unplanned spot zone.

- J. *The request has not previously been submitted within the past one (1) year, unless conditions have changed, or new information has been provided.*

CWA Comment: No request has been made in the past year.

- K. *Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, and enhance the overall quality of life in Charter Township of Oxford.*

CWA Comment: R1 would increase private investment and would complement the surrounding area. We do not anticipate a negative impact on public health and safety related to most R1 uses.

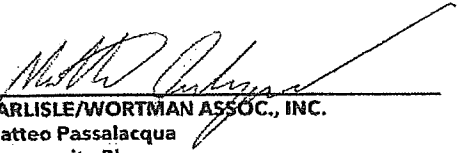
Items to be addressed: None

SUMMARY


The proposed rezoning is compatible with market demands and the proposed location is conducive with uses in residential neighborhoods. The proposed rezoning is not compatible with the 2019 Master Plan Future Land Use map. However, the proposed rezoning is compatible with the surrounding uses and is less intense than the current zoning of C1.

The Planning Commission recommends the approval or denial of the rezoning to the Township Board during a public hearing. The Township Board shall have the final approval/denial decision on the rezoning petition.

Respectfully,



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



CARLISLE/WORTMAN ASSOC., INC.
Grayson Moore
Community Planner



Project Name: Market Street Rezoning - 005
Review Phase: Rezoning

Date Received: March 17, 2025
Date of Review: March 20, 2025

SE Project # 014.57.20
Oxford Twp T&A Acct: BTA25-0003

Parcel: 04-21-200-005

Drawings Reviewed: Designhaus Rezoning & Parcel Plan – AS1.0

Review Action: No Objections

Dear Ms. Lotan,

We are in receipt of the documents submitted for the proposed rezoning of the above-noted parcels from C-1 to R-1. The property is located on the south side of Market Street between Waterstone Drive and the Independence Village senior living complex.

Along with the rezoning application, the applicant has submitted a conceptual site layout plan. No floor plans, building renderings, or engineering information has been provided, nor are they required at this time. Our office has no objections to the submitted rezoning information, but we do offer comments that will be pertinent to the parcel from an engineering perspective should this progress into a development project.

Please accept the comments noted below for your consideration. If you have any questions, please do not hesitate to contact me.

Respectfully,

Jim Sharpe
President

cc (via email): Korey Bailey – Oxford Twp PC Chairman
Matt Majestic – Oxford Fire Chief
Matteo Passalacqua – Carlisle/Wortman Assoc, Inc.
Brittney Ellis – The Kelly Firm

GENERAL INFORMATION

The project consists of the rezoning of parcel 04-21-200-005 from C-1 (Local Commercial) to R-1 (Single Family Residential). The parcel being considered is a vacant 2.6 acre parcel on the south side of Market Street adjacent to the Independence Village senior living facility and abutting Waterstone Lake. The parcel is generally open with no existing buildings and no apparent wetland areas.

SITE ELEVATIONS

- The parcel is relatively flat and appears conducive for residential home construction without the need for significant land balancing.

SANITARY SEWER

- The parcel proposed for rezoning is located within Oxford Township's sanitary sewer district. If the zoning change is approved, the existing sanitary sewer system does have capacity to support single family homes similar to the submitted Rezoning and Parcel plan.

WATER DISTRIBUTION

- The parcel proposed for rezoning is located within Oxford Township's water district. If the zoning change is approved, the existing water supply system does have capacity to support single family homes similar to the submitted Rezoning and Parcel plan.
- An existing water main and associated easement runs in an east-west direction across the parcel. If allowed to remain, the water main and easement will be located between future homes and Waterstone Lake. We recommend that this water main be relocated to the front yards along Market Street to better accommodate Township accessibility and layouts of the future residential homes.

STORM SEWER

- The parcel may require an independent storm sewer system that would discharge to Waterstone Lake. Stormwater aspects would be assessed in more detail during the site plan and engineering review phases.

PAVEMENTS, SIDEWALKS, AND CURBING

- There are existing drive approaches and on-street parking to access and support the parcel. Market Street is under the jurisdiction of the Road Commission for Oakland County (RCOC), so any proposed construction and/or modifications within the Market Street right-of-way will require approval and a permit from the RCOC.
- Existing sidewalks providing connectivity between the Independence Village complex, West Bayshore Drive, and Waterstone Park currently exist on the parcel. These sidewalks should be relocated, removed, or placed in an easement if continued pedestrian access to utilize the sidewalks is required.

PROJECT SUMMARY

In our opinion, the Township has sufficient infrastructure to service the proposed single family residential development at the proposed rezoning location based on the Rezoning and Parcel Plan provided. Site plan and engineering drawings in accordance with the Township's engineering standards and related ordinance requirements will be required if the rezoning is approved and progresses into a development project.



OXFORD FIRE DEPARTMENT

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

March 25, 2025

Re: Rezoning Desinghaus / Lineage Homes
Parcel #04-21-200-005,
Market St. Between Stoney Lake Dr. & Cedar Street
Oxford, MI. 48371

The Oxford Fire Department has no objection or concerns to the proposed Rezoning of parcel 04-21-200-005.

Fire Marshal
BJ Frantz
bjfrantz@oxfordfiredept.com
Office: 248 969-9483
Cell: 248 916-8600





Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Rezoning Application

If rezoning request is associated with a specific project, completion of a Site Plan Application will be required.

Property Information

Street Address: Not Established	Parcel ID: Parcel A: 04-21-200-005
Legal Description: Type text here <p style="text-align: center;">see back</p>	
Property Dimensions: 253' x 743'	
Width at Road Frontage (feet): 441'	Depth (feet): 215'
Land Area: +/- 2.60 Acres	
Gross Area: +/- 2.60 Acres	Net Area: +/- 2.60 Acres

Rezoning Information

Site Current Land Use: Vacant Land	
Current Zoning: C-1	
Zoning of all parcels adjacent to the site and or within 300 feet of the site as listed below and shown on attached scaled drawings.	
Neighboring Parcel ID:	/ Zoning: 04-21-101-019 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-020 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-021 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-001 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-002 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-003 / R-1A
Neighboring Parcel ID:	/ Zoning: 04-21-101-006 / MF
Neighboring Parcel ID:	/ Zoning: 04-21-251-001 / R-1
	04-21-200-005 / C-1
Write in if more listing is needed:	04-21-200-004 / R
	04-21-200-006 / R
	04-21-200-001 / R
	04-21-200-002 / C-1
	04-21-101-026 / R-1A
	04-21-101-053 / R-1A
Proposed Rezoning Designation: Parcel A: R1	
Master Plan Future Land Use Designation: Residential	

LEGAL DESCRIPTION

(Per ATA National Title Group, File No. 63--22857053--SCM, Dated November 28, 2022, Revision #1)

PARCEL A:

Commencing at a property controlling corner which is $S01^{\circ}49'06''E$ 8.43 feet from the West $1/4$ corner of Section 21, Town 5 North, Range 10 East, Oxford Township, Oakland County, Michigan; thence $N01^{\circ}49'08''W$ 8.43 feet to the West $1/4$ corner of said Section 21; thence along the West line of Section 21 and the centerline of Granger Road (width varies) $N01^{\circ}49'08''W$ 3106.40 feet to the Northwest corner of said Section 21; thence $N84^{\circ}28'42''E$ 3365.42 feet along the North line of said Section 21; thence $S35^{\circ}45'03''W$ 123.74 feet; thence $S54^{\circ}14'57''E$ 167.00 feet; thence $S35^{\circ}45'03''W$ 257.40 feet; thence $S54^{\circ}14'57''E$ 60.00 feet; thence $S35^{\circ}45'03''W$ 330.05 feet; thence 348.28 feet along the arc of a circular curve to the left, having a radius of 620.00 feet, central angle of $32^{\circ}11'06''$ and long chord bearing $S19^{\circ}39'30''W$ 343.71 feet; thence $S03^{\circ}33'57''W$ 126.23 feet; thence 401.55 feet along the arc of a circular curve to the right, having a radius of 1357.00 feet, central angle $16^{\circ}57'17$ seconds, and long chord bearing $S76^{\circ}41'24''E$ 400.10 feet to the Point of Beginning, said curve also being the South line of West Market Street (36 feet wide); thence 267.64 feet along the arc of a circular curve to the right, having a radius of 1357.00 feet, central angle $11^{\circ}18'01''$ and long chord bearing $S62^{\circ}33'45''E$ 267.21 feet, said curve also being the South line of said West Market Street; thence $S56^{\circ}54'44''E$ 174.25 feet along the South line of said West Market Street; thence $S33^{\circ}05'16''W$ 190.68 feet to a point on an intermediate traverse line along the Northerly shore of Waterstone Lake, said point lying $N33^{\circ}05'16''E$ 25.0 feet from the edge of water; thence along an intermediate traverse line the following three (3) courses: $N54^{\circ}11'22''W$ 117.26 feet; $S34^{\circ}34'07''W$ 169.93 feet; $N72^{\circ}05'20''W$ 90.48 feet to a point lying $N08^{\circ}36'22''W$ 26.0 feet from the water's edge; thence $N08^{\circ}36'22''W$ 84.61 feet; thence 125.74 feet along the arc of a circular curve to the right, having a radius of 130.00 feet, central angle $27^{\circ}42'32''$, and long chord bearing $N06^{\circ}11'53''E$ 124.52; thence $N25^{\circ}03'15''E$ 170.01 feet to the Point of Beginning, being apart of the Northeast $1/4$ of said Section 21, Town 5 North, Range 10 East.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, April 24, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chair Bailey at 6:30 p.m.

RESPECTS TO THE FLAG

NOTING OF THE ROLL

Members Present: **David Wagner, Don Wloszek, Mark Blankenship, Patti Durr, Bob Turner, Korey Bailey**

Members Absent: Ryan Austin

Also Present: Township Planner Matteo Passalacqua, Township Planner Grayson Moore, Township Engineer Jim Sharpe, Planning & Zoning Executive Assistant Cheryl Lotan, Recording Secretary Susan McCullough, one OCTV camera operator, and 25 attendees.

APPROVAL OF AGENDA

Commissioner Wagner moved, Commissioner Durr seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, April 24, 2025, as presented.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF MINUTES

Planning Commission Regular Meeting – March 27, 2025

Commissioner Wagner moved, Commissioner Durr seconded, to approve the minutes of the regular Planning Commission meeting for March 27, 2025, as presented.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

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

Public comment began at 6:33 p.m.

One person spoke during public comment.

There being no further public comment, public comment ended at 6:34 p.m.

COMMISSIONERS' COMMENTS

None.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

PETITIONS

Petition PC25-004

Petitioner: Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326

Public Hearing/ Motion - The petitioner is requesting a rezoning from C-1, Local Commercial to R-1, Single-Family Residential on Parcel ID 04-21-200-005, located on Market Street (approximately 2.6 acres).

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated March 31, 2025 and was available to answer any questions of the Commission regarding the application.

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated March 20, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Joe Latozas, Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326** who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Durr seconded, to open the public hearing at 6:59 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, expressed concern with the docks shown on the proposed plan. She also expressed concern about the traffic along the east side of the property.

Greg Graham, 821 Cross Circle, asked which HOA these homes would belong to and asked about the safety path that runs on the south side along the water. He expressed concern with possible increased criminal activity with the connected safety paths to Market Street.

Kitty Pugliese, 1032 Cedar Street, stated that this is the best option that has been proposed. Rezoning the property to R-1 makes more sense. She also stated that it will be a shame to lose the walking path along the lake but understands that the property will belong to the homeowner. She also expressed concern with the HOA.

Alexandra Lomasney, 621 Eastlake Trail, stated that she favors this proposal over multi-family. She asked about the retention wall on the property.

Dan Lomasney, 621 Eastlake Trail, expressed concern with which HOA these homes would be grouped into. He also stated that this is the best proposal presented to date. He stated that he would prefer to see three homes on the property and is disappointed that the property owner cleared the trees.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Durr seconded, to close the public hearing at 7:12 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated March 25, 2025 was included in the meeting packet.

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

Secretary Wloszek read an email from Patty and Larry Switaj, 583 Southshore Drive, into the record.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Durr seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township (approximately 2.60 acres), Parcel ID 04-21-200-005 from C-1 Local Commercial District to R-1 Single Family (12,000 s.f. minimum) Residential District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Turner, Durr, Blankenship, Wloszek, Wagner, Bailey

Nays: None

Absent: Austin

Motion Carried.

Petition PC25-003

Petitioner: Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326

Public Hearing/ Motion - The petitioner is requesting a rezoning from C-1, Local Commercial to RM, Multiple-Family Residential on Parcel ID 04-21-200-002, located on Market Street (approximately 4.57 acres).

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated March 31, 2025 and was available to answer any questions of the Commission regarding the application.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Township Engineer Sharpe discussed the Sharpe Engineering review letter dated March 20, 2025, and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by **Joe Latozas, Designhaus, 3300 Auburn Road, Suite 300, Auburn Hills, MI 48326** who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Blankenship seconded, to open the public hearing at 7:47 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, 149 Stony Lake Drive, stated that she believes it is a risk to approve the rezoning without a site plan. She stated she would prefer to see seven buildings and expressed concern with the HOA.

Lisa Beattie, 947 Stony Lake Court, expressed concern with the curb cuts and the cut through traffic on Stony Lake Drive. She stated this is a better presentation than any previously proposed. She also stated that she would like the Stony Lake Drive sign to remain.

Maria Karisny, 1390 Glass Lake Circle, is concerned with the request to rezone the property to RM and would prefer that it be R-1. She expressed concern with the access design and the removal of the trees.

Marilyn Grant, 154 Stony Lake Drive, stated that she does not want more traffic on Stony Lake Drive and does not want construction traffic and the negative impact on the roads.

Kitty Pugliese, 1032 Cedar Street, stated she is not a fan of the multi-family unless it is necessary for the community. She would like eight buildings to be the maximum allowed but would prefer that it be rezoned to R-1.

John Karisny, 1390 Glass Lake Circle, expressed safety concerns with the cut outs and lack of access to the safety path on the other side of Market Street from the north side. He stated that traffic will be converging on one location where people would be trying to cross the street to get to the path. He also expressed concern with the parking spaces shown on Market Street.

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Blankenship seconded, to close the public hearing at 8:04 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants & Staff

Fire Marshal Frantz' review letter dated March 25, 2025 was included in the meeting packet.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

Township Planner Passalacqua reminded the Commission that this petition is simply a request for rezoning and is not a site plan review. Additional details regarding any future development will be brought forward during the site plan review process. Approval of this petition is merely allowing the change of use. He further explained that the applicant can bring forward any site plan that complies with the permitted or special land uses allowed in the proposed zone.

Review of Correspondence

The Commission received no correspondence.

Commissioner Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Turner seconded, to recommend approval of the rezoning request for the parcel located on Market Street in Oxford Township (approximately 4.57 acres), Parcel ID 04-21-200-002 from C-1 Local Commercial District to RM Multiple Family Residential District, based on the findings of fact outlined in Section 18.6 of the Zoning Ordinance as set forth in the discussion of the Planning Commission on the record, which confirm that the request meets the eligibility requirements for rezoning.

Roll call:

Ayes: Wloszek, Blankenship, Durr, Turner, Wagner, Blankenship

Nays: None

Absent: Austin

Motion Carried.

UNFINISHED BUSINESS

Master Plan

Planner Passalacqua reviewed the draft Master Plan and the edits that were provided by the Oxford Township Board of Trustees.

Commissioner Wagner moved, Commissioner Durr seconded, to recommend the draft Master Plan to the Township Board for approval at their next meeting.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

NEW BUSINESS

ORC 2025 Work Plan

Planner Passalacqua reviewed the ORC 2025 Work Plan.

Commissioner Wagner moved, Commissioner Blankenship seconded, to recommend the ORC 2025 Work Plan to the Township Board for approval at their next meeting.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 24, 2025

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

None.

Ordinance Review Committee

None.

PLANNER/ENGINEER REPORTS

Planner – Carlisle/Wortman

Planner Passalacqua provided a brief update on ongoing and upcoming projects.

Engineer – Sharpe Engineering

A copy of Engineer Sharpe’s written update for April 2025 was included in the packet.

ADJOURNMENT

Commissioner Wagner moved, Commissioner Blankenship seconded, to adjourn the meeting at 8:31 p.m.

Ayes: 6 Nays: 0 Absent: 1
Motion Carried.

Korey Bailey, Chair

Donald Wloszek, Secretary

Date approved: _____
smm



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

Rezoning Application

Additional Information

- Three (3) scaled drawings of the site in relation to surrounding parcels (within 300 feet).
- Has the rezoning request been previously submitted in the last year?
 - If yes, have conditions changed or is new information available regarding the rezoning request?
- Proof that all property taxes and special assessments have been paid.

Applicant Information

Name: Designhaus		
Address: 3300 Auburn Rd Ste 300 Auburn Hills, MI 48326		
City:	State:	Zip code:
Phone: 248-601-4422	Email: mike@designhaus.com	
Applicant's Legal Interest in Property Architect		

Property Owner Information

- Property owner is the same as applicant (do not fill out property owner information)
- Property owner is different than the applicant (information immediately below required)

Name: Lineage Homes		
Address: 40950 Woodward Ave		
City: Bloomfield Hills, MI 48304	State:	Zip code:
Phone: 248-530-9600	Email: david@contourcompanies.com	



Building Department
 Charter Township of Oxford
 300 Dunlap Road
 Oxford, MI 48371

**Rezoning
 Application**

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

I (we) understand that if it is determined that the application is not complete, the Township shall identify in writing what is needed to make the application complete.

I (we) authorize the employees and representatives of the Charter Township of Oxford to enter and conduct an investigation of the above referenced property.

Applicant's Signature 	Applicant's Printed Name Mike Pizzola	Date 03.05.2025
Property Owner's Signature	Property Owner's Printed Name	Date

Payment of the following fees at time of submission:

- Oxford Township Review Non-Refundable - \$1,300
- Fire Department - \$100
- Consultant Review Escrow - \$4,800
- Additional Fee's (if applicable)
 - Parks and Rec - \$50
 - Police - \$100

OFFICE USE ONLY

Date Applied	PC File Number	Escrow / T & A Account

Curtis Wright

From: Jack Curtis
Sent: Tuesday, May 6, 2025 8:06 AM
To: Curtis Wright
Cc: Danielle Smith; Brittney Kimball Ellis
Subject: Re zone of Contour parcels
Attachments: Letter re Contour Oxford Plans.05.06.25.pdf; Contour Rezoning and Parcel Plan.pdf

Curtis,

A few board members had questions regarding what would be built on the Planning Commission recommended approval rezone of the C-1 parcels numbered 04-21-200-002 and 04-21-200-005 on Market St. To address these concerns I was in communications with the developer who submitted the attached letter and proposed plans. Please include this in the May 14, 2025 Board package.

First and foremost this is a straight rezone, not a conditional rezone. This property was zoned commercial in approximately 2000 and the plans of an interior commercial area in Waterstone has proven fruitless. The Village businesses and surrounding commercial offerings, coupled with the residents concerns regarding commercial businesses in their "neighborhood" has changed the outlook for these properties since its inception 25 years ago. Several developments have been presented to the Planning Commission which included retail, retail/commercial, mixed use and high density multilevel multifamily dwellings, all to be rejected by the Planning Commission and the residents of the surrounding homes.

To address the Board members concerns, first, our building and planning officials will in the future, offer applicants of this nature, Conditional Zoning opportunities to prevent these concerns. Secondly, this developer offers reassurance to develop as presented and recommended by the Planning Commission. While the applicant was recommended to do the straight rezone, this plan cannot be read into the motion, however it does offer an opportunity to develop his property to what residents stated "the best plan so far".

Based on the recommendation of the Planning Commission and the planning process through final site plan, this proposed development will include many opportunities for the Planning Commission to ensure the Township, its residents and the community get the best plan as presented.

Hopefully this resolves any concerns the Board members may have.

Jack Curtis

Supervisor
Charter Township of Oxford
300 Dunlap Rd.

Oxford, MI 48371
(248) 628-9787 Ext. 109
jcurtis@oxfordtownship.org





CONTOUR
DEVELOPMENT
GROUP

VIA ELECTRONIC MAIL (jcurtis@oxfordtownship.org)

May 6, 2025

Jack Curtis
Township Supervisor
Oxford Township
300 Dunlap Road
Oxford, Michigan 48371

Re: Oasis at Waterstone

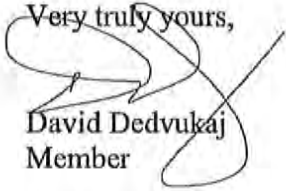
Dear Supervisor Curtis:

On April 24, 2025, the Oxford Township Planning Commission approved Contour Development Group LLC's ("Contour") concept plan for Oasis at Waterstone, such plan being prepared by Designhaus Architecture and dated February 10, 2025 ("Plan"). A copy of the Plan is enclosed herewith. As you can see, the Plan calls for the development and construction of four single family walk-out lake accessible units and sixteen attached single-family units with golf course views.

Following the grant of approval, the Township Board ("Board") expressed a concern of whether Contour would actually follow the Plan or would Contour unilaterally switch gears and build a multi-family project instead. Allow me to allay the Board's concerns. Contour has no interest in building a multi-family project at this location and is only interested in pursuing the development according to the Plans. Additionally, Contour will only be able to develop the property pursuant to final site plan approval.

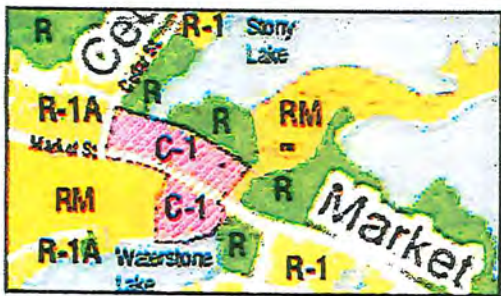
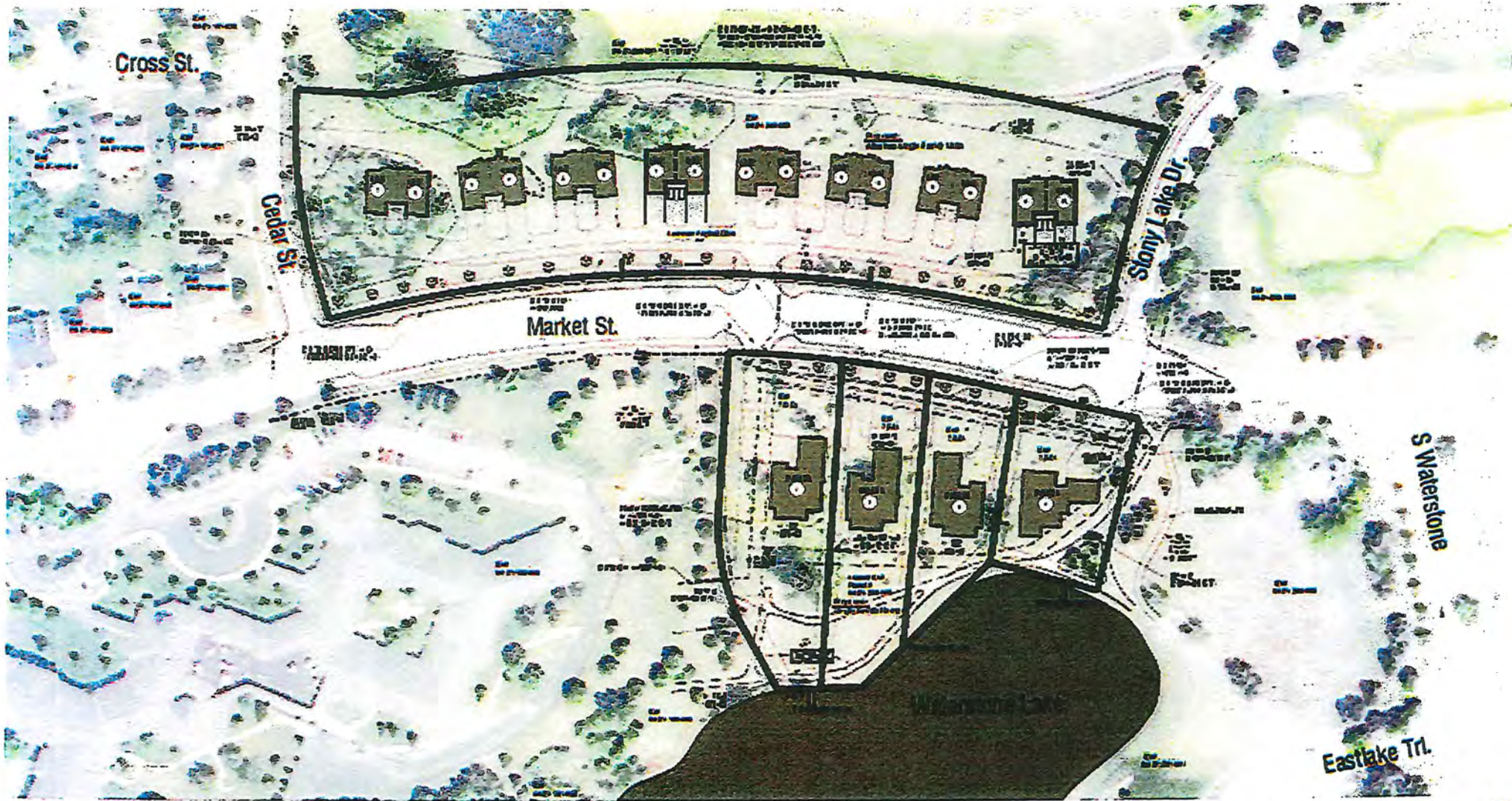
I trust the foregoing alleviates the Board's concerns. We look forward to working with Oxford Township on this project.

Very truly yours,

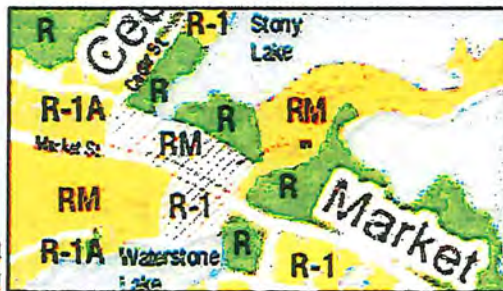

David Dedvukaj
Member

Enclosure

40950 WOODWARD AVENUE * SUITE 300 * BLOOMFIELD HILLS, MI 48304
P:248-530-9600



Existing Zoning



Proposed Zoning

Lot	Area (sq ft)	Volume (cu ft)	Notes
1	10,000	100,000	...
2	10,000	100,000	...
3	10,000	100,000	...
4	10,000	100,000	...
5	10,000	100,000	...
6	10,000	100,000	...
7	10,000	100,000	...
8	10,000	100,000	...
9	10,000	100,000	...
10	10,000	100,000	...
11	10,000	100,000	...
12	10,000	100,000	...
13	10,000	100,000	...
14	10,000	100,000	...
15	10,000	100,000	...
16	10,000	100,000	...
17	10,000	100,000	...
18	10,000	100,000	...
19	10,000	100,000	...
20	10,000	100,000	...

1 Rezoning and Parcel Plan

Proposed:
 (1) Subject: 400 sq ft Single Family Unit
 + 1,000 sq ft Porch on 2-Car Garage
 28' High Building 7' deep

Proposed: Open Space - Overall
 + 2% Minimum (24,000 sq ft)

General Requirements:
 General Requirements:
 Location of Development to Front
 Minimum 20' Setback (Public) or
 Minimum 10' Setback (Private)
 Minimum 10' Setback (Public) or
 Minimum 5' Setback (Private)
 Minimum 10' Setback (Public) or
 Minimum 5' Setback (Private)



Oxford Township Project Activity Report – June 2025

Oxford Township Municipal Projects

1. North Area Sanitary Sewer Special Assessment District:
(Authorized Amount - \$3,050,025.60 : Paid to Date - \$2,549,828.90)
 - Sewer installation between Harriett and Dunlap was substantially completed on 11/20/24.
 - Contact to remain open into 2025 until restoration can be verified.

2. Camp Oakland Pump Station:
(Authorized Amount - \$961,768.97 : Paid to Date - \$799,465.32)
 - The major construction work to upgrade the existing pump station is complete.
 - Project is fully functional and was deemed substantially complete on 12/19/24.
 - Contact to remain open into 2025 until restoration items are completed.

3. Brabb-Dewey Sanitary Sewer:
(Estimated Amount - \$2,400,000 : Paid to Date - \$0)
 - Survey and design work related to a proposed sanitary sewer project in the Brabb-Dewey subdivision is complete.
 - **RCOC permit application has been approved.** EGLE permit review in process.
 - Awaiting deposit of grant funds before beginning bidding and construction processes.

4. Willow Lake PRV Project:
(Authorized Amount - \$768,283.00 : Paid to Date - \$0.00)
 - Design work related to an existing Pressure Reducing Valve (PRV) is complete.
 - EGLE and RCOC permits have been approved.
 - Notice to proceed issued to Trojan Development via Township Board approval.
 - Construction anticipated in June 2025.

5. Seymour Lake Water Main Project:
(Authorized Amount - \$70,000.00 : Paid to Date - \$59,850.00)
 - Design for a new 16" water main from Dunlap to Sanders is complete.
 - Permit applications submitted to RCOC and WRC have been approved.
 - Permit application was submitted to EGLE on 3/11. Roughly 4-6 month approval process.
 - Bidding and construction dates to be determined based on permit timing & funding.

6. Seymour Lake Road Safety Path Project (Dunlap – Sanders):
(Authorized Amount - \$21,000.00 : Paid to Date - \$0.00)
 - Survey and engineering design of Seymour Lake Road safety path is complete.
 - Permit applications submitted to RCOC has been approved.
 - **Engineering design of concrete bridge abutments to be completed 6/15.**

7. 2024 Cemetery Paving Project:
(Authorized Amount - \$106,430.94 : Paid to Date - \$101,109.39)
 - Paving portion of project has been completed.
 - Contact to remain open into 2025 until restoration can be verified.



8. Sanitary Sewer Master Plan:

(Authorized Amount - \$15,000 : Paid to Date - \$7,500.00)

- Sharpe Engineering is in process of compiling necessary data, preparing maps, and preparing a written report pertaining to the Township's sanitary sewer system.
- Draft report to be presented to W/S Committee in spring 2025.



Oxford Township Project Activity Report – June 2025

Oxford Township Private Development Projects

1. McLaren Urgent Care:
 - Redevelopment of the existing McLaren site with new 2-story, 50k square foot building.
 - Phase 1 & Phase 2 infrastructure has been completed and accepted.
 - Record drawings and final documentation in process of being completed.
2. Sanctuary Hills:
 - Residential project consisting of 85 single family homes on south side of E. Drahner.
 - Final site plan was approved by the PC on 12/14/23.
 - Project is currently in the final engineering design phase.
 - The infrastructure construction has no estimated start date.
3. The Villages and Peninsula of Tullamore:
 - Residential project consisting of 61 single family homes and 105 condominium units located at the northeast corner of E. Drahner and Oxford Lakes Drive.
 - Project received preliminary site plan approval on 4/25/24.
 - Project is currently in the final engineering design phase.
 - The infrastructure construction has no estimated start date.
4. Enclaves of Woodbridge – Phase 3:
 - Residential condo project off Market Street consisting of 11 buildings (20 units total).
 - Project has received final site plan, engineering, and all permit approvals.
 - Underground infrastructure construction and as-builts have been completed.
 - **Completion of roadway expected in June.**
5. Barron Industries:
 - 17,600 SF commercial building expansion on Oakwood Road.
 - Project received final site plan approval at 12/12/24 PC meeting.
 - **Engineering plans were approved on 5/19.**
 - **Once permits are provided from contractor, pre-construction meeting can be scheduled.**
6. Wellbridge of Oxford:
 - Proposed 90-bed skilled nursing and rehabilitation facility on Drahner Rd near Pontiac Street.
 - Project received preliminary site plan approval from Planning Commission in February.
 - Project is currently in the final engineering design and permitting phase.
7. **Camp Oakland Water Main:**
 - **Design for a new 8" water main extension on Camp Oakland property is complete.**
 - **Permit application was submitted to EGLE on 2/19. Roughly 4-6 month approval process.**
 - **Construction date to be determined based on permit timing & funding.**
 - **Water services for existing buildings have been applied for by contractor.**



8. Northwest corner of M24 & Drahner (Old Chase Bank):
 - TB approved request to rezone property from O (Office) to C-2 (General Commercial) at the 5/14 meeting.
9. Southwest corner of Market Street & Waterstone Drive:
 - PC approved request to rezone property from C-1 (Local Commercial) to R-1 (Single Family Residential). 2nd reading scheduled for rezoning consideration at 6/11 TB meeting.
10. Northwest corner of Market Street & Stony Lake Drive:
 - PC approved request to rezone property from C-1 (Local Commercial) to RM (Multi-Family Residential). 2nd reading scheduled for rezoning consideration at 6/11 TB meeting.
11. Southwest corner of M24 & Market Street:
 - PC approved request to rezone property from C-1 (Local Commercial) to C-2 (General Commercial) at the 5/8 meeting. 1st reading scheduled for rezoning consideration at 6/11 TB meeting.

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: General Fund (101) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for General Fund (101)

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for General Fund (101) with revenues and expenditures balancing at \$3,954,812.00.

					2025 PROPOSE BUDGET
GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	AMEND
--- Estimated Revenue ---					
101-000-400.000	OPENING FUND BALANCE	596,390.00	0.00	0.00	0.00
101-000-402.000	CURRENT TAX REVENUES	973,380.00	1,040,000.00	1,014,983.00	1,040,000.00
101-000-412.000	DELINQUENT TAXES	1,725.00	1,500.00	0.00	1,500.00
101-000-434.000	TRAILER PARK FEES	6,000.00	5,000.00	3,273.50	5,000.00
101-000-445.000	PENALTIES	6,783.00	5,000.00	8,496.00	8,496.00
101-000-448.001	SUMMER TAX COLLECTION	44,391.00	48,000.00	0.00	69,000.00
101-000-451.000	LAKE MICKELSON S.A.D.	21,850.00	21,850.00	22,165.28	22,165.00
101-000-452.000	CEDAR/LONG/TAN-TRI LAKE S.A.D.	33,850.00	27,500.00	30,097.57	30,097.00
101-000-453.000	MISCELLANEOUS SQUAW LAKE CANAL S.A.D.	4,916.00	4,917.00	3,129.70	4,917.00
101-000-454.000	MISCELLANEOUS SQUAW LK/CLEAR LK S.A.D.	14,125.00	14,125.00	13,097.72	14,125.00
101-000-458.000	ASSESSMENT FOR ELKVIEW	8,355.00	8,356.00	8,355.97	8,355.00
101-000-459.000	GREAT PINES S.A.D.	0.00	62,110.00	68,513.20	68,513.00
101-000-462.000	BARRON INDUSTRIES TAX ABATEMENT	3,330.00	0.00	0.00	0.00
101-000-478.000	SOLICITATION PERMITS	400.00	300.00	300.00	300.00
101-000-497.000	ZONING PERMIT	28,000.00	20,000.00	10,695.00	20,000.00
101-000-499.002	MARIJUANA LICENSE APPLICATIONS FEES	15,500.00	15,000.00	446.64	15,000.00
101-000-500.000	DOG LICENSES	1,270.00	1,270.00	0.00	1,270.00
101-000-522.000	CDBG REVENUE	5,304.00	20,000.00	4,597.00	4,597.00
101-000-529.000	OPIOID SETTLEMENT	12,878.00	0.00	0.00	0.00
101-000-529.001	ADULT-USE MARIHUANA PYMNTS	0.00	0.00	37,685.98	37,685.00
101-000-538.003	SPONGY MOTH SUPPRESSION PROGRAM	0.00	0.00	0.00	0.00
101-000-538.004	HAVA SECURITY GRANT - 2022	0.00	0.00	0.00	0.00
101-000-539.002	ARPA REVENUE	0.00	0.00	0.00	0.00
101-000-568.001	RAP GRANT (ELECTRONIC ACCESS CONTROL)	29,137.00	0.00	0.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION REVENUES	51,688.00	50,000.00	52,131.45	52,000.00
101-000-574.000	CONSTITUTIONAL TAX	2,061,518.00	2,000,000.00	669,634.00	2,000,000.00
101-000-574.001	EVIP STATE FUNDING	8,704.00	40,000.00	23,082.00	40,000.00
101-000-576.000	STATUTORY TAX	0.00	0.00	16,565.00	16,565.00
101-000-579.000	LIQUOR LICENSE FEES	250.00	2,000.00	0.00	2,000.00
101-000-613.000	LOT SPLITS	100.00	100.00	50.00	100.00
101-000-613.001	BOARD OF APPEALS	3,400.00	2,500.00	1,350.00	2,500.00
101-000-616.000	TOWNSHIP ADMIN FEE	1,500.00	0.00	3,300.00	4,000.00
101-000-616.001	ADMINISTRATION FEE PC/ZBA	400.00	400.00	100.00	400.00
101-000-617.000	SPEC BRD/COMM MEETING	0.00	1,000.00	0.00	500.00
101-000-626.000	BUILDING APPLICATION FEES	2,880.00	3,000.00	3,250.00	4,000.00
101-000-626.002	LAND IMPROVEMENT APP FEE	0.00	0.00	0.00	0.00
101-000-633.000	FILING FEE FOR TWP OFFICE CANDIDATES	700.00	0.00	0.00	0.00
101-000-634.000	REVENUE COPIES/AGENDAS/MINUTES	214.00	200.00	64.04	200.00
101-000-634.001	CEMETERY SALE OF GRAVES	17,800.00	10,000.00	3,700.00	10,000.00

101-000-634.002	CEMETERY FOUNDATION REVENUE	4,510.00	4,200.00	2,253.00	4,200.00
101-000-634.003	CEMETERY OPENING/CLOSING	11,650.00	14,000.00	7,450.00	14,000.00
101-000-665.001	INTEREST (HATTIE LENHOFF)	1,366.00	0.00	1,401.30	1,401.00
101-000-665.100	CLEARING FUND INTEREST	0.00	0.00	0.00	0.00
101-000-665.200	INTEREST SAVINGS ACCOUNT	300,000.00	150,000.00	87,519.46	150,000.00
101-000-665.701	INTEREST T&A	35,000.00	22,000.00	39,399.29	39,399.00
101-000-665.703	INTEREST TAX	156,000.00	130,000.00	166,354.45	166,354.00
101-000-675.000	DONATIONS	0.00	0.00	0.00	0.00
101-000-675.014	HELEN SMITH PARK DONATIONS	0.00	0.00	0.00	0.00
101-000-675.018	LEVI'S LINK PARK DONATIONS	750.00	0.00	9,292.00	9,292.00
101-000-675.020	OXFORD HISTORY MARKERS-DONATIONS	0.00	0.00	14,055.00	14,055.00
101-000-677.000	reimbursement FROM EMPLOYEE	0.00	0.00	0.00	0.00
101-000-677.001	reimbursement FROM SEWER FUND	7,600.00	7,600.00	0.00	7,600.00
101-000-677.002	reimbursement CABLE TV	4,100.00	4,100.00	0.00	4,100.00
101-000-677.005	reimbursement WORKERS COMP	0.00	0.00	0.00	0.00
101-000-677.007	reimbursement ASSESSING	1,141.00	500.00	520.92	521.00
101-000-677.008	reimbursement BUILDING PERMIT	4,500.00	4,500.00	0.00	0.00
101-000-677.009	reimbursement EMPLOYEE - FIRE MEDICAL	3,877.00	2,900.00	1,253.73	5,015.00
101-000-677.010	reimbursement VILLAGE FIRE MEDICAL	646.00	500.00	348.10	836.00
101-000-677.011	reimbursement EMPLOYEE - POLICE MEDICAL	16,090.00	14,000.00	4,260.02	19,874.00
101-000-677.012	reimbursement VILLAGE POLICE MEDICAL	3,131.00	2,700.00	3,722.89	3,836.00
101-000-677.019	reimbursement PARKS & REC	5,100.00	5,100.00	0.00	5,100.00
101-000-677.020	reimbursement polly ann trailways	1,100.00	1,100.00	0.00	1,100.00
101-000-677.022	REIMBURSEMENT FROM FIRE FUND (213)	6,000.00	6,000.00	0.00	6,000.00
101-000-677.030	TWP MAINTENANCE CONTRACT REIMB	1,130.00	0.00	425.00	425.00
101-000-677.100	REIMBURSEMENT - INSURANCE	0.00	0.00	784.39	785.00
101-000-678.021	REIMBURSEMENT/POLICE CONTRACTING RENT	18,000.00	17,000.00	0.00	17,000.00
101-000-680.000	MISCELLANEOUS INCOME	759.00	50.00	633.22	634.00
101-000-699.000	TRANSFER FROM	150,000.00	0.00	0.00	0.00
Total Estimated Revenue:		4,689,188.00	3,790,378.00	2,338,735.82	3,954,812.00

--- Appropriations ---

101-101-703.000	WAGES ELECTED OFFICIAL SALARIES	38,000.00	40,000.00	14,335.00	40,000.00
101-101-827.000	RECORDING SECRETARY	1,680.00	2,000.00	725.00	2,000.00
101-101-829.000	MEMBERSHIP DUES	15,160.00	14,500.00	11,952.63	14,500.00
101-101-860.000	MILEAGE EXPENSE	700.00	1,000.00	417.90	800.00
101-101-860.001	MEALS/LODGING EXPENSE	1,141.00	3,000.00	2,026.71	3,000.00
101-101-903.000	LEGAL NOTICES	6,500.00	2,500.00	1,224.50	2,500.00
101-101-957.000	EDUCATION WORKSHOPS AND CONFERENCES	1,500.00	2,500.00	1,573.80	2,500.00
101-101-962.000	MISCELLANEOUS	500.00	500.00	32.95	500.00
101-171-702.001	WAGES COMMUNICATIONS & GRANTS MANAGER	80,983.00	86,000.00	35,289.76	83,412.00
101-171-703.000	WAGES ELECTED OFFICIAL SALARIES	93,902.00	98,598.00	40,919.67	96,719.00

101 General Fund FY25

June '25 Amendments

101-171-707.000	WAGES & FEES TEMPORARY	0.00	0.00	0.00	0.00
101-171-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	61,685.00	65,000.00	0.00	0.00
101-171-709.000	WAGES DEPUTY	0.00	0.00	30,038.47	71,000.00
101-171-713.001	BENEFITS ACCRUED VACATION	0.00	0.00	0.00	0.00
101-171-829.000	MEMBERSHIP DUES	180.00	300.00	300.00	300.00
101-171-860.000	MILEAGE EXPENSE	1,800.00	2,000.00	796.46	1,500.00
101-171-860.001	MEALS/LODGING EXPENSE	3,500.00	4,000.00	3,429.56	4,000.00
101-171-957.000	EDUCATION WORKSHOPS AND CONFERENCES	2,500.00	3,000.00	2,700.00	3,000.00
101-171-962.000	MISCELLANEOUS	5,000.00	5,000.00	729.45	3,000.00
101-202-807.000	AUDIT FEES	9,000.00	9,000.00	0.00	9,000.00
101-215-703.000	WAGES ELECTED OFFICIAL SALARIES	93,461.00	98,134.00	40,727.50	96,265.00
101-215-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	56,857.00	59,700.00	24,712.64	58,563.00
101-215-709.000	WAGES DEPUTY	80,983.00	85,032.00	35,289.76	83,412.00
101-215-829.000	MEMBERSHIP DUES	615.00	1,000.00	870.00	1,000.00
101-215-860.000	MILEAGE EXPENSE	900.00	2,000.00	202.02	2,000.00
101-215-860.001	MEALS/LODGING EXPENSE	2,000.00	4,000.00	1,862.83	4,000.00
101-215-957.000	EDUCATION WORKSHOPS AND CONFERENCES	2,300.00	2,500.00	990.00	2,500.00
101-215-962.000	MISCELLANEOUS	6,000.00	5,000.00	1,910.00	5,000.00
101-231-933.003	BARRON INDUSTRIES TAX ABATEMENT	4,033.00	0.00	0.00	0.00
101-231-933.297	MAINTENANCE SAFETY PATH	3,000.00	0.00	0.00	0.00
101-247-703.001	WAGES BOARD MEMBER FEES	4,500.00	4,800.00	3,425.00	4,500.00
101-247-860.000	MILEAGE EXPENSE	23.00	100.00	88.20	89.00
101-247-860.001	MEALS/LODGING EXPENSE	0.00	0.00	0.00	0.00
101-247-903.000	LEGAL NOTICES	332.00	400.00	308.10	309.00
101-247-957.000	EDUCATION WORKSHOPS AND CONFERENCES	300.00	300.00	100.00	100.00
101-247-962.000	MISCELLANEOUS	0.00	0.00	94.37	95.00
101-253-703.000	WAGES ELECTED OFFICIAL SALARIES	91,139.00	95,696.00	39,715.50	93,873.00
101-253-707.000	WAGES & FEES TEMPORARY	0.00	0.00	0.00	0.00
101-253-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	59,003.00	61,953.00	25,327.02	60,774.00
101-253-709.000	WAGES DEPUTY	78,244.00	82,156.00	34,096.70	80,592.00
101-253-814.000	DATA PROCESSING	12,000.00	14,000.00	1,450.42	14,000.00
101-253-829.000	MEMBERSHIP DUES	750.00	1,000.00	0.00	1,000.00
101-253-860.000	MILEAGE EXPENSE	1,000.00	700.00	523.80	1,000.00
101-253-860.001	MEALS/LODGING EXPENSE	700.00	2,000.00	1,195.69	3,000.00
101-253-957.000	EDUCATION WORKSHOPS AND CONFERENCES	1,800.00	3,000.00	698.00	4,000.00
101-253-962.000	MISCELLANEOUS	7,000.00	5,000.00	5,746.75	8,000.00
101-257-711.000	CONTRACT OAKLAND COUNTY	155,885.00	160,000.00	0.00	160,000.00
101-257-819.000	SERVICES PROFESSIONAL	0.00	0.00	0.00	138,960.00
101-257-826.000	LEGAL FEES	6,000.00	5,000.00	400.00	5,000.00
101-257-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
101-262-707.000	WAGES & FEES TEMPORARY	8,201.00	5,600.00	0.00	5,600.00
101-262-712.000	ELECTION INSPECTOR FEES	32,225.00	13,700.00	1,944.11	13,700.00

101-262-728.000	OFFICE SUPPLIES	12,000.00	2,500.00	2,590.60	2,600.00
101-262-730.000	POSTAGE	3,524.00	5,625.00	0.00	5,625.00
101-262-860.000	MILEAGE EXPENSE	518.00	200.00	0.00	200.00
101-262-860.001	MEALS/LODGING EXPENSE	26.00	0.00	0.00	0.00
101-262-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
101-262-903.000	LEGAL NOTICES	1,790.00	400.00	0.00	400.00
101-262-933.000	MAINTENANCE EQUIPMENT	17,227.00	6,000.00	214.58	6,000.00
101-262-957.000	EDUCATION WORKSHOPS AND CONFERENCES	3,000.00	1,400.00	0.00	1,400.00
101-262-962.000	MISCELLANEOUS	10,286.00	1,500.00	(8,366.98)	1,500.00
101-262-977.000	EQUIPMENT ACQUISTION	548.00	0.00	6,331.03	6,332.00
101-265-821.011	ENGINEERING FEES - PARKING LOTS	0.00	0.00	0.00	0.00
101-265-831.000	JANITORIAL SERVICE	18,000.00	18,000.00	7,516.25	20,000.00
101-265-853.000	TELEPHONE	27,500.00	25,000.00	12,241.20	25,000.00
101-265-921.000	UTILITIES - ELECTRIC BLDG	18,000.00	16,000.00	9,349.59	18,000.00
101-265-923.000	UTILITIES - HEAT	5,000.00	8,000.00	5,556.24	8,000.00
101-265-927.000	UTILITIES SEWER/WATER	3,500.00	3,000.00	1,556.20	3,500.00
101-265-927.001	UTILITIES WATER	8,000.00	2,500.00	1,415.84	2,800.00
101-265-929.000	TRASH DISPOSAL	2,000.00	2,000.00	731.00	2,000.00
101-265-931.000	MAINTENANCE BLDG/GROUNDS	30,000.00	25,000.00	11,269.97	25,000.00
101-265-932.001	MAINTENANCE GROUNDS	15,000.00	15,000.00	13,301.29	18,000.00
101-265-932.002	HELEN SMITH PARK EXPENSES	133.00	0.00	124.00	124.00
101-265-933.000	MAINTENANCE EQUIPMENT	6,000.00	5,000.00	6,626.03	10,000.00
101-265-962.000	MISCELLANEOUS	3,000.00	3,000.00	308.47	1,500.00
101-265-970.004	INTERNET FEES	408.00	1,000.00	204.50	600.00
101-265-976.000	ADDITIONS & IMPROVEMENTS	130,000.00	300,000.00	900.00	900.00
101-265-977.000	EQUIPMENT ACQUISTION	1,097.00	1,500.00	0.00	1,500.00
101-266-826.000	LEGAL FEES	60,000.00	60,000.00	19,943.50	60,000.00
101-267-728.000	OFFICE SUPPLIES	5,000.00	6,000.00	1,580.66	5,000.00
101-267-730.000	POSTAGE	12,000.00	10,000.00	116.99	5,000.00
101-267-804.000	CODIFICATION OF ORDINANCE	3,611.00	4,000.00	0.00	4,000.00
101-267-821.002	EVIP EXPENDITURES	0.00	0.00	0.00	0.00
101-267-861.000	CONTRACTED SERVICES	15,000.00	10,000.00	10,039.16	15,000.00
101-267-880.000	PUBLIC RELATIONS	94,449.00	70,000.00	5,441.08	70,000.00
101-267-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
101-267-933.000	MAINTENANCE EQUIPMENT	38,000.00	30,000.00	20,068.74	35,000.00
101-267-934.000	MAINTENANCE/GAS VEHICLE	1,600.00	2,000.00	0.00	1,000.00
101-267-955.000	INSURANCE LIABILITY	37,996.00	22,000.00	17,886.72	22,000.00
101-267-962.000	MISCELLANEOUS	30,000.00	15,000.00	835.28	5,000.00
101-267-962.001	OPIOID SETTLEMENT EXPENSES	255.00	0.00	0.00	0.00
101-267-962.002	ARPA EXPENSES	358,114.00	0.00	186,067.50	186,068.00
101-267-962.024	ARPA LEGAL FEES	1,768.00	0.00	0.00	0.00
101-267-962.028	MARIJUANA LEGAL FEES	2,865.00	3,000.00	75.00	3,000.00

101-267-970.003	COMPUTER PROGRAMMING	1,135.00	3,000.00	1,135.00	1,135.00
101-270-715.000	S.S.EMPLOYER SHARE	61,000.00	74,880.00	26,793.26	74,880.00
101-270-716.000	INSURANCE MEDICAL	250,000.00	250,000.00	125,499.66	250,000.00
101-270-716.001	INSURANCE MEDICAL - OLD FIRE FUND	16,766.00	10,000.00	13,795.00	10,000.00
101-270-716.002	INSURANCE MEDICAL - OLD POLICE FUND	14,101.00	15,000.00	7,845.10	39,813.00
101-270-717.000	LIFE INSURANCE	4,449.00	5,616.00	2,538.74	5,616.00
101-270-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	107,000.00	125,000.00	45,171.56	125,000.00
101-270-720.000	MICH EMPLOY SECURITY COMM	3,000.00	3,000.00	1,635.83	3,000.00
101-270-815.000	CONTRACTED PAYROLL	5,100.00	5,000.00	2,451.31	5,000.00
101-446-969.000	HWY/RD MAINTENANCE CONTR	0.00	0.00	0.00	0.00
101-447-821.000	ENGINEERING FEES - GENERAL	13,000.00	10,000.00	7,655.00	16,000.00
101-447-821.004	ENGINEERING FEES - STORMWATER MGMT.	500.00	2,000.00	500.00	500.00
101-447-821.007	ENGINEERING FEES - WELLHEAD PROTECTION	7,000.00	9,000.00	9,794.00	10,000.00
101-448-926.000	UTILITIES STREET LIGHTS	15,600.00	13,000.00	6,861.03	13,000.00
101-531-803.000	SPONGY MOTH SPRAYING	0.00	0.00	0.00	0.00
101-531-880.001	RELATIONS - WEST NILE PROGRAM	38.00	100.00	0.00	100.00
101-531-932.003	LEVI'S LINK PARK EXPENSES	0.00	0.00	0.00	0.00
101-531-932.004	OXFORD HISTORY MARKER EXPENSES	0.00	0.00	3,435.00	14,055.00
101-567-712.011	FEES CEMETERY OPENING/CLOSING	11,000.00	13,000.00	6,900.00	14,000.00
101-567-712.012	FEES CEMETERY - FOUNDATION EXPENSE	3,835.00	3,500.00	422.00	3,500.00
101-567-712.014	CEMETERY GRAVE BUY BACK	0.00	0.00	0.00	0.00
101-567-825.000	CONTRACT CEMETERY MAINTENANCE	80,000.00	80,000.00	33,333.35	80,000.00
101-567-903.000	LEGAL NOTICES	95.00	100.00	94.80	100.00
101-567-921.000	UTILITIES - ELECTRIC BLDG	625.00	2,500.00	324.27	2,500.00
101-567-927.000	UTILITIES SEWER/WATER	1,000.00	1,000.00	0.00	1,000.00
101-567-932.000	MAINTENANCE GENERAL	2,500.00	6,000.00	2,700.10	6,000.00
101-567-962.000	MISCELLANEOUS	718.00	1,500.00	0.00	1,500.00
101-572-962.012	MISCELLANEOUS OAK RIDGE RD S.A.D.	0.00	0.00	0.00	0.00
101-572-962.017	MISC LAKE MICKELSON SAD (2016)	21,850.00	21,850.00	8,040.00	21,850.00
101-572-962.018	CEDAR/LONG/TAN-TRI LAKE S.A.D.	33,850.00	27,500.00	0.00	27,500.00
101-572-962.019	PAINT LAKE CANAL S.A.D.	4,917.00	4,917.00	3,255.00	4,917.00
101-572-962.021	PAINT LAKE/CLEAR LK S.A.D.	14,125.00	14,125.00	3,484.50	14,125.00
101-572-962.029	OAK RIDGE ROAD SAD - 2024	1,300.00	0.00	0.00	0.00
101-572-962.030	GREAT PINES S.A.D.-2023	282,096.00	62,110.00	0.00	62,110.00
101-694-802.000	UNALLOCATED CDBG EXPENSES	5,304.00	20,000.00	4,597.00	20,000.00
101-695-860.002	MILEAGE/MEALS ON WHEELS	3,000.00	3,000.00	1,202.67	3,000.00
101-695-861.001	CONTRACTED SERVICES NOTA	0.00	0.00	0.00	0.00
101-695-881.002	CONTRIBUTIONS YOUTH ASSISTANCE	12,891.00	12,891.00	12,890.47	12,891.00
101-701-703.001	WAGES BOARD MEMBER FEES	15,835.00	15,000.00	7,870.00	16,000.00
101-701-708.000	WAGES & FEES PC/ZBA ADMIN ASSISTANT	30,843.00	32,386.00	12,951.85	31,768.00
101-701-712.006	FEES CODE ENFORCEMENT OFFICER	25,000.00	26,250.00	9,755.00	26,250.00
101-701-728.000	OFFICE SUPPLIES	600.00	500.00	109.19	500.00

101-701-801.000	PLANNER/PROF. SERVICES PLANNER	20,000.00	20,000.00	26,127.50	40,000.00
101-701-801.001	PLANNER/PROF. SERVICES MASTER PLAN	60,000.00	52,710.20	9,267.00	52,711.00
101-701-801.009	PROF. ENGINEERING SERVICES	90,000.00	80,000.00	10,935.00	30,000.00
101-701-826.000	LEGAL FEES	10,000.00	15,000.00	4,245.00	10,000.00
101-701-827.000	RECORDING SECRETARY	2,660.00	2,000.00	725.00	2,000.00
101-701-829.000	MEMBERSHIP DUES	0.00	500.00	0.00	500.00
101-701-860.000	MILEAGE EXPENSE	3,700.00	3,000.00	1,415.81	3,000.00
101-701-860.001	MEALS/LODGING EXPENSE	0.00	500.00	0.00	500.00
101-701-903.000	LEGAL NOTICES	1,200.00	2,000.00	551.42	1,500.00
101-701-957.000	EDUCATION WORKSHOPS AND CONFERENCES	145.00	500.00	185.00	300.00
101-701-962.000	MISCELLANEOUS	2,000.00	2,000.00	3,590.00	3,600.00
101-702-703.001	WAGES BOARD MEMBER FEES	4,130.00	3,000.00	530.00	3,000.00
101-702-728.000	OFFICE SUPPLIES	0.00	0.00	54.12	100.00
101-702-801.000	PLANNER/PROF. SERVICES PLANNER	5,000.00	5,000.00	110.00	3,000.00
101-702-826.000	LEGAL FEES	4,830.00	5,000.00	60.00	3,000.00
101-702-827.000	RECORDING SECRETARY	840.00	1,000.00	145.00	1,000.00
101-702-860.000	MILEAGE EXPENSE	0.00	0.00	0.00	0.00
101-702-860.001	MEALS/LODGING EXPENSE	0.00	0.00	0.00	0.00
101-702-903.000	LEGAL NOTICES	846.00	1,000.00	118.50	1,000.00
101-702-957.000	EDUCATION WORKSHOPS AND CONFERENCES	0.00	0.00	0.00	0.00
101-803-881.001	NE OAKLAND HISTORICAL SOCIETY	0.00	0.00	0.00	0.00
101-901-963.000	DISASTER PLAN	0.00	0.00	0.00	0.00
101-901-970.000	VEHICLE PURCHASE	0.00	55,148.80	0.00	0.00
101-995-965.204	CONTRIBUTION TO ROAD FUND	212,947.00	600,000.00	0.00	783,259.00
101-995-965.206	CONTRIBUTION TO FIRE FUND	325,000.00	0.00	0.00	0.00
101-995-965.207	CONTRIBUTION TO POLICE FUND	0.00	0.00	0.00	0.00
101-995-965.208	CONTRIBUTION TO PARKS & REC	0.00	0.00	0.00	0.00
101-995-965.209	CONTRIBUTION TO CEMETERY FUND	200,000.00	0.00	0.00	0.00
101-995-965.297	CONTRIBUTION TO SAFETY PATH FUND	650,000.00	300,000.00	0.00	300,000.00
101-995-965.298	CONTRIBUTION TO POLLY ANN TRAIL	26,620.00	27,000.00	26,620.00	26,620.00
101-995-965.865	CONTRIBUTION TO LOVE INC	9,000.00	15,000.00	5,708.35	15,000.00
Total Appropriations:		4,689,188.00	3,790,378.00	1,155,523.10	3,954,812.00
Net of Revenues & Appropriations:	Net of Revenues & Appropriations:	0.00	0.00	1,183,212.72	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Road Fund (204) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Road Fund (204).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Road Fund (204) with revenues and expenditures balancing at \$642,410.00.

					2025 PROPOSE BUDGET
GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	AMEND
--- Estimated Revenue ---					
204-000-400.000	OPENING FUND BALANCE	141,954.00	35,000.00	0.00	41,209.00
204-000-546.000	ALLOCATION FROM STATE	0.00	0.00	0.00	0.00
204-000-665.200	INTEREST SAVINGS ACCOUNT	18,000.00	5,000.00	843.07	1,200.00
204-000-665.300	INTEREST CD/POOL FUND	2.00	0.00	0.01	1.00
204-000-680.000	MISCELLANEOUS INCOME	1.00	0.00	0.00	0.00
204-000-699.101	TRANSFER FROM GENERAL FUND	212,947.00	600,000.00	0.00	600,000.00
Total Estimated Revenue:		372,904.00	640,000.00	843.08	642,410.00
--- Appropriations ---					
204-440-801.000	PLANNER/PROF. SERVICES PLANNER	0.00	0.00	0.00	0.00
204-440-811.000	RESTORATION	299,654.00	0.00	0.00	0.00
204-440-821.000	ENGINEERING FEES - GENERAL	0.00	0.00	0.00	0.00
204-440-826.000	LEGAL FEES	0.00	0.00	0.00	0.00
204-440-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
204-440-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
204-440-967.000	ROAD PAVINGS	250.00	0.00	2,410.00	2,410.00
204-440-967.002	DUNLAP ROAD PAVING-TWP COST SHARING	0.00	600,000.00	0.00	600,000.00
204-440-969.000	HWY/RD MAINTENANCE CONTR	73,000.00	40,000.00	0.00	40,000.00
Total Appropriations:		372,904.00	640,000.00	2,410.00	642,410.00
Net of Revenues & Appropriations:		0.00	0.00	(1,566.92)	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Fire Fund (206) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Fire Fund (206).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Fire Fund (206) with revenues and expenditures balancing at \$9,173,845.00.

					2025 PROPOSE BUDGET
GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	AMEND
--- Estimated Revenue ---					
206-000-400.000	OPENING FUND BALANCE	65,519.20	1,758,796.00	0.00	1,811,362.00
206-000-402.000	CURRENT TAX REVENUES	4,843,608.07	6,273,826.00	6,072,057.71	6,072,058.00
206-000-408.000	FIRE/EMS CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00
206-000-412.000	DELINQUENT TAXES	5,422.31	5,000.00	0.00	5,000.00
206-000-437.000	EVIP REVENUE SHARING	0.00	0.00	0.00	0.00
206-000-499.001	FOOD TRUCK LICENSE	1,703.75	1,000.00	600.00	1,000.00
206-000-568.000	STATE GRANT REVENUE	10,000.00	0.00	0.00	0.00
206-000-574.002	EVIP REVENUE SHARING	140,551.46	115,000.00	115,567.88	115,568.00
206-000-576.000	STATUTORY TAX	0.00	0.00	0.00	0.00
206-000-619.000	COST RECOVERY - FIRE	0.00	0.00	0.00	0.00
206-000-628.000	REVENUE INSPECTION FEES	2,700.00	3,000.00	2,100.00	3,000.00
206-000-628.001	ALARM INSPECTION	2,360.00	500.00	150.00	2,500.00
206-000-628.002	SUPPRESSION INSPECTION-NFPA 13 & 13R	550.00	0.00	900.00	1,000.00
206-000-628.003	SUPPRESSION INSPECTION 13D-RESIDENTIAL	0.00	0.00	0.00	0.00
206-000-628.004	SUPPRESSION INSPECTION-OTHER	0.00	0.00	300.00	300.00
206-000-634.000	REVENUE COPIES/AGENDAS/MINUTES	1,300.00	1,000.00	415.79	1,000.00
206-000-635.000	ACCUMED-OXFORD BANK	7,500.00	0.00	5,079.77	0.00
206-000-665.200	INTEREST SAVINGS ACCOUNT	288,099.30	120,000.00	97,651.82	200,000.00
206-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
206-000-673.000	SALE OF ASSETS	1,550.00	0.00	0.00	0.00
206-000-673.002	SALE OF ROPER BOXES	320.00	300.00	200.00	300.00
206-000-674.001	NOMAA	19,636.98	0.00	235.66	0.00
206-000-675.016	REVENUE - TRAINING TOWER	32,500.00	0.00	237,000.00	237,000.00
206-000-675.019	REVENUE - TOUGH MUDDER	0.00	0.00	2,736.70	8,757.00
206-000-677.000	reimbursement FROM EMPLOYEE	52,917.20	5,000.00	2,132.85	5,000.00
206-000-677.100	REIMBURSEMENT - INSURANCE	0.00	0.00	0.00	0.00
206-000-678.004	REIMBURSEMENT FROM VILLAGE-BLOOD DRAWS	0.00	0.00	0.00	0.00
206-000-680.000	MISCELLANEOUS INCOME	2,659.36	0.00	0.00	0.00
206-000-680.002	CPR/FIRST AID CLASSES	5,183.00	5,000.00	2,205.98	5,000.00
206-000-688.000	REIMBURSEMENT INSURANCE	13,890.64	5,000.00	0.00	5,000.00
206-000-688.010	ACCUMED REIMBURSEMENT	700,000.00	600,000.00	239,405.45	700,000.00
206-000-688.021	REIMBURSEMENT FOR 11/30/2021 RESPONSE	0.00	0.00	0.00	0.00
206-000-699.000	TRANSFER FROM	0.00	0.00	0.00	0.00
206-000-699.101	TRANSFER FROM GENERAL FUND	325,000.00	0.00	0.00	0.00
Total Estimated Revenue:		6,522,971.27	8,893,422.00	6,778,739.61	9,173,845.00

--- Appropriations ---

206-357-703.030	WAGES FIREFIGHTERS (PAID ON CALL)	40,000.00	50,923.00	8,768.25	35,000.00
206-357-703.040	PART TIME WAGES	305,000.00	290,059.00	158,190.00	325,000.00
206-357-703.050	VOLUNTEERS	0.00	0.00	0.00	0.00
206-357-704.010	PERSONNEL FULL TIME	1,870,000.00	2,040,950.00	898,746.31	2,261,795.00
206-357-704.050	PERSONNEL CLERICAL	67,977.80	80,000.00	31,942.35	75,500.00
206-357-704.080	COMP LEAVE/PERSONAL TIME PAY OUT	18,000.00	27,000.00	20,586.47	20,586.00
206-357-704.081	VACATION TIME PAY OUT	62,000.00	82,249.00	40,931.03	63,576.00
206-357-707.010	FIRE ASSOCIATION	0.00	0.00	0.00	0.00
206-357-709.001	WAGES OVERTIME	210,000.00	223,360.00	128,661.36	224,104.00
206-357-709.002	WAGES HOLIDAY PAY	84,756.89	87,300.00	53,375.40	87,300.00
206-357-715.000	S.S.EMPLOYER SHARE	183,245.99	188,743.00	99,867.14	199,349.00
206-357-716.000	INSURANCE MEDICAL	847,822.35	923,983.00	394,974.66	1,023,680.00
206-357-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	1,000,000.00	938,667.00	285,133.14	962,303.00
206-357-718.050	DEFERRED COMP-EMPLOYER MATCH	45,000.00	40,000.00	18,022.91	43,434.00
206-357-720.000	MICH EMPLOY SECURITY COMM	8,000.00	13,000.00	6,194.01	7,794.00
206-357-721.000	WORKERS COMP INS	190,000.00	158,397.00	0.00	186,833.00
206-357-723.000	DRY CLEANING	5,000.00	5,000.00	1,822.50	5,000.00
206-357-723.001	FOOD ALLOWANCE	0.00	0.00	15,748.70	15,749.00
206-357-727.000	FEES ADMINISTRATIVE	6,000.00	7,500.00	0.00	6,000.00
206-357-728.000	OFFICE SUPPLIES	7,000.00	5,000.00	992.88	4,000.00
206-357-729.000	PRINTING & PUBLISHING	3,500.00	4,000.00	1,403.98	3,000.00
206-357-730.000	POSTAGE	250.00	500.00	254.85	500.00
206-357-731.000	UNIFORM EXPENSE UNIFORMS	20,000.00	28,050.00	25,681.90	26,000.00
206-357-732.000	SUBSCRIPTIONS	2,000.00	3,500.00	1,516.23	2,500.00
206-357-739.000	GAS UNLEADED FUEL	13,000.00	15,000.00	9,169.76	15,000.00
206-357-742.000	OPERATING SUPPLIES-MEDICAL	48,000.00	50,000.00	14,294.02	35,000.00
206-357-742.001	OPERATING SUPPLIES-FIRE	40,000.00	40,000.00	3,340.11	30,000.00
206-357-742.002	CPR SUPPLIES	2,500.00	3,300.00	1,245.63	3,300.00
206-357-743.000	TURN-OUT GEAR	85,000.00	32,800.00	30,780.06	32,800.00
206-357-744.000	EQUIPMENT	20,000.00	10,000.00	7,573.80	15,000.00
206-357-746.000	EXTINGUISHER RECHARGES	1,500.00	2,760.00	0.00	2,000.00
206-357-748.000	BUILDING MAINTENANCE-PARTS/SUPPLIES	45,000.00	35,000.00	9,285.84	30,000.00
206-357-748.001	BUILDING MAINTENANCE - LABOR	45,000.00	20,000.00	4,850.62	30,000.00
206-357-749.000	OFFICE EQUIPMENT	500.00	10,000.00	439.99	8,000.00
206-357-752.000	TOOLS	2,000.00	2,000.00	3,499.90	4,000.00
206-357-754.000	UNIFORMS-PAID ON CALL	9,000.00	15,000.00	4,894.61	8,386.00
206-357-780.010	GAS DIESEL FUEL	35,000.00	36,000.00	6,706.54	31,000.00
206-357-791.000	EQUIPMENT MAINTENANCE	13,500.00	2,000.00	0.00	2,000.00
206-357-791.001	VEHICLE MAINTENANCE-FIRE	50,000.00	40,000.00	33,413.73	40,000.00
206-357-791.002	RADIO/COMMUNICATIONS SUPPLIES	5,000.00	3,000.00	0.00	3,000.00
206-357-791.003	VEHICLE MAINTENANCE-MEDICAL	45,000.00	30,000.00	3,805.62	35,000.00

206-357-802.001	UNALLOCATED COST RECOVERY BILLING	57,091.95	60,000.00	23,739.97	60,000.00
206-357-805.000	DISPATCHING	86,432.97	93,374.00	46,114.12	93,374.00
206-357-807.000	AUDIT FEES	3,600.00	4,000.00	0.00	4,000.00
206-357-815.000	CONTRACTED PAYROLL	7,500.00	8,000.00	3,391.49	7,500.00
206-357-826.000	LEGAL FEES	35,000.00	15,000.00	12,945.00	25,000.00
206-357-829.000	MEMBERSHIP DUES	12,000.00	8,000.00	1,840.62	10,546.00
206-357-836.000	PHYSICALS	5,000.00	10,000.00	2,450.00	5,000.00
206-357-850.000	SECURITY SYSTEM (BLDG)	5,500.00	5,500.00	1,459.15	6,000.00
206-357-853.000	TELEPHONE	10,000.00	12,700.00	1,983.17	7,000.00
206-357-854.000	CELL PHONES	6,600.00	7,000.00	3,202.49	6,000.00
206-357-860.000	MILEAGE EXPENSE	3,000.00	3,000.00	1,178.94	2,500.00
206-357-880.000	PUBLIC RELATIONS	5,000.00	4,250.00	2,504.17	4,250.00
206-357-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
206-357-903.000	LEGAL NOTICES	2,000.00	300.00	0.00	500.00
206-357-921.000	UTILITIES - ELECTRIC BLDG	36,000.00	30,000.00	9,202.87	32,000.00
206-357-923.000	UTILITIES - HEAT	15,000.00	25,000.00	15,426.85	12,000.00
206-357-927.000	UTILITIES SEWER/WATER	3,500.00	35,000.00	1,346.42	4,000.00
206-357-927.001	UTILITIES WATER	16,000.00	10,000.00	2,039.70	10,000.00
206-357-929.000	TRASH DISPOSAL	2,000.00	2,000.00	850.00	2,000.00
206-357-932.001	GROUNDS MAINTENANCE	16,000.00	20,000.00	2,056.99	15,000.00
206-357-933.000	MAINTENANCE EQUIPMENT (LABOR)	25,000.00	10,000.00	6,311.29	15,000.00
206-357-933.001	SOFTWARE & SUPPORT	20,000.00	22,000.00	8,139.65	22,000.00
206-357-933.002	RADIO/COMMUNICATIONS PARTS & LABOR	2,000.00	2,000.00	2,281.57	2,000.00
206-357-934.001	VEHICLE MAINTENANCE (LABOR)	30,000.00	35,000.00	15,671.24	32,000.00
206-357-934.002	VEHICLE MAINTENANCE (LABOR) MEDICAL	25,000.00	25,000.00	3,134.82	20,000.00
206-357-955.000	INSURANCE LIABILITY-VFIS	20,550.00	23,000.00	6,020.46	23,000.00
206-357-955.010	INSURANCE FIREFIGHTERS	17,500.00	20,000.00	5,128.54	20,000.00
206-357-955.020	FLEET INSURANCE	38,010.00	42,000.00	11,149.00	42,000.00
206-357-957.000	EDUCATION WORKSHOPS AND CONFERENCES	25,000.00	25,000.00	1,683.90	25,000.00
206-357-957.001	EDUCATION TRAINING	30,000.00	30,000.00	16,765.53	30,000.00
206-357-962.000	MISCELLANEOUS	10,000.00	15,000.00	12,741.28	15,000.00
206-357-962.027	UNION GYM EQUIPMENT	2,574.00	3,000.00	0.00	3,000.00
206-357-962.032	NOMAA	19,636.98	0.00	946.82	0.00
206-357-962.036	TRAINING TOWER EXPENSES	0.00	0.00	2,800.00	237,000.00
206-357-970.000	VEHICLE PURCHASE	475,438.94	2,302,183.00	686,746.39	2,307,686.00
206-357-970.001	CAPITAL OUTLAY	0.00	391,074.00	105,797.78	110,000.00
206-357-977.000	EQUIPMENT ACQUISTION	19,483.40	50,000.00	52,116.78	60,000.00
Total Appropriations:		6,522,971.27	8,893,422.00	3,395,281.30	9,173,845.00
Net of Revenues & Appropriations:		0.00	0.00	3,383,458.31	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Police Fund (207) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Police Fund (207).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Police Fund (207) with revenues and expenditures balancing at \$5,386,418.00.

GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	2025 PROPOSE BUDGET
					AMEND
--- Estimated Revenue ---					
207-000-400.000	OPENING FUND BALANCE	0.00	790,000.00	0.00	790,000.00
207-000-402.000	CURRENT TAX REVENUES	3,667,778.00	3,960,000.00	3,835,422.92	3,991,896.00
207-000-412.000	DELINQUENT TAXES	4,931.00	3,000.00	0.00	3,000.00
207-000-568.000	LIQUOR LICENSE FEES	9,924.00	9,000.00	4,202.00	9,000.00
207-000-573.000	LOCAL COMMUNITY STABILIZATION REVENUES	79,837.00	78,000.00	80,698.33	80,698.00
207-000-574.002	EVIP REVENUE SHARING	20,973.00	0.00	0.00	0.00
207-000-582.001	OXFORD SCHOOL/LIAISON OFC	248,902.00	276,057.00	0.00	280,674.00
207-000-619.001	RECOVERED COSTS FOR TOUGH MUDDER	7,897.00	8,000.00	0.00	9,044.00
207-000-626.001	TOWNSHIP REVIEW FEES	0.00	0.00	0.00	0.00
207-000-626.002	OCSO MINI CONTRACTS	0.00	0.00	0.00	0.00
207-000-656.001	COURT FINES	44,000.00	25,000.00	21,640.69	25,000.00
207-000-656.002	PARKING TICKET FEES	225.00	500.00	455.00	650.00
207-000-665.200	INTEREST SAVINGS ACCOUNT	280,000.00	195,939.00	96,361.32	195,939.00
207-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
207-000-676.002	TRANSFER FROM	0.00	0.00	0.00	0.00
207-000-678.003	MICHIGAN TRAFFIC SAFETY GRANT PROGRAM	0.00	0.00	0.00	0.00
207-000-680.000	MISCELLANEOUS INCOME	59.00	0.00	517.50	517.00
207-000-699.101	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00
Total Estimated Revenue:		4,364,526.00	5,345,496.00	4,039,297.76	5,386,418.00
--- Appropriations ---					
207-302-706.000	WAGES SECRETARY	60,755.00	64,000.00	26,394.73	62,578.00
207-302-707.000	WAGES & FEES TEMPORARY	0.00	0.00	0.00	0.00
207-302-709.001	WAGES OVERTIME	252,227.00	345,050.00	107,533.81	345,050.00
207-302-711.001	CONTRACT O.C.S.D.	3,241,107.00	4,250,000.00	2,064,582.34	4,250,000.00
207-302-711.003	CONTRACT O.C.S.D. MINI CONTRACTS	0.00	0.00	0.00	0.00
207-302-711.005	CONTRACT OCSD - TOUGH MUDDER	7,837.00	8,000.00	0.00	9,044.00
207-302-715.000	S.S.EMPLOYER SHARE	4,700.00	4,896.00	1,994.56	4,896.00
207-302-716.000	INSURANCE MEDICAL	16,000.00	15,000.00	6,534.18	15,000.00
207-302-717.000	LIFE INSURANCE	520.00	600.00	258.90	600.00
207-302-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	9,200.00	9,600.00	3,959.20	9,600.00
207-302-720.000	MICH EMPLOY SECURITY COMM	200.00	250.00	180.00	250.00
207-302-728.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00
207-302-730.000	POSTAGE	50.00	100.00	0.00	100.00
207-302-807.000	AUDIT FEES	2,500.00	3,000.00	0.00	3,000.00
207-302-826.000	LEGAL FEES	37,000.00	30,000.00	13,865.00	30,000.00
207-302-831.000	JANITORIAL SERVICE	12,750.00	12,000.00	5,010.85	12,200.00
207-302-860.000	MILEAGE EXPENSE	0.00	0.00	0.00	0.00
207-302-860.001	MEALS/LODGING EXPENSE	0.00	0.00	0.00	0.00

207-302-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
207-302-903.000	LEGAL NOTICES	1,891.00	0.00	0.00	0.00
207-302-910.000	INSURANCE LIABILITY	0.00	0.00	0.00	0.00
207-302-921.000	UTILITIES - ELECTRIC BLDG	0.00	0.00	0.00	0.00
207-302-931.000	MAINTENANCE BLDG/GROUNDS	12,000.00	10,000.00	3,372.61	10,000.00
207-302-933.000	MAINTENANCE EQUIPMENT	1,000.00	1,000.00	1,332.12	2,000.00
207-302-940.000	RENT EXPENSE	18,000.00	17,000.00	0.00	17,000.00
207-302-957.000	EDUCATION WORKSHOPS AND CONFERENCES	0.00	0.00	60.00	100.00
207-302-962.000	MISCELLANEOUS	3,000.00	0.00	5,385.30	10,000.00
207-302-976.000	ADDITIONS & IMPROVEMENTS	0.00	75,000.00	0.00	0.00
207-302-976.002	SUBSTATION EXPANSION	683,789.00	500,000.00	518,994.24	605,000.00
207-302-977.000	EQUIPMENT ACQUISITION	0.00	0.00	0.00	0.00
Total Appropriations:		4,364,526.00	5,345,496.00	2,759,457.84	5,386,418.00
Net of Revenues & Appropriations:		0.00	0.00	1,279,839.92	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Cemetery Maintenance Fund (209) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Cemetery Maintenance Fund (209).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Cemetery Maintenance Fund (209) with revenues and expenditures balancing at \$215,657.00.

GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	2025 PROPOSE BUDGET AMEND
--- Estimated Revenue ---					
209-000-400.000	OPENING FUND BALANCE	0.00	200,000.00	0.00	200,000.00
209-000-665.200	INTEREST SAVINGS ACCOUNT	18,000.00	10,000.00	8,952.21	15,657.00
209-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.02	0.00
209-000-675.000	DONATIONS	1,000.00	0.00	0.00	0.00
209-000-680.000	MISCELLANEOUS INCOME	1.00	0.00	0.00	0.00
209-000-699.101	TRANSFER FROM GENERAL FUND	200,000.00	0.00	0.00	0.00
Total Estimated Revenue:		219,001.00	210,000.00	8,952.23	215,657.00
--- Appropriations ---					
209-276-801.000	PLANNER/PROF. SERVICES PLANNER	0.00	0.00	0.00	0.00
209-276-821.000	ENGINEERING FEES - GENERAL	0.00	0.00	4,432.50	4,433.00
209-276-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
209-276-932.000	MAINTENANCE GENERAL	1,959.00	0.00	1,100.00	1,100.00
209-276-935.000	RESTORATION	217,042.00	210,000.00	(79,300.00)	210,000.00
209-276-962.000	MISCELLANEOUS	0.00	0.00	124.00	124.00
Total Appropriations:		219,001.00	210,000.00	(73,643.50)	215,657.00
Net of Revenues & Appropriations:		0.00	0.00	82,595.73	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Telecommunications Fund (239) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Telecommunications Fund (239).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Telecommunications Fund (239) with revenues and expenditures balancing at \$15,001.00.

GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	2025 PROPOSE BUDGET
					AMEND
--- Estimated Revenue ---					
239-000-400.000	OPENING FUND BALANCE	31,632.00	0.00	0.00	0.00
239-000-546.000	ALLOCATION FROM STATE	15,598.00	15,000.00	0.00	15,000.00
239-000-665.200	INTEREST SAVINGS ACCOUNT	16.00	0.00	1.67	1.00
239-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
239-000-680.000	MISCELLANEOUS INCOME	1.00	0.00	0.00	0.00
Total Estimated Revenue:		47,247.00	15,000.00	1.67	15,001.00
--- Appropriations ---					
239-807-807.000	AUDIT FEES	0.00	100.00	0.00	101.00
239-807-821.000	ENGINEERING FEES - GENERAL	0.00	0.00	0.00	0.00
239-807-826.000	LEGAL FEES	0.00	0.00	0.00	0.00
239-807-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
239-807-969.000	HWY/RD MAINTENANCE CONTR	47,247.00	14,900.00	24.91	14,900.00
239-807-977.000	EQUIPMENT ACQUISTION	0.00	0.00	0.00	0.00
Total Appropriations:		47,247.00	15,000.00	24.91	15,001.00
Net of Revenues & Appropriations:		0.00	0.00	(23.24)	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Building Department Fund (249) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Building Department Fund (249).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Building Department Fund (249) with revenues and expenditures balancing at \$508,546.00.

					2025 PROPOSE BUDGET
GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	AMEND
--- Estimated Revenue ---					
249-000-400.000	OPENING FUND BALANCE	0.00	26,819.00	0.00	0.00
249-000-476.000	REGISTER CONTRACTOR LICE.	2,500.00	1,500.00	1,125.00	1,500.00
249-000-491.000	BUILDING PERMITS	290,500.00	227,800.00	123,365.75	247,000.00
249-000-492.000	ELECTRICAL PERMITS	40,000.00	35,000.00	15,532.75	35,000.00
249-000-493.000	HEATING PERMITS	66,000.00	55,000.00	24,942.75	55,000.00
249-000-494.000	PLUMBING PERMITS	34,000.00	25,000.00	10,037.75	25,000.00
249-000-495.000	GRADING PLAN PERMIT FEE	6,500.00	8,000.00	2,520.00	8,000.00
249-000-496.000	SOIL EROSION PERMIT FEE	50,800.00	45,000.00	21,425.00	45,000.00
249-000-616.000	TOWNSHIP ADMIN FEE	63,500.00	55,000.00	30,080.00	55,000.00
249-000-626.003	ONLINE SERVICE FEE	2,100.00	2,500.00	756.00	2,500.00
249-000-665.200	INTEREST SAVINGS ACCOUNT	20,000.00	19,546.00	6,656.13	19,546.00
249-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
249-000-677.025	MILEAGE	15,000.00	15,000.00	5,100.00	15,000.00
249-000-680.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
Total Estimated Revenue:		590,900.00	516,165.00	241,541.13	508,546.00
--- Appropriations ---					
249-289-705.000	WAGES BLDG/ZONING ADMINISTRATOR	100,904.00	105,950.00	43,970.85	103,931.00
249-289-707.000	WAGES & FEES TEMPORARY	0.00	0.00	225.00	5,400.00
249-289-708.000	WAGES & FEES ADMINISTRATIVE ASSISTANT	85,442.50	57,330.00	36,454.89	56,238.00
249-289-708.001	WAGES & FEES PLANNING & ZONING COORD	0.00	32,385.00	0.00	31,768.00
249-289-712.001	FEES ELECTRIC INSPECTORS	40,000.00	30,000.00	12,460.00	30,000.00
249-289-712.002	FEES HEATING INSPECTOR	40,000.00	35,000.00	13,630.00	30,000.00
249-289-712.004	FEES PLUMBING INSPECTOR	29,000.00	25,000.00	6,750.00	25,000.00
249-289-712.009	FEES BUILDING INSPECTOR	60,706.00	50,000.00	14,384.25	38,728.00
249-289-712.010	ENGINEER INSPECTOR FEE	7,000.00	6,000.00	2,455.00	6,000.00
249-289-712.013	SOIL EROSION INSPECTOR	31,000.00	26,000.00	7,560.00	20,000.00
249-289-715.000	S.S.EMPLOYER SHARE	15,000.00	15,000.00	6,064.45	15,000.00
249-289-716.000	INSURANCE MEDICAL	60,000.00	60,000.00	29,197.03	60,000.00
249-289-717.000	LIFE INSURANCE	2,000.00	2,000.00	530.26	2,000.00
249-289-718.000	BENEFITS PENSION PLAN EMPLOYER SHARE	25,000.00	20,000.00	10,121.05	20,000.00
249-289-720.000	MICH EMPLOY SECURITY COMM	1,200.00	1,200.00	597.51	1,200.00
249-289-727.000	FEES ADMINISTRATIVE	0.00	0.00	0.00	0.00
249-289-727.002	ONLINE SERVICE FEE	12,000.00	2,000.00	0.00	2,000.00
249-289-728.000	OFFICE SUPPLIES	5,500.00	0.00	3,366.77	5,000.00
249-289-807.000	AUDIT FEES	5,500.00	0.00	0.00	0.00

249-289-821.002	EVIP EXPENDITURES	0.00	0.00	0.00	0.00
249-289-826.000	LEGAL FEES	10,000.00	5,000.00	5,215.00	12,981.00
249-289-829.000	MEMBERSHIP DUES	3,000.00	2,000.00	1,321.74	2,000.00
249-289-853.000	TELEPHONE	2,000.00	1,800.00	769.90	1,800.00
249-289-860.000	MILEAGE EXPENSE	15,000.00	15,000.00	7,385.70	15,000.00
249-289-860.001	MEALS/LODGING EXPENSE	1,500.00	1,500.00	741.18	1,500.00
249-289-890.000	CONTINGENCY	17,147.50	0.00	0.00	0.00
249-289-903.000	LEGAL NOTICES	0.00	0.00	0.00	0.00
249-289-920.000	RENT EXPENSE	8,000.00	8,000.00	0.00	8,000.00
249-289-933.000	MAINTENANCE EQUIPMENT	5,000.00	7,000.00	5,280.84	7,000.00
249-289-957.000	EDUCATION WORKSHOPS AND CONFERENCES	2,500.00	2,500.00	1,608.29	2,500.00
249-289-962.000	MISCELLANEOUS	5,500.00	5,500.00	2,701.12	5,500.00
249-289-970.001	CAPITAL OUTLAY	0.00	0.00	0.00	0.00
249-289-970.003	COMPUTER PROGRAMMING	1,000.00	0.00	0.00	0.00
249-289-976.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00
249-289-977.000	EQUIPMENT ACQUISITION	0.00	0.00	0.00	0.00
Total Appropriations:		590,900.00	516,165.00	212,790.83	508,546.00
Net of Revenues & Appropriations:		0.00	0.00	28,750.30	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11 ,2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Safety Path Fund (297) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Safety Path Fund (297).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Safety Path Fund (297) with revenues and expenditures balancing at \$366,000.00.

					2025 PROPOSE BUDGET
GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	AMEND
--- Estimated Revenue ---					
297-000-400.000	OPENING FUND BALANCE	0.00	46,000.00	0.00	46,000.00
297-000-583.000	CONTRIB FRM OXF SCHLS-RAY RD SAFETY PATH	0.00	0.00	0.00	0.00
297-000-665.300	INTEREST CD/POOL FUND	12,500.00	3,000.00	11,713.52	20,000.00
297-000-678.000	GRANT REVENUE	0.00	0.00	0.00	0.00
297-000-680.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
297-000-699.101	TRANSFER FROM GENERAL FUND	650,000.00	300,000.00	0.00	300,000.00
297-000-699.239	TRANSFER FROM TELECOMMUNICATIONS FUND	0.00	0.00	0.00	0.00
Total Estimated Revenue:		662,500.00	349,000.00	11,713.52	366,000.00
--- Appropriations ---					
297-852-801.000	PLANNER/PROF. SERVICES PLANNER	0.00	0.00	0.00	0.00
297-852-807.000	AUDIT FEES	500.00	0.00	0.00	0.00
297-852-808.001	GRANT MATCHING FUNDS	0.00	0.00	0.00	0.00
297-852-808.002	SEYMOUR LAKE SAFETY PATH PROJECT	80,000.00	30,000.00	1,085.00	350,000.00
297-852-808.007	LAKEVILLE SAFETY PATH	27,000.00	0.00	0.00	0.00
297-852-808.008	DUNLAP ROAD SAFETY PATH	0.00	300,000.00	0.00	0.00
297-852-811.000	RESTORATION	140,000.00	0.00	0.00	0.00
297-852-821.000	ENGINEERING FEES - GENERAL	30,000.00	0.00	937.50	2,000.00
297-852-821.009	ENGINEERING DESIGN FOR RAY/N OXFORD RD	1,000.00	0.00	0.00	0.00
297-852-821.010	ENGINEERING DESIGN FOR DUNLAP ROAD	0.00	0.00	0.00	0.00
297-852-826.000	LEGAL FEES	3,000.00	2,000.00	0.00	2,000.00
297-852-890.000	CONTINGENCY	376,700.00	0.00	0.00	0.00
297-852-903.000	LEGAL NOTICES	0.00	0.00	0.00	0.00
297-852-930.000	POSTAGE	0.00	0.00	0.00	0.00
297-852-932.000	MAINTENANCE GENERAL	1,600.00	12,000.00	844.00	7,000.00
297-852-955.000	INSURANCE LIABILITY	2,700.00	3,000.00	2,886.22	3,000.00
297-852-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
297-852-970.001	CAPITAL OUTLAY	0.00	0.00	0.00	0.00
297-852-971.001	EASEMENT ACQUISITION	0.00	2,000.00	0.00	2,000.00
297-852-971.002	EASEMENT ACQ-DRAHNER RD.	0.00	0.00	0.00	0.00
Total Appropriations:		662,500.00	349,000.00	5,752.72	366,000.00
Net of Revenues & Appropriations:		0.00	0.00	5,960.80	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11 ,2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Polly Ann Trail Fund (298) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Polly Ann Trail Fund (298).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Polly Ann Trail Fund (298) with revenues and expenditures balancing at \$169,664.00.

					2025 PROPOSE BUDGET
GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	AMEND
--- Estimated Revenue ---					
298-000-400.000	OPENING FUND BALANCE	63,234.00	32,990.00	0.00	0.00
298-000-590.001	CONTRIBUTIONS ORION TWP	44,460.00	44,460.00	44,460.00	44,460.00
298-000-590.002	CONTRIBUTIONS OXFORD TWP	26,620.00	26,620.00	26,620.00	26,620.00
298-000-590.003	CONTRIBUTIONS VILLAGE OF OXFORD	5,390.00	5,390.00	5,390.00	5,390.00
298-000-590.004	CONTRIBUTIONS ADDISON TWP	19,390.00	19,390.00	19,390.00	19,390.00
298-000-590.005	CONTRIBUTIONS VILLAGE OF LEONARD	0.00	4,140.00	0.00	4,140.00
298-000-590.006	FUTURE CAPITAL IMPROVEMENT CONTRIBUTIONS	0.00	0.00	0.00	0.00
298-000-665.002	INTEREST INCOME-OPERATING	0.00	5,000.00	0.00	0.00
298-000-665.200	INTEREST SAVINGS ACCOUNT	14,500.00	0.00	4,925.19	5,000.00
298-000-675.005	DONATION/DUES-POLLY ANN TRAIL	4,361.00	0.00	1,229.53	1,230.00
298-000-675.006	IN-KIND DONATIONS	6,030.00	0.00	0.00	0.00
298-000-675.007	LEONARD MILL PARK PROJECT REVS.	0.00	0.00	0.00	0.00
298-000-675.008	ZOMBIE RUN DONATIONS	0.00	0.00	0.00	0.00
298-000-675.009	WADE SULLIVAN MEMORIAL	10,060.00	0.00	0.00	0.00
298-000-675.015	PATMC 25TH BIRTHDAY DONATIONS	0.00	0.00	0.00	0.00
298-000-675.017	POLLINATOR GARDEN DONATIONS-J SHILLING	1,627.00	0.00	500.00	500.00
298-000-678.002	POLLY ANN TRAIL GRANT	200.00	0.00	0.00	0.00
298-000-678.005	2024 MDNR REPAIR GRANT	0.00	0.00	61,916.42	61,971.00
298-000-678.006	INSURANCE REBATES	0.00	0.00	963.00	963.00
298-000-678.539	ARPA TRANSFER FROM 101	0.00	0.00	0.00	0.00
298-000-680.000	MISCELLANEOUS INCOME	246.00	0.00	0.00	0.00
Total Estimated Revenue:		196,118.00	137,990.00	165,394.14	169,664.00
--- Appropriations ---					
298-853-727.000	FEES ADMINISTRATIVE	1,100.00	1,300.00	0.00	1,300.00
298-853-728.000	OFFICE SUPPLIES	0.00	200.00	0.00	200.00
298-853-730.000	POSTAGE	98.00	150.00	39.99	150.00
298-853-810.002	PROPERTY TAX PROPERTY TAX	0.00	0.00	0.00	0.00
298-853-819.000	SERVICES PROFESSIONAL	6,000.00	5,000.00	2,450.00	5,000.00
298-853-824.000	CONTRACTED SERVICES PATC	32,400.00	32,400.00	13,581.00	32,400.00
298-853-826.000	LEGAL FEES	2,000.00	12,000.00	887.50	12,000.00
298-853-829.000	MEMBERSHIP DUES	258.00	300.00	280.00	300.00
298-853-853.000	TELEPHONE	250.00	300.00	100.00	300.00
298-853-880.007	USE OF FACILITIES-LEONARD	0.00	4,140.00	0.00	4,140.00
298-853-890.000	CONTINGENCY	0.00	0.00	0.00	0.00
298-853-921.664	UTILITIES - ELECTRIC PATC	250.00	300.00	198.93	300.00

298 Polly Ann Trail Fund
FY2025

June '25 Amendments

298-853-927.001	UTILITIES-WATER	500.00	500.00	0.00	500.00
298-853-932.000	MAINTENANCE OF GROUNDS	53,500.00	65,000.00	3,737.45	12,136.00
298-853-933.664	EQUIPMENT AND HARDWARE	2,800.00	6,500.00	762.98	6,500.00
298-853-934.000	FUEL AND OIL	500.00	1,000.00	18.43	1,000.00
298-853-955.000	INSURANCE POLLY ANN TRAIL	3,432.00	3,800.00	4,569.00	4,569.00
298-853-962.000	MISCELLANEOUS	30.00	500.00	30.00	500.00
298-853-962.002	ARPA EXPENSES	0.00	0.00	83,768.68	83,769.00
298-853-962.011	MISC ADVERTISING AND WEB	5,000.00	1,500.00	75.78	1,500.00
298-853-962.012	MISCELLANEOUS LICENSES AND FEES	20.00	100.00	0.00	100.00
298-853-962.014	PATMC SPONSORED EVENT EXPENSES	0.00	0.00	0.00	0.00
298-853-962.016	GRANT EXPENSES	0.00	3,000.00	0.00	3,000.00
298-853-962.020	2024 MDNR REPAIR GRANT	61,980.00	0.00	0.00	0.00
298-853-962.026	PATMC 25TH BIRTHDAY EXPENSES	24,500.00	0.00	0.00	0.00
298-853-962.031	WADE SULLIVAN MEMORIAL RIDE EXPENSES	1,500.00	0.00	0.00	0.00
298-853-962.034	POLLINATOR PARK EXPENSES-JUSTIN SHILLING	0.00	0.00	0.00	0.00
298-853-970.007	FUTURE CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00
Total Appropriations:		196,118.00	137,990.00	110,499.74	169,664.00
Net of Revenues & Appropriations:		0.00	0.00	54,894.40	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11 ,2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Sewer Fund (590) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Sewer Fund (590).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Sewer Fund (590) with revenues and expenditures balancing at \$3,897,632.00.

					2025 PROPOSE BUDGET
GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	AMEND
--- Estimated Revenue ---					
590-000-402.000	OPENING FUND BALANCE	0.00	0.00	0.00	0.00
590-000-492.000	PERMIT FEES	0.00	4,000.00	1,900.00	4,000.00
590-000-613.002	USAGE FEES-DELINQUENT FROM TAX	0.00	0.00	104,154.37	111,816.00
590-000-640.000	TAP IN FEES	0.00	110,000.00	51,000.00	110,000.00
590-000-651.000	USAGE FEES	0.00	3,567,480.00	960,285.53	3,567,480.00
590-000-653.000	PENALTY	0.00	25,000.00	25,405.00	25,405.00
590-000-653.001	5% PENALTY DELIQ SEWER	0.00	0.00	0.00	0.00
590-000-665.200	INTEREST SAVINGS ACCOUNT	0.00	90,000.00	35,644.50	75,000.00
590-000-665.300	INTEREST CD/POOL FUND	0.00	0.00	0.00	0.00
590-000-675.021	SEWER GRINDER PUMP REPAIRS REIMBURSMNTS	0.00	0.00	3,931.88	3,931.00
590-000-677.027	M-24/BRABB-DEWEY SEWER LINE EXTENSION	0.00	0.00	0.00	0.00
590-000-680.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
Total Estimated Revenue:		0.00	3,796,480.00	1,182,321.28	3,897,632.00
--- Appropriations ---					
590-527-712.000	INSPECTOR FEES	0.00	700.00	300.00	400.00
590-527-727.000	FEES ADMINISTRATIVE	0.00	8,500.00	461.44	8,500.00
590-527-728.000	OFFICE SUPPLIES	0.00	800.00	933.74	1,000.00
590-527-730.000	POSTAGE	0.00	6,000.00	4,402.72	9,000.00
590-527-800.002	FEES M-24 USAGE	0.00	500.00	118.26	400.00
590-527-800.003	FEES COUNTY USAGE	0.00	2,672,000.00	1,214,450.61	2,672,000.00
590-527-800.013	FEES - COUNTY GRINDER PUMP REPAIRS	0.00	0.00	4,486.88	4,487.00
590-527-801.000	PLANNER/PROF. SERVICES PLANNER	0.00	0.00	0.00	0.00
590-527-807.000	AUDIT FEES	0.00	0.00	0.00	0.00
590-527-821.000	ENGINEERING FEES - GENERAL	0.00	20,000.00	8,485.00	20,000.00
590-527-821.012	ENG FEES-BRABB DEWEY SANITARY SEWER PROJ	0.00	0.00	8,112.50	15,000.00
590-527-826.000	LEGAL FEES	0.00	2,000.00	660.00	2,000.00
590-527-903.000	LEGAL NOTICES	0.00	0.00	0.00	0.00
590-527-955.000	INSURANCE LIABILITY	0.00	7,000.00	6,530.38	6,600.00
590-527-962.000	MISCELLANEOUS	0.00	5,000.00	2,350.00	4,005.00
590-527-962.025	M24 SEWER EXTENSION S.A.D.	0.00	0.00	0.00	0.00
590-527-962.033	BRABB-DEWEY SANITARY SEWER EXTENSION	0.00	0.00	1,080.00	4,000.00
590-527-962.035	M24 SEWER EXTENSION STATE OF MI PAYMENT	0.00	0.00	377,240.00	763,240.00
590-527-964.000	REFUND OF USAGE FEES	0.00	500.00	14,676.84	15,000.00
590-527-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00
590-527-973.004	CAMP OAKLAND PUMP STATION PROJECT	0.00	50,000.00	9,165.00	40,000.00

590-527-991.000	PRINCIPAL PAYMENT	0.00	282,000.00	32,144.32	282,000.00
590-527-993.000	INTEREST PAYMENT	0.00	50,000.00	17,515.06	50,000.00
Total Appropriations:		0.00	3,105,000.00	1,703,112.75	3,897,632.00
Net of Revenues & Appropriations:		0.00	691,480.00	(520,791.47)	0.00

CHARTER TOWNSHIP OF OXFORD

Date: June 11 ,2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Water Fund (591) 2025 Budget Amendments

Dear Board Members:

Attached is a copy of the proposed 2025 midyear budget amendments for Water Fund (591).

The following motion is offered for consideration:

I move to approve the recommended 2025 budget amendments for Water Fund (591) with revenues and expenditures balancing at \$2,704,795.00.

					2025 PROPOSE BUDGET
GL Number	Description	12/31/2024 Amended Budget	2025 Original Budget	2025 Activity	AMEND
--- Estimated Revenue ---					
591-000-402.000	OPENING FUND BALANCE	0.00	1,383,090.00	0.00	1,362,658.00
591-000-492.001	WATER PERMITS	0.00	4,000.00	2,380.00	4,000.00
591-000-640.000	TAP IN FEES	0.00	0.00	0.00	0.00
591-000-640.002	WATER TAP FEES	0.00	200,000.00	104,462.58	200,000.00
591-000-640.003	WATER DEBT SERVICE	0.00	1,019,000.00	263,566.61	1,019,000.00
591-000-664.002	WATER TAP IN FEE INT	0.00	0.00	0.00	0.00
591-000-665.200	INTEREST SAVINGS ACCOUNT	0.00	115,000.00	60,823.75	115,000.00
591-000-665.300	INTEREST CD/POOL FUND	0.00	10.00	12.06	13.00
591-000-680.000	MISCELLANEOUS INCOME	0.00	3,000.00	4,124.60	4,124.00
Total Estimated Revenue:		0.00	2,724,100.00	435,369.60	2,704,795.00
--- Appropriations ---					
591-538-712.000	INSPECTOR FEES	0.00	900.00	300.00	900.00
591-538-727.000	FEES ADMINISTRATIVE	0.00	100.00	0.12	100.00
591-538-801.000	PLANNER/PROF. SERVICES PLANNER	0.00	0.00	0.00	0.00
591-538-807.000	AUDIT FEES	0.00	0.00	0.00	0.00
591-538-821.000	ENGINEERING FEES - GENERAL	0.00	80,000.00	7,360.00	60,000.00
591-538-826.000	LEGAL FEES	0.00	0.00	495.00	500.00
591-538-827.000	RECORDING SECRETARY	0.00	0.00	0.00	0.00
591-538-903.000	LEGAL NOTICES	0.00	0.00	0.00	0.00
591-538-955.000	INSURANCE LIABILITY	0.00	9,000.00	9,094.82	9,095.00
591-538-962.000	MISCELLANEOUS	0.00	500.00	407.56	600.00
591-538-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00
591-538-971.000	PURCHASE OF LAND	0.00	0.00	0.00	0.00
591-538-972.000	WATER LINE EXTENSIONS	0.00	1,500,000.00	37,292.99	1,500,000.00
591-538-972.003	WATER TOWER EXPENSES	0.00	0.00	0.00	0.00
591-538-972.005	WATER SUPPLY WELLS	0.00	451,000.00	150.00	451,000.00
591-538-972.006	WATER TREATMENT FACILITY	0.00	0.00	0.00	0.00
591-538-991.000	PRINCIPAL PAYMENT	0.00	540,000.00	0.00	540,000.00
591-538-993.000	INTEREST PAYMENT	0.00	142,600.00	71,300.00	142,600.00
Total Appropriations:		0.00	2,724,100.00	126,400.49	2,704,795.00
Net of Revenues & Appropriations:		0.00	0.00	308,969.11	0.00

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: MDOT Carpool Lot Lighting Maintenance Agreement

Dear Board Members:

The Michigan Department of Transportation ("*MDOT*") is performing paving improvements on M-24 Highway north of the Village of Oxford limits to Davison Lake Road.

Attached is an email from MDOT Engineer Jordan Rutkowski indicating that MDOT plans to install lighting at the carpool lot located at the intersection of Oakwood Road and M-24 Highway inquiring if Oxford Township is interested in signing a lighting maintenance agreement.

Attached is a map showing the proposed location for the lighting.

The following PROPOSED motion is offered for consideration:

I move to enter into a lighting maintenance agreement between the Michigan Department of Transportation and the Charter Township of Oxford for the maintenance of lighting to be installed at the carpool parking lot located at the southwest corner of the M-24 Highway and Oakwood Road intersection and authorize Supervisor Jack Curtis to sign the lighting maintenance agreement on behalf of the Charter Township of Oxford.



PROPOSED LIGHTING LOCATION



LAPPEER RD (M-24)

OAKWOOD RD

COATS RD

HUMMER LAKE RD

GRANGER RD

DUNLAP RD

METAMORA RD

METAMORA RD

METAMORA RD

GLASS LAKE

MAN RD

RD

ASHY HILL CT

SEVEN OAKS LN

RAINGATE LN

LUDWIG RD

PURDY LANE

MARC CT

ANN MARIE

WYMAN LN

THOMAS RD

GAIL CT

FIRST ST

SECOND ST

LS B

LS C

LS D

COY CT

MILLINS CT

PLEXUS CIR

PLEXUS DR

X-CELSIOR DR

RD ROISTER-X

GLASS LAKE CT

GLASS LAKE CIR

RIVERCREST CT

GLASS LAKE CIR

BELLWOOD CT

BROOKS LN

BROOKS ST

ROY RD

DEWEY RD

CHELSEA BLVD

CHELSEA ST

WEST LAKE

PINEBURGE

SEND DR

CROSS ST

ST SA

CEDAR ST

STONY LAKE

COFFAR LN

MEADOWBROOK CT

CLOVER LAKE CT

CHARTER TOWNSHIP OF OXFORD

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: MDR Cybersecurity Software Proposal

Dear Board Members:

With cyberattacks on the rise, the township had its I.T. company, Hi-Tech, provide potential solutions to reduce threats to the township. Attached, you will find three different proposals to increase cybersecurity. I am proposing the township select Sophos Managed Detection and Response (MDR) as an extra layer of cybersecurity. MDR provides 24/7 protection and can stop attacks before they spread, so operations will not be disrupted. In your packet, you will find a flyer with more information.

While the two other proposals (Duo MFA and PAM) provide additional layers of security, I believe MDR will provide the increased level of cybersecurity we are looking for based on our needs. This new cybersecurity software will be added to our monthly Hi-Tech TechCare Support Agreement.

The following motion is offered for consideration:

I move to approve the purchase of Sophos Managed Detection and Response (MDR) software and to amend the monthly TechCare Support Agreement between Hi-Tech System Service, Inc. and the Charter Township of Oxford in the amount of \$2,113.00 per month. I further authorize Supervisor Jack Curtis to sign the agreement on behalf of the Charter Township of Oxford.

Solution Brief

Sophos MDR

Expert-Led Threat Defense



Sophos Managed Detection and Response (MDR) is a fully managed 24/7 service delivered by experts who detect and respond to cyberattacks targeting your computers, servers, networks, cloud workloads, email accounts, and more. With Sophos MDR, our expert team stops advanced human-led attacks and takes immediate action to neutralize threats before they can disrupt your business operations or compromise your sensitive data.

Use Cases

1 | 24/7 THREAT MONITORING

Desired Outcome: Extend your IT and Security team with experts who can respond to threats on your behalf.

Solution: Our highly skilled experts monitor, investigate, and respond to threats 24/7—executing immediate, human-led response actions to stop confirmed threats. Sophos employs 500+ threat detection and response experts backed by seven global security operations centers (SOCs).

2 | ACCELERATE THREAT RESPONSE

Desired Outcome: Improve your mean-time-to-respond (MTTR) to confirmed threats.

Solution: Sophos MDR analysts can execute threat response actions on your behalf to disrupt, contain, and eliminate attackers with an industry-leading average threat response time of 38 minutes—96% faster than the industry benchmark.

3 | STOP WHAT SECURITY TOOLS MISS

Desired Outcome: Detect more cyberthreats than security tools can identify on their own.

Solution: Sixty-five percent of ransomware attacks start with an attacker exploiting legitimate user credentials or an unknown vulnerability and 29% start with compromised credentials. Sophos MDR analysts perform proactive threat hunts to identify attacker behaviors that only a human can detect and rapidly eliminate threats that tools alone can't stop.

4 | IMPROVE ROI

Desired Outcome: Consolidate security technology from across your environment and get more ROI from your technology investments.

Solution: Sophos MDR can provide the technology you need or leverage your existing cybersecurity technology investments from third-parties to detect and respond to threats. Through a connected tech approach that collects and correlates security data from the most commonly used security products, Sophos MDR can filter out noisy and redundant security alerts, and eliminate confirmed threats with speed, accuracy, and transparency.

Peer Recognition



Sophos named as a Customers Choice in the 2023 Gartner®, Voice of the Customer for Managed Detection and Response Services report



The Overall Top-Rated Managed Detection and Response Service as rated and reviewed by customers on G2

Industry Recognition



A top performing vendor in the MITRE ATT&CK Evaluation for Managed Security Services

Learn more and get a custom service proposal

Sophos MDR:
www.sophos.com/MDR

SOPHOS

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2024-03-08 SB-EN (HP)



3070 Palms Road, Casco 48064
 Phone (810) 326-9000 Fax (810) 326-9100
www.hitech.net

Quote

Date	Quote No.
05-30-25	HTSQ17848

SOLD TO:	SHIP TO:
Oxford Township Danielle Smith 300 Dunlap Rd Oxford, MI 48371 United States Phone (248) 628-9787 Fax Email dsmith@oxfordtownship.org	Oxford Township Danielle Smith 300 Dunlap Rd Oxford, MI 48371 United States Phone (248) 628-9787 Fax Email dsmith@oxfordtownship.org

SALES REP.	SALES REP. PHONE	SALES REP. EMAIL	PAYMENT TERMS
Jay St.James	810-388-3039	jcstjames@hitech.net	Net 15 Days

QTY	MANUFACTURER	ITEM DESCRIPTION	UNIT PRICE	EXT. PRICE
2	Sophos	Central Intercept X Advanced for Server with XDR and MDR	\$25.00	\$50.00
27	Sophos	Central Intercept X Advanced with XDR and MDR Advanced	\$18.00	\$486.00
		Installation labor cost will be covered under the TechCare Agreement.		
		Note: There will be a \$213 monthly deduct from the TechCare Agreement for the licenses that will be by the MDR licensing.		

SubTotal	\$0.00
Tax	\$0.00
Shipping Estimate	\$0.00
Total	\$0.00
Recurring	\$536.00

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING.



3070 Palms Road, Casco 48064
 Phone (810) 326-9000 Fax (810) 326-9100
www.hitech.net

Quote

Date	Quote No.
05-27-25	HTSQ17835

SOLD TO:	SHIP TO:
Oxford Township Danielle Smith 300 Dunlap Rd Oxford, MI 48371 United States Phone (248) 628-9787 Fax Email dsmith@oxfordtownship.org	Oxford Township Danielle Smith 300 Dunlap Rd Oxford, MI 48371 United States Phone (248) 628-9787 Fax Email dsmith@oxfordtownship.org

SALES REP.	SALES REP. PHONE	SALES REP. EMAIL	PAYMENT TERMS
Jay St.James	810-388-3039	jcstjames@hitech.net	Net 15 Days

QTY	MANUFACTURER	ITEM DESCRIPTION	PRICE
1	Hi-Tech	TechCare Support Agreement Professional (monthly)	\$2,113.00
2	Hi-Tech	TechCare Remote Monitoring & Management Pro Server	
27	Hi-Tech	TechCare Remote Monitoring & Management Pro User	
2	Sophos	Central Intercept X Advanced for Server with XDR and MDR Advanced	
27	Sophos	Central Intercept X Advanced with XDR and MDR Advanced	
23	Hi-Tech	TechCloud Email Filtering	
23	Hi-Tech	TechCloud PhishThreat	
2	Hi-Tech	TechCloud Backup SVR License+Cloud (Monthly)	
25	Hi-Tech	TechCloud Backup Office 365 (Monthly)	

SubTotal	\$0.00
Tax	\$0.00
Shipping Estimate	\$0.00
Total	\$0.00
Recurring	\$2,113.00

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING.



Master Service Agreement

This MASTER SERVICE AGREEMENT ("Agreement") is effective as of the Effective Date identified in the signature block below by and between **Hi-Tech System Service, Inc.** ("Service Provider") and **Oxford Township** ("Client").

1. Scope of Agreement

- a. This Agreement serves as a Master Service Agreement and applies to purchases of services ("Services"), as well as licenses for software, hardware, support, and maintenance services, and/or subscription services (collectively, "Product") from Service Provider by the Client.
- b. No Products or Services will be provided under this Master Service Agreement alone but will instead be delivered via and governed by the Statements of Work that contain terms relating to this Agreement, and when executed by both parties will be considered incorporated in this Master Service Agreement.
- c. Multiple Statements of Work may be incorporated under this Master Service Agreement.
- d. Should there be any conflict between the terms of any Statement of Work and those of this Master Service Agreement, the terms of the Statement of Work will prevail.

2. Term of Agreement

- a. This Agreement will begin on the Effective Date and will continue as long as the Client is doing business with the Service Provider or until each Statement of Work expires or is terminated. This Agreement and any Statement of Work may be terminated by the Client upon ninety (90) days written notice if the Service Provider:
 - Fails to fulfill in any material respect its obligations under this Master Service Agreement and/or any Statement of Work and does not cure such failure within thirty (30) days of receipt of such written notice.
 - Breaches any material term or condition of this Master Service Agreement and/or any Statement of Work and fails to remedy such breach within thirty (30) days of receipt of such written notice.
 - Terminates or suspends its business operations unless it is succeeded by a permitted assignee under this Agreement.
- b. This Master Service Agreement and/or any Statement of Work may be terminated by the Service Provider upon ninety (90) days written notice to the Client.
- c. If either party terminates this Agreement, Service Provider will assist Client in the orderly termination of Services, including timely transfer of the Services to another designated provider. The client agrees to pay the Service Provider the actual costs of rendering such assistance.

3. Fees and Payment Schedule

Fees will be invoiced by the 15th day of the prior month to Client (unless other arrangements have been made) and will become due and payable on the first day of each billing cycle for the current month. Services will be suspended, and Products recovered if payment is not received within 5 days following date due. If payment is not received on or before any invoice due date, interest shall accrue at the rate of one and one-half percent (1.5%) per month from the date due until paid in full.



4. Assignment

Client may not assign its rights and obligations under this Agreement to any third party without the prior written consent of Service Provider. Furthermore, this Agreement is fully transferable from Service Provider to any entity that may purchase, merge, or absorb the Service Providers business.

5. Independent Contractor

The relationship of the parties established by this Agreement is that of independent contractors. Nothing in this Agreement shall be construed to create any agency or employment relationship between the parties or any of their employees. Neither Party shall have any right, power, or authority to assume, create or incur any expense, liability, or obligation, express or implied, on behalf of the other.

6. Taxes

It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for Services, Products or materials rendered under this Agreement. The Client shall pay any such taxes unless a valid exemption certificate is furnished to the Service Provider for the state of use.

7. Non-Solicitation

During the term of this Agreement and for a period of twenty-four (24) months after the termination of this Agreement, the Client shall not directly, or indirectly through any other party, solicit for employment any employees of the Service Provider. Because of the difficulty and inconvenience of attempting to establish the loss to the Service Provider if a Client were to employ or hire as an independent contractor a current employee or any individual that was an employee with Service Provider within the past twenty-four (24) months, the Client shall pay the Service Provider as liquid damages and not as a penalty, the sum of \$25,000.00. This is the reasonable estimate of fair compensation for the foreseeable losses that may result from such a breach.

8. Confidentiality

Service Provider and its agents will not use or disclose Client information, except as necessary to provide consistent support services, and will protect against unauthorized use. The Client and its agents will not use or disclose any Service Provider confidential information and will protect against unauthorized use.

9. Insurance

Service Provider will maintain Insurance during its rendition of the Services, but only for losses arising out of Service Providers work for Client: (a) Worker's Compensation; (b) employer's liability insurance; (c) comprehensive/commercial general liability insurance; (d) comprehensive motor vehicle liability insurance; (e) professional liability insurance covering the effects of cyber incidents/errors and omissions in the performance of professional duties. **IT IS HIGHLY RECOMMENDED THAT EACH CLIENT PURCHASE THEIR OWN CYBER INSURANCE POLICY TO ENSURE COVERAGE FROM SUCH AN INCIDENT.**

10. Disclaimer of Damages

Neither party, nor its affiliates and licensors, are liable to the other party, or its affiliates or licensors, for any special, indirect, incidental, punitive or consequential damages arising out of or relating to this Agreement, Products, or Services (including without limitation to lost profits, lost computer usage, and damage or loss of data), even if that party has been advised of the possibility of such damages, and irrespective of the negligence of either party or whether such damages result from a claim arising under tort or contract law.



11. Mutual Indemnity

Each party will indemnify, defend and hold harmless the other party from all claims, liabilities, or expenses from physical damage to real property or tangible personal property and bodily injury, including death, to the extent caused by gross negligence or willful misconduct of the indemnifying party or its employees or contractors, arising out of this Agreement and while at the Clients premises. The foregoing indemnities are contingent upon the party seeking indemnity giving prompt written notice to the indemnifying party of any claim, demand, or action, and cooperating with the indemnifying party in the defense or settlement of any such claim, demand, or action.

12. NO WARRANTY

EXCEPT FOR WARRANTIES PROVIDED BY THE PRODUCT OWNER IN THE OEM AGREEMENT, THE PRODUCTS ARE PROVIDED "AS IS", WITH ALL FAULTS. SERVICE PROVIDOR SPECIFICALLY DISCLAIMS ALL WARRANTIES, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT AND QUIET ENJOYMENT. THE SERVICE PROVIDOR DOES NOT WARRANT THAT THE OPERATION OF PRODUCTS WILL BE UNINTERRUPTED OR ERROR FREE, OR THAT ALL PRODUCT DEFECTS CAN BE CORRECTED.

13. Miscellaneous

This Master Service Agreement and all associated Statements of Work shall be governed by the laws of the State of Michigan and constitutes the entire agreement between Client and Service Provider. The terms and conditions of this Agreement shall prevail should there be any variance with the terms and conditions of any order submitted by Client. Service Provider will not be in breach of this Agreement and will not be responsible for failure to render Services due to circumstances beyond its control. These circumstances may include, but is not limited to acts of God, storms or natural disasters, emergencies, governmental restrictions, and labor disputes.

14. Acceptance of Master Service Agreement

This Master Service Agreement and all associated Statements of Work associated with it constitute the entire agreement between Client and Service Provider and will supersede all prior agreements, negotiations, or understandings.

IN WITNESS WHEREOF, the parties hereto have caused this Master Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:

Hi-Tech System Service, Inc.

Address: 3070 Palms Road
Casco, MI 48064

Date: 5/27/2025

Name: Jay St.James

Title: VP Sales and Marketing

Signature: *Jay St. James*

Oxford Township

Address: 300 Dunlap Rd
Oxford MI 48371

Date: 5/27/2025

Name: _____

Title: _____

Signature: _____





MSP Statement of Work

Addendum to the Master Service Agreement

PREPARED FOR Oxford Township | 5/27/2025



Statement of Work

This STATEMENT OF WORK ("SOW") supplements the Master Service Agreement (the "Agreement") as of the Effective Date identified in the signature block below by and between **Hi-Tech System Service, Inc.** ("Service Provider") and **Oxford Township** ("Client"). This SOW consists of the terms below, the signature page, and any unique attachments to this SOW, which are all incorporated into the Agreement by this reference and are made a part of the Agreement by all intents and purposes.

Capitalized terms used herein, unless otherwise defined, will have the meanings given to them in the Agreement.

1. Services Description

The Service is designed to provide pro-active support services that anticipate and prevent IT problems before they occur. The Service is built upon the successful installation and configuration of technologies that Service Provider's Helpdesk Team, Professional Services Team, and Network Operations Center ("NOC") Team utilize to monitor and maintain critical technology systems.

2. Deliverables Description

A. Service Delivery

Service Provider will deliver the Service pursuant to the terms of this SOW. This SOW will serve to describe the ongoing Services in detail.

B. Help Desk Support and Network Monitoring

Remote Help Desk for Client's IT Network will be provided through remote means by Service Provider to Client between the hours of 8:00AM to 5:00PM Monday through Friday EST, excluding holidays. Access to the Service Provider Help Desk by authorized personnel is made by opening a service request via Service Provider's online portal at: <https://hitech.myportallogin.com>, or emailing support at support@hitech.net, or calling Service Provider's Dispatch Desk at 810.326.9000 option 2. Network Monitoring Services will be provided 24/7/365. All services qualifying under these conditions and those that do not will fall under the provisions of Section 6 of this SOW.

C. Support Tickets and Escalation

Service Provider will respond to Client's Support Tickets under the provisions of Section 4, and with best efforts after hours or on holidays. Support Tickets will be opened by the Service Provider's Dispatch. They will be assigned to the Helpdesk Team which will manage Level 1 and 2 Support Tickets. If the Helpdesk Team is unable to remediate the issue, the Support Ticket is escalated to Level 3 at which time the Service Provider Professional Services Team will take over. Each Client Issue will be assigned a Support Ticket number for tracking purposes.

D. Hardware and Software Licensing and Support

Service Provider shall provide support of all hardware and systems specified in Appendix A, provided that all hardware is covered under a currently active Vendor Support Contract and all software is Genuine, Currently Licensed and Vendor-Supported. Should any hardware or systems fail to meet these provisions, they will be excluded from this Service Agreement. Should 3rd Party Vendor Support Charges be required in order to resolve any issues, these will be passed on to the Client after first receiving the Client's authorization to incur such charges.

E. Virus Recovery for Current, Licensed Antivirus Protected Systems

Attempted recovery from virus infection not detected and quarantined by the latest Anti-Virus definitions is covered under the terms of this Agreement. This Service is limited to those systems protected with a Currently Licensed, Vendor-Supported Anti-Virus Solution.

F. Monitoring Services

Service Provider will provide ongoing monitoring and security services of all critical devices as indicated in attached Appendix A. Service Provider will provide monthly reports as well as document critical alerts, scans, and event



resolutions to Client. Should a problem be discovered during monitoring, Service Provider shall make every attempt to rectify the condition in a timely manner through remote means.

G. Services Delivered Outside of Standard Business Hours

Emergency services performed outside of the hours of 8:00AM – 5:00PM Monday through Friday EST excluding holidays shall be subject to provisions of Appendix B.

3. On-Boarding – Provisioning, Training and Go-Live

A. On-Boarding Phases

Service Provider will On-Board the Client to receive Services utilizing a scheduled, 3 phase approach. Service Provider will provide services on a best-effort basis until Client's infrastructure is properly provisioned (Phase 1) and all of Client's resources are trained to request and receive services (Phase 2). Once this is accomplished, an official Go-Live date will be agreed upon by Service Provider and Client (Phase 3), after which Service Provider will deliver services in accordance with the Service Level Agreement (SLA) in Section 4.

4. Service Terms

A. On-Boarding Process Overview

The On-Boarding process will vary in terms of the required actions within, and the duration of each of its phases, based upon multiple factors; including size of the Client environment, amount of work needed to upgrade same to meet our minimum standard of Service Compliance, and is initiated upon Client's signature of the Master Services Agreement and this SOW.

Phase 1: Provisioning

1. On-Boarding Project Manager conducts kick-off call with Client and schedules On-Boarding activities.
2. The Professional Services Team visits Client facility for Network Assessment.
3. The Professional Services Team initiates Services provisioning including monitoring, patching, and updating technologies.
4. The Professional Services Team initiates any and all necessary infrastructure upgrades and modifications prior to Phase 2.
5. All required Client provisioning information is gathered, Professional Services Team knowledge transfer to Helpdesk & NOC Teams.
6. Client is set up in Service Provider's incident management, monitoring, unified communications and accounting systems.
7. All automated alerting, ticket creation, communication and response functions are tested and verified.
8. The provisioning Phase is complete once all required activities and results have been signed off by the Project Manager.

Phase 2: Training

1. Client and its staff are trained via onsite or remote sessions on how to engage Service Provider for support, open tickets, and the incident management process, from incident management documentation, prioritization, assignment, escalation, and remediation, along with SLA response expectations.
2. Service Provider's NOC, Helpdesk and Professional Services Teams are trained on Client's infrastructure, staff, VIPs, SLAs, and support system configurations.
3. Training Phase is complete once all required activities and results have been signed off on by Project Manager.

Phase 3: Go-Live

1. Client and Service Provider agree upon a Go-Live date which is the date that service is delivered against the agreed-upon SLA.
2. Helpdesk, NOC, and Professional Service Team go live against SLA.



B. Minimum Service Compliance Standards

In order for Client's existing environment to qualify for Service Provider Services, the following requirements must be met:

1. All Servers with Microsoft Windows Operating Systems must not be in an End of Life state and have the latest Microsoft Service Packs and Critical Updates installed.
2. All Desktop PC's and Notebooks/Laptops with Microsoft Windows Operating Systems must not be in an End of Life state and have the latest Microsoft Service Packs and Critical Updates installed.
3. All Server and Desktop Software must be Genuine, Licensed and Vendor supported.
4. The environment must have a currently licensed, up-to-date and Vendor supported Anti-Virus Solution protecting all Servers, Desktops, Notebooks/Laptops, and Email.
5. The environment must have a currently Licensed, Vendor supported Backup Solution.
6. The environment must have a currently Licensed, Vendor supported Hardware Firewall between the Internal Network and the Internet.
7. Any Wireless data traffic in the environment must be secured with a minimum of 128bit data encryption.

Note: Costs required to bring Client's environment to Minimum Standards are not included in this SOW and will be billed separately.

C. TechCare Agreement Plan Description

Services Included	TechCare Basic Co-Managed Agreement	TechCare Professional Agreement	TechCare Premium Agreement	TechCare Staffing Agreement
24/7/365 Remote Monitoring	X	X	X	
Remote Support 8:00AM to 5:00PM Monday-Friday EST		X	X	X
Onsite Support 8:00AM to 5:00PM Monday-Friday EST			X	X
Network Analysis		X	X	
Quarterly Backup and Restore Check		X	X	
Support Portal Access	X	X	X	X
TechCloud Basic Security Bundle (See Table Below)	X	X	X	
Microsoft and 3 rd Party Patch Management	X	X	X	
Acceptable Use Policy		X	X	
Password Security Policy		X	X	
Active Directory Management		X	X	
Email Management		X	X	
Daily Data Backup/Remote Backup Monitoring		X	X	
Executive Monthly Health Reports		X	X	
Business Strategy Meetings/Road Map		X	X	
IT Consulting Services		X	X	

**TechCare Staffing is based upon the number of hours in the Agreement*



Not Included in the SOW Agreement:

- Parts, equipment, software, or users not covered under this SOW.
- Parts, equipment, or software not covered by vendor/manufacture warranty or support.
- The cost of any parts, equipment, or shipping charges of any kind.
- The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
- The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees of any kind.
- The cost to bring Client's environment up to minimum standards required for Service Compliance.
- Failure due to acts of God, building modifications, power failures or other adverse environmental conditions or factors.
- Service and repair made necessary by the alteration or modification of equipment other than that authorized by Service Provider. This includes alterations, software installations or modifications of equipment made by Client's employees or anyone other than Service Provider.
- Maintenance of Application software packages, whether acquired from Service Provider or any other source.
- Programming (modification of software code) and program (software) maintenance.
- Travel costs not specifically included in this SOW.
- Services performed outside of the hours of 8:00AM – 5:00PM Monday through Friday EST, or during holidays. All other Services shall be subject to the provisions of Appendix B.

D. TechCloud Agreement Plan Description

Service Included	TechCloud Basic Security Bundle	TechCloud Advanced Security Bundle	TechCloud Disaster Recovery Bundle	TechCloud Email/Applications Bundle
Anti-Virus/Malware/Ransomware	X			
Extended Detection Response XDR	X			
Anti-SPAM	X			
Web Content Filter	X			
Phishing	X			
Microsoft & 3 rd Party Patch Management	X			
TechCloud 24x7 SOC+SIEM		X		
TechCloud Mobile Security		X		
TechCloud MFA		X		
Managed Threat Response MTR		X		
TechCloud DR Backup Local/Cloud			X	
TechCloud Backup Workstation			X	
TechCloud M365 Backup			X	
Microsoft M365 Business Basic (Email Only)				X
Microsoft M365 APPs for Business (Apps Only)				X
Microsoft M365 Business Standard (Email/Apps)				X



E. Service Level Agreement (SLA)

The SLA for TechCare Basic Co-Managed Agreement, TechCare Staffing Agreement, and TechCloud Bundles are Best Effort (Business Hours). The SLA for TechCare Professional and Premium Agreements are listed below:

Trouble	Priority	Response time	Resolution Plan	Resolved
Critical services not available (all users and functions unavailable).	1	Within 2 Hours	Within 4 Hours	24 Hours Best Effort
Significant degradation of service (large number of users or business critical functions affected).	2	Within 2 Hours	Within 4 Hours	24 Hours Best Effort
Limited degradation of service (limited number of users or functions affected, business process can continue).	3	Within 2 Hours	Within 4 Hours	24 Hours Best Effort
Small service degradation (business process can continue, one user affected).	4	Within 2 Hours	Within 4 Hours	24 Hours Best Effort

F. Support Tiers

The following table details and describes our Support Tier levels:

Support Tier	Description
Tier 1 Support	All support incidents begin in Tier 1, where the initial trouble ticket is assigned, the issue is identified and clearly documented, and basic hardware/software troubleshooting is initiated.
Tier 2 Support	All support incidents that cannot be resolved with Tier 1 Support are escalated to Tier 2, where more complex support on hardware/software issues can be provided by more experienced Engineers.
Tier 3 Support	Support incidents that cannot be resolved by Tier 2 Support are escalated to Tier 3, where support is provided by the most qualified and experienced Engineers who have the ability to collaborate with 3 rd Party (Vendor) Support Engineers to resolve the most complex issues.

G. Travel Costs

Travel expenses outside those included in this SOW. For instance, Airfare, Hotel and Car Rental will be billed at cost, and Per Diem Expenses will conform to GSA standards at <http://www.gsa.gov/perdiem>. These expenses require Client approval.





5. Services and Fee Schedule

Fees for the Service shall be \$2,113.00 per month and will be invoiced by the 15th day of the prior month for upcoming month. Services will begin on , will run for three years, and automatically renew on anniversary date. The first invoice will include a prorated charge from the date of signature to the end of the month. Services will be suspended if payment is not received within 5 days following date due. Refer to Appendix A for which services plans are included in this agreement. Additional Services may be added at any time by Client signing another Service Provider SOW Agreement outlining additional services.

A. Terms of Service

The term of the service will be 36 months beginning the first full month of service following the date of signature block below. The services will be reviewed monthly to address any necessary adjustments or modifications to the agreement. This agreement will automatically renew on an annual basis unless notification is sent in writing by either party and received 90 days before the end of term. The Service Provider reserves the right to increase Agreement Fees up to 5% annually to cover increases in doing business. If the Service Provider decides to increase rates, they will be applied on January 1st of each year.

B. Termination

This Agreement may be terminated by the Client upon ninety (90) days written notice if the Service Provider:

1. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.
2. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
3. Terminates or suspends its business operations unless it is succeeded by a permitted assignee.
4. This Agreement may be terminated by the Service Provider upon ninety (90) days written notice to Client.
5. If either party terminates this Agreement, Service Provider will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. The Client agrees to pay the Service Provider the actual costs of rendering such assistance.

6. Assignment

Service Provider may assign its rights and obligations hereunder to any person or entity that succeeds all or substantially all of Service Provider's business. Client may not assign their rights and obligations under this Agreement without the prior written consent of Service Provider.

This SOW is effective only upon execution by Service Provider and Client. Each party hereto warrants and represents that this SOW, the Agreement constitutes the legal, valid, and binding obligation of such party as of the SOW Effective Date.

Hi-Tech System Service, Inc.

Oxford Township

Name: Jay St.James

Name: _____

Title: VP Sales and Marketing

Title: _____

Date: 5/27/2025

Date: 5/27/2025

Signature: *Jay St. James*

Signature: _____



Appendix A: Support Plan Selection and Number of User/Devices

SUPPORT PLANS SELECTED FOR THIS AGREEMENT

TechCare Basic Co-Managed Agreement	TechCare Professional Agreement	TechCare Premium Agreement	TechCare Staffing Agreement	TechCloud Basic Security Bundle	TechCloud Advanced Security Bundle	TechCloud Disaster Recovery Bundle	TechCloud Email Applications Bundle
	X			X	X- MDR		

Note: Check all that apply to this Agreement

SUPPORTED USERS AND DEVICES

Hardware/Users	Quantity
Managed Users	0
Managed Desktops/Notebooks/Tablets	27
Managed VoIP Handsets	
Managed Servers	2
Managed Switches	
Managed Firewalls	
Managed Network Printers	
Managed Wireless Access Points	
Managed BDR/NAS	
Managed SANS	
Managed UPSs	
Staffing – Number of hours per week	
TechCloud Advanced Security – Number of Network Devices Monitored	
TechCloud Advanced Security – Number of Mobile Devices	
TechCloud Disaster Recovery – Number of Virtual/Physical Servers to be Backed up	2
TechCloud Disaster Recovery – Number of Workstations to be Backed up	
TechCloud Disaster Recovery – Number of M365 Accounts to be Backed up	
TechCloud Email/Applications – Number of Microsoft M365 Business Basic Licenses	
TechCloud Email/Applications – Number of Microsoft M365 APPs for Business Licenses	
TechCloud Email/Applications – Number of Microsoft M365 Business Standard Licenses	



Appendix B: Service Rates

SERVICE RATES

SERVICE	RATE
Remote/Help Desk Support Services 8:00AM-5:00PM Monday-Friday EST	INCLUDED
Onsite Support Services 8:00AM-5:00PM Monday-Friday EST	*INCLUDED
Out of Scope Remote Support Services 8:00AM-5:00PM Monday-Friday EST	\$42.50/Quarter Hour
Out of Scope Onsite Support Services 8:00AM-5:00PM Monday-Friday EST	\$170.00/Hour + Travel
After Hours Remote Support Services	\$63.75/Quarter Hour
After Hours Onsite Support Services	\$255.00/Hour + Travel

** Note: Included only on TechCare Premium Agreements*



What is Duo?

Duo is a security solution that gives you a second layer of protection by confirming that you're really who you say you are before you can access your accounts. With Duo's two-factor authentication, **even if someone knows your password**, unless they have your device – mobile phone, tablet or Apple watch – Duo stops them in their tracks.



Why Duo?

81% of hacking incidents used stolen or weak passwords.

Maybe you're warming up to the idea of adding an extra layer of protection to your accounts (we sure hope so!), but we know what you're thinking: **How much hassle is Duo gonna add to my life?**

We've all had bad experiences having to install new apps that seem to create as many problems as they solve – and that's why **Duo is designed to be safe and simple.**

What's the catch?

Zip. Zero. Nada. We can't spy on you or wipe your phone, and we won't drain your data plan.

Can Duo or my company spy on me?

Nope. Duo can't read your emails, track your location, or see your browsing history, and we can only send notifications with your permission.

Why does Duo need access to my smartphone's camera?

Duo only needs your camera during enrollment to scan an on-screen QR code to verify that your device is really yours.

How does Duo keep it simple? We know that tools only work if you use'em, so Duo is designed to be super-intuitive. **By adding just one tap to how you log in, you'll hardly notice it at all.** Some people even say it makes them feel like a cool spy, if you're into that.

Will Duo drain my data plan?

On average, Duo users log in once or twice per day, which is about 60kb per month. To put it another way, an hour of looking at memes is comparable to authenticating with Duo Push more than 1,300 times.

Can Duo remotely wipe my phone?

In a word: No.

Call today to speak to your Hi-Tech account representative about how DUO can help secure your organization.

810-326-9000

sales@hitech.net



3070 Palms Road, Casco 48064
 Phone (810) 326-9000 Fax (810) 326-9100
www.hitech.net

Quote

Date	Quote No.
04-29-25	HTSQ17723

SOLD TO:	SHIP TO:
Oxford Township Jack Curtis 300 Dunlap Rd Oxford, MI 48371 United States Phone (248) 628-9787 Fax Email jcurtis@oxfordtownship.org	Oxford Township Jack Curtis 300 Dunlap Rd Oxford, MI 48371 United States Phone (248) 628-9787 Fax Email jcurtis@oxfordtownship.org

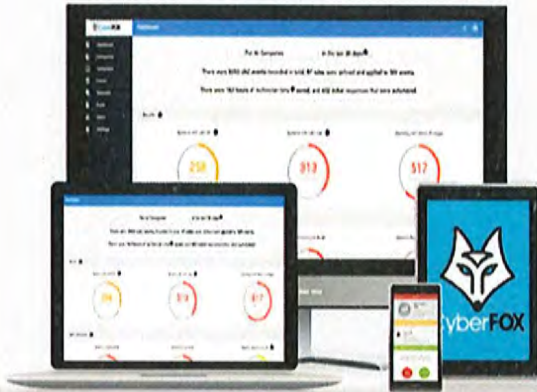
SALES REP.	SALES REP. PHONE	SALES REP. EMAIL	PAYMENT TERMS
Jay St.James	810-388-3039	jcstjames@hitech.net	Net 15 Days

QTY	MANUFACTURER	ITEM DESCRIPTION	UNIT PRICE	EXT. PRICE
26	Microsoft	Microsoft Azure Entra ID P1 (Annual)	\$72.00	\$1,872.00
26	DUO	TechCloud MFA Subscription	\$4.00	\$104.00
		Install labor can be deducted from the existing time block. Estimated installation time would be 30 Hours		
		Tokens are \$30 each if needed one time purchase.		

SubTotal	\$0.00
Tax	\$0.00
Shipping Estimate	\$0.00
Total	\$0.00
Recurring	\$104.00

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Privileged Access Management Solution Features



Balance security and work enablement by providing necessary accessibility without allowing unnecessary risk.

- Elevate Privileges for Applications & Actions
- Define Robust Rules for PAM Automation
- Automatic PSA Time Entries
- Detailed Ticketing
- Manage Privileges Remotely

Why Remove Local Admin Rights?



Users can unknowingly install malicious applications leading to security incidences.



Meet compliance goals and check the PAM box needed for most cyber insurance coverage.



94% of Microsoft vulnerabilities can be avoided by removing admin rights.



Cybersecurity best practice frameworks like CIS Critical Controls and NIST recommend following least privilege.

PAM Made Easy

Reduce Your Threat Factor

Significantly improve security with a PAM tool that helps companies significantly reduce their threat factor.

Manage Privileges Remotely

Securely approve requests, make rules, manage privileges, and more, from anywhere, as needed.

Easily Remove Local Admin Rights

Implement least privilege principles while not interfering with work or user experiences.

Simpler to Use than Other Solutions

Easily set up the solution, audit events, create rules, and automate ticket requests.

Get Proactive! Call Us TODAY!

810.326.9000 | Fax: 810.326.9100
www.hitech.net | sales@hitech.net

3070 Palms Road
Cassco, Michigan 48064



3070 Palms Road, Casco 48064
 Phone (810) 326-9000 Fax (810) 326-9100
www.hitech.net

Quote

Date	Quote No.
05-29-25	HTSQ17844

SOLD TO:	SHIP TO:
Oxford Township Danielle Smith 300 Dunlap Rd Oxford, MI 48371 United States Phone (248) 628-9787 Fax Email dsmith@oxfordtownship.org	Oxford Township Danielle Smith 300 Dunlap Rd Oxford, MI 48371 United States Phone (248) 628-9787 Fax Email dsmith@oxfordtownship.org

SALES REP.	SALES REP. PHONE	SALES REP. EMAIL	PAYMENT TERMS
Jay St.James	810-388-3039	jcstjames@hitech.net	Net 15 Days

QTY	MANUFACTURER	ITEM DESCRIPTION	UNIT PRICE	EXT. PRICE
28	Hi-Tech	TechCloud Privileged Access Management (Monthly)	\$2.00	\$56.00
		Install labor can be deducted from the existing time		
		block. Estimated installation time would be 15 Hours		

SubTotal	\$0.00
Tax	\$0.00
Shipping Estimate	\$0.00
Total	\$0.00
Recurring	\$56.00

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Date: June 11, 2025

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: New Committee Request: Using AI to Improve Township Efficiencies,
Transparency, and Public Engagement

Dear Board Members:

Attached is a Memo from Trustee David Wagner requesting the Board's approval to create an Artificial Intelligence ("*AI*") Committee.

Also, attached as a guide is the Policy (*approved May 8, 2024*) for the "Creation of Committees for the Charter Township of Oxford Board of Trustees".

The following PROPOSED motion is offered for consideration:

**I move to approve the creation of the Oxford Township
Artificial Intelligence Committee effective June 11, 2025.**

CHARTER TOWNSHIP OF OXFORD

Date: June 1, 2025

To: Board of Trustees

From: Trustee Wagner

Re. New Committee Request: Using AI to Improve Efficiencies, Transparency, and Public Engagement

Dear Board Members,

I am reaching out to ask for your consideration to establish a new committee to explore the utilization of artificial intelligence (AI) within our township. AI can support local township government activities in several impactful ways, especially by improving efficiency, transparency, and public engagement.

Some specific areas where AI can make a tangible impact include the potential to significantly streamline internal processes, enhance delivery and access to services, assist in analyzing land use data and forecasting, make local government more accessible and interactive, and many other applications.

The committee's initial objective would be to initiate a pilot project, which could serve as a foundation for further expansion. This expansion would focus on low-risk, high-impact tasks that require minimal disruption while delivering substantial benefits.

Should you have any inquiries or suggestions, please do not hesitate to contact me.



Charter Township of Oxford Board of Trustees Policy

Policy Title:	Creation of Committees for Charter Township of Oxford Board of Trustees		
Resolution Number:		Original Effective Date:	May 8, 2024
Review Date:		Revised Effective Date:	

1. Purpose and Scope:

This policy outlines the procedures and guidelines for the creation and operation of committees by the Oxford Charter Township Board of Trustees ("Board"). The Board recognizes the importance of addressing the various needs and issues facing our community and believes that committees can provide valuable insights, expertise, and support in achieving our goals. Committees are intended to serve as a means to facilitate the efficient and effective operation of the Township government, encourage citizen engagement, and to promote transparency and accountability in decision-making processes.

As such, committees may be established to enhance the effectiveness of the Township Board in addressing specific issues or matters of concern to the community and shall be governed by this policy. The Board shall officially establish a committee through a formal Resolution or motion during a regular Board or Special meetings of the Board of Trustees. The Resolution or motion should specify the committee's purpose, composition, and expected duration.

2. Definition of a Committee:

A committee is a specialized group of individuals assembled by the Township Board to study, investigate, or make recommendations on specific topics or issues within the jurisdiction of the Township. Unless explicitly stated otherwise, committees shall be advisory bodies with no decision-making authority. Committees may be formed for various purposes, including but not limited to research, planning, policy development, and community engagement.

All committees shall exist to enhance the efficiency and effectiveness of local governance and better serve the needs of Township residents, employees, visitors, and customers. Each committee shall have a specific and clearly defined purpose, scope, as well as an operational timeframe established by the Township Board. Committees shall adhere to all applicable laws, regulations, and policies governing Township operations.

The Board shall specify the expected duration of each committee's existence in the Resolution or motion that creates it and may modify its expectation, as provided in this policy. The creation of a committee requires a majority vote of the Township Board.

3. Eligibility and Composition:

The Supervisor is responsible for ensuring a clear statement of the committee's purpose, objectives, expected outcomes, and the anticipated duration of its existence is made to create a committee. Committees may be created by a majority vote of the Township Board at a regular or special meeting. The size and composition of each committee shall be determined by the Township Board at the time of its creation, specifying the number of members and whether Board members, Township staff, residents, or other stakeholders may serve on the committee. Board members may volunteer to serve on committees or be appointed. All committee members should possess relevant knowledge, expertise, or interest in the subject matter being addressed by the committee.

All non-elected committee members shall have a completed application on file with the Township Clerk. The application may be completed and submitted to the Township within a reasonable time after an appointment is made, as necessary.

4. Appointment of Committee Members:

Any member of the Township Board of Trustees may propose the creation of a committee and its membership. Appointments are subject to majority approval of the Township Board.

Township Board members interested in serving on a committee shall express their interest during the Board meeting when the committee is established, and their appointment shall be confirmed by a majority vote of the Township Board. Board members serving on a committee shall be generally limited to no more than three (3) elected/appointed officials. In the event more than three Board members are appointed to a committee, it shall be subject to all provisions of the Open Meetings Act. As such, committees with four or more Board members shall post all committee meeting notices, provide an agenda, produce formal meeting minutes for publication, and all other requirements to ensure public access to any committee meeting, as required by law.

Township employees may serve as committee members.

Members of the public may be nominated and appointed to a committee by any Board member. Public members may be non-residents, provided their membership ensures representation of relevant knowledge or experience related to the committee's purpose. Residents may express interest in appointment(s) for current or future vacancies by completing an application, which shall be available to all residents through the Township website and shall also be available through the Township Clerk's office. The Board shall review applications and select residents, as applicable, to serve on the committee based on qualifications, experience, and the need for diverse perspectives. The Board shall strive to ensure committees include representation from diverse backgrounds and perspectives within the Township.

5. Chairperson and Leadership:

Each committee shall appoint a Chairperson from among its members. Co-chairs may be appointed, as necessary. Alternatively, the Township Supervisor may designate a chairperson for the committee at the time the committee is formed, or as otherwise determined by the Board.

The chairperson shall serve as the primary point of contact between the committee and the Township Board and shall be accountable for coordination of the committee's activities, leading its meetings, and representing the committee to the Township Board.

Each committee shall designate a member to serve as scribe. This responsibility may be rotated among members. The scribe shall be responsible for taking meeting notes and providing meeting minutes to the Chairperson and to the Clerk, within a reasonable time after the meeting, but prior to the next meeting.

6. Responsibilities of Committees:

Committees shall operate within the scope and purpose defined by the Township Board and shall adhere to the timeline established for their work. As such, committees shall meet as needed. All committee meetings shall be subject to the provisions of the Open Meetings Act, as applicable.

Committees will provide regular updates to the Township Board on the status of the committee's progress and findings. A formal report shall be provided to the Township Clerk for record-keeping at least once per month, or as otherwise directed by the Board.

Committees shall prepare and submit their final reports, recommendations, or other deliverables to the Township Board for review and consideration within the required time periods established upon creation of the committee. In the event the goal of the committee is not met within the allocated time period, the committee should provide notice or request an extension, prior to the due date.

Committees shall be advisory, in general, and are not authorized to take action or make decisions on behalf of the Township. Any final reports and recommendations of committees shall be submitted to the Township Board for consideration and action.

7. Committee Compensation:

Committee members may receive compensation for attendance or authorized actual expenses, at the discretion of the Board of Trustees. When determining compensation, the Board shall consider factors including, but not limited to, the size and composition of each committee, meeting frequency, and the nature, complexity, and exposure of the task or issue at hand. Typically, compensation will be limited to per meeting payments, determined by the Board at the time of the creation. Compensation rates should be included in the Resolution or motion authorizing the creation or amendment to the committee. When actual expenses are approved, committee members must follow the Township's reimbursement policy, as outlined in the Employee Handbook.

8. Continuation of Membership:

To remain an active member of a committee, the member should attend the majority of all meetings. It is expected that members will arrive on time and prepared to actively engage in the meeting.

Members that are no longer interested in serving on the committee are encouraged to complete their term. However, members deciding to resign from service should notify the Chairperson or Board of Trustees as soon as possible. The Board may decline to replace committee members, at their discretion.

If a committee member is not able to attend meetings or has failed to be prepared or complete an assigned task, another member may request removal, subject to the approval of the Board of Trustees. Otherwise, committee members may be removed at any time by a majority vote of the Board of Trustees.

9. Dissolution of Committees:

Committees shall be dissolved upon completion of their assigned tasks or otherwise at the discretion of the Township Board. Alternatively, the Board may dissolve a committee if it determines that the committee is not functioning effectively or is no longer necessary, as determined by a majority Board vote.

10. Amendment and Review:

This policy should be reviewed every four (4) years, or as otherwise determined by the Board. This policy may be amended at any time, as needed by the Township Board to ensure its continued effectiveness and relevance.

11. Compliance and Oversight:

11.1. Compliance with this policy shall be overseen by the Board of Trustees.

11.2. Any disputes or concerns related to committee structures shall be resolved through Board action.

12. Effective Date:

This policy shall become effective immediately upon approval by the Township Board.

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Appointment of AI Committee Members

Dear Board Members:

With the creation of the Oxford Township Artificial Intelligence Committee members need to be appointed.

The following PROPOSED motion is offered for consideration:

I move to appoint _____ to the Oxford Township Artificial Intelligence Committee effective June 11, 2025.

Date: June 11, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Northern Pump & Well Contract Renewal

Dear Board Members:

For several years, Northern Pump & Well has performed the monitoring well testing throughout Oxford Township.

The Contract will expire June 13, 2025.

Attached is a proposed new three (3) year Agreement.

The following PROPOSED motion is offered for consideration:

I move to approve the Independent Contractor Agreement between Northern Pump & Well Company and the Charter Township of Oxford for a three (3) year period commencing June 13, 2025 through June 13, 2028 in the amount of \$23,700.00 and authorize Supervisor Jack Curtis to sign the Agreement on behalf of the Charter Township of Oxford.

INDEPENDENT CONTRACTOR AGREEMENT
Environmental Technical Support
and Laboratory Services

This Agreement, between Oxford Charter Township ("Township"), located at 300 Dunlap Road Oxford, MI 48371 and Northern Pump & Well Company ("Contractor"), located at 6837 W Grand River Avenue, Lansing, Michigan 48906, and states the following:

Recitals

WHEREAS, the Contractor has agreed to perform the services set forth in this Agreement for the Township and brings to bear in conducting such services the requisite knowledge, background and experience; and

WHEREAS, the Contractor states that it has reviewed and accepted the Specifications/Scope of Services set forth herein; and

WHEREAS, the Contractor request an additional extension to the contract to begin **June 13, 2025** for another three years through **June 13, 2028**; and

WHEREAS, the Contractor has had the full opportunity to conduct its own due diligence on the Township municipal well system including: its location, its access, its components and its current operating conditions.

NOW, **THEREFORE**, the Township and the Contractor do hereby agree as follows, with adequate consideration acknowledged, and with each representing to the other, it has the authority to be bound herein.

1. **Specifications/Scope of Services:** Contractor agrees to perform the following services pursuant to this Agreement. Contractor agrees and acknowledges that all testing results, lab results and other data collected by the Contractor under this Agreement are confidential and shall be timely delivered to the Township via the Township Supervisor and shall not otherwise be disclosed to any third party.
 - a. Examine present municipal wellhead protection plan toward insuring adequate state-of-the-art measures to maintain integrity of municipal wells to supply untainted and safe water to Township consumers, and, after examination, to make timely recommendations toward revisions or new implementations; enforcement including prosecutions for violations of ordinances, periodically monitor and report on the same to Administration via the Township Supervisor.
 - b. Prepare and submit all local, state and federal requisite government regulatory reports as part of the Annual testing and as otherwise required by law or regulation.
 - c. Appear with five (5) days of written notice at any two (2) Township Board meetings at the request of the Board.
 - d. Furnish labor, sampling equipment and test bottles, to annually monitor 7 well sites, assuring quality of water from the Township aquifer serving the township municipal well per all Federal and State standards. Ground water monitoring wells will be tested for volatile organic compounds. All testing shall be by a State of Michigan certified testing lab with true copies of all testing/lab results sent to the Township Supervisor and Township

Board with Attorney client/work product confidentiality assured by Contractor so that any positive result may be first verified by subsequent testing by Township selected experts. Any inaccurate tests will require a re-test at Contractor's expense.

- e. Be available by teleconferencing, or otherwise, on short notice for consultation concerning environmental issues that come to the attention of the Administration.
- f. Supply additional services outside the scope of the specifications/services on time and material schedule:

Environmental Engineer	\$200.00/hour
Field Technician (sampling)	\$125.00/hour
Additional Test for VOC's	\$225.00/test

- 2. **Payment:** Township agrees to pay Contractor for the Specification/Scope of Work Services in the amount of \$23,700.00 for the three years, at an annual rate of \$7,900.00, as set forth herein. Contractor agrees to invoice the Township accordingly and any such invoice shall clearly distinguish between the covered annual services and the extra services conducted under the rates set forth at paragraph 1.f. above. The invoice shall be paid within 20 days following the Township meeting wherein the invoice is reviewed and approved by the Township Board.
- 3. **Taxes and Withholdings:** No tax or other withholding shall occur in any payment to Contractor. Contractor acknowledges and concurs there are no fringe benefits related to this relationship with the Township, and the Township has no supervision over the Contractor.

Contractor agrees to indemnify and hold harmless the Township for any liability or claim incurred by the Township as a result of any work performed within the parameters of the proposal mentioned in the "Recitals" and as pertains to the associated services by the Contractor to the Township. Contractor will maintain liability insurance and workman's compensation insurance with minimum amounts as described in Section 12 of this Agreement.
- 4. **Term:** This is a Three-Year Agreement with no automatic renewal provision. Any extension of this Agreement shall be in writing, signed by the Contractor and the Township after review of Board.
- 5. **Complete Agreement Integration:** This is a fully integrated agreement, and no oral representations are binding on either party relative to this relationship and contract. This Agreement shall be deemed mutually drafted and shall be construed under Michigan law.
- 6. **Contractor Expenses/Licenses:** Contractor shall be responsible for all expenses incurred while performing services under this Agreement. This includes license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance coverage and premiums; telephone; and all salary, expenses and other compensation paid to employees or contract personnel that the Contractor hires to otherwise complete the work under this Agreement.
- 7. **Independent Contractor Status:** The parties agree that Contractor is an independent contractor, and neither the Contractor nor Contractor's employees or contract personnel are, or shall be deemed to be, employees of the Township in any way. In its capacity as an independent contractor, Contractor agrees to and represents the following:
 - a. Contractor has the right and does fully intend to perform services for other third

- parties during the term of this Agreement.
- b. Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed within the law.
 - c. Contractor has the right to perform the services required by this Agreement at any place or location and at such times as Contractor may determine within normal business hours.
 - d. Contractor has the right, but not the obligation, to hire assistants as subcontractors, or to use its own employees to provide the services required by this Agreement.
 - e. The services required by this Agreement shall be performed by Contractor and Township shall not hire, supervise, or pay any assistants to help Contractor.
 - f. Neither Contractor nor Contractor's employees or contract personnel shall receive any training from the Township in the professional skills necessary to perform the services required by this Agreement, unless the Township makes a decision in writing that certain training is necessary. In that case, the Township shall ask the Contractor to obtain that training at the Township's expense, if approved by the Township.
 - g. Neither Contractor nor Contractor's employees or contract personnel shall be required by Township to devote full time to the performance of the services required by this Agreement,
 - h. The Contractor does not receive the majority of its annual compensation from the Township.
 - i. The parties acknowledge and agree that Township is entering into this Agreement with reliance on the representations made by the Contractor relative to its independent contractor status.
8. **Compliance with Law:** Contractor represents, warrants and declares that it has complied with all federal, state, and local laws requiring business permits, certificates, and licenses required to carry out the services to be performed under this Agreement,
 9. **Unemployment:** Township shall make no state or federal unemployment compensation payments on behalf of Contractor or Contractor's employees or contract personnel. Contractor will not be entitled to these benefits in connection with any services performed under this Agreement. If Contractor files a petition for and receives unemployment compensation, the total amount of unemployment compensation awarded to and received by Contractor shall be deducted from and be an offset against the amount of compensation due and payable to Contractor by Township under this Agreement.
 10. **Assignment:** Contractor may not assign or subcontract any rights or obligations under this Agreement without Township's prior written approval.
 11. **Future Services:** There is no representation or warranty as to any future services and that this document is a mutually drafted Agreement.
 12. **Insurance:** The Contractor shall not commence work on Township property until Contractor has obtained the insurance coverage required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan, and the Township shall be named as additional insured on the Contractor's insurance policy.
 - a. **Workers' Compensation Insurance.** The Contractor shall procure and maintain during the life of this Access Agreement, Workers' 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 this Access Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or 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; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable, and provide a copy of the same to the Township Supervisor with evidence of premium prepaid for the year term.
 - c. Motor Vehicle Liability. The Contractor shall procure and maintain during the life of this Access Agreement Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - d. If any of the above coverages expire during the term of this Access Agreement, the Contractor shall deliver renewal certificates and/or policies to Township at least ten (10) days prior to the expiration date.
13. **Termination.** In the event the Contractor or Township deems necessary to terminate this Independent Contractor Agreement, a notice of thirty (30) days must be given, by registered letter, by either said party and the Township shall not be liable to make any additional payments after termination, *except for* work already completed, prior to receipt of termination notice.

Township of Oxford

Northern Pump & Well Inc
(Contractor)

By: _____

By: Dale Stewart

Its: _____

Its: President

MEMO

TO: Oxford Township Board of Trustees
FROM: David Wagner, Water and Sewer Committee Chairman
DATE: June 4, 2025
RE: Possible Waiving of Sewer Late Charge due to Internal Clerical Mistake

The Water and Sewer Committee discussed this issue and agreed that the late charge for Sewer Account Number #428356020 should be waived due to an internal clerical error. The property owner was not notified that her auto debit would not take effect until the next sewer billing cycle.

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

Moved by: _____ Seconded by: _____

To waive the \$15.00 sewer late fee for account number 428356020 due to an internal clerical error.

~~Ordinary~~

Water + Sewer
Committee

MEMO

TO: Oxford Township Board of Trustees
FROM: David Wagner, Water and Sewer Committee Chairman
DATE: June 3, 2025
RE: Possible Water Billing Increase

After much discussion at the most recent Water and Sewer Committee meeting, along with input from Oakland County representatives, it was determined that an increase will be needed in our water usage rates beginning with the October, 2025, Oakland County water bills. Our expenses are projected to increase by six (6) percent for the upcoming year.

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

Moved by: _____ Seconded by: _____

To increase township water usage by \$3.00 with the rate going from \$32.00 to \$35.00 per thousand cubic feet being used. The minimum water bill will also increase from \$48.00 per quarter to \$52.00 per quarter. The Water Bond Debt Service amount of \$52.50 per quarter will remain the same. This increase is to be effective beginning with the October 2025, Oakland County Water and Sewer billing cycle.

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

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

CAMP OAKLAND WATER SERVICE CONNECTION AND PERMIT APPLICATION-UPDATE

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

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

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

OXFORD WOODS WATER VESSEL REFURBISHMENT-UPDATE

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

MALONEY STREET PUMP GENERATOR-UPDATE

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

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

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

CURRENT SEWER BONDS-UPDATE

There is nothing new to report on this issue.

FUTURE OMIDDD, COSDS AND CRWRRF BONDS-UPDATE

There is nothing new to report on this issue.

2026 WRC WATER AND SEWER BUDGETS

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

Date: June 11, 2025

To: Board of Trustees

From: Curtis W. Wright, Clerk

Re: Board Meeting Packet Material Submittal Deadline

Dear Board Members:

With the approval of closing Oxford Township Offices on Fridays through September 13, 2025 the current deadline to submit Board Meeting packet materials is 4:00 p.m. on Thursday before the Wednesday Regular Board Meeting date. *(copy of the minutes approving this directive attached)*

I am requesting Board approval to change the submittal deadline date to 4:00 p.m. on the Wednesday prior to the following Wednesday's Township Board Meeting date to assemble, organize, and distribute the Meeting packet.

The following PROPOSED motion is offered for consideration:

I move that effective immediately through September 13, 2025 any Township Board Meeting materials and supporting information to be included in the Meeting packet shall be submitted by 4:00 p.m. on the Wednesday prior to the following Wednesday's Regular Board meeting. The Township Board, at the September 10, 2025 Regular Meeting, shall determine if this deadline date will remain in effect.

OLD BUSINESS

DIRECTION AND/OR ACTION REGARDING OXFORD TOWNSHIP WATER SUPPLY SYSTEM EXPANSION, CONTRACT WITH OAKLAND COUNTY AND FINANCING

Treasurer Ferrari moved, Trustee Behnke seconded to adopt the Resolution and authorize publication of intent by the Township Clerk.

Ayes: Bellairs, Ferrari, Dunn, Sanderson, Behnke, Fitchena

Nays: Kniffen

Absent: None

Motion Carried

POSSIBLY HIRING BOND COUNSEL AND LEGAL FEES

Treasurer Ferrari moved, Trustee Behnke seconded to hire Miller Canfield, and its representative Tom Colis, to represent the Township through the Oxford Township Water Supply Contract as presented in his March 23, 2005 letter at \$140.00 per hour, with capping of fees at \$1,600.00; anything over that will be billed on an hourly basis.

Ayes: Kniffen, Ferrari, Dunn, Sanderson, Behnke, Fitchena, Bellairs

Nays: None

Absent: None

Motion Carried

NEW BUSINESS

ESTABLISHING A PLANNING/ZONING POSITION

Treasurer Ferrari moved, Trustee Behnke seconded that Supervisor William Dunn drafts a tentative job description and salary requirement for the Township Board's review for a new Planning/Zoning Coordinator.

Ayes: 5 Nays: 2 Absent: 0

Motion Carried

ESTABLISH POLICY (REGARDING MEMO FROM TREASURER FERRARI)

COMPLETE SUPPORTING DOCUMENTATION FOR EACH AGENDA ITEM

Treasurer Ferrari moved, Trustee Fitchena seconded to authorize Clerk Sanderson, as the person putting together the packets, that if complete supporting information is not provided on an agenda topic by 4:00 p.m. the Thursday before the Township's Regular Board meeting on Wednesday, that it is not to be placed on the agenda.

Ayes: 7 Nays: 0 Absent: 0

Motion Carried

NO ADD-ONS UNLESS EXTREME EMERGENCY

Treasurer Ferrari moved, Trustee Behnke seconded that no Township Board meeting agendas are to be amended with additional add-on items at the night of the meeting unless it is an extreme emergency.

Aye: 3 Nays: 4 Absent: 0

Motion Failed

ROOF REPAIRS

Treasurer Ferrari moved, Clerk Sanderson seconded to authorize Supervisor Dunn to contact J. D. Candler Roofing Company on Thursday, March 24, 2005 and let them know that the