HOLLY TOWNSHIP
PROPOSED AGENDA
Board of Trustees Regular Meeting
NOVEMBER 21, 2018 6:30 PM
920 E. Baird St., Holly, Michigan 48442

CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL: G. Kullis K. Winchester M. Freeman P. Feeney S. Ruth

CONSENT AGENDA:

1. Agenda Approval.
2. Approval of Regular Meeting Minutes – October 17, 2018.
3. Approval of Workshop Minutes – October 4, 2018.
4. Approval of Financial Statement – October 2018.
5. Approval of Bills for Payment – November 2018.
6. Receipt of Routine Reports:
   A. N.O.C.F.A. Minutes – October 18, 2018.
   B. Planning Commission Minutes – October 2, 2018.
   C. Building Permits – October 2018.
   D. Treasurer's Annual and Quarterly Report – September 30, 2018.
7. Set Public Hearings: None.
8. Communications: None.

All items listed under "Consent Agenda" are considered to be routine, and non-controversial, do not require discussion by the Township Board and will be approved by one motion. There will be no separate discussion. If discussion is desired on an item, that item will be removed from the consent agenda and will automatically be moved to the last item under New Business.

PUBLIC HEARINGS:

1. Adoption of a Resolution to Establish an Industrial Development District in Accordance with the Plant Rehabilitation and Industrial Development Districts, being State of Michigan Public Act 198 of 1974 (MCL 207.551 et. Seq.) as amended.
2. 2019 Community Development Grant Application.

PRESENTATION: None.

REPORTS: TRUSTEES TREASURER CLERK SUPERVISOR

PUBLIC COMMENT on Agenda Items Only. Members of the public can address the Board, on agenda items only, once recognized by the Supervisor. Comments are limited to a maximum of 3 minutes. The board may extend this time by a majority vote. Prior to addressing the board, members of the public shall state their name and address for the record. A second public comment is available after New Business for all other comments. Thank you for your cooperation.

OLD BUSINESS

1. Township Hall Appraisal Proposals.

NEW BUSINESS

1. Adoption of a Resolution to Establish an Industrial Development District in Accordance with the Plant Rehabilitation and Industrial Development Districts, being State of Michigan Public Act 198 of 1974 (MCL 207.551 et. Seq.) as amended Proposed Resolution 2018-18.
2. Show Cause Hearing – 16364 Fish Lake Rd.
3. Adoption of Oakland County Hazard Mitigation Plan – Proposed Resolution 2018-19.
4. 2019 CDBG Application and Subrecipient Agreement - Proposed Resolution 2018-20.
5. Proposed Solar Ordinance.
6. Request for Medical Leave.
7. Deputy Treasurer's Position.
8. AT&T Metro Act Permit Extension Request.

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: WEDNESDAY: December 19, 2018 at 6:30 p.m.

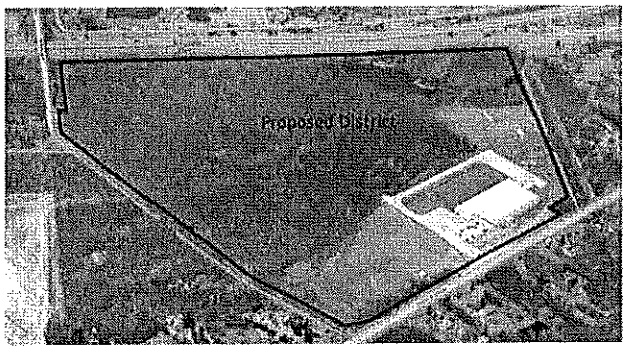
HOLLY TOWNSHIP
OAKLAND COUNTY, MICHIGAN
NOTICE OF HEARING
INDUSTRIAL DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN, that the Holly Township Board of Trustees will hold a public hearing on:

DATE: November 21, 2018
TIME: 6:30 PM, or as soon as possible thereafter.
PLACE: HOLLY AREA SCHOOLS MEETING ROOM
KARL RICHTER COMMUNITY CENTER
920 E. BAIRD
HOLLY, MI 48442
PHONE: 248-634-9331 Ext. 301

The purpose of the hearing is to consider adoption of a Resolution to establish an Industrial Development District in accordance with the provisions of the Plant Rehabilitation and Industrial Development Districts, being Act 198 of the Public Acts of the State of Michigan of 1974, (MCL 207.551 et.seq.) as amended.

1. The proposed Industrial Development District includes properties primarily fronting Dixie Highway and Stony Run. There is currently 1 parcel, Parcel ID # 01-01-301-054, within the proposed district as follows:



2. Properties within an Industrial Development District are entitled to seek approval of an Industrial Facilities Tax Exemption Certificate if they satisfy criteria regarding investment and job creation for manufacturing sector jobs.

3. The Township Board will meet to hear and consider any comments that may be submitted by any interested person with respect to the District Boundary.

Any person having interest is encouraged to attend the hearing or comment by letter to the Holly Township Zoning Administrator, 102 Civic Drive, Holly, MI 48442.

A copy of the Proposed District and Resolution may be reviewed at the Clerk's office at the above-mentioned address during regular business hours Monday through Friday 9:00 A.M. to 4:00 P.M. except holidays.

Handicap persons needing assistance to attend or participate in this hearing are asked to contact the Township Clerk at 248-634-9331 Ext. 301 or by writing to the above-mentioned address at least 5 business days prior to the meeting.

Karin S. Winchester, MMC
Holly Township Clerk

Weekend Scrambler

Unscramble the letters within each rectangle to form four ordinary words.
Then rearrange the boxed letters to form the mystery word, which will complete the gag!

Weekend

Place a number in the empty boxes in such a way that each row across, each column down and each small 9-box square contains all of the numbers from one to nine.

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Answers in this edition of the Tri-County Times

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4		
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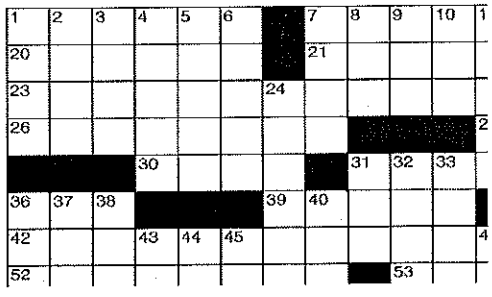
KING FEATURES Weekend Cro

ACROSS
1 Phase
7 Animals with two legs
13 Eyelash makeup
20 1960s space program
21 Earhart in a cockpit
22 Hires
23 218 or more seats in Congress [BROWN]
25 Simple tunes
26 16th-cen. nun of Avila
27 Bird of New Zealand
29 Magazine for a fashionista
30 "SCTV" bit
31 Heart-tugging facet of a media story [SIMONE]
36 Oral health org.
39 Wed
41 Heighten
42 Verses using visual devices [GABRIEL]
48 Golden Arches sandwiches with barbecue sauce
52 Person held in custody
53 — -dieu (prayer bench)
54 Seoul's region: Abbr.
55 King, in Nice
56 Certain Greek
57 "— dare?"
59 2010 Kevin Spacey film [MITCHELL]
62 Sleuth's tidbit
64 Hailed car
66 Bus. honcho
67 Wrist wear
68 Cod or koi
71 Romanian tennis great [SEDAKA]
75 Letters after wyes
76 Artist for a comic book
78 Up — point
79 Dieter's target, often
80 Dr. — (1990s TV therapist)
82 Substantial number [CALLAS]
85 "... — iron bars a cage"
87 Salad staple
91 Farm mother
92 Solder stuff
93 Gulf republic
95 Switchboard worker
97 Balkan republic
99 Warning message [BENNETT]
101 Lover boy
103 A bit warm
104 Bovine call
105 Setting of hearings for minors [DION]
110 — -tat-tat
114 Algerian port
115 Purim's month
116 Lover's tune
120 Ocelot, e.g.
123 Supporting vocalists (or an apt alternate title for this puzzle)
127 Jack of fitness fame
128 Wisdom goddess
129 Ogle
130 Climbed, as a rope
131 Not so fat
132 Disco effect

DOWN
1 Oohs and —
2 Jaguar mark



ACQUISITION AND DISPOSITION

ACQUISITION OF REAL PROPERTY

Program/Account #	172170-730003
Eligible Uses	Use this code if CDBG funds will be used only for the purchase, long-term lease, donation or transfer of whole or in part of real property (including air rights, water rights, rights-of-way, easements, and other interests therein for a public purpose subject to the limitations of 570.207. This code is frequently used for the acquisition of property on which a public facility or public improvement will be constructed using other funds, or for the acquisition of property on which housing will be constructed using other funds.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility and discuss Uniform Relocation Act and appraisal requirements before applying for this project.** Code an activity as Acquisition if CDBG funds will be used only for the acquisition of property for a public purpose. This code is frequently used for the acquisition of property on which a public facility or public improvement will be constructed using other funds, or for the acquisition of property on which housing will be constructed using other funds. Sometimes it will be necessary to include demolition and relocation expenditures under this category because the grantee will not be able to distinguish these funds from those used for acquisition. For example, if land is acquired for development of a senior center and CDBG funds will be used only for acquisition of property, code the activity 01. If the property will be acquired and CDBG funds will be used for constructing or rehabilitating a senior center, code activity 03A, senior centers, rather than 01. However, if grantees group acquisition with relocation or disposition, code the activity as acquisition (as this is usually the most expensive portion). **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	01
Authority	570.201 (a)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

DISPOSITION

Program/Account #	172170-730536
Eligible Uses	Use this code for the sale, lease, or donation of property acquired with CDBG funds or under urban renewal. Communities ordinarily use this term to describe costs that are incidental to disposing or transferring real property acquired with CDBG funds, and to describe the costs of temporarily maintaining properties pending disposition (for example, legal service, financial service, appraisal survey, and transfer of ownership costs).
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility and discuss Uniform Relocation Act and appraisal requirements before applying for this project.** Disposition must assure property meets CDBG National Objectives. Proceeds of disposition are program income. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	02
Authority	570.201 (b)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	When the property will be used for the purpose for which it was acquired, use the same Accomplishment Code that was or should have been used for acquisition of the property. When a property is disposed of for a use other than for which it was acquired, use the Accomplishment Code that corresponds to the new use. People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PUBLIC FACILITIES AND IMPROVEMENTS

FIRE STATION/EQUIPMENT

Program/Account #	172170-730733
Eligible Uses	Use this code for the construction or rehabilitation of a fire station. This category includes the purchase of fire trucks and rescue equipment.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** The fire station service area must be either entirely within one or more low-income block groups, or if the service area contains both areawide and non-areawide block groups, documentation that at least 40.81%* of the fire runs in the past year were to low-income block groups within the service area. Documentation must be provided to Oakland County when applying for the project. (*percentage may change as HUD provides the county with new income data) If the facility to retrofit is 50 years of age or older project, plans and a historic preservation profile is required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted. **Contact Carla Spradlin at (248) 858-5312 regarding SHPO requirements before applying for this project.** **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm If project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03O
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FLOOD AND DRAINAGE FACILITIES

Program/Account #	172170-730744
Eligible Uses	Use this code for those activities that the grantee indicates will be used for flood control or irrigation (e.g., retention ponds or catch basins). This code does not include storm sewers, street drains, or storm drains. When in doubt, use 03J for water/sewer improvements and 03K for street drains and storm drains.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** Use this code for those activities that the grantee indicates are for flood control or irrigation (e. g., retention ponds or catch basins). This code does not include storm sewers, street drains, or storm drains. When in doubt, use 03J for water/ sewer improvements and 03K for street drains and storm drains. This is an areawide benefit activity. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03I
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PARKS-RECREATIONAL FACILITIES

Program/Account #	172170-731332
Eligible Uses	Use this code whenever the activity involves developing an open space area or a facility to be used principally for recreation purposes including: Installation/rehabilitation of playing fields, walking paths, parking, playground equipment fencing, picnic facilities, signage lighting, access roads within the facility, and restrooms.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine before applying for this project.** This is an areawide benefit activity. Only recreational facilities within designated low-income census tract block groups are eligible. Parks, recreational facilities must be open to the public, and if fees are charged, they must be low enough not to preclude the use of the facility by low-income persons. If there is only one facility in the community and *even* if it is in a low-income block group, the entire service area must have a population that is at least 40.81%* low-income. Any new CDBG-financed recreational facility must be in a designated low-income block group. (*percentage may change as HUD provides the county with new income data) If the facility is 50 years of age or older project plans and a historic preservation profile is required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted. HUD no longer allows the removal and/or replacement of accessible playground equipment as an eligible project under this category. **Contact Carla Spradlin at (248) 858-5312 regarding SHPO requirements before applying for this project.** **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03F
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PUBLIC FACILITES AND IMPROVEMENTS GENERAL

Program/Account #	172170 731498
Eligible Uses	Use this general code for public facilities. This code should not be used unless the activity does not fall under a more specific category.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** Such facilities include shelters for the homeless, convalescent homes, hospitals, nursing homes, battered spouse shelters, half-way houses for run-away children, drug offenders or parolees, group homes for mentally disabled persons and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients including those specified in 570.204 may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be open for use by the public during all normal hours of operation. Public facilities and improvements under this category are subject to the policies in 570.200 (b). If fees are charged, they must be low enough not to preclude the use of the facility by low-income persons. If the facility to retrofit is 50 years of age or older project, plans and a historic preservation profile is required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted. **Contact Carla Spradlin at (248) 858-5312 regarding SHPO requirements before applying for this project.** **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH - Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

REMOVAL OF ARCHITECTURAL BARRIERS

Program/Account #	172170-731619
Eligible Uses	Use this code for removal of architectural barriers in public facilities. Removal of architectural barriers within public facilities requires pre-planning. Some common activities within this category include curb cuts, wheelchair ramps, or alterations to buildings for increasing handicapped accessibility, such as wider doorways or elevators. Projects can take place community wide wherever necessary and appropriate. Barrier-free improvements to public facilities including buildings for the general conduct of government are eligible. Removal of architectural barriers does not include repairing sections of damaged sidewalk or sections of sidewalk raised by tree roots. This is an eligible Sidewalk or Minor Home Repair activity. Removal of architectural barriers within public facilities requires pre-planning. **Contact Carla Spradlin at (248) 858-5312 for further consultation.** Eligibility determinations in non-areawide benefit locations will be made on a case by case basis.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine before applying for this project.** If the facility to retrofit is 50 years or older, project plans and a historic preservation profile is required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted. **Contact Carla Spradlin at (248) 858-5312 regarding SHPO requirements before applying for this project.** Equipment to help disabled persons access services, such as Kurzweil-style readers, TDD machines, and large-print reading materials must be classified under public services disabled services. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	03
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income. LMC - Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SENIOR CENTERS

Program/Account #	172170-731696
Eligible Uses	Use this code for the construction or rehabilitation of senior citizen centers. A senior "elderly person" is defined by HUD as 62 years of age or more. A facility described as serving "senior citizens and the disabled" may be classified under this category; however, if the facility is intended **primarily** to serve persons with disabilities, the facility should be classified under 03B, Centers for the Disabled/Handicapped.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** This is a presumed benefit activity. Communities must develop and maintain a senior center membership roster which includes documentation of age to establish client eligibility (driver's license). A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. The purchase and installation of permanently attached equipment is eligible under this code (i.e. public-address system and built in appliances/defibrillator). If a municipality does not have a senior center than an access fee is eligible for non- residents age 62 > to access a senior center in a neighboring community. A **PERSON DBA** must be kept for all seniors accessing the senior center. The access fee calculation is based on the previous years' actual facility expenses **not** budgeted amounts. The senior center coordinator's salary can be figured in this expense. No other programming or personal expenses are to be included. **For more details on how to calculate the access fee, contact Mike Pucher at (248) 858-0196.** If the facility to retrofit is 50 years of age or older, project plans and a historic preservation profile is required at the time of application or reprogramming. Carla Spradlin will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted. **Contact Carla Spradlin at (248) 858-5312 regarding SHPO requirements before applying for this project.** HUD no longer allows the removal and/or replacement of accessible playground equipment as an eligible project under this category. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03A
Authority	570.201 (c)
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SIDEWALKS

Program/Account #	172170-731745
Eligible Uses	Use this code when an activity is for sidewalk improvements including repairing sections of damaged sidewalk or sections of sidewalk raised by tree roots. Sidewalk improvements that include the installation of trash receptacles, trees, benches, and lighting should also be coded under 03L.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** If the sidewalk runs through low-income census tract block groups, the project is considered an areawide benefit activity. Low-income persons cannot be charged to recover CDBG funded capital costs to install or improve sidewalks in areas where CDBG funds are being used on an areawide basis for the sidewalk installation/improvement. CDBG funds recovered from persons who are not low income are considered program income. In all other areas, CDBG funds may only be used to pay the special assessments against low-income households for construction or improvement of the sidewalk. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03L
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities When sole purpose is to create curb cuts, report number of curb cuts using Public Facilities code. When creating curb cuts in conjunction with other sidewalk improvements, report number of people.
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SOLID WASTE DISPOSAL IMPROVEMENTS

Program/Account #	172170-730744
Eligible Uses	Use this code for any activity that describes the construction and/or rehabilitation of solid waste disposal facilities.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** This is an areawide benefit activity. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed.**
HUD Matrix Code	03H
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SPECIAL ASSESSMENTS

Program/Account #	172170-731815
Eligible Uses	Use this code for paying special assessments levied against low-income households in non-low-income census tract block groups for sewer, street, sidewalk, water, or drainage improvements. If infrastructure improvements are completed in low-income census tract block groups on an areawide benefit basis, communities may not levy a special assessment against low-income households for the CDBG funded portion of that project.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** The following procedures are required: Establish a Special Assessment District (SAD) by council or board resolution. Send notices to all households in the SAD stating that assessment assistance is available to income-qualified homeowners. Have interested homeowners complete an application including income verification. Set and state a specific application cutoff date. Assess for the improvement. Pay all or part of the special assessment for those homeowners who completed an application and are qualified to receive the benefit. The special assessment charge of all low-income homeowners must be paid first. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Environmentally Assessed**
HUD Matrix Code	Select either: 03I Flood and Drainage Facilities 03J Water/Sewer Improvements 03K Street Improvements 03L Sidewalks
Authority	570.201 (c)
National Objective	LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

STREET IMPROVEMENTS

Program/Account #	172170-731864
Eligible Uses	Use this code for street improvement projects that may include street drains, storm drains, curb and gutter work, tunnels, bridges, and the installation of street lights or signs. If sidewalks and trees will be installed as a peripheral part of a street improvement, the activity should still be coded as Street Improvements. Street improvements that include landscaping, street lights, and/or street signs (commonly referred to as "streetscapes") should also be coded 03K. See also the discussion above in 03J, Water/Sewer Improvements.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** If the street runs through low-income block groups, the project can be considered as areawide in those areas. You may not charge low-income persons to recover CDBG funded capital costs to install or improve streets in areas where CDBG funds are being used on an areawide basis for the street installation/improvement. CDBG funds recovered from persons who are not low-income are considered program income. In all other areas, CDBG funds may only be used to pay the special assessments levied against low-income households for construction or improvement of the street. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03K
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

TREE PLANTING

Program/Account #	172170-732021
Eligible Uses	Use this code for activities that are limited to tree planting (sometimes referred to as "beautification"). As noted under 03K and 03L, tree planting included as part of a streetscape activity should be coded 03K, and tree planting included as part of sidewalks should be coded 03L.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** Subsequent maintenance costs are not eligible. This is an areawide benefit activity. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	03N
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

WATER/SEWER IMPROVEMENTS

Program/Account #	172170-732114
Eligible Uses	Use this code for water/sewer improvements that include installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. All water/sewer projects undertaken with only minor or no street improvements should be coded as 03J. Repaving of streets is generally required as part of the installation of water/sewer improvements. However, if the activity is primarily for street improvements but involves some water/sewer improvements, the activity should be coded as 03K, Street Improvements. For example, an activity that involves paving 6 blocks of Main Street and installing 100 feet of new water lines in one of those blocks should be classified under 03K. Activities classified under the 03J code generally should not include flood and drainage facilities; flood and drainage facilities should be classified under 03I.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** If the water/sewer line runs under low-income block groups, consider the project as areawide. You may not charge low-income persons to recover CDBG funded capital costs to install or improve water/sewer lines in areas where CDBG funds are used on an areawide basis for the water/sewer line installation/improvement. CDBG funds recovered from persons who are not low-income are program income. In all other areas, CDBG funds may only pay the special assessments levied against low-income households for construction or improvement of the water/sewer line. This may include the water/sewer tap and related lines from the street to the homeowner property line only. The installation of lines and related plumbing from the property line to (and into) the home is classified as minor home repair or housing rehabilitation. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03J
Authority	570.201 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income. LMH – Low- income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PUBLIC SERVICES

PUBLIC SERVICES (BATTERED AND ABUSED SPOUSES)

Program/Account #	172160-730137-40620
HUD Matrix Code	05G
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code only for programs serving adults or families. If the activity is limited to serving abused and neglected children, classify the activity under 05N, Abused and Neglected Children.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This is a presumed benefit activity. This activity represents a County executed and administered one-year contract with HAVEN. HAVEN and Oakland County will agree to a per unit service cost and HAVEN will invoice the County quarterly for services provided. HAVEN will submit performance and **PERSON DBA REPORT** as required in the contract. The County will issue payment and at the end of the contract period any community balance will be expended for a 24-hour crisis hotline. HAVEN will report directly to the Community & Home Improvement Division and the Division will report accomplishments to the participating communities on a quarterly basis. The report will include a list of services rendered and cost for the quarter and year-to-date.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (DISABLED SERVICES)

Program/Account #	172160-730535
HUD Matrix Code	05B
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code to indicate services for persons with disabilities, regardless of age. Public services (including labor, supplies, and materials) directed toward improving services and facilities may include: Accessible Technologies (large print books, TDD machines) Recreation/education Employment
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This is a presumed benefit activity. Communities must develop an application and advertise the availability of disabled services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (EMERGENCY SERVICES - SUBSISTENCE PAYMENTS)

Program/Account #	172160-730571
HUD Matrix Code	05Q
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code for activities designed to provide one-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction. Public services include labor, supplies, and materials directed toward improving services.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are incom qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Communities must develop an application and advertise the availability of emergency services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. Housing/utility payments can last no more than three consecutive months per household or family. If an agency is hired to administer the activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (GENERAL - HOUSEKEEPING SERVICES)

Program/Account #	172160-730880
HUD Matrix Code	05
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code for projects to clean the interior of a home.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Communities must develop an application and advertise the availability of general – housekeeping services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer the activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (GENERAL - SAFETY AND REPAIR SERVICES)

Program/Account #	172160-731665
HUD Matrix Code	05
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code for small jobs that are less than $600 and can be completed in a reasonable time. A permit typically is not required for these projects and a local maintenance or handyman can complete these jobs.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Public services include labor, supplies, and materials directed toward improving services. Check with the local building department. Communities must develop an application and advertise the availability of general –safety & repair services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer the activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

Safety Devices		**Repair Services**	
Bed Aide/Commode	Jell Cushion	Cabinets & Countertops	Roof repair
Bells/Whistles/Room Monitors/Amps	Large Button Phone	Caulk Tub/Toilets/ Windows	Siding < 20 sq. ft.
Blood Pressure Monitors	Magnifying Glass/Sheet	Chimney	Sinks/Faucets/Fixture stops installed
Bottle/Jar Openers	Non-skid Tub	Elec Outlets/Switches/Cover Plates	Smoke/CO detectors installed
Canes	Mat/Strips	Floor repair	Stairs & Handrail
Laundry/Shopping Carts	Pill Boxes	Gutter/Downspout	Storm Doors installed
Clapper	Power Outlet Strip	Duct work/Pipe/Water heater insulation	Supply Lines
CO Detectors	Raised Toilet Seats	Light Bulbs change	Thermostats installed
Diapers/Pads	Reachers	Lock Sets & Dead Bolts installed	Toilets installed
First Aid Kits	Shower Chair/Transfer Bench	Patch < 2 sf holes in drywall/plaster	Tree Trimming
Flashing Telephones	Smoke Detector	Porch & Deck < 20 sf	Waste Lines
Flashlights/Night Lights	Talking Clock/Watch/Keychain		
Grab Bars installed	Wheelchairs/Walkers		
Hand Held Showers			

PUBLIC SERVICES (GENERAL - YARD SERVICES)

Program/Account #	172160-732170
HUD Matrix Code	05
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code for lawn service, snow removal, spring/fall yard clean up, gutter cleaning, tree trimming, and dangerous tree removal.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Public services include labor, supplies, and materials directed toward improving services and facilities. This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. If an agency is hired to administer the activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (HOUSING COUNSELING SERVICES)

Program/Account #	132210-702010
HUD Matrix Code	05U
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code for fair housing services (e.g., counseling on housing discrimination) and comprehensive housing counseling including mortgage default and foreclosure prevention counseling.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Public services include labor, supplies, and materials directed toward improving housing counseling services. Use this code to indicate funds for services are provided through the Oakland County Community & Home Improvement Housing Counseling Unit. Services include assistance with: • Preventing Mortgage or Property Tax Foreclosure • Reverse Mortgages for those Aged 62 or Older • Home Buying Process • Tenant Rights and Responsibilities • Credit and Budget Issues • Home Repairs, Subsidized Housing and Rental Assistance for Low-Income Households • Housing Discrimination • Preventing Homelessness • Referrals to various agencies for short-term help to prevent homelessness
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (LEGAL SERVICES)

Program/Account #	172160-731073
HUD Matrix Code	05C
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code for programs that provide legal aid to low-income persons. If legal services are solely to settle tenant/landlord disputes, use code 05K.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Public services (including labor, supplies, and materials) directed toward improving services. Communities must develop an application and advertise the availability of legal services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (SENIOR SERVICES)

Program/Account #	172160-731712
HUD Matrix Code	05A
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use code 05A for services that will be provided to elderly persons (e.g., meals-on- wheels, dial-a-ride). Also use this code for services provided for victims of Alzheimer's disease. Code 05A, Senior Services, or 05B, Services for the Disabled, may be used for activities that will provide services for both senior citizens and persons with disabilities if the activity is not intended primarily to serve one group rather than the other.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** This is a presumed benefit activity. Public services (including labor, supplies and materials) directed toward improving services and facilities including: • Equipment and furnishings • Meal programs either meals-on-wheels or congregate • Prescription drug programs • Arts and crafts workshops • Senior Day Care • Senior Center Staff Wages • Counseling • Resource advocacy • Recreation/education services tailored to seniors including nutrition, swim exercise, dance, tax preparation, Medicaid classes and enrichment classes • Transportation of seniors to recreational events • Senior Center newsletter (for those 62+ only) A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (TRANSPORTATION SERVICES)

Program/Account #	172160-732011
HUD Matrix Code	05E
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code for transportation services. Transportation services for a specific client group should be classified under the code for that client group; for example, use code 05A, Senior Services, for transportation services for the elderly.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Public services (including labor, supplies, and materials) directed toward improving services. This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Use Code 05E for all client groups. Use Code 05E to purchase/lease a vehicle for a transportation services program. (Vehicle maintenance is not eligible). Transportation services include: • Driver/dispatcher/staff wages • Communication devices • Vehicle signage Retrofitting an existing vehicle to improve access is also eligible. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Submit invoices/time reports to receive reimbursement for administrative, dispatcher, or driver wages. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

PUBLIC SERVICES (YOUTH SERVICES)

Program/Account #	172160-732185
HUD Matrix Code	05D
Authority	570.201 (e)
Environmental Code	**Exempt**
Eligible Uses	Use this code for services for teenagers that include, for example, recreational services limited to teenagers or a teen counseling program. If a counseling program is targeted for youth but includes counseling for the family as well, it may still be classified as a youth service if the focus is on counseling for youth. However, use 05L, Child Care Services, for services for children up to age 13, and 05N, Abused and Neglected Children, for services for abused children.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity is designed to serve clients who are from an income qualified household. Public services (including labor, supplies, and materials) directed toward improving services. Use Code 05D for services for youth from low-income families that include, for example, recreational services limited to teenagers or a teen-counseling program. If a counseling program is targeted for youth but includes counseling for the family as well, it may still be classified as a youth service if the focus is on counseling for youth. A current **HOUSEHOLD DBA REPORT** must be submitted with each invoice which indicates the income eligibility of the household. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
National Objective	LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HOUSING

During a review of a previous CDBG Application Guide, the U.S. Department of Housing and Urban Development Office of Fair Housing recommended that Oakland County provide additional information to subrecipients regarding eligible activities in support of affordable housing.

The following *Chapter 4 of HUD's Basically CDBG* provides detailed information on CDBG eligible homeownership and rental activities, guidance for grantees on documenting national objectives and guidance on complying with other federal requirements and program design considerations for grantees.

If your community is interested in using its CDBG allocation to support affordable housing activities please contact Carla Spradlin, Grant Compliance & Program Coordinator to discuss eligibility.

CHAPTER 4: HOUSING ACTIVITIES

CHAPTER PURPOSE & CONTENTS

This chapter provides detailed information on CDBG eligible homeownership and rental activities, guidance for grantees on documenting national objectives and guidance on complying with other federal requirements and program design considerations for grantees.

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4.1 Homeowner Rehabilitation

Homeowner rehabilitation is one of the most common community development programs administered nation-wide. CDBG funds provide a wide range of flexibility with rehabilitation of projects and design considerations. Grantees can choose to do emergency repair programs, spot rehabilitation or full house rehabilitation. This section reviews the eligible and ineligible activities under the CDBG program for homeowner rehabilitation.

Key Topics in This Section	✓ Eligible homeowner rehabilitation activities
Regulatory/Statutory Citations	Section 105(a)(4) §570.202
Other Reference Materials on This Topic	✓ CDBG Guide to National Objectives and Eligible Activities ♦ Chapter 2 ✓ HOME and CDBG Model Guide

✓ CDBG funds may be used to assist existing homeowners with the repair, rehabilitation, or reconstruction of owner-occupied units.

✓ Grantees have the flexibility under the CDBG Program to design repair and rehabilitation programs that meet the needs of their residents. Examples of the types of local programs that may be funded include:

- General programs aimed at rehabilitation of existing structures, including substantial rehabilitation programs, which typically bring the property up to local codes and standards.
- Special purpose programs, including:

- Energy efficiency programs aimed at improving the energy efficiency of homes through additional insulation, new windows and doors and other similar improvements;
- Handicapped accessibility programs through which improvements, such as installation of ramps and grab bars, are made to homes of persons with disabilities to make the home more accessible;
- Emergency repair programs that provide for the repair of certain elements of a housing unit in emergency situations, such as repairs to a roof that is leaking, but the whole house is not rehabilitated; and
- Weatherization programs aimed at improving a home's ability to withstand the elements, including insulation and weather-stripping.

✓ Rehabilitation to a single-family residential property that is also used as a place of business and is required to operate the business may be considered homeowner rehabilitation (as opposed to commercial rehabilitation) if the improvements provide general benefit to the residential occupants of the building.

– NOTE: Assistance to microenterprises for the establishment, stabilization, and expansion of microenterprises, which might include rehabilitation of a home that contains a microenterprise, may be eligible under the separate microenterprise activity category.

✓ Reconstruction is an eligible activity. While the CDBG regulations have not yet been amended to reflect this change, it is generally defined as follows:

– Reconstruction means demolishing and re-building a housing unit on the same lot in substantially the same manner.

– The number of housing units on the lot may not be increased as part of a reconstruction, however, the number of rooms in a unit may be increased or decreased.

– The number of housing units on the lot may be decreased to reduce density.

- Decreasing units may trigger the one-for one replacement of LMI income dwelling units at 24 CFR part 42, subpart C (see the Relocation Chapter for additional guidance).

– Reconstruction also includes replacing an existing substandard manufactured housing unit with a new or standard manufactured housing unit.

✓ Homeowner counseling programs for LMI persons may be funded by CDBG. A grantee may use CDBG to pay for homeowner counseling related to a HOME or CDBG homeowner rehabilitation program.

✓ CDBG can be used for grants, loans, loan guarantees, interest subsidies, or other forms of assistance to homeowners for the purpose of repairs, rehabilitation, or reconstruction.

✓ CDBG-eligible costs include:

– Labor and materials,

– Replacement of principal fixtures and components of existing structures;

– Water and sewer connections;

– Installation of security devices, including smoke detectors; and

– Conservation costs for water and energy efficiency;

- ✓ CDBG funds may be used for acquisition of property for an eligible rental housing project. CDBG may also be used to rehabilitate rental housing.
- ✓ In Rem housing--CDBG funds may also be used to make essential repairs and payment of operating expenses needed to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily LMI neighborhoods.
  - Note the LMI benefit national objective is met through the Area Benefit subcategory.
- ✓ Conversion of a closed building from one use to residential use (such as a closed school building to residential use) is also eligible.
- ✓ Grantees may provide assistance in the form of loans, grants, loan guarantees, interest subsidies and other forms of assistance for rental housing rehabilitation and acquisition/rehabilitation projects.
  - Eligible properties may be:
    - Publicly- or privately-owned; and
    - Residential or mixed use.
  - Eligible expenditures include:
    - Labor, materials and other rehabilitation costs;
    - Refinancing, if necessary and appropriate;
    - Energy efficiency improvements;
    - Utility connections;
    - Evaluating and treating lead-based paint; (NOTE: This is also eligible as a separate activity);
    - Conservation costs for water and energy efficiency;
    - Landscaping, sidewalks, and driveways when accompanied with other rehabilitation needed on the property;
    - Rehabilitation services (loan processing, work write-ups, inspections, etc.); and
    - Handicap accessibility improvements.
- ✓ Grantees may also develop facilities for persons with special needs and homeless shelters. However, in general, these facilities are categorized under CDBG as public facilities and not housing.
- ✓ New construction of rental housing by a CBDO is eligible provided the construction activity is carried out as part of a neighborhood revitalization, community economic development, or energy conservation project.
- ✓ Grantees may provide support for the development of new rental housing as an eligible activity. See the new construction section below for more information.
- ✓ CDBG funds can be used to compensate property owners for the loss of rental income incurred while holding, for temporary periods, housing units for the relocation of households displaced by CDBG activities.

4.4 New Construction

CDBG funds can be used for new construction but only in very limited circumstances. This section reviews the eligible activities under the CDBG program for new construction housing activities.

Key Topics in This Section	✓ Eligible new construction activities
Regulatory/Statutory Citations	Section 105(a)(15) §570.204, §570.207(b)(3)
Other Reference Materials on This Topic	✓ CDBG Guide to National Objectives and Eligible Activities ♦ Chapter 2 ✓ HOME and CDBG Model Guide

✓ Generally, new construction of housing is not eligible under the CDBG program. However, the regulations allow for certain eligible entities to carry out this activity on behalf of the grantee (570.204(c)).

- This entity is known as Community Based Development Organization or CBDO.
- The eligible groups include neighborhood-based organizations, section 301(d) Small Business Investment Companies (SBICs), local development corporations (LDCs), and some Community Housing Development Organizations (CHDOs).
- These development organizations must meet the definition outlined in Section 105(a)(15) of the Housing and Community Development Act and §570.204 of the regulations to be considered eligible to undertake such activities.
- These organizations must be undertaking a neighborhood revitalization, community economic development or energy conservation project in order to use CDBG for new construction. Note that new housing construction carried out by an eligible CBDO must be part of a larger effort to revitalize the neighborhood (i.e., a plan for the community's revitalization efforts based on a comprehensive plan, not just for the sake of the CDBG project).
- See chapter 2 for more information about the types of organizations that qualify as CBDOs.

✓ Grantees may also provide support for the development of new housing as an eligible activity. "Support" refers to:

- Acquisition by the grantee or public or private nonprofit entities;
- Site clearance and assemblage; and
- Site improvements (if in public ownership).

✓ Finally, grantees may use CDBG funds to construct new housing under the last resort provisions of the URA (24 CFR Part 42, subpart I). This is housing that the grantee has determined must be constructed in order to provide suitable replacement housing for persons to be displaced by a contemplated CDBG project, subject to the Uniform Act, and where the project is prevented from proceeding because the required replacement housing is not available otherwise. Note: Under this provision, national objective compliance is based on the activity that caused the displacement rather than the income of the occupants.

4.5 Services in Connection with Housing

CDBG is flexible in allowing services to be provided to persons and households. CDBG funds may be used to pay costs in support of activities eligible for funding under the HOME program. This section details the services that provided in connection with housing activities.

Key Topics in This Section	✓ Eligible housing services activities
Regulatory/Statutory Citations	Section 105(a)(20); §570.201(k)
Other Reference Materials on This Topic	✓ CDBG Guide to National Objectives and Eligible Activities ♦ Chapter 2 ✓ HOME and CDBG Model Guide

✓ Services that are related to housing activities may qualify under several eligibility categories of the CDBG regulations, including:

- As a public service activity (e.g., a housing counseling program) if the activity meets the public service eligibility criteria. (Note, however, the amount of CDBG funds used for public service activities may not exceed the 15 percent cap.);
- As part of a CDBG-funded housing activity (e.g., preparing work specifications for CDBG-funded rehabilitation projects), generally referred to as a program delivery cost; and
- CDBG funds may be used to pay for program administration of the HOME program (under 570.206).
- As a separate eligibility category (under 570.201(k)) when the housing activities are linked to providing services to owners, tenants, contractors or other entities participating in or seeking to participate in the grantee's HOME Program. Eligible services under this category include:
  - Housing counseling;
  - Energy auditing;
  - Preparation of work specifications;
  - Loan processing;
  - Inspections;
  - Tenant selection; and
  - Management of tenant-based rental assistance (TBRA) programs.

4.6 Ineligible Activities

Although CDBG is very flexible in its approach to housing activities, some activities cannot be funded. This section highlights ineligible activities related to housing.

Key Topics in This Section	✓ Ineligible activities
Regulatory/Statutory Citations	§570.207
Other Reference Materials on This Topic	✓ CDBG Guide to National Objectives and Eligible Activities ♦ Chapter 2 ✓ HOME and CDBG Model Guide

- ✓ CDBG funds cannot be used to subsidize or assist the new construction of housing, *unless* carried out by a CBDO, as part of certain kinds of projects. Note that activities, which support the development of housing for LMI households (e.g., clearance, site improvements, and public facilities), are eligible for CDBG assistance under other eligibility categories.
- ✓ CDBG may not be used to guarantee mortgage financing directly, and grantees may not provide such guarantees directly.
- ✓ CDBG funds may not be used to provide on-going income payments such as paying for a tenant's rent or a household's mortgage. The only exceptions to this are:
  - Income payments that are provided as a loan; or
  - Income payments that are emergency in nature and do not exceed three consecutive months.
- ✓ The purchase of construction equipment is generally ineligible. However, the purchase of tools to be part of a "tool-lending" rehabilitation program is eligible. Compensation for the use of construction equipment through leasing, depreciation or other use allowances (described in the OMB circulars) is allowable provided the activity is otherwise eligible.

4.7 National Objectives for Housing Activities

All CDBG activities must meet a national objective in order to be eligible to use CDBG funds. This requires that all housing activities must qualify as meeting one of the three national objectives of the program and meet specific tests for benefiting LMI persons, preventing or eliminating slums or blight and meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. This section is set up by national objective and then lists the different housing activities that are applicable to that particular national objective.

Key Topics in This Section	✓ LMI Area Benefit ✓ LMI Limited Clientele ✓ Slum/Blight Area and Spot Basis ✓ Urban Renewal Completion ✓ Urgent Needs
Regulatory/Statutory Citations	Section 101(c)(2), 104(b), 105(c) §570.208
Other Reference Materials on This Topic	✓ CDBG Guide to National Objectives and Eligible Activities ♦ Chapter 3

4.7.1 National Objective Summary Chart

✓ The following chart summarizes the national objective options related to housing activities. The text below provides additional details. For a complete copy of the matrix codes and national objectives chart, please see the IDIS chapter of this manual.

National Objective (N = Not Allowed)									
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG
05R	Homeownership Assistance (not direct)	N	N		N		N	N	
05S	Rental Housing Subsidies	N	N		N		N	N	
05T	Security Deposits	N	N		N		N	N	
05U	Housing Counseling	N		N	N	N	N	N	N
12	Construction of Housing	N	N		N		N		
13	Direct Homeownership Assistance	N	N		N	N	N	N	N
14A	Rehab; Single Unit Residential	N	N		N				
14B	Rehab; Multi-Unit Residential	N	N		N				
14C	Public Housing Modernization	N	N		N				
14D	Rehab: Other Publicly Owned Residential Buildings	N	N		N				
14F	Energy Efficiency Improvements	N	N		N				
14G	Acquisition for Rehabilitation	N	N		N				
14H	Rehabilitation Administration								
14I	Lead Based Paint/Hazards Test/Abatement	N	N		N				
16A	Residential Historic Preservation	N	N		N				N

EMERGENCY REHAB (REHAB SINGLE UNIT RESIDENTIAL)

Program/Account #	172170-730569
Eligible Uses	Use this code for loans and grants for the rehabilitation of privately owned homes. **NOTE:** Under CDBG, single family means one-unit structures. Emergency Rehab must conform to Oakland County guidelines and are exempt from State of MI Lead Based Paint requirements. This is a strictly income-qualified project, so homes owned by low-income persons anywhere in the community can be served. Documentation of income eligibility must be kept on file. If the repair is more substantial, refer the homeowner to the Oakland County Home Improvement Program for assistance. A current **HOUSEHOLD DBA REPORT** must be submitted with each invoice. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Project to repair sudden malfunctions of essential systems in the home such as furnaces, septic systems, and water systems, must be executed specifying services, duration, cost, etc.
Environmental Code	**Categorically Excluded**
HUD Matrix Code	14A
Authority	570.202
National Objective	LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	**Housing Units**
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOUSING REHABILITATION (REHAB; SINGLE UNIT RESIDENTIAL)

Program/Account #	132290-730898
Eligible Uses	Use this code for loans and grants for the rehabilitation of privately owned homes. **NOTE:** Under CDBG, single family means one-unit structures. Funding for this activity is transferred to the Oakland County Home Improvement Program. Communities cannot specify that funds be invested in their community.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Projects to bring the homes of low-income persons up to decent, safe, and sanitary conditions per local building codes and Universal Property Condition Standards (UPCS).
Environmental Code	**Categorically Excluded**
HUD Matrix Code	14A
Authority	570.202
National Objective	LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	**Housing Units**
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

MINOR HOME REPAIR (REHAB; SINGLE UNIT RESIDENTIAL)

Program/Account #	172170-731227
Eligible Uses	Use this code for loans and grants for the rehabilitation of privately owned homes. **NOTE:** Under CDBG, single family means one-unit structures. Less extensive repairs (no more than $5,000) to a home that do not necessarily bring it up to Universal Property Condition Standards (UPCS).
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Minor Home Repairs must conform to Oakland County guidelines and State of MI Lead Based Paint requirements. **This is a strictly income qualified project.** **Documentation of income eligibility must be kept on file.** A current **HOUSEHOLD DBA REPORT** must be submitted with each invoice. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	14A
Authority	570.202
National Objective	LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

Minor Home Repairs include the following:	
Clean, adjust, test and replace furnaces	Replace defective windows (see LBP provisions)
Replace water heaters	Install storm doors and/or storm windows
Replace garbage disposals	Replace roofs, downspouts, gutters and siding
Replace toilets	Tuckpoint chimneys
Replace shower heads and tub/laundry/kitchen faucets	Paint interior & exterior of homes built after 1978 (see LBP provisions)
Repair water and waste lines	Remove large items or large amounts of debris from and around home
Rod sewer lines	Remove architectural barriers
Change electrical services	Correct single code violations
Replace defective light fixtures	Repair sidewalk and driveway tripping hazards
Install switches and light at entry ways	Replace wall/ceiling plaster/drywall (See LBP provisions)
Replace accessible defective wiring	Connect residences to municipal water and/or sewer
Replace entrance doors (see LBP provisions)	Install battery operated or hard-wired smoke detectors
Replace porch decks, stairs and handrails	One-time insect/vermin extermination
Reinforce porches	Dangerous tree or limb removal

MOBILE HOME MINOR HOME REPAIR (MHMHR) (REHAB; SINGLE UNIT RES)

Program/Account #	172170-731227-40620
Eligible Uses	Use this code for loans and grants for the rehabilitation of privately owned mobile homes. Less extensive repairs (no more than $5,000) to a mobile home that do not necessarily bring it up to Universal Property Condition Standards (UPCS). **NOTE:** Under CDBG, single family means one-unit structures. The Community & Home Improvement Division will contract with Oakland Livingston Human Service Agency as a sole source provider to administer a MHMHR Program. Participating community may allocate CDBG funds to upgrade designated mobile homes.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Eligible Communities-** Participating communities with multiple mobile home parks should prioritize and specify park(s) to align funding with need. **Eligible Applicants-** Applicants must own the unit being repaired, income qualify, and require eligible repairs. **Eligible Income -** Income guidelines are based on Federal Government Poverty Guidelines issued each February with income limits set at 150% of poverty. **Maximum Grant per Unit-** $5,000 **Eligible Repairs-** Roof replacement, furnace repair/replacement, hot water heater repair/replacement, ADA ramps, minor plumbing leaks, park violations, skirting, and safety repairs. Other repairs may be made on a case by case basis. No lead repairs are eligible. **Application Process-** Clients are served on a first-come, first-served basis as determined by OLHSA's receipt of a complete application. No customer will be served until the application and eligibility process is completed. **Emergency Needs-** This is not an Emergency Program- For heating emergencies (NO HEAT 11/1-4/1), OLHSA will make every effort to refer customers to emergency programs and on a case-by-case basis make every effort to address no-heat situations. **Program Promotion-** Participating communities, OLHSA and the County will promote the program. **One Contract-** Participating communities will designate funds for the MHMHR for Oakland County Community & Home Improvement to provide to OLHSA in one single contract. The contract will include a list of participating communities and funds provided. OLHSA will reserve $5,000 of a community's funding per local applicant. Priority will be given to current, approved weatherization customers from each community who need the eligible CDBG funded items. **No Waiting Lists-** When OLHSA receives enough completed applications from any community to encumber its share of the funds, OLHSA will notify the community that any additional applicants will be told that there are no funds available until the next grant period. Customers can re-apply when the new grant year begins. There will be no long term waiting list because the application documentation will no longer be current. **Reporting-** OLHSA will report directly to the Community & Home Improvement Division and participating communities on a quarterly basis. The report will include a list of the number of units to be done in each community according to funding received, and the number and cost of completed units in each community for the quarter and year-to-date. A copy of the contract listing each community and allocation amount and quarterly productivity reports will be provided to each community for local files.

MOBILE HOME MINOR HOME REPAIR (MHMHR) (REHAB; SINGLE UNIT RES) continued

Notes	**Contract Payments-** OLHSA will request payment directly from Oakland County. Funds will be paid directly through Community & Home Improvement using funds allocated by participating communities. Contract Duration- The contract duration and service delivery period will be one year. At the end of the contract period, any community that has not generated the appropriate number of referrals will be notified. If no applicants are forth coming, all balances from the participating communities will be expended to serve approved applicants from any eligible area on a first come, first served basis. Residual Balances- At any time during the program, when the balance of a community's funds reaches $500 or less, this balance will become part of the program general fund and used to serve customers from any eligible municipality. These customers will be served on a first come, first served basis determined by the receipt of a completed application. Every effort will be made to expend funds within the contributing community. Administrative Costs- 15% of the total grant will be available for OLHSA administrative purposes including income eligibility determination, file documentation, inspection process, bid process and contractor oversight, quality control, invoicing, tracking, and reporting.		
Environmental Code	**Categorically Excluded**	**HUD Matrix Code**	14A
Authority	570.202		
National Objective	LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.	**Accomplishment Type**	Housing Units
Performance Objective	Provide Decent Affordable Housing	**Performance Outcome**	Affordability

REHAB OTHER PUBLICLY OWNED RESIDENTIAL BUILDINGS

Program/Account #	172170-731602
Eligible Uses	Use this code for housing activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households that are owned by a public entity other than a Public Housing Agency.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project.** Only certain limited improvements are eligible such as the installation of heating, ventilation, and air conditioning systems. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	14D
Authority	5 70.202
National Objective	LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOUSING REHABILITATION ADMINISTRATION

Program/Account #	132280-731605
Eligible Uses	Use this code for all activity delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples of these include architectural, engineering, appraisal, and other professional services; preparation of work specifications and work write-ups; loan processing and loan origination fees; surveys, site, and utility plans; application processing; and other fees involving housing rehabilitation. The costs of administering one or more rehabilitation programs may be classified as separate activities or they may be included as part of the total cost of each rehabilitation activity. Similarly, activities such as "rehabilitation counseling" may be included as part of housing rehabilitation activities coded 14A -14D and 14F. When housing rehabilitation administration is classified in the 14 series, a national objective must be identified.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Documents such as monthly time reports are required.
Environmental Code	**Exempt**
HUD Matrix Code	14H
Authority	570.202
National Objective	Not Applicable (N/A)
Accomplishment Type	Not Applicable (N/A)
Performance Objective	Not Applicable (N/A)
Performance Outcome	Not Applicable (N/A)

OTHER PROJECTS

CLEARANCE AND DEMOLITION

Program/Account #	172170-730345
Eligible Uses	Use this code for activities that involve the clearance or demolition of buildings and improvements, or the movement of structures to other sites.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project.** Must document as vacant at least one year and slum/blight condition and condemnation of structure as necessary. This project can take place anywhere in the community. The community must provide the following information (per structure) before starting the project: property address, location map, photographs, statement signed by the local building official that the structure meets the State of MI Definition of Blight, description signed by the local building official of the specific conditions detrimental to public health and safety which will be corrected by demolishing the structure, signed certification that the structure, if residential in nature, has been vacant for at least one year, signed approval to demolish, and demolition agreement. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	04
Authority	570.201 (d)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income. SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

CODE ENFORCEMENT

Program/Account #	172170-730310
Eligible Uses	Use this code for the payment of salaries/fringes directly related to the enforcement of local codes. Use this code only for payment of costs associated with property inspection and follow-up action, such as legal proceedings. If CDBG funds will be used to correct code violations, use the appropriate rehabilitation code.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This is an areawide benefit activity. Communities should refer clients to the Oakland County Home Improvement Program so that low-income persons can correct violations cited under CDBG funded code enforcement without being unduly burdened financially. Time reports must be submitted to receive reimbursement for this activity. Provide the number of inspections when requesting reimbursement. This account can also be used for payment of costs associated with dumpster rental for biennial neighborhood cleanup days in low-income eligible (area wide benefit) areas.
Environmental Code	**Exempt**
HUD Matrix Code	15
Authority	570.202 (c)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income.
Accomplishment Type	People/Housing Units/Businesses/Organizations Report People when Code Enforcement consists of inspecting privately-owned vacant lots and/or tagging abandoned vehicles. When Code Enforcement includes inspection of multiple types of property, report Housing Units in the proposed and actual unit's fields and report number of People, Businesses and/or Organizations inspected, as appropriate, in Accomplishments Narrative.
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

INTERIM ASSISTANCE

Program/Account #	172170-TBD
Eligible Uses	CDBG funds may be used for certain activities on an interim basis, provided that the activities meet a national objective. There are two subcategories of interim assistance activities: (1) The first subcategory covers limited improvements to a deteriorating area as a prelude to permanent improvements. To qualify under this subcategory: The area must be exhibiting objectively determinable signs of physical deterioration. The grantee must determine that immediate action is needed to arrest the deterioration and that permanent improvements will be undertaken as soon as practicable. Documentation of this determination must be maintained. The activities that may be carried out with CDBG funds under this subcategory are *limited* to: (A) Repair of: streets, sidewalks, public buildings, parks and playgrounds, and publicly-owned utilities. (B) The execution of *special* (i.e., beyond that normally provided): garbage, trash, and debris removal, including neighborhood cleanup campaigns. The second subcategory covers activities to alleviate an emergency condition. To qualify under the second subcategory: The grantee's chief executive officer must determine that emergency conditions threatening the public health and safety exist in the area and require immediate resolution. Documentation of that determination must be maintained. The activities that may be carried out with CDBG funds under this subcategory are *limited* to: activities eligible under the first subcategory, except for the repair of parks and playgrounds; clearance of streets, including snow removal and similar activities; and improvements to private properties. These activities may not go beyond what is necessary to alleviate the emergency condition.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility before applying for this project. Contact Mike Pucher (248) 858-0196 when compiling bids/specs.** Because activities carried out under this category might otherwise be either ineligible or subject to the cap on Public Services, it is critical that the grantee maintain the documentation that is called for above to make the activities eligible as Interim Assistance.
Environmental Code	**Exempt**
HUD Matrix Code	06
Authority	570.201(f)(1) 570.200(e) 570.201(f)(2)
National Objective	LMA – Low-income area benefit: the service area identified for activities is at least 40.81% low-income. SBA - Slum/blight area basis: activities that address conditions of blight or physical decay located in a designated slum/blight area.
Accomplishment Type	People/Businesses/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

NON- RESIDENTIAL HISTORIC PRESERVATION

Program/Account #	172170-731280
Eligible Uses	Use this code for any non-residential historic building that will be rehabilitated. Examples include the rehabilitation of an historic building for use by an historic preservation society, the renovation of an historic building for use as a museum, or the renovation of an historic building for use as a neighborhood facility.
Project Service Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Carla Spradlin at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project.** Historic preservation is eligible on a spot slum/blight basis. Historic preservation within public facilities requires pre-planning. **Contact Carla Spradlin at (248) 858-5312 for further consultation.** Documented evidence of blight and decay on the exterior of the building is required. Project plans and a historic preservation profile are required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted. **Contact Mike Pucher at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Cherri Janeczek at (248) 858-1191 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	16B
Authority	570.202 (d)
National Objective	SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

Holly Township
Board of Trustees – Regular Meeting
Minutes of October 17, 2018

Call to Order: Supervisor Kullis called the regular meeting of the Holly Township Board of Trustees to order at 6:40 p.m. Located at the Karl Richter campus, Holly Area Schools Board Room, 920 E. Baird St, Holly Michigan.

Pledge of Allegiance

Roll Call:

Members Present:
George Kullis, Supervisor
Mark Freeman, Treasurer
Pat Feeney, Trustee
Karin Winchester, Clerk
Steve Ruth, Trustee

Others Present:
Amy Fowlkes, Code Enforcement Officer

CONSENT AGENDA:

1. Agenda Approval.
2. Approval of Regular Meeting Minutes – September 19, 2018.
3. Approval of Financial Statement – October 2018.
4. Approval of Bills for Payment – October 2018.
5. Receipt of Routine Reports:
    A. N.O.C.F.A. Minutes – August 16, 2018 / No Sept Mtg.
    B. Planning Commission Minutes – September 4, 2018.
    C. Building Permits – September 2018.
    D. Treasurer's Annual and Quarterly Report – September 30, 2018.
6. Set Public Hearings: November 21, 2018 at 6:30 or as soon as possible thereafter on 2019 Community Development Grant Application.
7. Communications: None.

Agenda Approval:

Bring #6 down from Consent Agenda to New Business, as #2 and move everything else down.

- **Clerk Winchester made a motion to approve the Consent Agenda as amended. Trustee Ruth supported the motion. A roll call vote was taken; all those present voted yes; the motion carried by a 5/0 vote.**

Public Hearings: None.

Presentation: None.

Reports:

Trustee Feeney asked if Planning Commissioner Tony Engelberg could report on the last Planning Commission meeting. Commissioner Engelberg reported that a public hearing had been set for the Wind Ordinance. The dumpster ordinance was tabled until they could ask further questions of Amy Fowlkes, Code Enforcer. The chicken ordinance is in the works of being updated.

Supervisor Kullis reported that a meeting was held regarding the Fish Lake Rd home up for demo. Phragmites have been sprayed green which means they have been treated. This is a three-year process. The Land Division Act is being worked on to correct problems. Riviera Shores held a meeting regarding the options for repaving the road. Moonlight Drive created a petition that needs 51% of resident's signatures to move forward. The cemetery contract for landscaping was executed and it was cleaned up. They are still waiting for the deed to the property near the cemetery, so they can add fencing. The tree contract for the Farmstead was awarded, they will start work in November. The Farmstead contractor and engineer need to work out a few more details of the project and should start work next week.

Public Comment on Agenda Items Only: N.A.

Old Business:

1. **Industrial Facilities District for Shannon Precision Fasteners – Set Public Hearing.**

The public hearing date was set for the next meeting, November 21, 2018 at 6:30pm.

- **Clerk Winchester made a motion to approve the Public Hearing date. Supervisor Kullis supported the motion. A voice vote was taken; all those present voted yes; motion carried 5/0.**

New Business:

1. **Township Hall Appraisal.**

A special workshop was held to gather public input on the appraisal, and no one showed up. The Township Board would like an appraisal done.

- **Treasurer Freeman made a motion to obtain three bids for the appraisal. Trustee Feeney supported the motion. A voice vote was taken; all those present voted yes; motion carried 5/0.**

2. **Set Public Hearings: November 21, 2018 at 6:30 or as soon as possible thereafter on 2019 Community Development Block Grant Application.**

The public hearing date was set for the next meeting, November 21, 2018 at 6:30pm.

- **Trustee Feeney made a motion to approve the public hearing date. Clerk Winchester supported the motion. A voice vote was taken; all those present voted yes; motion carried 5/0.**

3. **2018-2019 Holly Area Youth Assistance Contract.**

This is for the annual contract renewal and is for $2,625.00.

- **Clerk Winchester made a motion to approve the 2018-2019 Holly Area Youth Assistance Contract. Trustee Feeney supported the motion. A roll call vote was taken; all those present voted yes; motion carried 5/0.**

4. **Amendment to Policies and Procedures – Proposed Resolution 2018-17.**

- **Supervisor Kullis made a motion to accept the Amendment to Policies and Procedures – Proposed Resolution 2018-17. Trustee Feeney supported the motion. A roll call vote was taken; all those present voted yes; motion carried 5/0.**

5. **Grand Blanc Water and Sewer Agreement for Extension of Services to Shannon Precision Fasteners.**

- **Supervisor Kullis made a motion Grand Blanc Water and Sewer Agreement for Extension of Services to Shannon Precision Fasteners. Treasurer Freeman supported the motion. A voice vote was taken; all those present voted yes; motion carried 5/0.**

6. **Genesee County Water and Sewer Agreement for Extension of Services to Shannon Precision Fasteners.**

This will be tabled until there are further discussions to answer some lingering questions.

- **Clerk Winchester made a motion to postpone this until additional information is received. Trustee Feeney supported the motion. A voice vote was taken; all those present voted yes; motion carried 5/0.**

7. **Dawson Tire.**

The bank is providing paperwork on the loan information for the remodel, which is already done. Clerk Winchester suggested a letter of understanding be done by the Township Attorney regarding who is in order of importance, the mortgage company or the Township? The Township should be listed first over the mortgage company.

- **Clerk Winchester made a motion to approve the letter to the Nebraska State Bank by the Township Attorney. Trustee Ruth supported the motion. A roll call vote was taken; all those present voted yes; motion carried 5/0.**

Public Comment – Non-agenda: N.A.

Adjournment

Supervisor Kullis, hearing no other business, adjourned the meeting at 7:28 pm.

_____

Courtney Scian
Recording Secretary

Holly Township
Board of Trustees – Special Workshop Meeting
Minutes of October 4, 2018

Call to Order: Supervisor George Kullis called the October 4, 2018 Workshop Meeting of the Holly Township Board of Trustees to order at 6:30 p.m. at the Karl Richter campus, Holly Area Schools Board Room, 920 E. Baird St, Holly Michigan.

Roll Call:

Members Present:
George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Mark C. Freeman, Treasurer
Patrick Feeney, Trustee
Steve Ruth, Trustee

Public Comment – None.

Business:

1. Township Hall Purchase Offer Workshop.

The board discussed the purchase offer on the Township Hall and concluded that an appraisal should be done.

Public Comment: None.

Adjournment: Supervisor Kullis, hearing no other business, adjourned the meeting at 7:10 p.m.

Karin Winchester, MMC
Holly Township Clerk

FINANCIAL STATMENT

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 10/31/2018 NORMAL (ABNORMAL	ACTIVITY FOR MONTH 10/31/2018 INCREASE (DECREA	AVAILABLE BALANCE NORMAL (ABNORMAL	% BDGT USED
Fund 249 - BUILDING						
Revenues						
Dept 000 - GENERAL						
249-000-476-000	BUILDING LICENSES & PERMITS	95,000.00	38,846.22	9,242.54	56,153.78	40.89
249-000-664-000	INTEREST	75.00	0.00	0.00	75.00	0.00
Total Dept 000 - GENERAL		95,075.00	38,846.22	9,242.54	56,228.78	40.86
TOTAL REVENUES		95,075.00	38,846.22	9,242.54	56,228.78	40.86
Expenditures						
Dept 371 - BUILDING INSPECTION						
249-371-740-000	OPERATING EXPENSES	15,075.00	1,570.78	22.75	13,504.22	10.42
249-371-802-000	BUILDING INSPECTOR	35,000.00	8,434.58	1,356.94	26,565.42	24.10
249-371-803-000	ELECTRICAL INSPECTOR	15,000.00	5,098.80	1,829.40	9,901.20	33.99
249-371-804-000	MECHANICAL INSPECTOR	15,000.00	5,721.00	1,636.20	9,279.00	38.14
249-371-805-000	PLUMBING INSPECTOR	15,000.00	2,641.85	1,285.80	12,358.15	17.61
Total Dept 371 - BUILDING INSPECTION		95,075.00	23,467.01	6,131.09	71,607.99	24.68
TOTAL EXPENDITURES		95,075.00	23,467.01	6,131.09	71,607.99	24.68
Fund 249 - BUILDING:						
TOTAL REVENUES		95,075.00	38,846.22	9,242.54	56,228.78	40.86
TOTAL EXPENDITURES		95,075.00	23,467.01	6,131.09	71,607.99	24.68
NET OF REVENUES & EXPENDITURES		0.00	15,379.21	3,111.45	(15,379.21)	100.00
BEG. FUND BALANCE		75,034.06	75,034.06			
NET OF REVENUES/EXPENDITURES - 2017-18			38,592.91		38,592.91	
END FUND BALANCE		75,034.06	129,006.18			
TOTAL REVENUES - ALL FUNDS		1,765,017.00	168,244.45	38,203.55	1,596,772.55	9.53
TOTAL EXPENDITURES - ALL FUNDS		1,765,017.00	588,945.12	58,153.60	1,176,071.88	33.37
NET OF REVENUES & EXPENDITURES		0.00	(420,700.67)	(19,950.05)	420,700.67	100.00
BEG. FUND BALANCE - ALL FUNDS		1,611,181.20	1,611,181.20			
END FUND BALANCE - ALL FUNDS		1,611,181.20	1,444,679.17			

FINANCIAL STATMENT

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 10/31/2018 NORMAL (ABNORMAL	ACTIVITY FOR MONTH 10/31/2018 INCREASE (DECREA	AVAILABLE BALANCE NORMAL (ABNORMAL	% BDGT USED
Fund 206 - FIRE AND EMERGENCY SPECIAL ASSESSMENT						
Revenues						
Dept 000 - GENERAL						
206-000-410-000	CURRENT TAX COLLECTION	593,957.00	0.00	0.00	593,957.00	0.00
206-000-664-000	INTEREST	350.00	72.37	0.00	277.63	20.68
206-000-694-000	TRANSFER FROM FUND BALANCE	55,000.00	0.00	0.00	55,000.00	0.00
Total Dept 000 - GENERAL		649,307.00	72.37	0.00	649,234.63	0.01
TOTAL REVENUES		649,307.00	72.37	0.00	649,234.63	0.01
Expenditures						
Dept 206						
206-206-740-000	OPERATING EXPENSES	800.00	0.00	0.00	800.00	0.00
206-206-802-000	CONTRACTED SERVICES	535,000.00	268,000.00	0.00	267,000.00	50.09
206-206-971-000	CAPITAL OUTLAY - FIRE HYDRANTS/WELL	113,507.00	0.00	0.00	113,507.00	0.00
Total Dept 206 - EXPENSES		649,307.00	268,000.00	0.00	381,307.00	41.27
TOTAL EXPENDITURES		649,307.00	268,000.00	0.00	381,307.00	41.27
Fund 206 - FIRE AND EMERGENCY SPECIAL ASSESSMENT:						
TOTAL REVENUES		649,307.00	72.37	0.00	649,234.63	0.01
TOTAL EXPENDITURES		649,307.00	268,000.00	0.00	381,307.00	41.27
NET OF REVENUES & EXPENDITURES		0.00	(267,927.63)	0.00	267,927.63	100.00
BEG. FUND BALANCE		331,318.49	331,318.49			
NET OF REVENUES/EXPENDITURES - 2017-18			66,485.07		66,485.07	
END FUND BALANCE		331,318.49	129,875.93			

PERIOD ENDING 10/31/2018

FINANCIAL STATMENT

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 10/31/2018 NORMAL (ABNORMAL	ACTIVITY FOR MONTH 10/31/2018 INCREASE (DECREA	AVAILABLE BALANCE NORMAL (ABNORMAL	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-410-702-000	SALARIES	600.00	0.00	0.00	600.00	0.00
101-410-715-000	SOCIAL SECURITY	100.00	0.00	0.00	100.00	0.00
101-410-802-000	SALARIES	500.00	0.00	0.00	500.00	0.00
101-410-830-000	DUES, SUBS & TUITION	500.00	270.00	0.00	230.00	54.00
101-410-860-000	MILEAGE REIMBURSEMENT	200.00	0.00	0.00	200.00	0.00
Total Dept 410 - BOARD OF APPEALS		1,900.00	270.00	0.00	1,630.00	14.21
Dept 450 - PUBLIC WORKS						
101-450-520-000	CEMETERY	5,000.00	1,190.00	740.00	3,810.00	23.80
101-450-521-000	CLEANUP DAYS	15,000.00	0.00	0.00	15,000.00	0.00
101-450-930-000	ROAD GRAVEL	25,000.00	0.00	0.00	25,000.00	0.00
101-450-930-002	ROAD MAINT.-CHLORIDE	73,235.00	73,234.13	0.00	0.87	100.00
Total Dept 450 - PUBLIC WORKS		118,235.00	74,424.13	740.00	43,810.87	62.95
Dept 660 - COMMUNITY SERVICES						
101-660-844-000	YOUTH ASSISTANCE	2,625.00	0.00	0.00	2,625.00	0.00
Total Dept 660 - COMMUNITY SERVICES		2,625.00	0.00	0.00	2,625.00	0.00
TOTAL EXPENDITURES		1,020,635.00	297,478.11	52,022.51	723,156.89	29.15
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,020,635.00	129,325.86	28,961.01	891,309.14	12.67
TOTAL EXPENDITURES		1,020,635.00	297,478.11	52,022.51	723,156.89	29.15
NET OF REVENUES & EXPENDITURES		0.00	(168,152.25)	(23,061.50)	168,152.25	100.00
BEG. FUND BALANCE		1,204,828.65	1,204,828.65			
NET OF REVENUES/EXPENDITURES - 2017-18			149,120.66		149,120.66	
END FUND BALANCE		1,204,828.65	1,185,797.06			

FINANCIAL STATMENT

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 10/31/2018 NORMAL (ABNORMAL	ACTIVITY FOR MONTH 10/31/2018 INCREASE (DECREA	AVAILABLE BALANCE NORMAL (ABNORMAL	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 254 - DEPUTY TREASURER		43,018.00	14,216.26	3,554.07	28,801.74	33.05
Dept 255 - GENERAL OFFICE STAFF						
101-255-703-000	SALARIES - CODE ENFORCE/ASSIST TO SUPERV	28,560.00	9,520.00	2,380.00	19,040.00	33.33
101-255-704-000	SALARIES - ZONING ADMINISTRATION	8,000.00	3,333.34	666.67	4,666.66	41.67
101-255-715-000	SOCIAL SECURITY	3,700.00	983.27	233.07	2,716.73	26.57
101-255-830-000	DUES, SUBS & TUITION	2,000.00	20.00	20.00	1,980.00	1.00
101-255-860-000	MILEAGE REIMBURSEMENT	700.00	0.00	0.00	700.00	0.00
101-255-861-000	LODGING & MEALS	600.00	0.00	0.00	600.00	0.00
Total Dept 255 - GENERAL OFFICE STAFF		43,560.00	13,856.61	3,299.74	29,703.39	31.81
Dept 265 - TOWN HALL						
101-265-850-000	TELEPHONE	4,800.00	725.20	0.00	4,074.80	15.11
101-265-920-000	UTILITIES	10,000.00	2,239.41	649.61	7,760.59	22.39
101-265-930-000	MAINTENANCE & REPAIRS	20,000.00	9,268.74	6,036.00	10,731.26	46.34
101-265-931-000	FARMSTEAD MAINTENANCE & REPAIRS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 265 - TOWN HALL		39,800.00	12,233.35	6,685.61	27,566.65	30.74
Dept 289 - GENERAL SERVICES						
101-289-719-000	PENSION	28,000.00	9,650.30	2,395.91	18,349.70	34.47
101-289-720-000	HEALTH/LIFE INSURANCE	75,000.00	24,520.25	4,739.26	50,479.75	32.69
101-289-726-000	OPERATING EXPENSES	25,000.00	8,266.49	3,524.46	16,733.51	33.07
101-289-801-000	ACCOUNTANT	15,000.00	3,300.00	0.00	11,700.00	22.00
101-289-802-000	CONTRACTED SERVICES	1,500.00	275.00	0.00	1,225.00	18.33
101-289-804-000	ATTORNEY	45,000.00	6,478.68	2,431.68	38,521.32	14.40
101-289-816-000	COMPUTER MAINTENANCE	30,000.00	6,856.00	1,759.00	23,144.00	22.85
101-289-820-000	ORDINANCE CODIFICATION	5,000.00	350.00	0.00	4,650.00	7.00
101-289-830-000	DUES, SUBS & TUITION	6,000.00	5,168.76	0.00	831.24	86.15
101-289-900-000	LEGAL NOTICES	5,500.00	2,304.28	900.92	3,195.72	41.90
101-289-910-000	INSURANCE	12,000.00	10,151.00	(989.00)	1,849.00	84.59
101-289-955-000	MISCELLANEOUS	10,964.00	2,460.00	2,460.00	8,504.00	22.44
101-289-971-000	TO CAPITAL PROJECT FUND	60,000.00	0.00	0.00	60,000.00	0.00
101-289-972-000	TO CAPITAL PROJECT FUND - ROADS	13,000.00	0.00	0.00	13,000.00	0.00
Total Dept 289 - GENERAL SERVICES		331,964.00	79,780.76	17,222.23	252,183.24	24.03
Dept 400 - PLANNING, ZONING AND CODE ENFORCEMENT						
101-400-702-000	PLANNING COMMISSION SALARIES	9,500.00	1,705.00	0.00	7,795.00	17.95
101-400-715-000	SOCIAL SECURITY	0.00	130.41	0.00	(130.41)	100.00
101-400-811-000	PLANNER SERVICES	25,000.00	6,450.00	0.00	18,550.00	25.80
101-400-812-000	ENGINEER SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
101-400-830-000	DUES, SUBS & TUITION	3,000.00	1,646.05	133.00	1,353.95	54.87
101-400-860-000	MILEAGE REIMBURSEMENT	700.00	90.48	46.20	609.52	12.93
Total Dept 400 - PLANNING, ZONING AND CODE ENFORCEMENT		43,200.00	10,021.94	179.20	33,178.06	23.20
Dept 410 - BOARD OF APPEALS						

FINANCIAL STATMENT

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 10/31/2018 NORMAL (ABNORMAL	ACTIVITY FOR MONTH 10/31/2018 INCREASE (DECREA	AVAILABLE BALANCE NORMAL (ABNORMAL	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 209 - EXPENSES		86,000.00	0.00	0.00	86,000.00	0.00
Dept 215 - CLERK						
101-215-702-000	SALARIES	60,437.00	20,145.68	5,036.42	40,291.32	33.33
101-215-715-000	SOCIAL SECURITY	4,600.00	1,541.15	385.28	3,058.85	33.50
101-215-830-000	DUES, SUBS & TUITION	2,000.00	160.00	0.00	1,840.00	8.00
101-215-860-000	MILEAGE REIMBURSEMENT	700.00	0.00	0.00	700.00	0.00
101-215-861-000	LODGING & MEALS	600.00	0.00	0.00	600.00	0.00
Total Dept 215 - CLERK		68,337.00	21,846.83	5,421.70	46,490.17	31.97
Dept 216 - DEPUTY CLERK						
101-216-702-000	SALARIES	34,818.00	11,606.00	2,901.50	23,212.00	33.33
101-216-715-000	SOCIAL SECURITY	2,700.00	887.86	221.97	1,812.14	32.88
101-216-830-000	DUES, SUBS & TUITION	500.00	0.00	0.00	500.00	0.00
101-216-860-000	MILEAGE REIMBURSEMENT	200.00	0.00	0.00	200.00	0.00
Total Dept 216 - DEPUTY CLERK		38,218.00	12,493.86	3,123.47	25,724.14	32.69
Dept 230 - COMMUNITY DEVELOPMENT						
101-230-803-000	COMMUNITY DEVELOPMENT BLOCK GRANT	15,954.00	0.00	0.00	15,954.00	0.00
Total Dept 230 - COMMUNITY DEVELOPMENT		15,954.00	0.00	0.00	15,954.00	0.00
Dept 247 - BOARD OF REVIEW						
101-247-702-000	SALARIES	2,500.00	124.00	0.00	2,376.00	4.96
101-247-715-000	SOCIAL SECURITY	350.00	9.47	0.00	340.53	2.71
101-247-830-000	DUES, SUBS & TUITION	200.00	0.00	0.00	200.00	0.00
101-247-860-000	MILEAGE REIMBURSEMENT	200.00	0.00	0.00	200.00	0.00
Total Dept 247 - BOARD OF REVIEW		3,250.00	133.47	0.00	3,116.53	4.11
Dept 253 - TREASURER						
101-253-702-000	SALARIES	60,437.00	20,145.68	5,036.42	40,291.32	33.33
101-253-715-000	SOCIAL SECURITY	4,600.00	1,541.15	385.29	3,058.85	33.50
101-253-830-000	DUES, SUBS & TUITION	2,000.00	40.00	0.00	1,960.00	2.00
101-253-860-000	MILEAGE REIMBURSEMENT	700.00	0.00	0.00	700.00	0.00
101-253-861-000	LODGING & MEALS	600.00	0.00	0.00	600.00	0.00
Total Dept 253 - TREASURER		68,337.00	21,726.83	5,421.71	46,610.17	31.79
Dept 254 - DEPUTY TREASURER						
101-254-702-000	SALARIES	34,818.00	11,606.00	2,901.50	23,212.00	33.33
101-254-715-000	SOCIAL SECURITY	2,700.00	1,010.26	252.57	1,689.74	37.42
101-254-720-000	HEALTH OPT OUT PAYMENT	4,800.00	1,600.00	400.00	3,200.00	33.33
101-254-830-000	DUES, SUBS & TUITION	500.00	0.00	0.00	500.00	0.00
101-254-860-000	MILEAGE REIMBURSEMENT	200.00	0.00	0.00	200.00	0.00

REVENUE AND EXPENDITURE REPORT FOR HOLLY TOWNSHIP

PERIOD ENDING 10/31/2018

FINANCIAL STATMENT

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 10/31/2018 NORMAL (ABNORMAL	ACTIVITY FOR MONTH 10/31/2018 INCREASE (DECREA	AVAILABLE BALANCE NORMAL (ABNORMAL	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - GENERAL						
101-000-410-000	CURRENT TAX COLLECTION	291,740.00	501.36	82.00	291,238.64	0.17
101-000-415-000	PENALTIES & INTEREST	1,000.00	0.00	0.00	1,000.00	0.00
101-000-423-000	MOBILE HOME FEES	1,143.00	0.00	0.00	1,143.00	0.00
101-000-445-000	SCHOOL COLLECTION	53,435.00	21,211.25	21,211.25	32,223.75	39.70
101-000-447-000	ADMINISTRATIVE FEE	89,784.00	78,106.10	1,259.84	11,677.90	86.99
101-000-479-000	ANIMAL LICENSES	100.00	0.00	0.00	100.00	0.00
101-000-501-000	COMMUNITY DEVELOPMENT	15,954.00	0.00	0.00	15,954.00	0.00
101-000-574-000	STATE SHARED REVENUES	430,000.00	0.00	0.00	430,000.00	0.00
101-000-622-000	ZONING FEES	750.00	16.00	0.00	734.00	2.13
101-000-623-000	MINING FEES	6,703.00	0.00	0.00	6,703.00	0.00
101-000-624-000	PLANNING FEES	2,250.00	1,750.00	940.00	500.00	77.78
101-000-627-000	COPIES & PRINTED MATERIALS	150.00	195.80	4.80	(45.80)	130.53
101-000-664-000	INTEREST	4,850.00	(5,941.32)	(487.80)	10,791.32	(122.50)
101-000-676-000	FRANCHISE FEES	62,276.00	180.90	180.90	62,095.10	0.29
101-000-684-000	CONTRACT PAYMENTS	60,000.00	15,000.00	5,000.00	45,000.00	25.00
101-000-685-000	MISCELLANEOUS	500.00	18,305.77	770.02	(17,805.77)	3,661.15
Total Dept 000 - GENERAL		1,020,635.00	129,325.86	28,961.01	891,309.14	12.67
TOTAL REVENUES		1,020,635.00	129,325.86	28,961.01	891,309.14	12.67
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-702-000	SALARIES	6,200.00	1,470.00	0.00	4,730.00	23.71
101-101-715-000	SOCIAL SECURITY	500.00	112.46	0.00	387.54	22.49
101-101-830-000	DUES, SUBS & TUITION	2,000.00	0.00	0.00	2,000.00	0.00
101-101-860-000	MILEAGE REIMBURSEMENT	700.00	0.00	0.00	700.00	0.00
Total Dept 101 - TOWNSHIP BOARD		9,400.00	1,582.46	0.00	7,817.54	16.83
Dept 171 - SUPERVISOR						
101-171-702-000	SALARIES	60,437.00	20,145.68	5,036.42	40,291.32	33.33
101-171-715-000	SOCIAL SECURITY	4,900.00	1,663.55	415.89	3,236.45	33.95
101-171-720-000	HEALTH OPT OUT PAYMENT	4,800.00	1,600.00	400.00	3,200.00	33.33
101-171-830-000	DUES, SUBS & TUITION	2,000.00	91.00	0.00	1,909.00	4.55
101-171-860-000	MILEAGE REIMBURSEMENT	700.00	0.00	0.00	700.00	0.00
101-171-861-000	LODGING & MEALS	600.00	0.00	0.00	600.00	0.00
Total Dept 171 - SUPERVISOR		73,437.00	23,500.23	5,852.31	49,936.77	32.00
Dept 191 - ELECTIONS						
101-191-740-000	OPERATING EXPENSES	9,000.00	5,672.87	522.47	3,327.13	63.03
101-191-802-000	SALARIES	24,400.00	5,718.51	0.00	18,681.49	23.44
Total Dept 191 - ELECTIONS		33,400.00	11,391.38	522.47	22,008.62	34.11
Dept 209 - EXPENSES						
101-209-802-000	ASSESSING CONTRACT	86,000.00	0.00	0.00	86,000.00	0.00

NORTH OAKLAND COUNTY FIRE AUTHORITY
November 19, 2018

The following firefighters and guests were present.

Assistant Chief Matt Weil
Captain Tim Seal
Assistant Chief Smith
Charles Hainstock, PHP
Ann Bradley

Chairperson Winchester called the regular meeting of the North Oakland County Fire Authority to order at 3:00 P.M. at Rose Township Offices, 9080 Mason St., Holly, MI.

Roll Call: Present – P. Gambka, D. Curtis. K. Winchester, G. Kullis, Chief Lintz.

Absent –None.

Excused - D. Scheib-Snider.

Moved by Kullis, seconded by Gambka, motion carried, to excuse D. Scheib-Snider from the meeting on October 18, 2019.

CONSENT AGENDA APPROVAL

Moved by Kullis, seconded by Gambka, motion carried, to approve the following items under the consent agenda:

Proposed agenda for October 18, 2018 with the addition of New Business D. Resolution 2018-01,
Approval of meeting minutes of the regular meeting on August 16, 2018
General Fund Revenue and Expense Report Year to Date
Equipment Replacement Fund Revenue and Expense Report Year to Date
Funds Available as of 9/30/2018

- Checking Account $ 197,068.33
- Statement Savings Account $ 130,871.06
- Capital Replacement Savings Account $ 73,331.66
- Bills for Payment 8/16/2018-10/18/2018 $416,373.24
- Cost of Payroll (8/16/18-10/18/2018 $138,546.87
- August and September 2018 Run Reports
- Accounts Receivable Report, Medical - $ 47,381.55, Fire - $6,111.40 as of 9/30/2018
- Aging Accounts Turned Over to Collections as of 9/30/18 - $ 78,343.73

Voting yes –Kullis, Gambka, Winchester, Curtis.
Voting no – None.
Excused – Scheib-Snider.

PRESENTATION

Charles Hainstock from PHP was present to present the FY 2018 Audit Report.

Moved by Curtis, seconded by Kullis, motion carried, to approve the FY 2018 Audit Report.
Voting yes – Curtis, Kullis, Winchester, Gambka.

Voting no – None.
Excused – Scheib-Snider.

OLD BUSINESS-There was no old business.

NEW BUSINESS

Approval of Full Time Employee MOU Agreement

Moved by Curtis, seconded by Kullis, motion carried, to accept the MOU (Memorandum of Understanding) Agreement.
Voting yes – Curtis, Kullis, Winchester, Gambka.
Voting no – None.
Excused – Scheib-Snider.

Submittal of Fire Chief's Performance Review for 2018
Chief Lintz submitted his performance review for consideration at the next meeting.

Discuss Multiple Incident Increase
Chief Lintz called to the board's attention the increase in multiple incidents at the same time and discussed possible ways to ease these situations.

Resolution 2018 -01

Moved by Curtis, seconded by Gambka, motion carried, to adopt resolution 2018-01 – Uncollectable Receivables from Medical Runs and Fire Billings (Cost Recovery).
Voting yes – Curtis, Gambka, Kullis, Winchester.
Voting no – None.
Excused – Scheib-Snider.

Reports

Incident Run Data for August-total- 85, Holly Twp- 48, Rose Township -24, I-75 -5, out of district- 8 and September- total -97, Holly Twp -43, Rose Township- 41, I-75 -4, out of district -9.

Chief Lintz reported that the open house on October 13 had a good turnout. He stated that the department has been turned down for the 2017 AFG grant to be used for heart monitors but a generous donation from the Stuart Harding II Foundation of 150K was used to purchase the heart monitors. The new ambulance is in service and the pole barn is all finished. He indicated that the first quarter of this fiscal year has been costly in terms of building maintenance.

Rose Township –No report.
Holly Township –Reported that he had been at the accident on N. Holly Road.
Citizen At Large –D. Curtis announced to the board that he is resigning as citizen at large as of January.
PUBLIC COMMENTS - There was no public comment.

ADJOURNMENT
The meeting was adjourned at 4:25 P.M Patricia A. Walls, Recording Secretary

Holly Township
Planning Commission – Regular Meeting
Minutes of October 02, 2018

Call to Order: Chairman Engelberg called the regular meeting of the Holly Township Planning Commission to order at 6:34 p.m. At the Karl Richter Community Center, Holly Area Schools Board Room, 920 E. Baird St, Holly Michigan.

Pledge of Allegiance

Roll Call:

Members Present:
Tony Engelberg, Chairman
Stacey Steckley, Commissioner
Pat Feeney, Commissioner
AC Alrey, Commissioner
Glen Mitchell, Commissioner

Others Present:
Mike Deem, Township Planner
Karin Winchester, Clerk

Members Absent:
Ted Gurski, Commissioner
Lloyd Kernen, Commissioner

- **Commissioner Alrey made a motion to excuse the absence of Commissioner Gurski and Commissioner Kernen. Commissioner Mitchell supported the motion. A voice vote was taken, all those present voted yes; the motion carried by a 5/0 vote.**

Agenda Approval:

The date of the next Planning Commission meeting has been changed from Tuesday November 6, to Thursday November 8, 2018 to accommodate Election Day.

- **Commissioner Mitchell made a motion to approve the agenda. Commissioner Steckley supported the motion. A voice vote was taken, all those present voted yes; the motion carried by a 5/0 vote.**

Public Comment – Agenda Items Only:

Melinda Hoffman, 16073 Fish Lake Rd, addressed the Board.

Public Hearings: N.A.

Approval of Minutes – September 04, 2018.

Page 3, under the Wind Ordinance, delete the motion. No motion was made.

AC wants the record to show he had a report, but he passed when asked for a report.

- **Commissioner Mitchell made a motion to approve the minutes as amended. Commissioner Steckley supported the motion. A voice vote was taken, all those present voted yes; the motion carried by a 5/0 vote.**

Communications: None.

Old Business:

1. **Wind Energy Ordinance.**

Mike Deem, Township Planner, reviewed the ordinance draft. Discussion ensued. Chairman Engelberg encourages the Commission to do research on anything outstanding they wish to discuss at the next meeting.

- **Chairman Engelberg made a motion to set a Public Hearing for the November 8th Planning Commission Meeting. Commissioner Steckley supported the motion. A roll call vote was taken, all those present voted yes; the motion carried by a 5/0 vote.**

2. **Blight Ordinance – Dumpsters.**

Mike Deem, Township Planner, reviewed draft ordinance language options. Discussion ensued.

- **Commissioner Mitchell made a motion to table this discussion until the next meeting when the Code Enforcer, Amy Fowlkes, can answer any questions they have. Commissioner Steckley supported the motion. A roll call vote was taken, Pat Feeney voted no; all the rest present voted yes; motion carried by a 4/1 vote.**

3. **Amendment to Animal Ordinance - Chickens.**

Mike Deem, Township Planner, reviewed the current ordinance language and possible updates. Discussion ensued. He will create a map showing parcels that are over an acre to help with the next discussion. The thought is that the ordinance should be based on acreage, rather than specific zoning areas.

New Business: None.

Reports:

Commissioner Alrey reported that he attended the Beyond the Road 2018 MPA regional meeting today and passed out information to the Commission. The Planning Commission should be representing each geographical area of the Township, including the business sector, when making future appointments. There are 2 commissioner terms ending in December. He would like the Chairman to keep track of this information.

Chairman Engelberg reported that he appreciates the spirit and discussions the Commission has. As

well as the fact that they can have good, relevant dialogue on any topics necessary and can work together to get things done.

Public Comment:

Melinda Hoffman, 16073 Fish Lake Rd, addressed the Board.

The Commission agreed to give her more time to let her finish her statement.

Angie Lemon, 116 College St, addressed the Board.
Monica Pechota, 16049 Tucker, addressed the Board.

Adjournment
Chairman Engelberg, hearing no other business; adjourned the meeting at 8:31 pm.

_____
Courtney Scian
Recording Secretary

Revenue Totals Report

11/15/2018

Record Type	Exact Type	Category	Description	Entries	Amount
Permit	Building	Registration Fee	Registration - Builder	1	15.00
Permit	Building	Residential	POLE BARNS OVER 3000 SQ FT	1	990.00
Permit	Building	Residential	Res, Addition	3	478.94
Permit	Building	Residential	Res, Garage	1	118.35
Permit	Building	Residential	Res, Porch/Deck/Balcony	3	135.00
Permit	Building	Residential	Residental New SF	1	575.25
Permit	Building	Standard Item	Base fee	5	375.00
Permit	Electrical	Inspection	NEW SF DWELLING UP TO 200 AMPS	6	1,650.00
Permit	Electrical	License Fee	Registration - Electrical	4	60.00
Permit	Electrical	Service	Service, 15 thru 200 amps	3	105.00
Permit	Electrical	Standard Item	A/C Unit	1	10.00
Permit	Electrical	Standard Item	Circuit	2	49.00
Permit	Electrical	Standard Item	Dishwasher	1	16.00
Permit	Electrical	Standard Item	Fixture/Device	2	21.00
Permit	Electrical	Standard Item	Motor, 1 - 20 KVA/HP	2	30.00
Permit	Electrical	Standard Item	PERMIT BASE FEE	11	825.00
Permit	Mechanical	Air Handler	Unit Heater	6	(40.00)
Permit	Mechanical	Cooling	CENTRAL A/C UP TO 8 HP	4	90.00
Permit	Mechanical	Heating	GAS OR SOLID FUEL MANUFACT FIREP	2	50.00
Permit	Mechanical	Inspection	Inspection, Additional	1	65.00
Permit	Mechanical	License Fee	Registration - Mechanical	3	(15.00)
Permit	Mechanical	Piping	Piping, Gas, per Outlet	6	32.00
Permit	Mechanical	Standard Item	FUEL BURNING EQUIPMENT	2	90.00
Permit	Mechanical	Standard Item	Humidifier	1	15.00
Permit	Mechanical	Standard Item	LPG Tanks Permit Fee	2	100.00
Permit	Mechanical	Standard Item	Permit Base Fee	11	525.00
Permit	Mechanical	Standard Item	Res, New SF Dwelling	4	500.00
Permit	Plumbing	Standard Item	Fixture	3	40.00
Permit	Plumbing	Standard Item	Meter, Water	2	20.00
Permit	Plumbing	Standard Item	Permit Base Fee	3	225.00
Permit	Plumbing	Standard Item	Res, New SF Dwelling	2	550.00
Permit	Solicitors Perm	Registration Fee	Solicitors Fee	2	135.00
			Totals	**101**	**7,835.54**

Population: All Records

Transaction.DateToPostOn Between 10/1/2018 12:00:00 AM AND 10/30/2018 11:59:59 PM

Township of Holly
Mark C. Freeman, Treasurer
102 Civic Drive
Holly, MI 48442
Phone: 248 634-9331 Ext. 302
FAX: 248 634-5482

TREASURER'S QUARTERLY REPORT

MCL 129.96 AND PUBLIC ACT 213 OF 2007 AMENDMENT

TO: ALL HOLLY TOWNSHIP BOARD MEMBERS

FROM: MARK C. FREEMAN, HOLLY TOWNSHIP TREASURER

SUBJECT: INVESTMENT UPDATE

DATE: AS OF 09/30/18

TOTAL HOLLY TOWNSHIP GENERAL FUND: $626,340.90 (EXCLUDING INTEREST) TOTAL FUND BALANCE IS INVESTED WITH MULTI-BANK SECURITIES, INC.

TOTAL HOLLY TOWNSHIP CAPITAL PROJECT FUND: $511,316.49 (EXCLUDING INTEREST) TOTAL FUND BALANCE IS INVESTED WITH MULTI-BANK SECURITIES, INC.

TOTAL HOLLY TOWNSHIP LIBRARY FUND: $522,237.79 (EXCLUDING INTEREST) TOTAL FUND BALANCE IS INVESTED WITH MULTI-BANK SECURITIES, INC.

TOTAL HOLLY TOWNSHIP PARKS AND RECREATION FUND: $215.45 (EXCLUDING INTEREST) TOTAL FUND BALANCE IS INVESTED WITH MULTI-BANK SECURITIES, INC.

ALL FUNDS ARE INVESTED IN CERTIFICATES OF DEPOSIT OR THE MONEY MARKET AND ARE FULLY INSURED BY THE F.D.I.C.

FULL REPORTS FROM MULTI-BANK SECURITIES, INC. ARE AVAILABLE UPON REQUEST FROM THE TOWNSHIP CLERK.

ALL INTEREST REPORTED IN ANNUAL TREASURER'S REPORT IN OCTOBER EACH YEAR.

TOTAL ANNUAL INTEREST IS ADDED TO THE FUND BALANCE REPORT AT THE END OF EACH FISCAL YEAR.

SUBMITTED BY

MARK C. FREEMAN
HOLLY TOWNSHIP TREASURER

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482

Holly Township
102 Civic Drive
Holly, MI 48442
(248) 634-9331

George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Mark Freeman, Treasurer
Patrick Feeney, Trustee
Steve Ruth, Trustee

RESOLUTION 2018-18
A RESOLUTION TO ESTABLISH AN INDUSTRIAL FACILITIES DISTRICT

WHEREAS, Act 198 of the Public Acts of 1974 (MCL 207.551 et.seq.), as amended, authorizes the Holly Township Board of Trustees to establish an Industrial Development District; and

WHEREAS, the Township of Holly has given written notice by certified mail to the owner of the real property with the proposed Industrial Facilities District and of the public hearing on the establishment of the proposed district; and

WHEREAS, a public hearing was held on November 21, 2018 at which the owners of the real property within the proposed Industrial Development District and all residents and taxpayers of Holly Township were afforded the opportunity to be heard; and

WHEREAS, the Holly Township Board of Trustees deems it to be in the best interest of the township to establish the Industrial Development District as proposed;

NOW THEREFORE BE IT RESOLVED by the Holly Township Board of Trustees that parcel of land, parcel ID# 01-01-301-054, situated in the Township of Holly is established as an Industrial Development District pursuant to the provisions of Act 198 of the Public Acts of 1974 (MCL 207.551 et.seq.) to be known as the Holly Township Industrial Development District.

Motion made by and supported by adopt the forgoing resolution.

Upon roll call vote, the following voted:

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482

Holly Township
102 Civic Drive
Holly, MI 48442
(248) 634-9331

George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Mark Freeman, Treasurer
Patrick Feeney, Trustee
Steve Ruth, Trustee

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 21st day of November, 2018, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

ARTICLE IV. - DANGEROUS BUILDINGS[4]

Sec. 8-91. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dangerous buildings means a building or structure, residential or otherwise, that has one or more of the following defects or is in one or more of the following conditions:

(1) A door, aisle, passageway, stairway, or other means of exit does not conform to the approved fire code, or building code of the township in which the building or structure is located.

(2) A part of the building or structure is damaged by fire, wind, flood, or other cause so that the structural strength or stability of the building or structure is appreciably less than it was before the catastrophe and the building or structure does not meet the minimum requirements of Public Act No. 167 of 1917 (MCL 125.401 et seq.), or the single state construction code.

(3) A part of the building or structure is likely to fall, become detached or dislodged, or collapse and injure persons or damage property.

(4) A part of the building or structure has settled to such an extent that walls or other structural portions of the building or structure have materially less resistance to winds than is required in the case of new construction by Public Act No. 167 of 1917 (MCL 125.401 et seq.), or the single state construction code.

(5) The building or structure, or a part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, or the removal or movement of some portion of the ground necessary for the purpose of support, or for other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building is likely to fall or give way.

(6) The building or structure or any portion of the building or structure is manifestly unsafe for the purpose for which it is used.

(7) The building or structure is damaged by fire, wind, or flood, or is dilapidated or deteriorated and become an attractive nuisance to children who might play in the building or structure to their danger, or becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful or immoral act.

(8) A dwelling, because of dilapidation, decay, damage, or faulty construction or arrangement or otherwise, is unsanitary or unfit for human habitation, is in a condition

determined by the health officer to be likely to cause sickness or disease, or is likely to injure the health, safety, or general welfare of the people living in the dwelling.

(9) A building or structure is vacant, dilapidated, and open, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.

(10) A building or structure remains unoccupied for a period of 180 consecutive days or longer, and is not listed as being available for sale, lease, or rent with a real estate broker licensed under article 25 of the occupational code, Public Act No. 299 of 1980 (MCL 339.2501 et seq.). This subsection does not apply to either of the following:

a. A building or structure as to which the owner or agent does both of the following:

1. Notifies the township ordinance enforcement officer that the building or structure will remain unoccupied for a period of 180 consecutive days. The notice shall be given to the township ordinance enforcement officer by the owner or agent not more than 30 days after the building or structure becomes unoccupied.

2. Maintains the exterior of the building and structure and adjoining grounds in accordance with Public Act No. 167 of 1917 (MCL 125.401 et seq.), or the single state construction code.

b. A secondary dwelling of the owner that is regularly unoccupied for a period of 180 days or longer each year, if the owner notifies the township ordinance enforcement officer that the dwelling will remain unoccupied for a period of 180 consecutive days or more each year. An owner who has given notice prescribed by this subsection shall notify the township ordinance enforcement officer not more than 30 days after the dwelling no longer qualifies for this exception. As used in this subsection the term "secondary dwelling" means a building or structure such as a vacation home, hunting cabin, or summer home, that is occupied by the owner or a member of the owner's family during part of a year.

Hearing officer means the individual appointed by the township supervisor in accordance with the provisions of Public Act No. 167 of 1917 (MCL 125.401 et seq.), to conduct dangerous buildings hearings pursuant to this article.

(Ord. No. 85, § II, 12-17-2002)

Cross reference— Definitions generally, § 1-2.

Sec. 8-92. - Notice of dangerous building.

(a) *Issuance of notice.* Notwithstanding any other provision of this article, if a building or structure is found to be a dangerous building, the township building official shall issue a notice that the building or structure is a dangerous building.

(b) *Service and posting of notice.* This notice shall be served on the owner, agent, or lessee that is registered with the township building department under the provisions of section 125 of Public Act No. 167 of 1917 (MCL 125.525). "If an owner, agent, or lessee is not registered under that section, the notice shall be served on each owner of, or party in interest of the building or structure in whose name the property appears on the last township tax assessment records, or by a title search received by the township from a licensed title company, if the township, in its sole discretion, determines that a title search is desirable in a particular instance."

(c) *Contents of notice.* The notice shall specify the time and place of a hearing on whether the building or structure is a dangerous building. The person to whom the notice is directed shall have the opportunity to show cause at the hearing why the hearing officer should not order the building or structure to be demolished, otherwise made safe, or properly maintained.

(d) *Filing notice.* The township building official shall file a copy of the notice that the building or structure is a dangerous building with the hearing officer.

(Ord. No. 85, § III, 12-17-2002)

Sec. 8-93. - Proceedings before hearing officer.

(a) *Testimony.* At the hearing, the hearing officer shall take testimony of the township building official, the owner of the property, and any interested party.

(b) *Decision of hearing officer.* Not more than five days after completion of the hearing, the hearing officer shall render a decision either closing the proceeding or ordering the building or structure demolished, otherwise made safe, or properly maintained. If the hearing officer determines that the building or structure should be demolished, otherwise made safe, or properly maintained, the hearing officer shall so order, fixing a time in the order for the owner, agent, or lessee to comply with the order. If the building is a dangerous building under subsection (10) of the definition of "dangerous building" in section 8-91, the order may require the owner or agent to maintain the exterior of the building and adjoining grounds owned by the owner of the building including, but not limited to, the maintenance of lawns, trees, and shrubs.

(c) *Failure to comply with order.* If the owner, agent, or lessee fails to appear or neglects or refuses to comply with the order issued under section 8-93(b), the hearing officer shall file a report of the findings and a copy of the order with the township board not more than five days after noncompliance by the owner and request that necessary action be taken to enforce the order. A copy of the findings and order of the hearing officer shall be served on the owner, agent, or lessee in the manner prescribed in section 8-92.

(Ord. No. 85, § IV, 12-17-2002; Ord. of 1-21-2003, § 1)

Sec. 8-94. - Proceeding before township board.

(a) *Date and notice of hearing.* The township board shall fix a date not less than 30 days after the hearing prescribed in section 8-93, for a hearing on the findings and order of the hearing officer and shall give notice to the owner, agent, or lessee in the manner prescribed in section 8-93 of the time and place of the hearing.

(b) *Hearing.* At the hearing, the owner, agent, or lessee shall be given the opportunity to show cause why the order should not be enforced. If the township board approves or modifies the order, the township board shall take all necessary action to enforce the order. If the order is approved or modified, the owner, agent, or lessee shall comply with the order within 60 days after the date of the hearing under this subsection. In the case of an order of demolition, if the township board determines that the building or structure has been substantially damaged by fire, wind, flood, or other natural disaster, and the cost of repair of the building or structure will be greater than the state equalized value of the building or structure, the owner, agent, or lessee shall comply with the order of demolition within 21 days after the date of the hearing under this subsection.

(c) *Decision of township board.* Following the hearing, the township board shall either approve, disapprove, or modify the order. If the township board approves or modifies the order, the township board shall take all necessary actions to implement the order.

(d) *Enforcement of order.* If the order is approved or modified, the owner, agent, or lessee shall comply with the order within 21 days after the date of the hearing under subsection (a) of this section. The 21-day period may be extended at the discretion of the township supervisor or township building official if that individual in their sole discretion determines that the owner is proceeding in good faith to comply with the terms of the order.

(e) *Demolition by township.* Except for those circumstances set forth in subsection (d) of this section, in the case of an order of demolition, if the owner, agent, or lessee fails to apply for a demolition permit and remove the structure and all debris within 30 days of the date of the hearing set forth in subsection (b) of this section, the township board or its agents or contractors may enter onto the property and take all necessary actions to implement the order, including actual demolition and removal of the debris.

(Ord. No. 85, § V, 12-17-2002; Ord. of 1-21-2003, § I)

Sec. 8-95. - Cost of demolition, collection, lien.

(a) *Reimbursement of costs.* The cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure, or grounds adjoining the building or structure incurred by the township to bring the property into conformance with this article shall be reimbursed to the township by the owner or party in interest in whose name the property appears on the last township tax assessment records, or by the title search if the

township has elected, pursuant to section 8-92(b), to secure a title search. The cost described in this section shall include all administrative costs incurred by the township in the dangerous building proceedings including, without limitation, postage cost, meeting fees, title search fees, photographic costs, and employee salaries and benefits.

(b) *Notification of costs lien.* The owner or party in interest in whose name the property appears on the last township tax assessment record, or by a title search received by the township pursuant to section 8-92(b), shall be notified by the township clerk of the amount of the cost of the demolition, of making the building safe, or maintaining the exterior of the building or structure or grounds adjoining the building or structure by certified mail, return receipt requested, at the address shown. If the owner or party in interest fails to pay the cost within 30 days after mailing by the clerk of the notice of the amount of cost, the township shall have a lien for the cost incurred by the township to bring the property into conformance with this article.

(c) *Court action to collect reimbursement.* In addition to other remedies under this article or provided by law, the township may bring action against the owner of the building or structure for the full cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure. The township shall have a lien on the property for the amount of the judgment obtained pursuant to this subsection.

(d) *Enforcement against other assets of owners, lien.* A judgment in an action brought pursuant to subsection (c) of this section may be enforced against assets of the owner other than the dangerous building or structure. The township shall have a lien for the amount of the judgment obtained pursuant to subsection (c) of this section against the owner's interest in all real property located in the state that is owned in whole or in part by the owner of the building or structure against whom the judgment is obtained.

(e) *Lien effect and priority.* Any lien provided for in this matter shall:

(1) Be collected and treated in the same manner as provided for property taxes under the general property tax act, Public Act No. 206 of 1893 (MCL 211.1 et seq).

(2) Not take effect until notice of the lien is filed or recorded as provided by law.

(3) Not have priority over prior filed or recorded liens and encumbrances.

(4) Be filed and recorded at the office of the county register of deeds.

(5) Take effect immediately upon recording.

(Ord. No. 85, § VI, 12-17-2002)

Sec. 8-96. - Penalty for violation of article.

A violation of this article shall be deemed to be a municipal civil infraction.

(Ord. No. 85, § VII, 12-17-2002)

Sec. 8-97. - Appeal.

An owner aggrieved by any final decision or order of the township board pursuant to this article may appeal the decision or order to the circuit court of the county by filing a petition for an order of superintending control within 20 days from the date of the decision.

(Ord. No. 85, § VIII, 12-17-2002)

Secs. 8-98—8-130. - Reserved.

STATE OF MICHIGAN
COUNTY OF OAKLAND
TOWNSHIP OF HOLLY

In regards to the Matter of the structures located at:

1. **16364 Fish Lake Rd, Holly, MI 48442**
   Owner Guixian Lu, Holly, MI.

REPORT AND ORDER OF HEARING OFFICER

I. REVIEW OF PROCEEDINGS

Proceedings were instituted by the **Township of Holly (the Township)** against structures located at *16364 Fish Lake Rd, Holly, MI 48442.* The Township seeks demolition of the structure at this address.

Jurisdiction for this hearing is based upon the Township of Holly Dangerous Building Ordinance, Ordinance No. 85, adopted December 17, 2002, printed December 29, 2002 and effective January 29, 2003.

Ordinance No. 85 provides that it is unlawful for any owner or agent thereof to keep or maintain any dwelling of part thereof, which is a dangerous building as defined in Section 2.1 of Ordinance No. 85.

When the Township finds that a building or structure is in a dangerous condition, the Ordinance, Section 3.1, provides for notice to the property owner of the dangerous conditions and SECTION IV provides that a hearing be held to determine whether the building is to be demolished, made safe or properly maintained. A Hearing Officer appointed by the Township Supervisor, with due notice to the property owner, shall conduct an administrative hearing to determine whether the building or structure in question is a dangerous building pursuant to the Dangerous Building Ordinance No. 85.

Pursuant to Section 4.2, a Hearing Officer has three (3) alternatives:

1. Close the proceedings with a finding in favor of the property owner;

2. Order the building or structure demolished;

3. Order the building or structure to be otherwise made safe or properly maintained.

If the Hearing Officer determines that the building or structure should be demolished or otherwise made safe, or properly maintained, the Hearing Officer shall so order, fixing a time in the Order for the owner, agent or lessee to comply. If the building or structure is not dangerous under Section 2.1, the Order of the Hearing Officer may require the owner or agent to maintain the exterior of the building and adjoining grounds owned by the owner including, but not limited to the maintenance of lawns, trees and shrubs. The Hearing Officer's findings shall be in the form of a report and decision in writing. If the owner, agent or lessee fails to appear or neglects or refuses to comply with the Order of the Hearing Officer, the Hearing Officer shall file his Report of the findings and copy with the Township Board for the Township no more than five *(5)* days after non-compliance by the owner and request the necessary action to be taken to enforce the Order. The Township Board shall affix a date not less than thirty (30) days after the hearing conducted by the Hearing Officer for hearing on the findings and Order of the Hearing Officer and shall give notice to the owner, agent or lessee of the time and place of the hearing. At the hearing, the owner, agent or lessee shall be given the opportunity to show cause why the Order

should not be enforced. The Township Board shall either approve, disapprove or modify the Order of the Hearing Officer. If the Township Board approves or modifies the Order, it shall take all necessary action to enforce the Order. If the Order is approved or modified, the owner, agent or lessee shall comply with the Order within twenty (21) days after the date of hearing before the Township Board. The cost incurred by the Township of the demolition, of making the building safe or maintaining the exterior of the building or structure or grounds adjoining the structure shall be reimbursed by the owner or party in interest whose name the property appears. All costs of abatement, maintenance and demolition incurred by the Township shall constitute a lien upon the property.

Section 2.1 defines a dangerous building as a building or structure that has one or more of the following defects or is in one or more of the following conditions:

1. **A door, aisle, passageway, stairway or other means of exit does not conform to the approved fire code or building code of the township in which the building or structure is located.**

2. **A portion of the building or structure is damaged by fire, wind, flood or other cause so that the structural strength or stability of the building or structure is appreciably less than it was before the catastrophe and does not meet the minimum requirements of Act 167, Public Acts of 1917, as amended or the Township building code.**

3. **A part of the building or structure is likely to fall, become detached or dislodged or collapse and injure persons or damage property.**

4. **A part of the building or structure has settled to such an extent that walls or other structural portions of the building or structure have materially less resistance to wind than is required in the case of new construction by Act 167, Public Acts 1917, as amended by the Township building code.**

5. **The building or structure, or a part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, or the removal or movement of some portion of the ground necessary for the purpose of support, or for other**

reason is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fall or give way.

6. **The building, structure, or a part of the building or structure is manifestly unsafe for the purpose for which it is used.**

7. **The building or structure is damaged by fire, wind, or flood or is dilapidated or deteriorated and becomes an attractive nuisance to children who might play in the building or structure to their danger, or becomes a harbor for vagrants, criminals or immoral persons or enables persons to resort to the building or structure for committing a nuisance or an unlawful or immoral act.**

8. **A dwelling, because of dilapidation, decay, damage, or faulty construction or arrangement or otherwise, is unsanitary or unfit for human habitation, is in a condition that the health officer determines is likely to cause sickness or disease, or is likely to injure the health, safety or general welfare of people living in the dwelling.**

9. **A building or structure is vacant, dilapidated and open, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.**

10. **A building or structure remains unoccupied for a period of 180 consecutive days or longer, and is not listed as being available for sale, lease or rent with a real estate broker licensed under article 25 of the occupational code, Act No. 299 of the Public Acts of 1980, being sections MCL 339.2501 to MCL 339.2515 of the Michigan Compiled Laws. This subdivision does not apply to either of thefollowing:**

    a. **A building or structure as to which the owner or agent does both of the following:**

        1. **Notifies the Holly Township Ordinance Enforcement Officer that the building or structure will remain unoccupied for a period of 180 consecutive days. The notice shall be given to the Holly Township Ordinance Enforcement Officer by the owner or agent not more than 30 days after the building or structure becomes unoccupied.**

        2. **Maintains the exterior of the building or structure and adjoining grounds in accordance with Act 167, Public Acts of 1917, as amended, or a building code of theTownship.**

b. **A secondary dwelling of the owner that is regularly unoccupied for a period of 180 days or longer each year, if the owner notifies the Holly Township Ordinance Enforcement Officer that the dwelling will remain unoccupied for a period of 180 consecutive days or more each year. An owner who has given the notice prescribed by this subparagraph shall notify the Holly Township Ordinance Enforcement Officer not more than 30 days after the dwelling no longer qualifies for this exception. As used in this subparagraph, "secondary dwelling" means a dwelling such as a vacation home, hunting cabin, or summer home, that is occupied by the owner or a member of the owner's family during part of a year.**

Further, buildings that are unsafe structures may also be subject to remedial action pursuant to the Michigan Building Code. Section 115 of the Code defines unsafe structures and equipment:

115.1 Conditions. Structures or existing equipment that are or hereafter become unsafe, unsanitary or deficient because of inadequate means of egress facilities, inadequate light and ventilation or which constitute a fire hazard or are otherwise dangerous to human life or the public welfare or which involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the building official deems necessary and as provided for in this section. A vacant structure that is not secured against entry shall be deemed unsafe.

115.2 Record. The building official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

115.3 Notice. If an unsafe condition is found, the building official shall serve on the owner, agent or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the building official acceptance or rejection of the terms of the order.

115.4 Method of Service. Such notice shall be deemed properly served if a copy thereof is (a) delivered to the owner personally; (b) sent by certified or registered mail addressed to the owner at the last known address with the return receipt requested; or (c) delivered in any other manner as prescribed by local law. If the certified or registered letter is returned showing that the letter was not delivered, a copy

thereof shall be posted in a conspicuous place in or about the structure affected by such notice. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.

115.5 Restoration. The structure or equipment determined to be unsafe by the building official is permitted to be restored to a safe condition. To the extent that repairs, alterations or additions are made, or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall comply with the requirements of Section 105.2.2 and Chapter 34.

The owner is required to notify the building official immediately after acceptance of his notice under the building code to accept or reject the terms of the building official's Order, which requires either repairs or improvements to be made to abate the unsafe condition or that the unsafe structure be demolished within a stipulated time.

II. HEARING ATTENDANCE

The Township was represented by its Building Official, Mr. Scott Herzberg. Mr. Guixian Lu was present for the property at 16364 Fish Lake Rd. Mr. Mark Boyce, a possible contractor for Mr. Lu, was present for the property at 16364 Fish Lake Rd. Chief Jeremy Lintz was present for the North Oakland County Fire Authority. Zoning Administrator/Clerk Karin Winchester and Supervisor George Kullis were present to represent Holly Township. No other property owners, nor any other authorized representatives, for the parcel attended the hearing. The minutes of the hearing were recorded by the Township Code Enforcement Officer, Amy N. Fowlkes.

The hearing consisted of testimony from Mr. Scott Herzberg, Township Building Official; testimony from NOCFA Fire Chief Jeremy Lintz; testimony from Contractor Mark Boyce and testimony from Mr. Guixian Lu. The hearing was held in the Meeting Chambers for the Township of Holly, *102 Civic Drive,* Holly, Michigan on September 17, 2018 at 2:00pm.

No subsequent hearings were scheduled regarding the subject property.

After having heard the testimony of the hearing and reviewed the exhibits, the following finds of fact and conclusions of law are made:

III. FINDINGS OF FACT AND CONCLUSIONS OF LAW

16364 Fish Lake Rd

The testimony of the Chief Jeremy Lintz established that the owner of the property commonly known as *16364 Fish Lake Rd,* Holly, Michigan is Guixian Lu.

The building in question is a residential, single family dwelling, having one (1) story, (1) basement, one (1) garage and one (1) smaller accessory building.

The record shows that owner(s) of record of the property was given a notice of the inspection, which notice was not only of an unsafe structure, but included much of the Township's evidence against it, as well as the fact that the owner was given proper notice of the proceedings in a letter dated August 28, 2018 (Ex. 1), served by the Township on Mr. Guixian Lu, September 4, 2018. Exhibit 1 specified the time, date and place of the hearing and gave the owner further information as to the purpose of the hearing, the legal reasons for the Township to seek demolition, and certain rights that the owner has relevant to the hearing.

The witness presented at the hearing by the Township was credible and had knowledge in all of the issues regarding this case, as well as the statutory requirements under the Dangerous Building Ordinance. The Township, through its witness, documented numerous violations of the Township's Dangerous Building Ordinance.

Chief Jeremy Lintz testified that there are two single family dwellings on the property; the hearing is regarding the western most single-family dwelling that includes two structures: a house with attached garage and a smaller accessory building. The house and garage have a been secured and is currently locked. The shed is currently open for entry. The vegetation has grown up around the structures and the buildings are not fit for human occupancy. Chief Lintz took pictures of the property to document the damage following a structure fire on August 1, 2018.

The Township Building Official, Scott Herzberg gave testimony to the unsafe nature of the structure based upon the photographs provided by Chief Lintz. The determination of Chief Lintz is that the structure was unsafe for human occupancy as documented by a letter to Holly Township from NOCFA Assistant Fire Chief Matthew J. Weil dated August 2, 2018 (Ex. 2). Exhibit

2 specifies the date of the structure fire as August 1, 2018, incident number 2018-615, which was extinguished without personal injury or further damage to the structure. Upon investigation of the fire it was discovered that the supporting structure had suffered damage from the fire, as well as, from the occupant overloading the floor with solid cement blocks. Further investigation by Chief Lintz also showed that the electrical system of the dwelling had been compromised by the occupant through installation of "homemade" electrical devices throughout the home.

The evidence is overwhelming that the buildings in question meets the definition of a dangerous building as set forth in the Township of Holly Dangerous Building Ordinance No. 85. The Township has presented sufficient testimony to prove that subsections 2, 3, 6, 7, 8 are applicable to this building.

Mr. Lu, the Owner, agreed with Chief Lintz and Mr. Herzberg's assessment of the property.

The Hearing Officer Mr. Steve McGee explained the subsections applicable to the building to Mr. Lu and stated that it was his determination that the building be torn down within 60 days from the hearing, unless Mr. Lu can provide testimony and certification from a structural engineer that the building can be repaired to Building Code. Chief Lintz explained to Mr. Lu that once the determination of Dangerous Building had been made he would not be given access to the structure.

IV. CONCLUSION

It is the conclusion of the Hearing Officer that the Township has presented sufficient evidence to support its position that the building located at 16364 Fish Lake Rd in the Township of Holly is a dangerous building under the Township of Holly Dangerous Building Ordinance, Ordinance No. 85. Further, the building is unsafe structure pursuant to the Michigan Building Code. The condition of the building makes the site a classic attractive nuisance for children who might play there to their endangerment, or could become harbors for vagrants, criminals or immoral persons.

I have determined that the only way to make the property at 16364 Fish Lake Rd in the Township of Holly safe is for the structure to be demolished.

V.ORDER

1. IT IS ORDERED that the owner(s) of the building located at **16364 Fish Lake Rd, Holly, Michigan, namely, Guixian Lu** shall contact the Holly Township Building Official within 20 days to indicate their intention to comply with this order.

IT IS FURTHER ORDERED that the owner of the buildings shall demolish the building on or before November 16, 2018 (60 days) and that the floors be removed, and the property be restored to its natural condition or rebuilt from the existing foundation according to Michigan Building Code, securing such permits as may be necessary to comply with this Order.

IT IS FURTHER ORDERED that the property owner shall maintain the adjoining grounds, and maintain the lawn, trees and shrubs.

IT IS FURTHER ORDERED that should the owners neglect or refuse to comply with this Order, that a copy of this Report and Order be filed with the Township Board of Trustees for the Township of Holly, not more than five (5) days after non-compliance by the owner with the request that the necessary action be taken to demolish the structure, the costs of demolition and all prior and subsequent abatement costs to constitute a lien against the real property.

Steve McGee
Hearing Officer

Dated: September 18, 2018

Holly Township
Dangerous Building Hearing
Minutes of September 17, 2018

Call to Order: Hearing Officer Steve McGee called the meeting to order at 2:04 p.m. at the Holly Township Hall, 102 Civic Dr. Holly, MI 48442.

Present:
Chief Steve McGee, Hearing Officer
Scott Herzberg, Holly Township Building Official
Amy N. Fowlkes, Holly Township Code Enforcement Officer
Chief Jeremy Lintz, North Oakland County Fire Authority
George Kullis, Holly Township Supervisor
Karin s. Winchester, Clerk and Zoning Administrator for Holly Township
Guixian Lu, Property Owner of 16364 Fish Lake Rd
Mark Boyce, Prospective Contractor for the Property Owner

1. **16364 Fish Lake Rd, Holly, MI 48442.**

Chief Steve McGee stated that he is the Dangerous Building Hearing Officer for Holly Township per the Dangerous Buildings Ordinance 85. Chief McGee explained that the hearing was to discuss the structure at 16364 Fish Lake Rd, Holly, MI 48442.

Chief McGee asked the Holly Township Building Official Scott Herzberg for his opinion on the structure at 16364 Fish Lake Rd. Mr. Herzberg stated that due to the fire damage to the supporting structure and the pre-existing damage to the supporting structure it was his determination that this is a Dangerous Building. Chief McGee asked Mr. Herzberg if he had inspected the structure; Mr. Herzberg has not inspected the structure due to the determination by NOCFA Chief Lintz that the building was not fit for human occupancy. Mr. Herzberg inspected the structure via photographs taken by Chief Lintz during the fire investigation following the extinguishing of the structure fire on August 1, 2018.

Chief Lintz explained that Mr. Lu has been very cooperative and set up temporary living arrangements with his neighbor near the property. Chief Lintz has been giving Mr. Lu access to the home to allow for the insurance adjusters and investigators. Mr. Lu is aware of the issues with the supporting structure and electrical service in the home.

Chief McGee explained to Mr. Lu that the goal of this hearing is to be sure that Holly Township does not allow an unsafe structure and that any structures within Holly Township meet the current building code.

Mr. Herzberg stated that the existing supporting structure should be reviewed by an engineer. Mark Boyce explained that through his inspection he discovered the supporting structure had been damaged by the fire and were cracked and/or split due to the weight they were carrying. Mr. Boyce agreed that the joists would need to be reviewed by a structural engineer in order to repair; it is his opinion that it would be cheaper to tear down and rebuild the home. Chief McGee stated that he believes that the supporting structure is beyond repair and would need a

recommendation or opinion of a structural engineer to allow for a rebuild using the existing structure.

Chief McGee stated that the Holly Township Dangerous Building Ordinance lists conditions that define the structure as a Dangerous Building. Currently, the structure is in violation of the following sections:

> (2) A part of the building or structure is damaged by fire, wind, flood, or other cause so that the structural strength or stability of the building or structure is appreciably less than it was before the catastrophe and the building or structure does not meet the minimum requirements of Public Act No. 167 of 1917 (MCL 125.401 et seq.), or the single state construction code.
>
> (3) A part of the building or structure is likely to fall, become detached or dislodged, or collapse and injure persons or damage property.
>
> (6) The building or structure or any portion of the building or structure is manifestly unsafe for the purpose for which it is used.
>
> (7) The building or structure is damaged by fire, wind, or flood, or is dilapidated or deteriorated and become an attractive nuisance to children who might play in the building or structure to their danger, or becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful or immoral act.
>
> (8) A dwelling, because of dilapidation, decay, damage, or faulty construction or arrangement or otherwise, is unsanitary or unfit for human habitation, is in a condition determined by the health officer to be likely to cause sickness or disease, or is likely to injure the health, safety, or general welfare of the people living in the dwelling.

Chief McGee determined that due to the multiple violations of the Dangerous Building Ordinance he had classified the primary single-family structure at 16364 Fish Lake Rd is a Dangerous Building as defined by the Dangerous Building Ordinance and it was his order that it be demolished within 60 days from the hearing date unless Mr. Lu can provide the Township with documentation from a licensed structural engineer that the supporting structure is repairable and/or viable for a rebuild. Chief McGee asked Mr. Lu if he understood what the determination was. Mr. Lu agreed and asked about the next steps. Chief Lintz and Chief McGee informed Mr. Lu of the next steps in the procedure. Mr. Lu will be sent a copy of the Hearing Officers decisions and a copy of the meeting minutes. There is a deadline of 60 days to complete the work or submit a building plan to Holly Township. If the property owner fails to meet the deadline set by the Hearing Officer, the Township Board of Trustees will hold a show cause hearing to determine why the Township should not step in and correct the issue themselves. If a show cause hearing is necessary, the property owner will be sent a notice of the show cause hearing.

Chief Lintz explained again to Mr. Lu that he would not be given the key to access the home and would only be able to access the structure with his insurance company. Chief Lintz advised that he contact his insurance adjuster to request a "pack out" of his personal belongings in order to meet the 60 days deadline. Code Enforcement Officer Amy N. Fowlkes explained that she

would forward the findings of the hearing to the insurance adjuster and the fire investigator.

Adjournment

Chief McGee, hearing no other business, adjourned the meeting at 2:32 pm.

_____

Amy n. Fowlkes
Code Enforcement Officer/Recording Secretary

Holly Township
Dangerous Building
Minutes of November 8, 2018
~Addendum~

Present:
Chief Steve McGee, Hearing Officer
Amy N. Fowlkes, Holly Township Code Enforcement Officer
George Kullis, Holly Township Supervisor

1. **16364 Fish Lake Rd, Holly, MI 48442.**

Supervisor Kullis and Code Enforcement Officer Fowlkes met with Chief McGee to clarify his intention for the engineers review of the supporting structure of the dwelling at 16364 Fish Lake Rd. Mr. Lu has provided Holly Township with a review of the supporting structure by Lopez Engineering; upon speaking with the engineer the Township learned that only the fire damaged areas had been assessed.

Chief McGee clarified that he intended for the entire supporting structure to be assessed for determination of demolition or rebuilding of the flooring system. Chief McGee stated that he would like to request an addendum to the assessment to include the entire supporting structure system.

_____
Amy N. Fowlkes
Code Enforcement Officer/Recording Secretary

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482

Holly Township
102 Civic Drive
Holly, MI 48442
(248) 634-9331

George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Mark Freeman, Treasurer
Patrick Feency, Trustee
Steve Ruth, Trustee

RESOLUTION 2018-19
ADOPTION OF THE OAKLAND COUNTY HAZARD MITIGATION PLAN

WHEREAS, the mission of Holly Township includes the charge to protect the health, safety, and general welfare of the people of Holly Township; and

WHEREAS, Holly Township, Michigan is subject to flooding, tornadoes, winter storms, and other natural, technological, and human hazards; and

WHEREAS, the Oakland County Homeland Security Division and the Oakland County Local Emergency Planning Committee, comprised of representatives from the County, municipalities, and stakeholder organizations, have prepared a recommended Hazard Mitigation Plan that reviews the options to protect people and reduce damage from these hazards; and

WHEREAS, Holly Township has participated in the planning process for development of this Plan, providing information specific to local hazard priorities, encouraging public participation, identifying desired hazard mitigation strategies, and reviewing the draft Plan; and

WHEREAS, the Oakland County Homeland Security Division (HSD), with the Oakland County Local Emergency Planning Committee (LEPC), has developed the OAKLAND COUNTY HAZARD MITIGATION PLAN (the "Plan") as an official document of the County and establishing a County Hazard Mitigation Coordinating Committee, pursuant to the Disaster Mitigation Act of 2000 (PL-106-390) and associated regulations (44 CFR 210.6); and

WHEREAS, the Plan has been widely circulated for review by the County's residents, municipal officials, and state, federal, and local review agencies and has been revised to reflect their concerns; and

NOW THEREFORE BE IT RESOLVED by the Holly Township Board of Trustees that:

1. The Oakland County Hazard Mitigation Plan (or section(s) of the Plan specific to the affected community) is/are hereby adopted as an official plan of Holly Township.
2. The (insert name of position) is charged with supervising the implementation of the Plan's recommendations, as they pertain to Holly Township and within the funding limitations as provided by the Holly Township Board of Trustees or other sources.

Motion made by and supported by to adopt the forgoing resolution.

Office of the Clerk
248-634-9331 ext. 301
Fax: 248-634-5482

Holly Township
102 Civic Drive
Holly, MI 48442
(248) 634-9331

George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Mark Freeman, Treasurer
Patrick Feeney, Trustee
Steve Ruth, Trustee

Upon roll call vote, the following voted:

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 21st day of November, 2018, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

Office of the Clerk
248-634-9331
Fax: 248-634-5482

Holly Township
102 Civic Drive
Holly, MI 48442
(248) 634-9331

George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Mark Freeman, Treasurer
Patrick Feeney, Trustee
Steve Ruth, Trustee

RESOLUTION 2018-20:
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development; and

WHEREAS, Oakland County has requested CDBG – Eligible projects from participating communities for inclusion in the Action Plan; and

WHEREAS, the Township of Holly has duly advertised and held a public hearing on November 21, 2018 for the purpose of receiving public comments regarding the proposed use of 2018 Program Year Community Development Block Grant Funds in the approximate amount of $15,954.00; and

WHEREAS, the township of Holly found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

Account #172160-730137-40620: Battered and Abused Spouses $ 4,586.00

Account # 730898: O.C. Home Improvement Program $ 11,368.00

THEREFORE, BE IT RESOLVED, that the Holly Township Board of Trustees hereby approves the 2019 subrecipient agreement and the 2019 Program year CDBG application in the approximate amount of $15,954.00 and authorizes the application to be submitted to Oakland County for inclusion in the Oakland County's Action Plan to the U.S. Department of Housing and Urban Development.

BE IT FURTHER RESOLVED, that the Holly Township Board of Trustees hereby authorizes the Holly Township Clerk to execute all documents, agreements, or contracts which result from this application to Oakland County.

ADOPTED by the Holly Township Board of Trustees this 21st day of November, 2018.

Motion by:
Supported by:
Ayes:
Nays:
Absent:

Office of the Clerk
248-634-9331
Fax: 248-634-5482

Holly Township
102 Civic Drive
Holly, MI 48442
(248) 634-9331

George A. Kullis, Supervisor
Karin S. Winchester, Clerk
Mark Freeman, Treasurer
Patrick Feency, Trustee
Steve Ruth, Trustee

Certification

I, Karin S. Winchester, duly elected, Clerk of Holly Township, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution 2017-30 adopted by the Holly Township Board of Trustees at its regular meeting held on November 15, 2017 at which a quorum was present.

_____

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

TOWNSHIP OF HOLLY
CODE OF ORDINANCE AMENDMENT
CHAPTER 32 ZONING, ARTICLE IV SUPPLIMENTARY REGULATIONS: ADD SECTION – SOLAR ENERGY SYSTEMS REGULATIONS ORDINANCE

AN ORDINANCE TO AMEND THE HOLLY TOWNSHIP CODE OF ORDINANCES CHAPTER 32 ZONING, ARTICLE 1 DEFINITIONS.

THE TOWNSHIP OF HOLLY ORDAINS:

SECTION 1 – AMENDMENTS:

Section 32-94- Agricultural residential district (AGRE)
(b). Permitted uses
(6) Direct use solar energy systems
(c). Special uses
(14) Primary use solar energy systems
(15) Secondary use solar energy systems

Section 32-95-Rural Estates (RE) and suburban residential (SR) districts.
(b). Permitted uses
(6) Direct use solar energy systems
(c). Special uses
(11) Primary use solar energy systems
(12) Secondary use solar energy systems

Section 32-96- Single-family residential districts (R-1 and R-2)
(b). Permitted uses
(4) Direct use solar energy systems
(c). Special uses
(7) Primary use solar energy systems
(8) Secondary use solar energy systems

Section 32-97- Mobile home park district (MHP)
(b). Permitted uses
(3) Direct use solar energy systems
(c). Special uses
(6) Primary use solar energy systems
(7) Secondary use solar energy systems

Section 32-98- Multiple-family residential districts (RM-1 and RM-2)
(b). Permitted uses
(3) Direct use solar energy systems
(c). Special uses
(3) Primary use solar energy systems

(4) Secondary use solar energy systems

Section 32-99- Local commercial district (C-1)
(b). Permitted uses
(8) Direct use solar energy systems
(c). Special uses
(5) Primary use solar energy systems
(6) Secondary use solar energy systems

Section 32-100- General commercial district (C-2)
(b). Permitted uses
(6) Direct use solar energy systems
(c). Special uses
(8) Primary use solar energy systems
(9) Secondary use solar energy systems

Section 32-101- Office service (OS) district
(b). Permitted uses
(15) Direct use solar energy systems
(c). Special uses
(4) Primary use solar energy systems
(5) Secondary use solar energy systems

Section 32-102- Limited industrial district (LI)
(b). Permitted uses
(8) Direct use solar energy systems
(9) Secondary use solar energy systems
(c). Special uses
(12) Primary use solar energy systems

Section 32-103- General industrial district (GI)
(c). Special uses
(6) Primary use solar energy systems

Section 32-165. Solar Energy Facilities

a) Purpose

The purpose of the Ordinance is to facilitate the construction, installation and operation of a Solar Energy Facilities (SEFs) in Holly Township in a manner that protects public health, safety and welfare and avoids significant impacts to protected resources such as important agricultural lands, endangered species, high value biological habitats and other protected resources. It is the intent of this ordinance to encourage solar facilities that reduce reliance on foreign petroleum supplies, increase local economic development and job creation, reduce greenhouse gas emissions, and/or promote economic development diversification.

b) Definitions

1) "Applicant" is the Landowner, developer, facility owner, and/or operator with legal control of the project, including heirs, successors and assigns, who has filed an application for development of a Solar Energy Facility under this Ordinance.

2) "Landowner" means the persons or entities possessing legal title to the Parcel(s) upon which a SEF is located

3) "Parcel" means all land within a legally established parcel.

4) "Practicable" means it is available and capable of being done after taking into consideration cost, existing technology, and logistics in light of overall project purposes.

5) "Protected Lands" means, for the purpose of this section only, lands containing resources that are protected or regulated by established regulatory standards of local, state, and federal agencies, conservation easements or other contractual instruments in such a way that prohibits or limits development of those lands.

6) "Renewable Energy Combining Zone" means a zoning district that may be combined with other base zoning and applied to specific geographic areas within the township, where the township has determined the land is suitable for a specified variety of Solar Energy Facilities and where permitting for such facilities may be expedited if specified conditions are met.

7) "Review Authority" means Holly Township.

8) "Solar Energy Facility (SEF)" means an energy facility, an area of land, or a structural rooftop principally used to convert solar energy to electricity, which includes, but is not limited to, the use of one or more solar energy systems.

9) "Solar Electric System (SES)" means the components and subsystems that, in combination, convert solar energy into electric or thermal energy suitable for use, and may include other appurtenant structures and facilities. The term includes, but is not limited to, photovoltaic power systems, solar thermal systems, and solar hot water systems.

10) "Uses Allowed" means one of the following:

    a) Direct Use – a SEF designed and installed to provide on-site energy demand for any legally established use of the property.
    b) Primary Use – a SEF that uses over 50% of the Parcel(s) and is devoted to solar electric power generation primarily for use off-site.
    c) Secondary Use – a SEF that is not the Primary Use of the property and uses less than 50% of the Parcel(s) land area.

c) Applicability

1) This Ordinance applies to the construction of any new SEF within the Township.

2) A SEF legally established or permitted prior to the effective date of this Ordinance shall not be required to meet the requirements of this Ordinance, however:
   a) Physical modification or alteration to an existing SEF that materially alters the size, type or components of the SEF shall be subject to this Ordinance. Only the modification or alteration is subject to this Ordinance;
   b) Substantial conformance review determinations are not major amendments to a project's existing permits; and
   c) Routine operation and maintenance or like-kind replacements do not require a permit.

d) Permit Required

The type of permit required for SEFs shall be as shown in Table 1 Permit Requirements

Zoning Districts	Direct Use	Primary Use	Secondary Use
AGRE, R-1, R-2, SR, RE, RMH, RM-1, RM-2	P	SLU	SLU
C-1. C-2, OS	P	SLU	SLU
L-1, G-1	P	SLU	P

e) Parcel Line Setbacks

The following setbacks from the Parcel line to the closest part of the SEF shall be established as shown in Table 2. Fencing, roads and landscaping may occur within the setback.

Table 2. Setbacks

	Direct Use	Primary Use	Secondary Use
Setback from All Property Lines	Per Zoning for that District	75 feet	75 feet

f) Height

For ground mounted systems, height restrictions will be measured from natural grade below each module in the event the site has topographic changes.

Table 3. Height Limits

Type	Height
Ground Mounted	15'
Roof Mounted	5' above roof surface not to exceed the roof ridge

g) General Requirements (apply to all SEF Uses unless otherwise noted)

1) Building Permits Are Required –
   a) Nothing in this chapter modifies the minimum building standards required to construct a SEF, consistent with applicable building and fire codes. The SEF components and all accessory equipment shall comply with the most recently adopted Building Code as determined by the Building Official and Fire Code as determined by the Fire Official.
   b) A site plan shall be provided at the time of the Building Permit application demonstrating compliance with the setbacks in Tables 1 and 2.
   c) The Building Permit shall include review by local permitting departments including, but not limited to, the local Fire Authority, for Health and Safety Requirements.
2) Supplemental Information Required-
   a) The manufacturers or installer's identification and appropriate warning sign shall be posted on or near the panels in a clearly visible manner.
   b) On site power lines between solar panels and inverters shall be placed underground.
   c) If the solar energy facility consists of batteries or storage of batteries, adequate design must be provided to ensure all local, state and federal requirements regulating outdoor battery storage have been met.
   d) A copy of the application to the utility company that will be purchasing electricity from the proposed site shall be provided to the Township.
   e) An affidavit or evidence of an agreement between the lot owner and the facility's owner or operator confirming the owner or operator has permission of the property owner to apply for the necessary permits for construction and operation of the solar energy facility.

f) A description of the proposed technology to include type of solar panel and system, fixed mounted verses solar tracking, number of panels, and angles of orientation.
g) An information sign shall be posted and maintained at the entrance(s) which lists the name and phone number of the operator.
h) For ground mounted SEF, a description of the ground covering of native Michigan plantings beneath the solar panels (i.e. grass, plantings) and a plan for maintaining the ground cover.

3) Off-Site Facilities – When the SEF is located on more than one Parcel, there shall be proper easement agreement or other approved methods for the notification of all impacted parties.
4) Glare – Any glass, plastic, or metal panels must not produce excessive glare that is visible from the street or any neighboring home.
5) Septic System Avoidance – The SEF shall not be located over a septic system, leach field area or identified reserve area unless approved by the Department of Environmental Health;
6) Floodplain Avoidance – If located in a floodplain as designated by FEMA, or an area of known localized flooding, all panels, electrical wiring, automatic transfer switches, inverters, etc. shall be located above the base flood elevation; and, shall not otherwise create a fire or other safety hazard as determined by the Building Official.
7) Conform to Development Standards for Underlying Zone – The SEF shall be ground mounted, or when located on structures, the SEF shall conform to the development standards for a principal structure in the zone in which such facilities and structures are to be located, except as otherwise provided herein;
8) Abandonment
   a) A SEF that ceases to produce energy on a continuous basis for 12 months will be considered abandoned unless the current responsible party (or parties) with ownership interest in the SEF provides substantial evidence (updated every 6 months after 12 months of no energy production) to the Planning Director or his designee of the intent to maintain and reinstate the operation of that facility. It is the responsibility of the responsible party (or parties) to remove all equipment and facilities and restore the Parcel to its condition prior to development of the SEF.
   b) Upon determination of abandonment, the Zoning Administrator shall notify the party (or parties) responsible they must remove the SEF and restore the site to its condition prior to development of the SEF within three hundred and sixty (360) days of notice by the Planning Director or his designee.
   c) If the responsible party (or parties) fails to comply, the Zoning Administrator or their designee may remove the SEF, sell any removed materials, and initiate judicial proceedings or take any other steps legally authorized against the responsible parties to recover the costs required to remove the SEF and restore the site to a nonhazardous pre-development condition.
   d) Facilities deemed by the Township to be unsafe and facilities erected in violation of this section shall also be subject to this Section. The code enforcement officer or any other employee of the Planning and Building Departments shall have the right to request documentation and/or affidavits from the Applicant regarding the

system's usage, and shall make a determination as to the date of abandonment or the date on which other violation(s) occurred.

e) Upon a determination of abandonment or other violation(s), the Township shall send a notice hereof to the Applicant and/or Landowner, indicating that the responsible party shall remove the SEF and all associated facilities, and remediate the site to its approximate original condition within ninety (90) days of notice by the Township, unless the Township determines that the facilities must be removed in a shorter period to protect public safety. Alternatively, if the violation(s) can be addressed by means short of removing the SEF and restoration of the site, the Township may advise the Applicant and/or Landowner of such alternative means of resolving the violation(s).

f) If the Applicant and/or Landowner do not comply, the Township may remove the SEF and restore the site and may thereafter (a) draw funds from any bond, security or financial assurance that may have been provided or (b) initiate judicial proceedings or take other steps authorized by law against the responsible parties to recover only those costs associated with the removal of structures deemed a public hazard.

h) Solar Energy Facilities- Direct Use

1) General Requirements. Direct Use Solar Energy Facilities are ground mounted SEFs that provide energy primarily for on-site use, or rooftop systems that provide energy for any use. Rooftops or ground mounted systems covering developed parking areas or other hardscape areas are encouraged as preferred locations for a SEF. In addition to the General Requirements in Section .07, the following standards shall apply to all Direct Use SEFs, notwithstanding the development standards for the underlying zone:

   a) Lot Coverage – Rooftop systems can be any size, ground mounted systems allowable lot coverage varies by the underlying zoning district.
   b) Setbacks – Ground mounted structures shall conform to the setbacks as shown in Table 2.
   c) Height Limits – Facilities shall conform to the height limits of Table 3, unless demonstrated by a structural engineer to meet public safety standards.
   d) Floodplain - An Direct Use SEF shall not be located in a Floodplain.

2) Biological Resources. The protection of high value biological resources is an important consideration. Direct Use SEF projects shall not be located on lands that support listed, candidate or other fully protected species, species of special concern, or species protected by local, State, or Federal agencies.

i) Solar Energy Facilities- Primary and Secondary Uses

1) General Requirements. Primary or Secondary Uses that provide energy for on-site or off-site use as shown in Table 1 subject to a special land use permit. In addition to the General Requirements in Section .07, the following standards shall apply to all Primary and Secondary SEF, notwithstanding the development standards for the underlying zone:

a) Lot Coverage – Over 50% lot coverage for a Primary Use, under 50% lot coverage for a Secondary Use;
b) Setbacks – Ground mounted structures shall conform to the setbacks as shown in Table 2. The buffer may be reduced if the decision-making body determines that there is a substantial screen such as existing topography or landscaping vegetation and/or an operational management plan and/or an agricultural operation easement is provided;
c) Height Limits – Facilities shall conform to the height limits of Table 3;
d) Grading - Grading within the Township shall be limited to only that necessary to construct access roads and install equipment, unless the areas are determined to be chemically or physically impaired.

2) Biological Resources – The protection of high value biological resources is an important consideration. Primary or Secondary Use SEF projects shall not be located on lands that support listed, candidate or other fully protected species, species of special concern, or species protected by local, State, or Federal agencies.

3) Soil Stabilization, Erosion Control and Ground Water Management – For Primary and Secondary Use SEFs, the following requirements shall apply:
   a) To the extent feasible and compatible with the climate and pre-project landscaping of the property the site shall be restored with native vegetation. The re-vegetation plans shall be reviewed and approved by the Township and Oakland County. All areas occupied by the facility that are not utilized for access to operate and maintain the installation shall be planted and maintained with a native shade tolerant grass or other vegetation for the purpose of soil stabilization or other methods approved by the Planning Department.
   b) A storm water management plan showing existing and proposed grading and drainage demonstrating no net increase in runoff shall be provided subject to approval by the review authority.
   c) A maintenance plan shall be submitted for the continuing maintenance of the SEF, which may include, but not be limited to, planned maintenance of vegetation or ground cover, equipment maintenance, and plans for cleaning of solar panels if required.
   d) Prior to issuing a final Building Permit, an as-built grading and drainage plan, prepared by a licensed professional surveyor or other approved qualified professional shall be submitted to the reviewing agency's engineer for review and approval. The plan shall show that the as-built conditions are substantially the same as those shown on the approved grading and drainage plan.
4) Visibility
   a) All solar energy facilities located in a residential area shall have a minimum landscape buffer of 25 feet. The buffer shall contain evergreen trees or bushes planted no more than 8 feet apart and at least 4' tall at time of planting. The buffer shall obtain a height of 8 feet within 3 growing seasons. The trees or bushes may be trimmed but no lower than a height of 8 feet. A buffer area will not be required between a solar energy facility and an industrial or commercial use. A planted buffer will not be required if an opaque fence is installed. The Planning

Commission has the authority to reduce the buffer requirements based on site conditions.

b) All Areas - Additionally, all ground mounted facilities shall:
    1) If lighting is required, it shall be activated by motion sensors, fully shielded and downcast type where the light does not spill onto the adjacent Parcel or the night sky;
    2) Not display advertising, except for reasonable identification of the panel, inverter or other equipment manufacturer, and the facility owner;
    3) Be sited behind existing vegetation (which shall be supplemented with landscaping where not adequate to screen the project) or be sited using the natural topography to screen the project; and
    4) Be enclosed by a fence, barrier, barbwire, or other appropriate means as determined by the Planning Commission to prevent or restrict unauthorized persons or vehicles from entering the Parcel(s). Fences or barriers shall incorporate wildlife friendly design. No barrier shall be required where projects employ full-time security guards or video surveillance.

5) Locations Requiring Special Land Use Approval– The following principles shall apply to the Review of Primary and Secondary Use locations: No portion of the SEF or their structures shall occupy Protected Lands. Protected Lands that are potentially incompatible locations, requiring Special Land Use permits, include:
    a) Floodways.
    b) Wetlands, wetland transition areas, riparian corridors, or open water.
    c) Habitat of special status, threatened, endangered, candidate, or fully protected species, species of special concern, or species protected local, State, and Federal agencies.
    d) Lands within easements where SEF is a prohibited use.

6) Decommission Plan
    a) The SEF project must contain a Decommissioning Plan to ensure it is properly decommissioned upon the end of the project life or facility abandonment.
    b) Decommissioning shall include: Removal of all structures (including transmission equipment and fencing) and debris to a depth of four (4) feet, restoration of the soil, and restoration of vegetation within six (6) months of the end of project life or facility abandonment.
    c) The Decommissioning Plan shall state how the facility will be decommissioned, the Professional Engineer's estimated cost of decommissioning, the financial resources to be used to accomplish decommissioning, and the escrow agent with which the resources shall be deposited.
    d) The Decommissioning Plan shall also include an agreement between the applicant and the Township as part of the Special Land Use Application and prior to the beginning of construction that:
    e) The applicant shall post a performance bond or equivalent financial instrument for decommissioning. The bond shall accrue to Holly Township and shall be in an amount equal to the total estimated cost for decommissioning, including contingencies, as determined by the Township Board. Evidence of decommissioning bond shall be in the form of an escrow agreement as approved

by the Township Board, or surety bond with a surety company authorized to do business in the state and acceptable to the Township Board.

f) The Township shall have access to the escrow account funds, performance bond and/or surety bond for the expressed purpose of completing decommissioning if decommissioning is not completed by the applicant within six (6) months of the end of the project life or facility abandonment as defined.
g) The Township is granted the right of entry onto the site, pursuant to reasonable notice, to effect or complete decommissioning.
h) The Township is granted the right to seek injunctive relief to effect or complete decommissioning, as well as the Township's right to seek reimbursement from the applicant or applicant successor for decommissioning costs in excess of the amount deposited in escrow, performance bond and/or equivalent financial instrument and to file a lien against any real estate owned by the applicant or applicant's successor, or in which they have an interest, for the amount of the excess, and to take all steps allowed by law to enforce said lien.
i) The applicant agrees to all the terms of this Ordinance.

SECTION 2 - INVALIDITY

If any word, clause, sentence, paragraph, or section of this Ordinance is held to be unconstitutional, illegal or otherwise unenforceable, such decision shall not affect the validity of the remaining portions of the Ordinance.

SECTION 3 - EFFECTIVE DATE

This ordinance shall become effective fifteen (15) days after publication as prescribed by law.

SECTION 4 - REPEALING CLAUSE

All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed only to the extent necessary to give this ordinance full force and effect.

SECTION 5 - ADOPTION

At a regular meeting of the Township Board of the Township of Holly held on November 21, 2018 adoption of the foregoing ordinance was moved by and supported by .

Ayes:
Nayes:
Absent:

CERTIFICATION

I, duly elected clerk of the Township of Holly, County of Oakland, and State of Michigan, do hereby certify that the foregoing is a true copy of the Holly Township Ordinance Chapter 32 Zoning, Article I Definitions adopted by the Township Board of Trustees of the Township of Holly at the regular meeting held on the 21st day of November, 2018 at which a quorum was present.

Karin S. Winchester, MMC
Holly Township Clerk
Oakland County, Michigan

George A. Kullis, Supervisor
Township of Holly
Oakland County, Michigan

j)

October 29, 2018

Janice Nash

Holly Township

14221 Landings Way

Fenton, MI 48430

Mark Freeman

Holly Township Treasurer

102 Civic Drive

Holly, MI 48442

Dear Mark Freeman:

Due to medical reasons I am requesting a medical leave of absence to become effective, December 1, 2018. I will work as much as I am able to through November 30, 2018. I will utilize my accrued sick days to cover any absences in November. I will be available for consultation during my sick leave, pro bono.

Thank you in advance for your consideration.

Sincerely,

Janice Nash

Deputy Treasurer

REQUEST FOR LEAVE FORM

FROM:
EMPLOYEE NAME: Janice Nash DATE 10/29/18

TO:
DEPARTMENT HEAD: Mark Fruman

INSTRUCTIONS:

Please fill in the appropriate spaces and forward the completed form to your Department Head.

REASON FOR LEAVE:

Please Check One

_____ Military Leave

__✓__ Pregnancy Disability Leave/Family Leave

_____ Family Medical Leave

_____ Leave of Absence (Please explain reason)

_____

_____

TIME FRAME:

Date Requested Leave Would Begin: 12/01/2018

Date Requested Leave Would End: 02/25/2019
(Note: In event of Pregnancy Disability Leave, you must provide written confirmation, within thirty days of your date of delivery, of your intent to return to work.)

DISPOSITION OF REQUEST:

_____ Leave Approved _____ Leave Not Approved

EMPLOYEE'S SIGNATURE Janice Nash **DATE** 10/29/18

SUPERVISOR'S SIGNATURE Mark C. Fruman **DATE** 10/29/18

APPROVED BY _____ **DATE** ___/___/___

4. Coverage will continue for up to 18 months in the event of an employee's termination of employment other than for gross misconduct. Employees who are certified as being totally disabled will be eligible for continued coverage for up to 29 months after their employment terminates. Coverage will continue for up to 36 months under all other "qualifying events"

5. Continuation coverage may be terminated by the individual's failure to pay premiums on time, the individual's coverage under another group health plan, the individual becomes entitled to Medicare benefits, or Holly Township terminates all health plans

LIFE INSURANCE:

The Township agrees to provide Life Insurance in the amount of $7500.00 for eligible Township officials and eligible full-time employees at levels determined by contracts approved by the Township Board. The Township will pay the required premiums appropriate to each eligible official/employee.

PENSION:

Holly Township shall contribute a sum equal to ten (10) percent of Township officials and eligible full-time employee's annual salary to Pension Plan approved by the Township Board.

DEFERRED COMPENSATION PROGRAM:

All elected officials and full-time employees may elect to participate in the deferred compensation plan(s) provided by the Township. The Township Clerk will act as the Township's deferred compensation coordinator. Questions regarding this program shall be directed to the Clerk.

LEAVES OF ABSENCE:

The Township Board may grant a leave of absence for reasonable periods not to exceed twelve (12) weeks for all full-time employees who have continuously employed by the Township for three (3) years or more when good cause is shown.

1. Eligible employees who wish to take a leave of absence must submit a completed Request for Leave Form to their Department Head providing the following information:

   a) The reason for the leave
   b) The date that the leave would begin
   c) The date they expect the leave to end

2. If the leave is to be taken due to an injury or illness, the employee must provide a letter from their physician stating the nature of their illness, injury or disability and an estimate as to when the employee might be expected to be able to return to work.

3. The Department Head will confer with the Township Board to determine whether or not the leave requested by the employee can be approved.

4. All leaves of absence are subject to final approval by the Township Board.

5. If it is possible, employees returning from a leave of absence will be reinstated in their original position or in another position of similar pay and responsibility. If it is impossible to "hold" the employee's old position open, and no openings exist at the time that the employee plans to return to work, then the employee will be given first preference for any subsequent position openings for which they may be qualified.

6. Eligible employees on approved leave of absence will retain all of their insurance benefits during the period of their leave of absence.

7. Employees who are returning from a leave of absence must provide their Department Head with a statement from their physician releasing them for work. This statement shall be forwarded to the Township Clerk.

8. Employees taking leave of absence shall be paid for all accrued but unused sick leave and vacation time if they so desire and request that this procedure be followed. For employees who are incapacitated and who are unable to indicate their desires in this regard, Holly Township will retain the right to pay the employee for all accrued but unused approved leave and vacation time until they have been exhausted.

9. Employees who are on leave of absence who wish to change the date of return from their leave of absence must notify their Department Head, in writing, of their change in plans providing the reason for their change in plans and any physicians statements supporting this change. Such written notice must be received by the employee's Department Head prior to the date on which they had originally intended to return. This notice must then be forwarded to the Department Head.

10. Employees who fail to report back to work as scheduled and who do not provide any written notice, as described above, will be considered to have voluntarily terminated.

Deputy Q&A

By Catherine Mullhaupt, MTA Staff Attorney

Q. What township board positions have the authority to appoint a deputy?

A. The township clerk and treasurer are each required by law to appoint one deputy (MCLs 41.69 and 41.77). The township supervisor may choose to appoint one deputy (MCL 41.61).

Q. What authority does a deputy have?

A. Deputies are different from other "employees." A deputy position is not a "job;" it's an appointment to a public office.

The number one authority of a deputy is to serve as a substitute for the official. In the case of the absence, sickness, death, or other disability of the official, the deputy possesses the powers and performs the statutory duties of the office, except that a deputy does not have a vote on the township board. In addition, a deputy supervisor does not moderate a township board meeting.

This means that a deputy automatically has the authority to perform a statutory duty of the office, without further authorization, when the official is absent, sick, disabled, or has died. But it also means that a deputy has no authority beyond those situations to perform a statutory duty of the office—or any additional duties or job functions—without further authorization by the board and the official.

Q. Does a deputy continue to serve when the official resigns from board office?

A. No. A deputy serves at the "pleasure of the official," which means that the deputy's appointment depends on the official holding the office. The laws that state when a deputy has the authority of the office do not specifically state that a deputy serves in the event of the official's resignation, even though they do specifically state a deputy's authority to serve in the case of the absence, sickness, death, or other disability of the official. When an official resigns board office, he or she gives up all authority of the office, including the authority to appoint the deputy, so the deputy's authority also ends.

Q. Who may serve as a deputy?

A. Anyone who is capable of performing the specific duties of the office may be appointed. There is no minimum age limit, but the person must be legally able—and responsible enough--to perform the statutory duties and functions.

There is no requirement that a deputy be a resident of the township--or the state or the country! There have been some deputies that crossed state lines or even over from Canada to serve in a Michigan township. But the person must be readily available when the official is not.

There is no prohibition against a relative serving as an official's deputy. But the most important qualification of a deputy is the ability to be available when the official is absent, ill, disabled, or has died. So a relative may not be a good choice if that person is going on vacation with the official, or would be a caregiver or a grieving family member.

It is possible for one person to serve as more than one deputy, such as the same person serving as both a deputy clerk and deputy supervisor, but it is not possible for the same person to serve as both deputy clerk and deputy treasurer (or for the clerk or treasurer to serve as the other's deputy), because of the segregation of duties required by law and Michigan Department of Treasury regarding those two offices.

Q. How many deputies may an official have?

A. An official may have only one deputy at a time. It is possible for an official to appoint different deputies during the official's term of office—as long as it is only one at a time. For example, an official who has her spouse as her deputy might want to appoint someone else to be their deputy while the official and her spouse are away on vacation.

Q. How do I appoint a deputy?

A. There isn't an official process, other than you state who you are appointing and the new deputy must take the oath of office. If you want to switch deputies, you let one deputy go by appointing a new deputy who takes the oath; then the "old" deputy is no longer the deputy. That's all that must be done to make the appointment legally, but from a practical standpoint, you should let the board and other staff--and the bank, if your signatures are on the bank cards--know, so they know who has the deputy authority for your office.

Q. What control does a township board have over my deputy?

A. The township board does not have a vote over *who* you appoint, but the board determines what hours the deputy may work and what the compensation will be. (The one exception to board control over who serves as a deputy is if you want to have a trustee serve as your deputy in a township under 40,000 in population. A board would have to authorize a trustee to serve as deputy clerk or treasurer as an additional duty before that could occur because the positions are otherwise incompatible. Note that although it may be possible, it may not be appropriate for a trustee to serve as a deputy, because of the fiduciary responsibilities.)

The board's authority over the *person* who serves as a deputy is best explained in "Catherine's Theory of the Three Types of Deputies." You won't find these spelled out by name in the law, but this does explain what the law allows:

1) The Substitute Deputy:

This is the original form of deputy required by law. This deputy shows up only when the official cannot perform a statutory duty of the office. It's like Superman and Clark Kent—you never see the official and their deputy together at the same time!

This deputy has no authority to perform at other times. If the official is always available, it may be that the deputy never actually shows up or performs any of the statutory duties of the office, but as long as they were ready and available to do so, they fulfilled their responsibility.

The board controls what, if anything, this deputy position is paid.

2) The Assistant Deputy:

Here the deputy works along with the official. The official must have township board authorization for a deputy to work as more than just a substitute. MCLs 41.61, 41.69, 41.77 state that, with the approval of the official, the

deputy may assist the official in the performance of the statutory duties of the office at any additional times agreed upon between the board and the official, except the deputy shall not have a vote on the township board.

The board has the ability to determine the extent or limit of the hours that the deputy works, either directly by specifying hours or through the amount the board allocates to pay for deputy hours.

Neither of these first two types of deputies are subject to wage and hour restrictions. Just like the township board offices, deputies are not required to be paid a minimum wage or to work certain hours. There are no legal requirements to provide overtime, vacation, sick time, or comp time. A township board may treat these deputies as if they are subject to any or all of these employment laws, and it may really be appropriate to do so, but it is not required.

Neither of these types of deputies are subject to unemployment insurance, but they *are* subject to worker's disability compensation.

3) The Deputy Plus:

This is when a person who is a deputy also holds an *employment position* with the township. For example, the clerk makes a township clerical worker his deputy. Or the deputy treasurer is hired by the board to also serve as office manager. Here the township board is the employer, just as with any other township employment position. The official has no individual authority over those job duties.

The employment "part" of this dual position IS subject to unemployment insurance (but still not the deputy part). It is also subject to the Fair Labor Standards Act, and wage and hour regulations.

Sometimes this type of deputy situation can create confusion, especially if the township doesn't distinguish between the deputy duties and any employment job description. It may seem like splitting hairs when everything is going well, but when things change or go badly, it can really make a difference—especially to the person who is caught in the middle. For example, if the board discharges the person from the employment position, they are still the deputy. Or, if the official removes the deputy or the official resigns or isn't reelected, then the deputy part is gone, but the employee "part" still shows up for work!

To avoid confusion and stress for all involved, I strongly recommend that townships have a position description for deputy duties and a separate job description for the non-statutory township "job" position. If the township has a need for that "job" position, then it should have a separate job description and pay rate anyway.

AT&T Michigan
Angela Wesson
METRO Act Administrator
54 N. Mill Street
Mailbox #30
Pontiac, MI 48342

June 1, 2018
Resend: November 6, 2018

Holly Township Clerk
102 Civic Dr
Holly, MI 48442

METRO ACT RIGHT OF WAY PERMIT EXTENSION

Dear Holly Township Clerk,

This is a letter agreement which extends the existing METRO Act Permit issued by the Holly Township/Oakland County to Michigan Bell Telephone Company d/b/a AT&T Michigan ("AT&T") which expires on December 31, 2018. The extension is for a term to end on December 31, 2023.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at http://www.michigan.gov/mpsc. Please click on Telecommunications, METRO Act/Right of Way, and AT&T 5 Year permit extension.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Ms. Angela Wesson via e-mail, AD3245@att.com or 248-456-0361.

Agreed to by and on behalf of the
Holly Township

By: _____
Signature

Its: _____

Date: _____

Michigan Bell Telephone Company d/b/a AT&T acknowledges receipt of this Permit Extension granted by the municipality.

By: _____
Angela Wesson

Its: METRO Act Administrator

Date: _____

COPY - LAST EXTENSION

AT&T Michigan
Susan Sampier
METRO Act Administrator
54 N. Mill Street
Mailbox #30
Pontiac, MI 48342

July 29, 2013

Ms. Karin Winchester, Clerk
Holly Township
102 Civic Dr.
Holly, MI 48442

METRO ACT RIGHT OF WAY PERMIT EXTENSION

Dear Ms. Winchester,

This is a letter agreement which extends the existing METRO Act Permit issued by the Holly Township /Oakland County to Michigan Bell Telephone Company d/b/a AT&T Michigan ("AT&T") which expires on December 31, 2013. The extension is for a term to end on December 31, 2018.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at http://www.michigan.gov/mpsc. Please click on Telecommunications, METRO Act/Right of Way, and AT&T 5 Year permit extension.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Ms. Susan Sampier via e-mail, ss4792@att.com or 248.456.0361.

Agreed to by and on behalf of the
Township of Holly

By: Karin S. Winchester
Signature

Its: CLERK

Date: 8-22-13

Michigan Bell Telephone Company d/b/a AT&T acknowledges receipt of this Permit Extension granted by the municipality.

By: _____
Susan Sampier

Its: METRO Act Administrator

Date: 8-26-13