

HOLLY TOWNSHIP  
PROPOSED AGENDA  
Board of Trustees Regular Meeting  
August 21, 2024 6:30 PM  
Holly Township Hall (Upstairs)  
102 Civic Dr. Holly, Michigan 48442

CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL: George Kullis Karin Winchester Jennifer Ryan Derek Burton Steve Ruth

AGENDA APPROVAL

CONSENT AGENDA:

1. Approval of Meeting Minutes – July 17, 2024.
2. Approval of Financial Statement – July 2024.
3. Approval of Bills for Payment – August 2024.
4. Receipt of Routine Reports:
  1. N.O.C.F.A. Minutes – July 23, 2024.
  2. Planning Commission Minutes – July 10, 2024.
  3. Building Permits – July 2024.
  4. Treasurer’s Annual and Quarterly Report – None.
5. 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: None.

PRESENTATIONS: Township Planner – Draft Master Plan Adoption and Zoning Implementation.

REPORTS: TRUSTEES CLERK TREASURER 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. New Township Hall Property – HRC Proposal.
2. Appointment of Zoning Board of Appeals Alternate Member – Term Ending 12/31/24.

NEW BUSINESS

1. Adoption of Master Plan – Proposed Resolution 2024-18.
2. Zoning Implementation Proposal.
3. Real Estate Listing Proposal for Holly Township Parcels 01-33-300-031 and 01-12-355-023.
4. Code Enforcement.
5. Authorization for Participation in the Michigan Cooperative Liquid Assets Security System – Proposed Resolution 2024-19.

PUBLIC COMMENT

ADJOURNMENT

Holly Township  
Board of Trustees Regular Meeting  
Minutes of July 17, 2024

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**CALL TO ORDER:** Supervisor Kullis called the Regular Meeting of the Holly Township Board of Trustees to order at 6:33 pm located at the Holly Township Hall (Upstairs), 102 Civic Drive, Holly, Michigan 48442.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

**Members Present:**

George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Derek Burton, Trustee

**Members Absent:**

Steve Ruth, Trustee

**AGENDA APPROVAL**

- **Motion by Clerk Winchester to approve the agenda as presented. Supported by Trustee Burton. A voice vote was taken. All present voted yes. The motion carried 4/0.**

**CONSENT AGENDA:**

1. Approval of Special Meeting Minutes – June 24, 2024
2. Approval of Meeting Minutes – June 26, 2024
3. Approval of Financial Statement – June 2024
4. Approval of Bills for Payment – July 2024
5. Receipt of Routine Reports:
  - A. N.O.C.F.A. Minutes – June 17, 2024
  - B. Planning Commission Minutes – June 4, 2024
  - C. Building Permits – June 2024
  - D. Treasurer’s Annual and Quarterly Report – June 30, 2024
6. Communications:
  - A. Notice of Intent from Oakland County dated July 8, 2024 re: Materials Management Program

- **Motion Trustee Burton to approve the Consent Agenda as presented. Supported by Clerk Winchester. A roll call vote was taken. All present voted yes. The motion was carried 4/0.**

**PUBLIC HEARINGS:** None.

**PRESENTATIONS:** None.

**REPORTS:**

**Trustee Burton**

- Burton stated that Holly 8U Little League lost every game, but they turned a double play every game which is impressive for 8 yr. olds. He predicts that next year Holly 9U district will win the tournament.

- **Motion by Trustee Burton to approve the 2024-2025 Holly Area Youth Assistance Contract for \$3,500. Supported by Supervisor Kullis. A roll call vote was taken. All present voted yes. The motion carried 4/0.**

4. 2024-2025 Budget Amendment – Proposed Resolution 2024-17.

Based on past contracts, \$2,625 was budgeted for this year. This action will move \$875 from Miscellaneous to the HAYA line item to cover the budget difference for the new contract.

- **Motion by Clerk Winchester to approve the 2024-2025 budget amendment, Proposed Resolution 2024-17. Supported by Trustee Burton. A roll call vote was taken. All present voted yes. The motion carried 4/0.**

**PUBLIC COMMENT:**

Ryan Matson, 15091 Western Valley, addressed the board.  
Mary Blanchard, 3444 Old Creek Drive, addressed the board.

**ADJOURNMENT**

Supervisor Kullis adjourned the meeting at 6:53 p.m.

Submitted by: Diane M. Hill, Recording Secretary

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Karin S. Winchester, Clerk

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/2024		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL		NORMAL (ABNORMAL)	INCREASE (DECREASE)		
<b>Fund 101 - GENERAL FUND</b>								
<b>Revenues</b>								
Dept 000 - GENERAL								
101-000-402-000	CURRENT TAX COLLECTION	488,000.00	0.00	0.00	0.00	488,000.00	0.00	0.00
101-000-434-000	MOBILE HOME FEES	1,550.00	0.00	0.00	0.00	1,550.00	0.00	0.00
101-000-445-000	PENALTIES & INTEREST	1,200.00	0.00	0.00	0.00	1,200.00	0.00	0.00
101-000-447-000	ADMINISTRATIVE FEE	155,000.00	6,546.99	6,546.99	4.22	148,453.01	4.22	0.00
101-000-448-000	SCHOOL COLLECTION	64,000.00	38,728.00	38,728.00	60.51	25,272.00	60.51	0.14
101-000-477-000	FRANCHISES FEES	63,000.00	90.93	90.93	0.14	62,909.07	0.14	0.00
101-000-522-000	COMMUNITY DEVELOPMENT - CDBG	5,792.00	0.00	0.00	0.00	5,792.00	0.00	0.00
101-000-528-000	FEDERAL GRANT - COVID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-573-000	LOCAL COMMUNITY STABILIZATION	2,150.00	0.00	0.00	0.00	2,150.00	0.00	0.00
101-000-574-000	STATE SHARED REVENUES	641,838.00	0.00	0.00	0.00	641,838.00	0.00	0.00
101-000-628-000	ZONING FEES	750.00	0.00	0.00	0.00	750.00	0.00	0.00
101-000-629-000	MINING FEES	5,741.00	0.00	0.00	0.00	5,741.00	0.00	0.00
101-000-630-000	PLANNING FEES	2,500.00	1,500.00	1,500.00	60.00	1,000.00	60.00	0.00
101-000-631-000	COPIES & PRINTED MATERIALS	215.00	12.00	12.00	5.58	203.00	5.58	0.00
101-000-665-000	INTEREST	16,600.00	4,597.85	4,597.85	27.70	12,002.15	27.70	0.00
101-000-670-000	BUILDING DEPT COST REIMBURSEMENT	66,100.00	0.00	0.00	0.00	66,100.00	0.00	0.00
101-000-671-000	BUILDING DEPARTMENT LEASE	18,000.00	0.00	0.00	0.00	18,000.00	0.00	0.00
101-000-677-000	NOCRA ADVANCE PAYMENT	122,762.00	0.00	0.00	0.00	122,762.00	0.00	0.00
101-000-678-000	MISCELLANEOUS	5,000.00	275.00	275.00	5.50	4,725.00	5.50	0.00
101-000-679-000	COMMISSIONS	300.00	0.00	0.00	0.00	300.00	0.00	0.00
101-000-693-000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699-390	TRANSFER FROM FUND BALANCE	448,333.00	0.00	0.00	0.00	448,333.00	0.00	0.00
Total Dept 000 - GENERAL		2,108,831.00	51,750.77	51,750.77	2,057,080.23	2,057,080.23	2.45	
TOTAL REVENUES		2,108,831.00	51,750.77	51,750.77	2,057,080.23	2,057,080.23	2.45	
<b>Expenditures</b>								
<b>Dept 101 - TOWNSHIP TRUSTEES</b>								
101-101-702-000	SALARIES	13,400.00	0.00	0.00	13,400.00	0.00	0.00	0.00
101-101-715-000	SOCIAL SECURITY	1,025.00	0.00	0.00	1,025.00	0.00	0.00	0.00
101-101-830-000	DUES, SUBS & TUITION	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
101-101-860-000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00	0.00	0.00
Total Dept 101 - TOWNSHIP TRUSTEES		18,925.00	0.00	0.00	18,925.00	0.00	0.00	
<b>Dept 171 - SUPERVISOR</b>								
101-171-702-000	SALARIES	80,032.00	6,669.34	6,669.34	73,362.66	8.33	8.33	
101-171-713-000	HEALTH OPT OUT PAYMENT	4,800.00	400.00	400.00	4,400.00	8.33	8.33	
101-171-715-000	SOCIAL SECURITY	6,490.00	540.80	540.80	5,949.20	8.33	8.33	
101-171-830-000	DUES, SUBS & TUITION	2,500.00	0.00	0.00	2,500.00	0.00	0.00	
101-171-860-000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	1,000.00	0.00	0.00	
101-171-861-000	LODGING & EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00	0.00	
Total Dept 171 - SUPERVISOR		95,822.00	7,610.14	7,610.14	88,211.86	7.94	7.94	
<b>Dept 215 - CLERK</b>								
101-215-702-000	SALARIES	80,032.00	6,669.34	6,669.34	73,362.66	8.33	8.33	
101-215-715-000	SOCIAL SECURITY	6,123.00	510.20	510.20	5,612.80	8.33	8.33	
101-215-830-000	DUES, SUBS & TUITION	2,500.00	0.00	0.00	2,500.00	0.00	0.00	
101-215-860-000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	1,000.00	0.00	0.00	

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024	MONTH 07/31/2024 INCREASE (DECREASE)	ACTIVITY FOR MONTH 07/31/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT & USED
		AMENDED BUDGET	NORMAL						
Fund 101 - GENERAL FUND									
Expenditures									
101-261-830-000	DUES, SUBS & TUITION	2,500.00		0.00	0.00	0.00		2,500.00	0.00
101-261-860-000	MIILEAGE REIMBURSEMENT	1,000.00		0.00	0.00	0.00		1,000.00	0.00
101-261-861-000	LODGING & EXPENSES	1,000.00		0.00	0.00	0.00		1,000.00	0.00
Total Dept 261 - CODE ENFORCEMENT/ASSIST SUPERVISOR		61,703.00		4,766.91		4,766.91		56,936.09	7.73
Dept 262 - ELECTIONS									
101-262-708-000	ELECTION SALARIES	35,000.00		110.00		110.00		34,890.00	0.31
101-262-740-000	OPERATING EXPENSES	20,000.00		0.00		0.00		20,000.00	0.00
Total Dept 262 - ELECTIONS		55,000.00		110.00		110.00		54,890.00	0.20
Dept 265 - TOWNSHIP PROPERTIES									
101-265-850-000	TELEPHONE	6,700.00		308.78		308.78		6,391.22	4.61
101-265-920-000	UTILITIES	10,000.00		586.49		586.49		9,413.51	5.86
101-265-930-000	MAINTENANCE & REPAIRS	50,000.00		1,635.40		1,635.40		48,364.60	3.27
Total Dept 265 - TOWNSHIP PROPERTIES		66,700.00		2,530.67		2,530.67		64,169.33	3.79
Dept 267 - ARPA OPERATING EXPENSES									
101-267-740-000	OPERATING EXPENSES	0.00		0.00		0.00		0.00	0.00
Total Dept 267 - ARPA OPERATING EXPENSES		0.00		0.00		0.00		0.00	0.00
Dept 272 - GENERAL SERVICES									
101-272-710-000	PENSIION	40,995.00		3,442.86		3,442.86		37,552.14	8.40
101-272-720-000	HEALTH/LIFE INSURANCE	65,000.00		6,509.61		6,509.61		58,490.39	10.01
101-272-737-000	RETIREMENT HEALTH CARE FUNDING	0.00		0.00		0.00		0.00	0.00
101-272-740-000	OPERATING EXPENSES	50,000.00		802.96		802.96		49,197.04	1.61
101-272-801-000	ACCOUNTANT/AUDITOR	19,300.00		0.00		0.00		19,300.00	0.00
101-272-802-000	CONTRACTED SERVICES	2,000.00		0.00		0.00		2,000.00	0.00
101-272-804-000	ATTORNEY	50,000.00		0.00		0.00		50,000.00	0.00
101-272-816-000	COMPUTER MAINTENANCE	35,000.00		8,543.22		8,543.22		26,456.78	0.00
101-272-820-000	ORDINANCE CODIFICATION	7,000.00		0.00		0.00		7,000.00	0.00
101-272-830-000	DUES, SUBS & TUITION	9,000.00		7,537.54		7,537.54		1,462.46	83.75
101-272-900-000	LEGAL NOTICES	7,000.00		0.00		0.00		7,000.00	0.00
101-272-955-000	MISCELLANEOUS	11,857.00		0.00		0.00		11,857.00	0.00
101-272-956-000	INSURANCE	14,500.00		14,337.00		14,337.00		163.00	98.88
101-272-971-000	CAPITAL OUTLAY	0.00		0.00		0.00		0.00	0.00
101-272-995-206	TRANSFER TO FIRE SAD - ADVANCE	122,762.00		0.00		0.00		122,762.00	0.00
101-272-995-401	TO CAPITAL PROJECT FUND	550,000.00		0.00		0.00		550,000.00	100.00
101-272-995-404	TRANSFERS TO ROAD IMPROVEMENT FUND	100,000.00		0.00		0.00		100,000.00	100.00
Total Dept 272 - GENERAL SERVICES		1,084,414.00		691,173.19		691,173.19		393,240.81	63.74
Dept 336 - PUBLIC SAFETY									
101-336-959-000	NOCPA CONTRIBUTION	0.00		0.00		0.00		0.00	0.00
Total Dept 336 - PUBLIC SAFETY		0.00		0.00		0.00		0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR HOLLY TOWNSHIP  
 PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		2024-25 AMENDED BUDGET	07/31/2024 NORMAL (ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures		2,108,831.00	739,226.29	739,226.29	1,369,604.71	35.05		
TOTAL EXPENDITURES								
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		2,108,831.00	51,750.77	51,750.77	2,057,080.23	2.45		
TOTAL EXPENDITURES		2,108,831.00	739,226.29	739,226.29	1,369,604.71	35.05		
NET OF REVENUES & EXPENDITURES		0.00	(687,475.52)	(687,475.52)	687,475.52	100.00		
BEG. FUND BALANCE		1,248,180.50	1,248,180.50					
NET OF REVENUES/EXPENDITURES - 2023-24			124,609.90					
END FUND BALANCE		1,248,180.50	685,314.88		124,609.90			

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDR USED
		2024-25 AMENDED BUDGET	07/31/2024 NORMAL (ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 213 - PEG FUNDS								
Revenues								
Dept 000 - GENERAL								
213-000-478-000	PEG FUNDS	6,400.00	36.37	36.37	6,363.63	0.57		
213-000-665-000	INTEREST	1,000.00	(668.92)	(668.92)	1,668.92	(66.89)		
213-000-699-390	TRANSFER FROM FUND BALANCE	80,600.00	0.00	0.00	80,600.00	0.00		
Total Dept 000 - GENERAL		88,000.00	(632.55)	(632.55)	88,632.55	(0.72)		
TOTAL REVENUES								
88,000.00			(632.55)	(632.55)	88,632.55	(0.72)		
Expenditures								
Dept 213 - PEG								
213-213-740-000	OPERATING EXPENSES	88,000.00	0.00	0.00	88,000.00	0.00		
Total Dept 213 - PEG		88,000.00	0.00	0.00	88,000.00	0.00		
TOTAL EXPENDITURES								
88,000.00			0.00	0.00	88,000.00	0.00		
Fund 213 - PEG FUNDS:								
TOTAL REVENUES		88,000.00	(632.55)	(632.55)	88,632.55	0.72		
TOTAL EXPENDITURES		88,000.00	0.00	0.00	88,000.00	0.00		
NET OF REVENUES & EXPENDITURES		0.00	(632.55)	(632.55)	632.55	100.00		
BEG. FUND BALANCE		88,978.34	88,978.34	7,882.46	7,882.46			
NET OF REVENUES/EXPENDITURES - 2023-24								
END FUND BALANCE		88,978.34	96,228.25		7,882.46			

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/2024		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 249 - BUILDING								
Revenues								
Dept 000 - GENERAL	LICENSES & PERMITS	100,000.00	8,779.80	8,779.80	91,220.20	8.78		
249-000-476-000	INTEREST	3,300.00	(743.24)	(743.24)	4,043.24	(22.52)		
249-000-665-000	TRANSFER FROM FUND BALANCE	40,900.00	0.00	0.00	40,900.00	0.00		
249-000-699-390								
Total Dept 000 - GENERAL		144,200.00	8,036.56	8,036.56	136,163.44	5.57		
TOTAL REVENUES								
		144,200.00	8,036.56	8,036.56	136,163.44	5.57		
Expenditures								
Dept 371 - BUILDING INSPECTION								
249-371-702-000	SALARIES	0.00	0.00	0.00	0.00	0.00		
249-371-710-000	PENSION	0.00	0.00	0.00	0.00	0.00		
249-371-715-000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00		
249-371-720-000	HEALTH/LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00		
249-371-740-000	OPERATING EXPENSES	10,000.00	160.00	160.00	9,840.00	1.60		
249-371-805-000	BUILDING INSPECTOR	25,000.00	130.52	130.52	24,869.48	0.52		
249-371-806-000	ELECTRICAL INSPECTOR	8,000.00	223.20	223.20	7,776.80	2.79		
249-371-807-000	MECHANICAL INSPECTOR	10,000.00	765.00	765.00	9,235.00	7.65		
249-371-808-000	PLUMBING INSPECTOR	6,000.00	0.00	0.00	6,000.00	0.00		
249-371-830-000	DUES, SUBS & TUITION	500.00	0.00	0.00	500.00	0.00		
249-371-860-000	MILEAGE REIMBURSEMENT	100.00	0.00	0.00	100.00	0.00		
249-371-941-000	LEASE PAYMENT	18,000.00	0.00	0.00	18,000.00	0.00		
249-371-942-000	LABOR DUE TO GENERAL FUND	66,100.00	0.00	0.00	66,100.00	0.00		
249-371-955-000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00		
Total Dept 371 - BUILDING INSPECTION		144,200.00	1,278.72	1,278.72	142,921.28	0.89		
TOTAL EXPENDITURES								
		144,200.00	1,278.72	1,278.72	142,921.28	0.89		
Fund 249 - BUILDING:								
TOTAL REVENUES								
		144,200.00	8,036.56	8,036.56	136,163.44	5.57		
TOTAL EXPENDITURES								
		144,200.00	1,278.72	1,278.72	142,921.28	0.89		
NET OF REVENUES & EXPENDITURES								
		0.00	6,757.84	6,757.84	(6,757.84)	100.00		
BEG. FUND BALANCE								
		221,345.15	221,345.15	(84,965.03)	(84,965.03)			
NET OF REVENUES/EXPENDITURES - 2023-24								
		221,345.15	143,137.96	143,137.96	(84,965.03)			
END FUND BALANCE								



GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/2024	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 403 - CAPITAL GRANT FUND							
Revenues							
Dept 000 - GENERAL							
403-000-665-000	INTEREST	13,600.00	(2,229.73)		(2,229.73)	15,829.73	(16.40)
403-000-674-000	CHARLES MOTT GRANT FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
403-000-675-000	THE GLENMEDE TRUST GRANT FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
403-000-679-000	COMMUNITY FOUNDATION	0.00	0.00	0.00	0.00	0.00	0.00
403-000-699-390	TRANSFER FROM FUND BALANCE	475,588.00	0.00	0.00	0.00	475,588.00	0.00
Total Dept 000 - GENERAL		489,188.00	(2,229.73)		(2,229.73)	491,417.73	(0.46)
TOTAL REVENUES							
		489,188.00	(2,229.73)		(2,229.73)	491,417.73	(0.46)
Expenditures							
Dept 903 - CAPITAL OUTLAY							
403-903-976-000	CAPITAL OUTLAY - CHARLES MOTT GRANT	182,975.00	0.00	0.00	0.00	182,975.00	0.00
403-903-977-000	CAPITAL OUTLAY - GLEN MEADE TRUST FUND	283,213.00	0.00	0.00	0.00	283,213.00	0.00
403-903-978-000	COMMUNITY FOUNDATION	23,000.00	0.00	0.00	0.00	23,000.00	0.00
Total Dept 903 - CAPITAL OUTLAY		489,188.00	0.00	0.00	0.00	489,188.00	0.00
TOTAL EXPENDITURES							
		489,188.00	0.00	0.00	0.00	489,188.00	0.00
Fund 403 - CAPITAL GRANT FUND:							
TOTAL REVENUES		489,188.00	(2,229.73)		(2,229.73)	491,417.73	0.46
TOTAL EXPENDITURES		489,188.00	0.00		0.00	489,188.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	(2,229.73)		(2,229.73)	2,229.73	100.00
BEG. FUND BALANCE		391,315.32		391,315.32		62,381.17	
NET OF REVENUES/EXPENDITURES - 2023-24				451,466.76		62,381.17	
END FUND BALANCE		391,315.32					

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024	MONTH 07/31/2024 INCREASE (DECREASE)	ACTIVITY FOR MONTH 07/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)					
<b>Fund 101 - GENERAL FUND</b>								
<b>Revenues</b>								
Dept 000 - GENERAL								
101-000-402-000	CURRENT TAX COLLECTION	488,000.00	0.00	0.00	0.00	0.00	488,000.00	0.00
101-000-434-000	MOBILE HOME FEES	1,550.00	0.00	0.00	0.00	0.00	1,550.00	0.00
101-000-445-000	PENALTIES & INTEREST	1,200.00	0.00	0.00	0.00	0.00	1,200.00	0.00
101-000-447-000	ADMINISTRATIVE FEE	155,000.00	6,546.99	38,728.00	6,546.99	4.22	148,453.01	0.00
101-000-448-000	SCHOOL COLLECTION	64,000.00	64,000.00	38,728.00	38,728.00	60.51	25,272.00	0.14
101-000-477-000	FRANCHISES FEES	63,000.00	90.93	0.00	90.93	0.14	62,909.07	0.00
101-000-522-000	COMMUNITY DEVELOPMENT - CDBG	5,792.00	0.00	0.00	0.00	0.00	5,792.00	0.00
101-000-528-000	FEDERAL GRANT - COVID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-573-000	LOCAL COMMUNITY STABILIZATION	2,150.00	0.00	0.00	0.00	0.00	2,150.00	0.00
101-000-574-000	STATE SHARED REVENUES	641,838.00	0.00	0.00	0.00	0.00	641,838.00	0.00
101-000-628-000	ZONING FEES	750.00	0.00	0.00	0.00	0.00	750.00	0.00
101-000-629-000	MINING FEES	5,741.00	0.00	0.00	0.00	0.00	5,741.00	0.00
101-000-630-000	PLANNING FEES	2,500.00	1,500.00	1,500.00	1,500.00	60.00	1,000.00	0.00
101-000-631-000	COPIES & PRINTED MATERIALS	215.00	12.00	12.00	12.00	5.58	203.00	0.00
101-000-665-000	INTEREST	16,600.00	4,597.85	0.00	4,597.85	27.70	12,002.15	0.00
101-000-670-000	BUILDING DEPT COST REIMBURSEMENT	66,100.00	0.00	0.00	0.00	0.00	66,100.00	0.00
101-000-671-000	BUILDING DEPARTMENT LEASE	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0.00
101-000-677-000	NOCRA ADVANCE PAYMENT	122,762.00	0.00	0.00	0.00	0.00	122,762.00	0.00
101-000-678-000	MISCELLANEOUS	5,000.00	275.00	0.00	275.00	5.50	4,725.00	0.00
101-000-679-000	COMMISSIONS	300.00	0.00	0.00	0.00	0.00	300.00	0.00
101-000-693-000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699-390	TRANSFER FROM FUND BALANCE	448,333.00	0.00	0.00	0.00	0.00	448,333.00	0.00
Total Dept 000 - GENERAL		2,108,831.00	51,750.77	51,750.77	51,750.77	2.45	2,057,080.23	2.45
TOTAL REVENUES		2,108,831.00	51,750.77	51,750.77	51,750.77	2.45	2,057,080.23	2.45
<b>Expenditures</b>								
<b>Dept 101 - TOWNSHIP TRUSTEES</b>								
101-101-702-000	SALARIES	13,400.00	0.00	0.00	0.00	0.00	13,400.00	0.00
101-101-715-000	SOCIAL SECURITY	1,025.00	0.00	0.00	0.00	0.00	1,025.00	0.00
101-101-830-000	DUES, SUBS & TUITION	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
101-101-860-000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	0.00	0.00	500.00	0.00
Total Dept 101 - TOWNSHIP TRUSTEES		18,925.00	0.00	0.00	0.00	0.00	18,925.00	0.00
<b>Dept 171 - SUPERVISOR</b>								
101-171-702-000	SALARIES	80,032.00	6,669.34	6,669.34	6,669.34	8.33	73,362.66	8.33
101-171-713-000	HEALTH OPT OUT PAYMENT	4,800.00	400.00	400.00	400.00	8.33	4,400.00	8.33
101-171-715-000	SOCIAL SECURITY	6,490.00	540.80	540.80	540.80	8.33	5,949.20	8.33
101-171-830-000	DUES, SUBS & TUITION	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
101-171-860-000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
101-171-861-000	LODGING & EXPENSES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
Total Dept 171 - SUPERVISOR		95,822.00	7,610.14	7,610.14	7,610.14	7.94	88,211.86	7.94
<b>Dept 215 - CLERK</b>								
101-215-702-000	SALARIES	80,032.00	6,669.34	6,669.34	6,669.34	8.33	73,362.66	8.33
101-215-715-000	SOCIAL SECURITY	6,123.00	510.20	510.20	510.20	8.33	5,612.80	8.33
101-215-830-000	DUES, SUBS & TUITION	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
101-215-860-000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 07/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
101-261-830-000	DUES, SUBS & TUITION	2,500.00	0.00	0.00	2,500.00	0.00
101-261-860-000	MIILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-261-861-000	LODGING & EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 261 - CODE ENFORCEMENT/ASSIST SUPERVISOR</b>						
		61,703.00	4,766.91	4,766.91	56,936.09	7.73
<b>Dept 262 - ELECTIONS</b>						
101-262-706-000	ELECTION SALARIES	35,000.00	110.00	110.00	34,890.00	0.31
101-262-740-000	OPERATING EXPENSES	20,000.00	0.00	0.00	20,000.00	0.00
<b>Total Dept 262 - ELECTIONS</b>						
		55,000.00	110.00	110.00	54,890.00	0.20
<b>Dept 265 - TOWNSHIP PROPERTIES</b>						
101-265-850-000	TELEPHONE	6,700.00	308.78	308.78	6,391.22	4.61
101-265-920-000	UTILITIES	10,000.00	586.49	586.49	9,413.51	5.86
101-265-930-000	MAINTENANCE & REPAIRS	50,000.00	1,635.40	1,635.40	48,364.60	3.27
<b>Total Dept 265 - TOWNSHIP PROPERTIES</b>						
		66,700.00	2,530.67	2,530.67	64,169.33	3.79
<b>Dept 267 - ARPA OPERATING EXPENSES</b>						
101-267-740-000	OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 267 - ARPA OPERATING EXPENSES</b>						
		0.00	0.00	0.00	0.00	0.00
<b>Dept 272 - GENERAL SERVICES</b>						
101-272-710-000	PENSION	40,995.00	3,442.86	3,442.86	37,552.14	8.40
101-272-720-000	HEALTH/LIFE INSURANCE	65,000.00	6,509.61	6,509.61	58,490.39	10.01
101-272-737-000	RETIREMENT HEALTH CARE FUNDING	0.00	0.00	0.00	0.00	0.00
101-272-740-000	OPERATING EXPENSES	50,000.00	802.96	802.96	49,197.04	1.61
101-272-801-000	ACCOUNTANT/AUDITOR	19,300.00	0.00	0.00	19,300.00	0.00
101-272-802-000	CONTRACTED SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
101-272-804-000	ATTORNEY	50,000.00	0.00	0.00	50,000.00	0.00
101-272-816-000	COMPUTER MAINTENANCE	35,000.00	8,543.22	8,543.22	26,456.78	24.41
101-272-820-000	ORDINANCE CODIFICATION	7,000.00	0.00	0.00	7,000.00	0.00
101-272-830-000	DUES, SUBS & TUITION	9,000.00	7,537.54	7,537.54	1,462.46	83.75
101-272-900-000	LEGAL NOTICES	7,000.00	0.00	0.00	7,000.00	0.00
101-272-955-000	MISCELLANEOUS	11,857.00	0.00	0.00	11,857.00	0.00
101-272-956-000	INSURANCE	14,500.00	14,337.00	14,337.00	163.00	98.88
101-272-971-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-272-995-206	TRANSFER TO FIRE SAD - ADVANCE	122,762.00	0.00	0.00	122,762.00	0.00
101-272-995-401	TO CAPITAL PROJECT FUND	550,000.00	550,000.00	550,000.00	0.00	100.00
101-272-995-404	TRANSFERS TO ROAD IMPROVEMENT FUND	100,000.00	100,000.00	100,000.00	0.00	100.00
<b>Total Dept 272 - GENERAL SERVICES</b>						
		1,084,414.00	691,173.19	691,173.19	393,240.81	63.74
<b>Dept 336 - PUBLIC SAFETY</b>						
101-336-959-000	NOCPA CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 336 - PUBLIC SAFETY</b>						
		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR HOLLY TOWNSHIP  
 PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/2024	AVAILABLE BALANCE	% BDCY USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND							
Expenditures							
	TOTAL EXPENDITURES	2,108,831.00		739,226.29	739,226.29	1,369,604.71	35.05
Fund 101 - GENERAL FUND:							
	TOTAL REVENUES	2,108,831.00		51,750.77	51,750.77	2,057,080.23	2.45
	TOTAL EXPENDITURES	2,108,831.00		739,226.29	739,226.29	1,369,604.71	35.05
	NET OF REVENUES & EXPENDITURES		0.00	(687,475.52)	(687,475.52)	687,475.52	100.00
	BEG. FUND BALANCE		1,248,180.50	1,248,180.50	124,609.90		
	NET OF REVENUES/EXPENDITURES - 2023-24			124,609.90			
	END FUND BALANCE		1,248,180.50	685,314.88		124,609.90	

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDCY USED
		AMENDED BUDGET	NORMAL	07/31/2024	(ABNORMAL)	MONTH 07/31/2024	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 213 - PEG FUNDS										
Revenues										
Dept 000 - GENERAL										
213-000-478-000	PEG FUNDS	6,400.00		36.37		36.37		6,363.63		0.57
213-000-665-000	INTEREST	1,000.00		(668.92)		(668.92)		1,668.92		(66.89)
213-000-699-390	TRANSFER FROM FUND BALANCE	80,600.00		0.00		0.00		80,600.00		0.00
Total Dept 000 - GENERAL		88,000.00		(632.55)		(632.55)		88,632.55		(0.72)
TOTAL REVENUES										
88,000.00				(632.55)		(632.55)		88,632.55		(0.72)
Expenditures										
Dept 213 - PEG										
213-213-740-000	OPERATING EXPENSES	88,000.00		0.00		0.00		88,000.00		0.00
Total Dept 213 - PEG		88,000.00		0.00		0.00		88,000.00		0.00
TOTAL EXPENDITURES										
88,000.00				0.00		0.00		88,000.00		0.00
Fund 213 - PEG FUNDS:										
TOTAL REVENUES										
88,000.00				(632.55)		(632.55)		88,632.55		0.72
TOTAL EXPENDITURES										
88,000.00				0.00		0.00		88,000.00		0.00
NET OF REVENUES & EXPENDITURES										
0.00				(632.55)		(632.55)		632.55		100.00
BEG. FUND BALANCE										
88,978.34				88,978.34		88,978.34		7,882.46		
NET OF REVENUES/EXPENDITURES - 2023-24										
88,978.34				96,228.25		96,228.25		7,882.46		
END FUND BALANCE										

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 07/31/2024 (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
<b>Fund 249 - BUILDING</b>						
<b>Revenues</b>						
Dept 000 - GENERAL	LICENSES & PERMITS	100,000.00	8,779.80	8,779.80	91,220.20	8.78
249-000-476-000	INTEREST	3,300.00	(743.24)	(743.24)	4,043.24	(22.52)
249-000-665-000	TRANSFER FROM FUND BALANCE	40,900.00	0.00	0.00	40,900.00	0.00
249-000-699-390						
Total Dept 000 - GENERAL		144,200.00	8,036.56	8,036.56	136,163.44	5.57
<b>TOTAL REVENUES</b>						
		144,200.00	8,036.56	8,036.56	136,163.44	5.57
<b>Expenditures</b>						
<b>Dept 371 - BUILDING INSPECTION</b>						
249-371-702-000	SALARIES	0.00	0.00	0.00	0.00	0.00
249-371-710-000	PENSION	0.00	0.00	0.00	0.00	0.00
249-371-715-000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
249-371-720-000	HEALTH/LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
249-371-740-000	OPERATING EXPENSES	10,000.00	160.00	0.00	9,840.00	1.60
249-371-805-000	BUILDING INSPECTOR	25,000.00	130.52	130.52	24,869.48	0.52
249-371-806-000	ELECTRICAL INSPECTOR	8,000.00	223.20	223.20	7,776.80	2.79
249-371-807-000	MECHANICAL INSPECTOR	10,000.00	765.00	765.00	9,235.00	7.65
249-371-808-000	PLUMBING INSPECTOR	6,000.00	0.00	0.00	6,000.00	0.00
249-371-830-000	DUES, SUBS & TUITION	500.00	0.00	0.00	500.00	0.00
249-371-860-000	MILEAGE REIMBURSEMENT	100.00	0.00	0.00	100.00	0.00
249-371-941-000	LEASE PAYMENT	18,000.00	0.00	0.00	18,000.00	0.00
249-371-942-000	LABOR DUE TO GENERAL FUND	66,100.00	0.00	0.00	66,100.00	0.00
249-371-955-000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
Total Dept 371 - BUILDING INSPECTION		144,200.00	1,278.72	1,278.72	142,921.28	0.89
<b>TOTAL EXPENDITURES</b>						
		144,200.00	1,278.72	1,278.72	142,921.28	0.89
<b>Fund 249 - BUILDING:</b>						
<b>TOTAL REVENUES</b>						
		144,200.00	8,036.56	8,036.56	136,163.44	5.57
<b>TOTAL EXPENDITURES</b>						
		144,200.00	1,278.72	1,278.72	142,921.28	0.89
<b>NET OF REVENUES &amp; EXPENDITURES</b>						
		0.00	6,757.84	6,757.84	(6,757.84)	100.00
<b>BEG. FUND BALANCE</b>						
		221,345.15	221,345.15	(84,965.03)	(84,965.03)	
<b>NET OF REVENUES/EXPENDITURES - 2023-24</b>						
		221,345.15	143,137.96			
<b>END FUND BALANCE</b>						

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/2024	AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 403 - CAPITAL GRANT FUND							
Revenues							
Dept 000 - GENERAL							
403-000-665-000	INTEREST	13,600.00	(2,229.73)	15,829.73	(16.40)		
403-000-674-000	CHARLES MOTT GRANT FUNDS	0.00	0.00	0.00	0.00		
403-000-675-000	THE GLENMEDE TRUST GRANT FUNDS	0.00	0.00	0.00	0.00		
403-000-679-000	COMMUNITY FOUNDATION	0.00	0.00	0.00	0.00		
403-000-699-390	TRANSFER FROM FUND BALANCE	475,588.00	0.00	475,588.00	0.00		
Total Dept 000 - GENERAL		489,188.00	(2,229.73)	491,417.73	(0.46)		
TOTAL REVENUES							
		489,188.00	(2,229.73)	491,417.73	(0.46)		
Expenditures							
Dept 903 - CAPITAL OUTLAY							
403-903-976-000	CAPITAL OUTLAY - CHARLES MOTT GRANT	182,975.00	0.00	182,975.00	0.00		
403-903-977-000	CAPITAL OUTLAY - GLEN MEADE TRUST FUND	283,213.00	0.00	283,213.00	0.00		
403-903-978-000	COMMUNITY FOUNDATION	23,000.00	0.00	23,000.00	0.00		
Total Dept 903 - CAPITAL OUTLAY		489,188.00	0.00	489,188.00	0.00		
TOTAL EXPENDITURES							
		489,188.00	0.00	489,188.00	0.00		
Fund 403 - CAPITAL GRANT FUND:							
TOTAL REVENUES		489,188.00	(2,229.73)	491,417.73	0.46		
TOTAL EXPENDITURES		489,188.00	0.00	489,188.00	0.00		
NET OF REVENUES & EXPENDITURES		0.00	(2,229.73)	2,229.73	100.00		
BEG. FUND BALANCE		391,315.32		62,381.17			
NET OF REVENUES/EXPENDITURES - 2023-24				451,466.76			
END FUND BALANCE		391,315.32		62,381.17			

08/15/2024

INVOICE GL DISTRIBUTION REPORT FOR HOLLY TOWNSHIP  
 POST DATES 07/18/2024 - 08/21/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Vendor	Invoice Description	Amount
Fund 101 GENERAL FUND			
Dept 000 GENERAL			
101-000-231-000	TONI BRINKER	JUL-24 AFLAC DEDUCTION REFUND	140.19
	Total For Dept 000 GENERAL		140.19
Dept 171 SUPERVISOR			
101-171-830-000	CARDMEMBER SERVICES	EMERGENCY SERVICES ISSUES CLASS	125.00
	Total For Dept 171 SUPERVISOR		125.00
Dept 215 CLERK			
101-215-830-000	OCCA, HEIDI BARCKHOLTZ	AUG-24 CLERKS LUNCH AND LEARN	40.00
101-215-830-000	IIMC	ANNUAL IIMC RENEWAL	185.00
101-215-830-000	MICHIGAN TOWNSHIPS ASSOCIATI	EMERGENCY SERVICES ISSUES CLASS	125.00
	Total For Dept 215 CLERK		350.00
Dept 216 CLERK ADMINISTRATION			
101-216-830-000	OCCA, HEIDI BARCKHOLTZ	CLERKS LUNCH & LEARN	40.00
	Total For Dept 216 CLERK ADMINISTRATION		40.00
Dept 253 TREASURER			
101-253-830-000	BARBARA MCCOY	TREASURER ASSOCIATION LUNCHEON	40.00
101-253-830-000	MGFOA	MGFOA MEMBERSHIP DUES	135.00
	Total For Dept 253 TREASURER		175.00
Dept 255 TREASURER ADMINISTRATION			
101-255-830-000	MMTA	TREASURER FALL CONFERENCE	399.00
101-255-830-000	MGFOA	MGFOA MEMBERSHIP DUES	135.00
	Total For Dept 255 TREASURER ADMINISTRATION		534.00
Dept 262 ELECTIONS			
101-262-708-000	ROBERT LORION	JUL-24 MOVE EQUIPMENT	110.00
101-262-708-000	AMY HILLMAN	AUG-24 PRIMARY ELECTIN & SET UP	420.00
101-262-708-000	BREANNE GUGIN	AUG-24 PRIMARY ELECTION	279.00
101-262-708-000	BRIANNA LORION	AUG-24 PRIMARY ELECTION & SET UP	522.00
101-262-708-000	CAITLYN PARR	AUG-24 PRIMARY ELECTION	306.00
101-262-708-000	CARMEN BEELBY	AUG-24 PRIMARY ELECTION & SET UP	378.00
101-262-708-000	CHRISTAL BAKER	AUG-24 PRIMARY ELECTION	340.00
101-262-708-000	COURTNEY FILLMORE	AUG-24 PRIMARY ELECTION	306.00
101-262-708-000	EMALEE CLARK	AUG-24 PRIMARY ELECTION	306.00
101-262-708-000	HILARY ALLGEYER	AUG-24 PRIMARY ELECTION	279.00
101-262-708-000	ISABEL MAXSON	AUG-24 PRIMARY ELECTION	306.00
101-262-708-000	JANIE ANDREWS	AUG-24 PRIMARY ELECTION & SET UP	369.00



BOTH OPEN AND PAID

GL Number	Vendor	Invoice Description	Amount
101-272-740-000	TAX CENTER	FILING OF THE 2023 IRS FORM 990-T FOR I	150.00
Total For Dept 272 GENERAL SERVICES			7,315.37
Dept 660 COMMUNITY SERVICES			
101-660-844-000	HOLLY AREA YOUTH ASSISTANCE	2023-2024	3,500.00
Total For Dept 660 COMMUNITY SERVICES			3,500.00
Dept 701 PLANNING			
101-701-802-000	DIANE HILL	JUL-24 MEETING MINUTES	75.00
101-701-811-000	T&A	JUL-24 REFUND FOR DOUBLE BILLING	272.00
Total For Dept 701 PLANNING			347.00
Total For Fund 101 GENERAL FUND			24,788.23
Fund 206 FIRE AND EMERGENCY SPECIAL ASSESSMENT			
Dept 338 FIRE AND EMERGENCY			
206-338-740-000	CONSUMERS EFT 2413 BELFORD	JUL-24 2413 BELFORD RD	39.09
206-338-740-000	CONSUMERS EFT 4485 NELSON SC	JUL-24 4485 NELSON SCOTT DR	48.78
Total For Dept 338 FIRE AND EMERGENCY			87.87
Total For Fund 206 FIRE AND EMERGENCY SPECIAL ASSESSMENT			87.87
Fund 249 BUILDING			
Dept 371 BUILDING INSPECTION			
249-371-740-000	BS&A SOFTWARE	AUG-24 BS&A BUILDING SYSTEM	1,427.00
249-371-805-000	INSPECTION SERVICES BY SAH	JUL-24 07/01/24 - 07/15/24	130.52
249-371-805-000	INSPECTION SERVICES BY SAH	AUG-24 07/16/24 - 07/31/24	3,343.60
249-371-806-000	MIKE KYLE	JUL-24 07/01/24 - 07/15/24	223.20
249-371-806-000	MIKE KYLE	AUG-24 07/16/24 - 07/31/24	209.40
249-371-807-000	INSPECTION SERVICES BY SAH	JUL-24 07/01/24 - 07/15/24	765.00
249-371-807-000	INSPECTION SERVICES BY SAH	AUG-24 07/16/24 - 07/31/24	466.80
249-371-808-000	INSPECTION SERVICES BY SAH	AUG-24 07/16/24 - 07/31/24	396.60
249-371-941-000	GENERAL FUND	JUL-24 BUILDING DEPARTMENT RENT	1,500.00
249-371-941-000	GENERAL FUND	AUG-24 BUILDING DEPARTMENT RENT	1,500.00
Total For Dept 371 BUILDING INSPECTION			9,962.12
Total For Fund 249 BUILDING			9,962.12
Fund Totals:			
Fund 101 GENERAL FUND			24,788.23
Fund 206 FIRE AND EMERGENCY SPECIAL			87.87
Fund 249 BUILDING			9,962.12
Total For All Funds:			34,838.22

# North Oakland County Fire Authority

## Regular Minutes of July 23, 2024

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### 1. PLEDGE OF ALLEGIANCE

**2. CALL TO ORDER / ROLL CALL:** Chairperson Kullis called the regular meeting of the North Oakland County Fire Authority Board to order at 6:30 p.m. at NOCFA Station 1, 5051 Grange Hall Road, Holly, MI 48442

**Members Present:**

Kullis  
Miller  
Scheib-Snider  
Winchester  
Stilwell  
Chief Weil

**Members Absent:** None

### 3. AGENDA APPROVAL:

**Motion by Winchester to approve the agenda as presented. Supported by Miller.**  
**The motion was carried by a 5/0 voice vote.**

### 4. CONSENT AGENDA:

- a. Approval of meeting minutes from 6/17/2024
- b. Financial Reports: General Fund & Capital Fund Revenue & Expense Year to Date

Checking Account as of: 6/30/2024	\$190,450.82
Statement Savings Account as of: 6/30/2024	\$663,345.82
Equipment Replacement Money Market Account as of 6/30/2024	\$477,385.02
Accounts Receivable: - MEDICAL as of: 6/30/2024	\$97,592.38
Accounts Receivable: - FIRE as of 6/30/2024	\$1,925.00
Aging Accounts Turned Over to Collections Allowance as of: 6/30/2024	\$109,113.62
Cost of Payroll: 6/24/2024 & 7/8/2024	\$133,067.31
Bills for Payment Total: 6/18/2024 through 7/22/2024	\$77,388.89

**Motion by Scheib-Snider to approve the Consent Agenda as presented. Supported by Stilwell. The motion was carried by a 5/0 roll call vote.**

Chief Weil stated that hiring and staffing are ongoing challenges due to professional requirements and a fiercely competitive market. Short-term strategies for staffing are being employed but the service model is difficult to deliver. Going forward, the Department needs to be able to bring more salary and benefits for personnel so they can meet their service model.

No action was requested. This is a request for discussion regarding the future.

c) Equipment Replacement

Chief Weil rated the Department's fleet status as yellow (using red, yellow, green as descriptors, where yellow is caution). He thanked the Townships for ARPA funds that have helped with equipment purchases but stated that the Department will need 5 replacement vehicles in the next 0-5 years. This is a \$2M+ problem:

- Replacement staff car
- Brush truck #3 is almost 25 years old – needs to be replaced
- Rescue 4 is second-hand with 170k miles – need a reliable replacement for back-to-back runs
- Tanker 3 and Tanker 1 – new vehicle cost \$800k+ and takes 2 years to produce

Related equipment updates:

- The new SRU (special response unit) apparatus is nearing completion and is expected to be delivered around end of August/beginning of September (ARPA funds used for this)
- Selling 2 out-of-service surplus units. They will go to auction. Anticipate no more than \$10k in proceeds after commissions and fees

No action was requested. This is a request to develop a funding mechanism

**9. REPORTS – including monthly incident data for June 2024**

- Chief's Report
  - 99 calls; 14 out of district; average response time is 8.3 minutes
  - He will share information about major incidents with the Supervisors provide a quick update afterward
  - Chief Smith reported the following: RenFest is moving forward; they are reviewing a Rodeo event in Rose Township and changes are being made
  - Capt. Seal reported the following: they are beginning a 4-week class in August to learn all aspects of the trucks; they held a water rescue class and over half of the department is certified
  - Sgt. Dunbar – no union report
- Firefighter's Association
  - Michelle Seal reported the following: the banquet was a success, and a golf outing is being planned for September

Holly Township  
Planning Commission – Regular Meeting  
Minutes of July 10, 2024

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**CALL TO ORDER:** Commissioner Matson called the regular meeting of the Holly Township Planning Commission to order at 6:30 p.m. Located at the Holly Township offices (Upstairs), 102 Civic Drive, Holly, MI 48442

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Members Present**

Ray Kerton  
Ryan Matson  
Glen Mitchell  
Steve Ruth  
Mike McCanney  
Kelly Fletcher

**Others Present**

Karin Winchester, Township Clerk  
Alexis Farrell, McKenna & Associates  
John Jackson, McKenna & Associates

**ABSENT:** Pam Mazich

- **Motion by Commissioner Mitchell to excuse Commissioner Mazich. Supported by Commissioner Ruth. A voice call vote was taken. All present voted yes. The motion carried 6/0.**

**AGENDA APPROVAL**

- **Motion by Commissioner Mitchell to approve the agenda as presented. Supported by Commissioner Kerton. A voice vote was taken. All present voted yes. The motion carried 6/0.**

**PUBLIC COMMENT** - for Items on the Agenda Only,

Angela Corliss, 3086 Quick Road, addressed the Commission.

**PUBLIC HEARINGS**

1. Special Land Use Application by the Michigan Renaissance Festival to operate a Festival and other Events on parcel number 01-12-476-002 and 01-12-401-003 in an AGRE Zoning District.

- **Motion by Commissioner Matson to open the public hearing at 6:36 pm. Supported by Commissioner Kerton. A voice vote was taken. All present voted yes. The motion carried 6/0.**
-

- **Motion by Commissioner Matson to open the public hearing at 6:46 pm. Supported by Commissioner McCanney. A voice vote was taken. All present voted yes. The motion was carried 6/0.**

No Public Comments.

- **Motion by Commissioner Matson to close the public hearing at 6:46 pm. Supported by Commissioner Ruth. A voice vote was taken. All present voted yes. The motion was carried 6/0.**

#### **APPROVAL OF MINUTES: June 4, 2024**

- **Motion by Commissioner Matson to approve the minutes of June 4, 2024. Supported by Commissioner Mitchell. A voice vote was taken. All present voted yes. The motion was carried 6/0.**

**COMMUNICATIONS:** None.

**OLD BUSINESS:** None.

#### **NEW BUSINESS:**

1. Special Land Use Application by the Michigan Renaissance Festival to operate a Festival and other Events on parcel number 01-12-476-002 and 01-12-401-303 in an AGRE Zoning District.

Alexis Farrel presented the planner's review of the application. The site plan is the same as 2022. The plan agrees with current zoning use. The review is lengthy (12-13 pages), so she summarized comments in two buckets.

Bucket #1 – items to be addressed and resolved before the festival opens:

- Dust control plan
- Trash disposal plan
- Contact list of booth owners and renters so that inspections can be scheduled
- Necessary approvals obtained from: fire department, Oakland County, and Dept. of Health

Bucket #2 – plans to address longer-term issues

- Upgrades to the water tower
- More utility connections
- Develop a work plan at the conclusion of the season to address issues for next year
- Requirement to submit the application for 2025 by April 1, 2025

Doug Smith, NOCFA Deputy Fire Chief, stated that there is a review each year of what takes place and a letter listing everything that needs to be done. Will follow up with festival on the following items:

The following items were noted:

- Page 39 states 3 units/acre. This is incorrect. This will be changed before the plan goes to the Township.
  - Page 17 question – where do the land use priority rankings come from? The Natural Areas Conservation Report deals with methodology and areas to preserve.
  - Concern expressed that statistics on the commercial and trade area are 10 years old. Response: this is an “update” to the original plan, not a total overhaul. They are looking for trends, and updated information can be added in the future.
- **Motion by Commissioner Matson to adopt the Holly Township Master Land Use Plan, Proposed Resolution 2024-01, contingent upon the additions provided at tonight’s meeting are in the Master Land Use Plan by the committee vote. Supported by Commissioner McCanney. A roll call vote was taken. All present voted yes. The motion was carried 6/0.**

Commissioner Matson requested Clerk Winchester to send survey responses to the Village of Holly. She agreed.

## REPORTS

Commissioner Mitchell

- Expressed disappointment that the festival permit requests were not received before May and asked for follow up on improvements at the Planning Commission’s Oct/Nov meeting. Clerk Winchester stated that the tonight’s motion requires an inspection by October 1 and has a December submission deadline so the follow up will probably be at the January meeting.
- Asked about the Dixie sewer project – Clerk Winchester stated that it involves a pump station.

Commissioner Fletcher

- Stated that she would like to know more about the Road Commission and the I-75 corridor as it relates to the Renaissance Festival.

Commissioner Kerton

- Asked about the attorney letters regarding BMG. Clerk Winchester stated that legal will now handle it.

Commissioner Matson

- Asked Clerk Winchester to give an update on the following projects:
- Trinity – land division was approved today. They are revising their site plan.
- Camp site – they are still collecting the necessary information.
- Silverman development – nothing on this.

## PUBLIC COMMENT

Charles Gross, 6499 Lahring Road, addressed the Commission.

# Revenue Totals Report

08/15/2024

Record Type	Exact Type	Category	Description	Entries	Amount
Permit	Building	Residential	PLAN REVIEW	1	65.00
Permit	Building	Residential	Res, Addition	1	10.50
Permit	Building	Residential	Res, New Mobile Home in Park	2	150.00
Permit	Building	Residential	Res, Remodel	3	745.80
Permit	Building	Residential	Res, REROOF	4	1,970.00
Permit	Building	Residential	Res, REROOF	3	720.00
Permit	Building	Residential	Res, ROOF	1	73.50
Permit	Building	Residential	Res, ROOF	1	260.00
Permit	Building	Residential	RES, STEEL STRUCTURE	1	150.00
Permit	Building	Standard Item	Base fee	17	1,200.00
Permit	Electrical	Inspection	INSPECTION, SERVICE	1	75.00
Permit	Electrical	Service	Service, 15 thru 200 amps	1	35.00
Permit	Electrical	Standard Item	A/C Unit	3	30.00
Permit	Electrical	Standard Item	Circuit	3	21.00
Permit	Electrical	Standard Item	Fixture/Device	1	10.00
Permit	Electrical	Standard Item	Motor, 1 - 20 KVA/HP	1	15.00
Permit	Electrical	Standard Item	PERMIT BASE FEE	7	525.00
Permit	Electrical	Standard Item	Power Outlet	1	10.00
Permit	Mechanical	Cooling	CENTRAL A/C UP TO 8 HP	7	315.00
Permit	Mechanical	Duct	DUCT SYSTEM OR HYDRONIC HEAT	1	25.00
Permit	Mechanical	Heating	GAS OR SOLID FUEL MANUFACT FIREP	1	25.00
Permit	Mechanical	Inspection	New Mobile Home in Park	2	130.00
Permit	Mechanical	License Fee	Registration - Mechanical	1	15.00
Permit	Mechanical	Piping	Piping, Gas, per Outlet	3	24.00
Permit	Mechanical	Standard Item	Exhaust Fans	1	16.00
Permit	Mechanical	Standard Item	FUEL BURNING EQUIPMENT	4	180.00
Permit	Mechanical	Standard Item	Humidifier	1	15.00
Permit	Mechanical	Standard Item	Permit Base Fee	14	1,050.00
Permit	Mechanical	Standard Item	Res, New SF Dwelling	1	250.00
Permit	Mechanical	Standard Item	Water Connected Appliance	1	8.00
Permit	Plumbing	License Fee	Registration - Plumbing Company	1	15.00
Permit	Plumbing	Standard Item	Fixture	1	16.00
Permit	Plumbing	Standard Item	New Mobile Home in Park	2	130.00
Permit	Plumbing	Standard Item	Permit Base Fee	3	225.00
Permit	Plumbing	Standard Item	Res, New SF Dwelling	1	275.00
Permit	Solicitors Perm	Registration Fee	Solicitors Fee	2	275.00
<b>Totals</b>				<b>99</b>	<b>9,054.80</b>

Population: All Records

Transaction.DateToPostOn Between 7/1/2024  
12:00:00 AM AND 7/31/2024 11:59:59 PM



July 31, 2024

Charter Township of Holly  
102 Civic Center Drive  
Holly, Michigan 48442

Attn: Mr. George Kullis, Township Supervisor

Re: Proposal for Site Planning – Architectural and Engineering Services  
Holly Township Hall Property

HRC Job No. 20230451

Dear Mr. Kullis:

Following up on our meeting from May 9, of 2024 at the proposed new Holly Township Hall property located at 4092 Grange Hall Road, below is HRC's proposal for assistance in the preparation architectural design drawings for the interior and exterior of the existing building and engineering and planning of the site. This effort will assist the Township in the planning for the property while establishing the new township hall at this location in the very near future.

From our meeting on May 9<sup>th</sup>, it is understood that the Township not only wants to include the Township Hall operations, but also area a with public meeting space for local groups as well as a future Township recreation center on the site. As part of this proposal, HRC will prepare an overall layout, considering the vision of the Township and assist in bringing the complete vision to fruition as quickly as possible. The scope of services below will detail this effort.

The overarching goal of this project is to develop the property as quickly and efficiently as possible while taking adequate time to plan and engage the citizens of Holly Township to get their input on the overall plan. The end result of the project will be to have a Township campus that provides the necessary services of the Township but also provides the amenities the community is looking for to replace those previously available. Once an approved plan is in place, it will provide the road map for the full development of the property that the Township can be utilized to obtain grants or utilize available Township funding.

## Scope of Services

### Task 1

#### ≡ Project Management and Public Engagement

This effort will involve coordination and planning between the Township, McKenna Associates, and HRC to determine site needs.

1. Coordination with McKenna Associates for site planning effort.
2. Planning, advertising, and attending one public engagement event to get resident input on the overall concept.

Deliverables:

- ≡ Public engagement meeting
- ≡ Three site plan options taking into consideration results of public engagement.



- ≡ Interior design review meeting.
  - ≡ Hold design review meetings at the 50% and 90% Level.
2. Develop Concept Documents into complete set of Construction Bid Plans & Specifications to include: landscape design, architectural building design, structural (minimal for new openings as needed), site civil, electrical, and mechanical/plumbing.
  3. Provide interior and exterior finish selections & interior design.
  4. Provide updated cost estimates for discussion at 50% and 95% review meetings.
  5. Submit plans for Planning Commission and ZBA (if required), building department and site plan review processes.
  6. Assist Owner with Bidding, including attendance at Pre-Bid meeting, responding to contractor clarification questions, issuing an addendum (as needed), evaluation of bidder qualifications, bid tab creation, unit pricing check, and verification of contractor references.

**Deliverables:**

- ≡ Construction Documents for Bidding/Permitting
- ≡ Cost Estimates

**FEE**

<b>Task</b>	<b>Estimated Fee</b>
1: Project Management and Public Engagement	\$15,000
2: Site Plan for Township Hall Property	\$25,000
3: Conceptual Building Design	\$20,100
4: Construction Documents	\$76,000
<b>TOTAL</b>	<b>\$136,100</b>

\*Design timeframe contingent on coordination with Township

**Assumptions:**

- ≡ CAD version of existing topo available

**Items not included as part of this proposal are:**

- ≡ We have included provisions for providing colored 2-D renderings of the proposed building(s). 3-D renderings and additional views can be provided for an additional fee if desired.
- ≡ Construction administration and observation. If requested, HRC will provide a separate proposal for these services.

The estimated cost above is a not-to-exceed estimate, considering the potential for modifications and changes to the project.



**MCKENNA**

August 13, 2024

Board of Trustees  
Township of Holly  
102 Civic Drive  
Holly, MI 48442

**Subject: Master Plan Draft - Review for Adoption**

Dear Honorable Trustees,

We are happy to present the final draft of the 2024 Master Plan Update, which the Planning Commission voted to adopt and recommended that the Township Board adopt at their July 10<sup>th</sup> meeting. The preparation of the updated plan began in 2023; engagement with residents and community members occurred through an online survey and mapping tool. At Planning Commission meetings over the last year, we have regularly discussed the public participation results, demographic updates, land uses issues, and future vision for the Township. In addition, we have received public comment throughout the planning process at meetings and via email, as well as during the state-required 63-day comment period. We hope you agree the result of the Master Plan update reflects the vision for land use and planning in the Township.

All revisions and changes that were discussed at the July Planning Commission meeting have been incorporated into the final draft included in your meeting packet. Revisions were minor and included the addition of a clarifying note related to the Natural Features Inventory Map as well as a revision to the Housing Demand Projection based on a change to the Future Land Use categories.

The Michigan Planning Enabling Act (MPEA) authorizes the Planning Commission to approve the Plan by resolution with a majority vote. The MPEA also permits the Township Board as the governing body for Holly Township to grant final approval. The Township Board's approval of the Plan is the final step in the adoption process. Upon approval, a public notice will be released notifying all necessary parties per the MPEA, and it will become the official Plan of record.

If the Board is satisfied with the plan, we respectfully request and recommend that you approve the 2024 Master Plan for adoption. We are available to answer any questions you may have prior to or during the August 21<sup>st</sup> meeting. Thank you.

Respectfully submitted,

Alexis Farrell  
Associate Planner

cc: John Jackson, AICP  
Karin Winchester, Zoning Administrator and Township Clerk

**HEADQUARTERS**

235 East Main Street  
Suite 105  
Northville, Michigan 48167

☎ 248.596.0920  
✉ 248.596.0930  
[MCKA.COM](http://MCKA.COM)

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



George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Derek Burton, Trustee  
Steve Ruth, Trustee

## RESOLUTION 2024-18 ADOPTION OF THE HOLLY TOWNSHIP MASTER PLAN

**WHEREAS**, the Holly Township Planning Commission has the responsibility and is empowered by Public Act 33 of 2008, as amended, to make and adopt a Master Plan for the physical development of the Township and to amend the Plan as needed; and

**WHEREAS**, Holly Township retained professional planning consultants to assist the Planning Commission with the technical studies necessary to make a new Master Plan for Holly Township; and

**WHEREAS**, the Holly Township Planning Commission held a public hearing on the proposed new Master Plan for the Township on July 10, 2024 at the Holly Township Hall; and

**WHEREAS**, the Holly Township Planning Commission finds the new Master Plan necessary for the continued development and the appropriate redevelopment of the physical areas of the Township; and

**WHEREAS**, the Holly Township Planning Commission approved the Master Land Use Plan by Planning Commission Resolution 2024-01 at its July 10, 2024, regular meeting.

**NOW THEREFORE BE IT RESOLVED**, the Holly Township Board hereby adopts the Master Plan for Holly Township, along with the text, maps, figures, charts, graphs and other descriptive materials contained in the Plan.

**BE IT FURTHER RESOLVED**, that an approved copy of the Master Plan shall be submitted to SEMCOG, Oakland County, adjacent communities and registered public utility and railroad companies.

### 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 21<sup>st</sup> day of August, 2024, 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



May 17, 2024

Honorable Karin S. Winchester, MMC  
Township Clerk  
Holly Township  
102 Civic Drive  
Holly, Michigan 48442

**Subject: Letter of Authorization  
Zoning Ordinance and Zoning Districts Amendment Work Plan**

Dear Ms. Winchester:

In 2020, McKenna completed a Diagnostic Review of the Township's Zoning Ordinance. The purpose of the Diagnostic Review was to provide the Township with an analysis of the Zoning Ordinance's strengths, amendments that are needed to comply with federal and state laws, and recommendations based on sound planning and zoning practices alongside the Township's Master Plan. The diagnostic revealed that significant zoning updates are needed to improve day-to-day administration of the Zoning Ordinance, as well as alignment with the goals and ideas in the Master Plan.

Since then, in 2023 the Township launched a Master Plan Update process which is nearly complete. To enact and codify the ideas in the updated Master Plan, as well as recommendations that are still applicable from the 2020 Diagnostic, considerable amendments to the ordinance will need to be completed.

In light of this, we recommend a comprehensive Zoning Ordinance update to address the changes required for better alignment, and in this letter, we have outlined a work plan to complete these amendments in the most efficient and strategic fashion possible.



### C. ZONING ORDINANCE FIRST DRAFT

We propose to develop the Zoning Ordinance amendments and Zoning Map in three parts as follows. Concurrent with these three parts, we will continually update and revise the definitions, so the definitions article is always up to date. We will also “track changes” in Microsoft Word so that you can see all changes that have been made. Additionally, we will provide editorial comments in the margins of the draft Word document so that we can describe the purpose behind the proposed changes.

1. **Zoning Districts and Form Based Code.** The first step in drafting the update will be to establish revised zoning districts, with both use- and form-based standards as appropriate. As part of the Holly Township Diagnostic review, McKenna recommended alterations to the following Zoning Districts, which would result in the possible merging, abolition, and/or creation of zoning districts. We have revised the recommendations to incorporate new ideas captured in the 2024 Master Plan Update based on conversations with the Planning Commission and the Township.

- a. **Research/Office Center.** Per the 2024 Master Plan, this land use would comprise a variety of green, cottage/workshop industry, technology-based, research and development, and office industry uses.

**Proposed Cost - \$4,500**

- b. **Rural Town Center.** Pursuant to the 2024 Master Plan, the Rural Town Center District would establish a designation for a variety of lot sizes, more flexible residential options than in other areas of the Township, mixed-use residential, and commercial development. This district would be comprised of shop fronts, recreational space, buildings set closer to sidewalks, and connectivity to streets and trails while maintaining a small-town feel. This district would also have an accompanying Regulating Plan, for which initial concepts have already been discussed with the Planning Commission. This Regulating Plan would be a form-based code which allows the Township a higher level of discretion for design and aesthetic of development in the district.

**Proposed Cost - \$6,000**

- c. **General/Light Industrial.** At this point, it has been identified that the General Industrial (G-1) district, while included in the Zoning Ordinance, is sparsely mentioned in the Master Plan. One of the Master Plan’s industrial action items is to, “zone appropriate areas throughout the Township for light and general industrial uses”, however, the current Future Land Use Plan does not reflect this desire, as no parcels are zoned G-1. On the other hand, there are a handful of Light Industrial (L-1) zoned properties in the Township. The Township may want to consider combining the G-1 and L-1 districts into one consolidated General/Light Industrial district.

**Proposed Cost - \$3,000**

- d. **Commercial Center.** As part of the Diagnostic Review, one of the recommendations was the addition of a Commercial Center District to reflect the regional commercial locations in the Township, which present a higher density of development and more significant traffic flow due to proximity to I-75. The Commercial Center district is a designation for intense mixed, commercial, fabrication, and flex-employment uses that are set close to the street. The residential fabric is more intense and incorporates live-work units. The public open space is designed to be more urban and integrated with a tight network of streets, sidewalks, and steady tree canopy coverage along pedestrian walkways.

**Proposed Cost - \$6,000**



3. **Zoning Map.** Revisions to the Zoning Map will be required to incorporate any changes deemed necessary to reflect new or consolidated zoning districts, or to more appropriately zone properties according to the Zoning Plan in the 2024 Master Plan. McKenna will note changes to the Zoning Map that will be required by the new Zoning Ordinance and will make revisions in GIS in color. The updated Zoning Map will be adopted at the same time as the new Zoning Ordinance.

**Proposed Cost - \$1,500**

#### **Meetings**

- See Task D, below, for review meetings.

#### **Results**

- First draft of Zoning Ordinance (Microsoft Word (.doc or .docx) electronic file with tabular data in Microsoft Excel and .pdf electronic file)
- First draft revised Zoning Map (PDF electronic file or other format at the desire of the Township)

### **D. FIRST DRAFT REVIEW AND PREPARATION OF SECOND DRAFT**

All drafts will be 8½" x 11" format for text and 11" x 17" format for the Zoning Map.

1. **Zoning Ordinance Draft Review by Township Staff.** Prior to sending the draft to the Planning Commission for its review, we will send the draft to the Zoning Administrator for review and comment. This will give Township staff an opportunity to provide feedback and obtain comments from other Township staff, stakeholders, and the Township attorney. We will revise and update the Zoning Ordinance based on the staff's input. While no on-site meetings are proposed for Township staff review, additional meetings can be scheduled at an additional fee.
2. **Working Meetings with Planning Commission, Township staff, and/or other key elected officials or stakeholders.** We will meet with the Planning Commission up to four (4) times to review the proposed Zoning Ordinance. The meetings are intended to take place following completion of the three (3) parts noted in Task C, as well as an additional meeting to review the second draft. These meetings can be working meetings of the Planning Commission.
3. **Prepare Second Draft.** We will prepare the second draft of the Zoning Ordinance based on the input received during Tasks D.1 and D.2. This draft will identify changes made from draft one to draft two, along with the reasons for the changes.



## **Results**

- Comprehensive training on the interpretation and administration of the adopted Zoning Ordinance

## **OPTIONS: COMMUNITY EMPOWERMENT**

The Township may be interested in including additional public participation opportunities to gather input regarding zoning changes. Below are several options that can be included wholly or partially to best fit the Township's needs.

**Option 1: Community Visual Preference Sessions:** The Township envisions form-based coding in the areas designated Rural Town Center – one just west of the Village border centered around the Fish Lake / Grange Hall intersection, and one in the northeast corner of the Township along Dixie Highway. We can conduct two visioning sessions for each of these Form Based areas. The visual preference sessions would be intensive one-evening design discussions with members of the public to determine the preferred vision for the built environment in the Form Based areas. These sessions would be conducted prior to preparing the first draft of the ordinance updates in order to include the design preference feedback in the Regulating Plan for the Rural Town Center.

**Proposed Cost - \$7,500**

**Option 2: Town Hall Meeting:** Once the first draft of the ordinance has been presented and accepted by the Planning Commission, McKenna can host a Town Hall Meeting to present the Zoning Ordinance update process with emphasis on the implementation of the 2024 Master Plan. The Town Hall will be held after the first draft is complete, giving the general public the opportunity for meaningful input on the updates.

**Proposed Cost - \$5,000**

**Option 3: Online Outreach (Website, Survey, Mapping Activity, and Crowd-Sourced Discussion)**  
McKenna can create an online discussion forum where residents can discuss zoning issues with our team members providing discussion topics and guidance. We will drive traffic to these pages through a project website, where draft plans and maps can be hosted, and also through Township social media accounts for the project. Using all of these tools together, we will enhance community empowerment through cutting edge public participation technology.

**Proposed Cost - \$5,000**

### **Potential Meetings**

- 1 Town Hall Meeting
- 2 Visual Preference Sessions

### **Results**

- Public Input Summary
- Empowerment of the Public to Influence the Vision

## **DELIVERABLES**

1. Completed comprehensive update of the Holly Township Zoning Ordinance, including six (6) bound hard-copies and a digital version compatible with the Township's software. The digital version shall



# Proposed Schedule

We propose a 12-month schedule, from start of the project to adoption of the Township's Zoning Ordinance updates. This schedule can be modified to best meet the Township's needs.

*Work Task	Month												
	1	2	3	4	5	6	7	8	9	10	11	12	
PC = Planning Commission Meeting TB = Township Board Meeting													
Project Initiation	PC												
Diagnostic Review Presentation		PC											
Zoning Ordinance First Draft				PC	PC								
First Draft Review and Second Draft Preparation						PC	PC						
Public Hearing and Adoption									PC		TB		
Joint Training													TB/PC

*\*Optional Community Empowerment activities are not reflected in this schedule but can be incorporated if the Township decides to pursue one or all of them.*





Principal	\$130
Senior	\$120
Associate	\$100
Assistant	\$90
Administrative Assistant	\$75
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

These rates do not include photography, outside reproduction, document, or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2024, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

**Additions, Revisions, and Meetings for the Zoning Ordinance Update**

For additional revisions and meetings, the Township shall pay the Consultant at the hourly rate specified in the schedule above.

If you find the enclosed terms acceptable, please sign the authorization to proceed below and return one copy of this agreement for our files.

Respectfully submitted,

**MCKENNA**

John R. Jackson, AICP  
President

Alexis Farrell  
Associate Planner

**AUTHORIZATION TO PROCEED: TOWNSHIP OF HOLLY, OAKLAND COUNTY, MICHIGAN**

s/ \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

s/ \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date



# MCKENNA

August 13, 2024

Board of Trustees  
Township of Holly  
102 Civic Drive  
Holly, MI 48442

**Subject: Zoning Ordinance and Zoning Districts Amendment Work Plan**

Dear Honorable Trustees,

In 2020, McKenna completed a Diagnostic Review of the Township's Zoning Ordinance. The purpose of the Diagnostic Review was to provide the Township with an analysis of the Zoning Ordinance's strengths, amendments that are needed to comply with federal and state laws, and recommendations based on sound planning and zoning practices alongside the Township's Master Plan. The diagnostic revealed that significant zoning updates are needed to improve day-to-day administration of the Zoning Ordinance, as well as alignment with the goals and ideas in the Master Plan.

In 2023, the Township launched a Master Plan Update process which is nearly complete. To enact and codify the ideas in the updated Master Plan, as well as recommendations that are still applicable from the 2020 Diagnostic, considerable amendments to the ordinance need to be completed. In light of this, we recommend a comprehensive Zoning Ordinance update to address the changes required for better alignment. In the attached letter, we have outlined a work plan to complete these amendments in the most efficient and strategic fashion possible, with the following proposed project schedule:

*Work Task	Month												
	1	2	3	4	5	6	7	8	9	10	11	12	
PC = Planning Commission Meeting TB = Township Board Meeting													
Project Initiation	PC												
Diagnostic Review Presentation		PC											
Zoning Ordinance First Draft				PC	PC								
First Draft Review and Second Draft Preparation							PC	PC					
Public Hearing and Adoption										PC		TB	
Joint Training													TB/PC

*\*Optional Community Empowerment activities are not reflected in this schedule but can be incorporated if the Township decides to pursue one or all of them.*

The schedule includes all of the necessary meetings and requirements per the Michigan Zoning Enabling Act, as well as a Joint Training Session to educate Township leaders on how to interpret and administer the new standards. The training will primarily be focused on the roles and responsibilities of each board, commission, and department, zoning review procedures, and other new zoning techniques included in the code to allow for effective administration of the updated Zoning Ordinance.

**HEADQUARTERS**  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
MCKA.COM

Communities for real life.

# Holly Township Code Enforcement

Amy N. Hillman

102 Civic Dr.

Holly, Mi 48442

August 15, 2024

Holly Township Board of Trustees

Regular Meeting for August 2024

To Whom It May Concern,

At the request of the Holly Township Supervisor George Kullis, I have compiled this presentation for your review. As an alternative to scheduling a workshop to discuss the direction you, the Board, would like to see Code Enforcement take, the Supervisor has requested that I present to you, my research and recommendations on how modern Code Enforcement trends and education can positively affect and protect our community.

Sincerely,



**Amy N. Hillman**

Code Enforcement Officer  
Assistant to the Supervisor

# HOLLY TOWNSHIP CODE ENFORCEMENT

AMY N. HILLMAN, CODE ENFORCEMENT OFFICER

*Holly Township has practiced reactive Code Enforcement for as long as the current administrative members have been in office. This is also stated on the Holly Township website for the public.*

*It is my belief that this form of reactive Code Enforcement has helped create some of the more difficult, long standing, and costly code enforcement cases that Holly Township has been faced with since before my hiring in 2016.*

*Notably since 2020, enforcement has become increasingly difficult for various reasons including societal change toward government and its regulations.*

## OVERVIEW



*During my public comment to the Board of Trustees in June of this year, I spoke on the increase in municipal civil infractions and formal complaints filed with the Circuit Court of Oakland County by the Holly Township Legal Counsel.*

Review of invoices from the Holly Township legal counsel regarding Code Enforcement showed an expense of \$3,705.00 from December 1, 2023, to May 31, 2024. Primarily, these costs have occurred due to formal District and Circuit Court cases that have been in progress for longer than this six-month period. These costs also include the Motion against Childress Family Farm that was approved in December of 2023; this motion took the full six months of documentation and communication to bring to the court.

I have included the ordinance from the Holly Township Code of Ordinances, Article II. Code Enforcement Officer, for your review. Please note that section 16-110 of this article does address fines and costs. Specifically, paragraph (e) *Costs, damages and expenses*. The court shall also be authorized to impose costs, damages and expenses as provided by law.

- **Benefit #1: Increased voluntary compliance** – addressing violations earlier improves the chances of compliance before an issue becomes too costly.
  - Ex. Holly Township vs. Robert Fornoff
- **Benefit #2: Reduced abatement costs for residents and Holly Township** – early enforcement and compliance can keep abatement costs low, eliminating the need for injunctive relief and large-scale cleanup efforts conducted by Holly Township.
  - Ex. Holly Township vs. Guixian Lu
- **Benefit #3: Equitable Enforcement** – complaint driven enforcement can create a feeling among the residents that the “squeaky wheel gets greased”, risking favoring those more likely to make complaints. Non-confrontational residents that do not reach out to file complaints can harbor resentment against their local government for allowing violations to continue while they are dealing with neighboring violators.
  - Ex. Parcels surrounding or near Robert Fornoff have reacted in the extreme to receiving code violations while citing his property.

## The Opportunity



*Holly Township can provide unilateral and equitable enforcement that will aid in the prevention of large-scale offenders that create costly enforcement efforts.*

- **Goal #1: Provide unilateral and equitable enforcement throughout Holly Township.**
  - Holly Township will take the onus by being a proactive agency.
- **Goal #2: Avoid the possibility of large-scale violators that avoid enforcement year after year.**
  - A long-standing culture of legal non-conforming status and “it was always allowed before” has created multiple large-scale hoarded properties that require cleanups spanning years.
    - Ex. Holly vs. Fornoff
- **Goal #3: Prevent the loss of tax dollars to legal injunctive relief due to abstinent offenders.**
  - For some of these extreme offenders, injunctive relief results in a judgement that ultimately orders the Township to “make safe” if the landowner does not

**THANK YOU FOR YOUR CONSIDERATION.**

*Holly Township has set a high standard for Code Enforcement over and above the communities in the surrounding area. We shall continue to provide consistent enforcement while protecting the rural nature and future of our community. Using the resources we currently have in a new and proactive manner can prove to be a fiscally responsible move for Holly Township.*

*We will continue the use of social media, newsletters, and the local print media to educate the public on our proactive approach to the enforcement of the Holly Township Code of Ordinances, and our intent on the protection of the property values and rural nature of our community will aid in the transition from reactive to proactive with no added cost to the taxpayers.*

*BS&A software that is currently in place will continue to be used for documentation and communication.*

*Transition from reactive to proactive does not currently require additional expenditures for additional resources. This is simply a change in culture and reorganization of the Code Enforcement Officers time with focus on regular, routine proactive inspections.*

## ARTICLE I. - IN GENERAL

Secs. 16-1—16-30. - Reserved.

## ARTICLE II. - ORDINANCE ENFORCEMENT OFFICER

*Footnotes:**--- (2) ---**Cross reference— Officers and employees, § 2-61 et seq.*

Sec. 16-31. - Established.

There is hereby established the office of ordinance enforcement officer within the township.

(Ord. No. 46-1, § 1, 4-13-1983)

Sec. 16-32. - Appointment.

The township board is hereby authorized by resolution, at any regular meeting of such board, to appoint any person or persons to the office of ordinance enforcement officer for such term or terms as may be designated in the resolution. The board may further, by resolution, remove any person from the office of ordinance enforcement officer, in the discretion of the township board.

(Ord. No. 46-1, § 2, 4-13-1983)

Sec. 16-33. - Duties.

The ordinance enforcement officer is hereby authorized to enforce all ordinances of the township, whether hereby authorized to enforce all ordinances of the township, whether heretofore or hereafter enacted, and whether such ordinances specifically designate a different official to enforce such ordinance or do not designate any particular enforcing officer. Where a particular officer is so designated in any such ordinance, the authority of the ordinance enforcement officer to enforce such ordinance shall be in addition and supplementary to the authority granted to such other specific officer. The authority of such ordinance enforcement officer shall also be in addition and supplementary to the authority vested in the township supervisor by state statute. The ordinance enforcing authority of the township supervisor and the other officers specifically designated in any township ordinance shall continue in full force and effect and shall in no way be diminished or impaired by the terms of this article.

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:

*Appearance ticket* means a complaint or written notice on a form determined by the attorney general, state court administrator and director of the department of state police as modified with the prior approval of such state officials to accommodate local enforcement and court procedures and practices, issued and subscribed by a police officer or other public servant authorized by this article, directing a designated person to appear in a designated local civil or criminal court at a designated future time in connection with an alleged designated violation of a township ordinance for which the maximum permissible penalty does not exceed 93 days in jail and/or fine of \$500.00

*Issue* means preparing an appearance ticket by placing on it all known and available information required on the ticket for the alleged violation and person to whom it is directed.

*Serve* means personal delivery or mailing by registered or certified mail, return receipt requested, delivery restricted to addressee, receipt of which is acknowledged by signature of the addressee on the return receipt.

(Ord. No. 84, art. I, § 1.3, 9-17-2002)

**Cross reference—** Definitions generally, § 1-2.

Sec. 16-73. - Authorization to issue and serve.

In accordance with the provisions of sections 9(c) and 9(f) of Public Act No. 175 of 1927 (MCL 764.9c, 764.9f), and chapter 87 of the revised judiciary act (MCL 600.8701 et seq.), the township supervisor, ordinance enforcement officer, any fire official, as designated by the Fire Chief of the NOCFA, building official, police officers, sheriffs, and such other officers, inspectors or public servants of the township are authorized to issue and serve appearance tickets, municipal civil infraction citations, and municipal notice of violations with respect to violations for any township ordinances and any amendments thereto.

(Ord. No. 84, art. II, 9-17-2002; Ord. of 5-19-2010(2), § 1)

Secs. 16-74—16-100. - Reserved.

ARTICLE IV. - MUNICIPAL CIVIL INFRACTIONS

Sec. 16-101. - 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:



(Ord. No. 87, § 4, 4-15-2003; Ord. of 6-19-2007, § 1)

Sec. 16-104. - Service of municipal civil infraction violation notice.

- (a) Except as provided in subsection (b) of this section, an authorized official shall personally serve a copy of the municipal civil infraction violation notice upon alleged violator.
- (b) In a municipal civil infraction action involving the use or occupancy of land, building or other structure, a copy of the municipal civil infraction violation notice need not be personally served upon the alleged violator but may be served upon an owner or occupant of the land, building, or structure by posting a copy on the land or attaching the copy to the building or structure. In addition, a copy of the notice shall be sent by first class mail to the owner of the land, building or structure at the owner's last known address.

(Ord. No. 87, § 5, 4-15-2003)

Sec. 16-105. - Disposition of violations.

The bureau may dispose of only municipal civil infraction violations for which a fine has been scheduled and for which a municipal civil infraction notice of violation has been issued. The fact that a fine has been scheduled for a particular violation shall not entitle any person to dispose of the violation at the bureau. Nothing in this article shall prevent or restrict the township from issuing a municipal civil infraction citation for any violation or from prosecuting any violation in a court of competent jurisdiction. No person shall be required to dispose of a municipal civil infraction violation at the bureau and may have the violation processed before a court of appropriate jurisdiction. The unwillingness of any person to dispose of any violation at the bureau shall not prejudice the person or in any way diminish the person's rights, privileges, and protection accorded by law.

(Ord. No. 87, § 6, 4-15-2003)

Sec. 16-106. - Bureau limited to accepting admissions of responsibility.

The scope of the bureau's authority shall be limited to accepting admissions of responsibility for municipal civil infractions in response to municipal civil infractions violations notices and collecting and retaining civil fines and costs as a result of those admissions. The bureau shall not accept payment of a fine from any person who denies having committed the offense or who admits responsibility only with explanation, and in no event shall the bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.

(Ord. No. 87, § 7, 4-15-2003)

Sec. 16-107. - Municipal civil infraction notices violation.

*First repeat of offense.* The civil fine for any offense which is a first repeat offense shall be in the amount of \$150.00, plus costs and other sanctions, for each offense.

(3) *Second (or any subsequent) repeat of offense.* The civil fine for any offense which is a second or subsequent repeat offense shall be in an amount of \$500.00, plus costs and other sanctions, for each offense.

- (b) *Other remedies.* In addition to ordering the defendant determined to be responsible for a municipal civil infraction to pay a civil fine, costs, damages and expenses, the judge or magistrate shall be authorized to issue any judgment, writ or order necessary to enforce, or enjoin a violation of this article.
- (c) *Continuing offense.* Each act of violation and each day upon which any such violation shall occur, shall constitute a separate offense.
- (d) *Remedies not exclusive.* In addition to any remedies provided for in this article, any equitable or other remedies available may be sought.
- (e) *Costs, damages and expenses.* The court shall also be authorized to impose costs, damages and expenses as provided by law.
- (f) *Default on payment of fines and costs.* A default in the payment of a civil fine, costs, damages or expenses ordered under subsection (a) or (b) of this section or an installment of the fine, costs, damages or expenses as allowed by the court, may be collected by the township by a means authorized for the enforcement of a judgment under chapters 40 or 60 of the revised judicature act of 1961, Public Act No. 236 of 1961 (MCL 600.6001 et seq.)
- (g) *Failure to comply with judgment or order.* If a defendant fails to comply with an order or judgment issued pursuant to this section within the time prescribed by the court, the court may proceed under subsection (i) of this section.
- (h) *Failure to appear in court.* A defendant who fails to answer a citation or notice to appear in court for a violation of this article is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, plus costs and/or imprisonment not to exceed 90 days.
- (i) *Civil contempt.*
- (1) If a defendant defaults in the payment of a civil fine, costs, damages, expenses, or installment as ordered by the district court, upon motion of the township or upon its own motion, the court may require the defendant to show cause why the defendant should not be held in civil contempt and may issue a summons, order to show cause, or bench warrant of arrest for the defendant's appearance.
- (2) If a corporation or an association is ordered to pay a civil fine, costs, damages or expenses, the individuals authorized to make disbursements shall pay the fine, costs, damages or expenses, and their failure to do so shall be civil contempt unless they make the showing required in this subsection.

The lien may be enforced and discharged by the township in the manner as provided for property tax liens under the general property tax act, Public Act No. 206 of 1893 (MCL 211.1 et seq.), or by an ordinance duly passed by the township. However, property is not subject to sale under section 60 of Public Act No. 206 of 1893 (MCL 211.60), for nonpayment of a civil fine or costs or an installment ordered under subsections (a) or (b) of this section unless the property is also subject to sale under such act for delinquent property taxes.

- (4) A lien created under this section has priority over any other lien unless one or more of the following apply:
  - a. The other lien is a lien for taxes of special assessments.
  - b. The other lien is created before the effective date of the amended ordinance from which this section is derived.
  - c. Federal law provides the other lien has priority.
  - d. The other lien is recorded before the lien under this section is recorded.
- (5) The township may institute an action in a court of competent jurisdiction for collection of the fines and costs imposed by a court order for a violation of this article. However, an attempt by the township to collect the fines or costs does not invalidate or waive the lien upon the land, building, or structure.
- (6) A lien provided for by this subsection shall not continue for a period longer than five years after a copy of the court order imposing a fine or cost is recorded unless within that time an action to enforce the lien is commenced.

(Ord. of 1-21-2003, § 1; Ord. No. 87, § 11, 4-15-2003)

#### Sec. 16-111. - Posting of schedule of civil fines.

A copy of the schedule of civil fines as amended from time to time shall be posted at the bureau.

(Ord. No. 87, § 12, 4-15-2003)

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# Overcoming Obstacles to Implementing a Proactive Code Enforcement Program

Feb 8

Proactive code enforcement is a style of enforcement that involves actively going into the community and looking for violations, usually through scheduled inspections or neighborhood patrols. By contrast, reactive code enforcement involves responding to complaints from the community.

Most code enforcement departments operate on either reactive-only practices or a hybrid approach that includes some proactive practices – yet most agencies that we talk with at Comcate say they aspire to be more proactive.

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enforcement accountable.

## More equitable enforcement

When your method of code enforcement is solely complaint-driven, there is always the risk of unequal enforcement. It's the classic "squeaky wheel gets the grease" scenario. Marginalized communities are often less likely to report issues or know what their rights are and consequently don't always receive the same level of enforcement as other areas of the community.

## Obstacles to Implementing Proactive Code Enforcement

While there are many benefits to proactive code enforcement, there are also many obstacles to implementing proactive practices. Here's a look at the common challenges to becoming more proactive that we regularly see.

### Obstacle #1: No Support from Leadership

In our [webinar on proactive code enforcement](#), 20% out of more than 300 participants said that one of their biggest challenges to implementing a proactive program was lack of support from leadership. This often arises because leadership doesn't understand the benefits of a proactive approach or is hesitant to change current practices.

To foster internal support, start by putting together a plan. Depending on your situation, this could be a multi-page document or it could be a simple

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and look for violations.

Once you've settled on an approach, set a specific period of time to run a pilot program, and determine how you are going to measure success. At the end of the pilot program, review the results to see what went well and what could have gone better – then revamp your program and go again.

Pro Tip: For more on measuring the effectiveness of code enforcement activities, check out our article [The Value Of Key Performance Indicators \(KPIs\) in Code Enforcement](#).

**If it feels too difficult to change your processes...**

Maybe the most daunting part of incorporating proactive practices is figuring out where to fit them in your current operations. If that is the case, consider doing a review of your standard operating procedures (SOPs). Regularly reviewing and revising SOPs is a best practice for code enforcement as it gives you a chance to hone in on what's working and make changes to areas where you could be more efficient. As you review your SOPs, start looking for ways to incorporate proactive practices.

For a more in-depth guide on how to review SOPs, check out our article [Creating Standard Operating Procedures \(SOPs\) in Code Enforcement](#).

### **Obstacle #3: Lack of Resources**

More than half (56%) of the participants in our webinar on proactive code enforcement reported that resources – whether it be time, technology or staffing – are their biggest obstacle to implementing proactive practices.

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# Best Practices: Implementing a Proactive Code Enforcement Program

Jan 12

## Proactive vs Reactive Code Enforcement

### What is reactive code enforcement?

Most towns and cities practice reactive code enforcement in which code enforcement officers respond to complaints submitted by citizens about code violations in their neighborhoods. While reactive code enforcement is the norm – and on the surface an arguably more time- and resource-efficient way to manage code violation cases as it allows officers to focus on active code violations – this approach has been challenged based on the selective nature of enforcement.

In reactive code enforcement, officers only respond when complaints are registered. This method relies on the theory that the worst violations will generate the most complaints, helping officers to identify the biggest priorities. But in actuality it ends up being a “squeaky wheel gets the grease” situation in which those residents who are more prone to speak

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# How to Enact a Successful Proactive Code Enforcement Program

Although proactive code enforcement comes with its own challenges, it is not without benefit. If you are looking to enact a proactive code enforcement strategy in your municipality, try these tactics.

## Let data guide decision-making.

Proactive code enforcement has the potential to be resource-intensive – especially if the department is making decisions blindly. With concrete data centering the strategy, agencies can make smarter choices about where to focus their efforts in order to maximize results. Extensive case documentation aided by the use of [code enforcement software](#) can help to gather data to validate efforts and accurately report to council and the city manager how efforts are going. [Learn more about data-driven decision making.](#)

## Focus on compliance, not penalties.

Setting the standards for code enforcement can be challenging. It is critical to keep compliance in mind as the goal instead of punishment.



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## The Importance of Documenting Compliance

A code enforcement program is only as good as the documents show. This principle is especially critical when a municipality has to respond to an inquiry or to an enforcement action. When inquiries are conducted, investigators often place significant weight on the value of documents that record facts and public record requests.

When a code enforcement officer has to document the reasons for a specific action, a documentation requirement promotes consistency and critical thinking and analysis. A documentation program also promotes protection against potential disputes or inquiries in the future. The existence of a document can be critical to protecting a municipality from litigation.

## Increase Efficiency with Code Enforcement Software

Granting code enforcement officers and the constituents they serve the tools to help in their day-to-day is a great first step toward community improvement. At Comcate, we believe in the power of technology to increase and improve interactions between local government agencies and their citizens. That's why we developed software specifically for

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



George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Derek Burton, Trustee  
Steve Ruth, Trustee

**RESOLUTION 2024-19**  
**AUTHORIZING RESOLUTION FOR PARTICIPATION IN THE**  
**MICHIGAN COOPERATIVE LIQUID ASSETS SECURITY SYSTEM**

WHEREAS, certain public agencies, such as Holly Township (“Public Agency” or collectively “Public Agencies”), desire to enter into or have entered into an interlocal agreement substantially in the form attached hereto (the “Participation Agreement”) for the purpose of exercising jointly the power each Public Agency has to invest its surplus funds; and

WHEREAS, Holly Township is a public agency as described under the Participation Agreement and is authorized by Michigan law to invest its funds in certain investments; and

WHEREAS, Act 20 of 1943, Section 129.91, as amended (Public Act 20), authorizes Public Agencies to invest surplus funds in certain permissible investments; and Section 1 (1h) of Public Act 20 permits public agencies to cooperatively invest public monies through an interlocal agreement, such as Michigan CLASS, under the Urban Cooperation Act of 1967; and

WHEREAS, the Holly Township Board of Trustees deems it advisable to adopt and enter into the Participation Agreement and become a participant for the purpose of the joint investment of Holly Townships money with those of other Public Agencies to enhance the investment earnings accruing to each Public Agency.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS;

- 1) The Holly Township Board of Trustees hereby adopts the Participation Agreement substantially in the form attached hereto, which is incorporated in this Resolution by reference thereto, and agrees to join with other Public Agencies to become a participant under the terms of the Participation Agreement and to accept additional Public Agencies as new participants without subsequent action.
- 2) The Holly Township Board of Trustees agrees to and concurs in the appointment of those Trustees either being appointed, to be appointed, or currently serving as members of the Board of Trustees created under the Participation Agreement and recognizes those Trustees and their successors as the appointees of this Public Agency.
- 3) The Holly Township Board of Trustees acknowledges and confirms the representation, warranties, and covenants provided in the Participation Agreement to the Investment Advisor and Custodian under the Participation Agreement upon which they may respectively rely.



**Charles "Chuck" Stoner**  
 Assoc. Broker/SRES/ABR/SRS/Notary  
 Houses & Homes  
 Cell: (248) 361-6690  
 New Michigan Realty



## Oakland County Public Records - Full Detail Report

### Location & Ownership

Property Address: City/State/Zip:		Property ID:	<b>0124355023</b>
Owner Name:	<b>Holly Township</b>	Lat/Long:	<b>0.000000 / 0.000000</b>
Taxpayer Address: City/State/Zip:	<b>102 Civic Drive Holly, Michigan, 48442-1505</b>	Census Tract: Block Group:	<b>1240</b>
City/Village/Town: Subdivision:	<b>Holly Twp SUPRVR'S PLAT OF GREAT LAKES COUNTRY CLUB</b>	School District: Property Category:	<b>Holly VacantLand</b>
MLS Area: Legal Description:	<b>02011 - Holly Twp T5N, R7E, SEC 24 SUPERVISOR'S PLAT OF GREAT LAKES COUNTRY CLUB LOT 1 BLK 17</b>	Land Use:	<b>402 - RESIDENTIAL, VACANT</b>

### Taxes

Year	Season	Total Ad Val	Admin Fee	Asmnt	CVT	Ttl Seasonal
2023	W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2022	W	\$7.69	\$0.07	\$7.32	\$0.00	\$15.08
2022	S	\$75.23	\$0.75	\$0.00	\$0.00	\$75.98
2021	W	\$5.73	\$0.05	\$7.12	\$0.00	\$12.90
2021	S	\$73.35	\$0.73	\$0.00	\$0.00	\$74.08
2020	W	\$5.72	\$0.05	\$6.77	\$0.00	\$12.54
2020	S	\$72.44	\$0.72	\$0.00	\$0.00	\$73.16
2019	W	\$5.45	\$0.05	\$6.05	\$0.00	\$11.55
2019	S	\$71.34	\$0.71	\$0.00	\$0.00	\$72.05

### Assessments

Year	Taxable Val	State Eq Val	Hmstd %	Ttl Taxes
2022	\$1,830	\$7,490	0	\$91.06
2021	\$1,780	\$7,140	0	\$86.98
2020	\$1,760	\$5,950	0	\$85.70
2019	\$1,730	\$5,950	0	\$83.60

### Transfer Information

Grantor	Grantee	Record Date	Deed Date	Sale Price	Deed Type	Liber/Page
WITTENBERG ROBERT	TOWNSHIP OF HOLLY	12/28/2022	12/27/2022		WAR/DEED	58339/0311

### Other Recordings

Obligee	Obligor	Record Date	Doc Date	Amount	Doc Type	Liber/Page
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### Characteristics

#1 Porch/Dimensions: /	Storm Sewer:	
#2 Porch/Dimensions: /	Land Dimension:	<b>50.00X150.00</b>
Topography:	Land Sqft:	<b>7492</b>
Irregular:	Acres:	<b>0.17</b>

### Search for MLS Listings

Michigan Realtors®  
Exclusive Listing Contract  
(Designated Agency)



Contract Date: August 14th, 2024 through Expiration on August 14th, 2025 at 11:59 PM  
Listing Broker Office: New Michigan Realty ("Brokerage Firm")  
Address of Firm: 2545 W Silver Lake Rd Suite 3, Fenton, MI 48430  
Designated Agent(s): Charles Stoner ("Designated Agent")  
Designated Agent's Email Address: soldbychucks@gmail.com  
Designated Agent's Phone # (248) 361-6690  
Supervisory Broker(s): Michael Seifert ("Supervisory Broker")  
Seller(s): TOWNSHIP OF HOLLY ("Seller")  
Seller's Home Address(es): 102 Civic Dr., Holly, MI 48442  
Seller's Email Address(es): supervisor@hollytwp.org  
Seller's Phone Number(s): (248) 431-1894

1. **AGREEMENT:** In consideration of the agreement of Brokerage Firm to market Seller's property (the "Property") and to use its best efforts to find a buyer, Seller gives Brokerage Firm the exclusive right to offer for sale and to sell the Property for the listing period stated above. In consideration for exclusive sale rights, Brokerage Firm agrees to use reasonable efforts to sell the Property, to present the Property to other REALTOR® companies through a multiple listing service and to engage in marketing efforts to expose the Property. **Brokerage Firm and Seller hereby designate the agent(s) listed above as Seller's Designated Agent. Seller shall have an agency relationship with ONLY Brokerage Firm, Designated Agent and Supervisory Broker named above.**

2. **PROPERTY:** The property is located in the  Village,  Township,  City of HOLLY,  
County of Oakland County, Michigan,  
Street Address: \_\_\_\_\_  
Legal Description: T5N, R7E, SEC 24 SUPERVISOR'S PLAT OF GREAT LAKES COUNTRY CLUB  
LOT 1 BLK 17

Property Tax ID #: I -01-24-355-023

The property includes all buildings; all gas, oil, and mineral rights owned by Seller; all fixtures and improvements (unless rented) including but not limited to the following: built-in appliances, lighting fixtures, plumbing fixtures, water softener, heating fixtures, electrical fixtures, permanently attached generators, fuel tanks, antennas/satellite dishes and accessories, wired smart home devices, remote controls for built-in devices, attached TV mounting brackets, attached mirrors, attached shelving, window shades and blinds, awnings, shutters, curtain and drapery rods, ceiling fans, attached floor coverings,

- ✓ \_\_\_\_\_ B. Offer a portion of the listing broker’s commission to the brokerage firm producing the buyer while acting as a buyer’s agent. Said offer of compensation shall be \_\_\_\_\_ % of the sale price or \$ 200.00.
- ✓ \_\_\_\_\_ C. Offer a portion of the listing broker’s commission to the brokerage firm producing the buyer while acting as a transaction coordinator or working with the buyer in another non-agency capacity. Said offer of compensation shall be \_\_\_\_\_ % of the sale price or \$ 200.00.
- \_\_\_\_\_ D. Not offer any portion of the listing broker’s commission to the brokerage firm producing the buyer.

7. **SELLER CONCESSIONS:** In addition to the compensation offered by Brokerage Firm pursuant to paragraph 6 above, if any, Seller  does  does not authorize Brokerage Firm to advise potential buyers and their agents that Seller may be willing to consider Seller concessions. This invitation is contingent upon all other terms of the offer being acceptable to Seller in their sole discretion. This invitation  shall  shall not be disclosed in the MLS.

8. **PARTICIPATION IN MULTIPLE LISTING SERVICE:** Seller authorizes Brokerage Firm to submit this listing to any multiple listing service or any other medium selected by Brokerage Firm and provide any such multiple listing service with a copy of this agreement, any changes to this agreement and any post-closing information, including sales price information.

9. **TITLE:** Seller represents the title to the Property to be good and marketable title and Seller will execute and deliver a Warranty Deed, Land Contract, or other instruments of assignment or conveyance as shall be required. By agreement on a subsequent purchase agreement, Seller will provide at Seller’s cost an owner’s title insurance policy in the amount of the purchase price.

10. **DEFAULT:** If a sale is not consummated because of Seller’s refusal to perform, then the total agreed upon compensation shall be due and payable upon such refusal. If a sale is not consummated because of the buyer’s failure to perform and the deposit made is forfeited, Seller agrees that said deposit shall be applied first to reimburse Brokerage Firm for all expenses incurred by Brokerage Firm on Seller’s behalf and that \_\_\_\_\_ % of the remainder of such deposit (but not in excess of the amount of the total agreed upon compensation) shall be retained by Brokerage Firm in full payment for services rendered in this transaction.

11. **MARKETING:** Brokerage Firm may photograph the Property and publish pictures, advertise the availability of the Property through any medium, place a “for sale” sign on the Property and remove other “for sale” signs and show the Property at reasonable hours. Seller acknowledges that the use of certain advertising will result in the contents of the Property being made known to third parties and consents to such advertising. Seller acknowledges that Brokerage Firm has limited control over third-party marketing of the Property.

22. **SHOWING PROPERTY/CONFLICT OF INTEREST:** Seller understands and agrees that as part of marketing the Property, Designated Agent will show potential buyers properties other than Seller's Property and provide such buyers with information on the selling prices in the area. Seller also understands and agrees that Designated Agent can show Seller's Property to, and obtain offers from, all prospective buyers, including buyers with whom Brokerage Firm has an agency relationship. If a potential buyer is represented by a designated agent within Brokerage Firm other than Designated Agent, Brokerage Firm and Supervisory Broker shall automatically be deemed disclosed consensual dual agents. If a particular buyer is represented by Designated Agent, Designated Agent shall notify both Seller and the buyer and (check one):

- Designated Agent shall terminate its agency relationship with the buyer as it relates to the Property only; or
- Designated Agent shall act as a consensual disclosed dual agent of both Seller and the buyer; or
- Designated Agent shall act as a transaction coordinator to facilitate the transaction and not as an agent for either Seller or the buyer.

In all cases, Brokerage Firm shall be entitled to the total compensation provided herein. **Designated Agent will preserve any confidential information obtained during another agency relationship or in a prior or pending transaction or business relationship. Seller acknowledges and agrees that the preservation of this confidential information shall not constitute a breach of any fiduciary duty owed by Designated Agent to Seller.**

23. **INDEMNIFICATION:** Seller shall indemnify and hold harmless Brokerage Firm and Brokerage Firm's agents and cooperating brokers and agents from any and all liability for any reason as a result of injury to person(s) or damage or loss to property arising out of the showing of the Property, including but not limited to, reasonable attorneys' fees and costs.

24. **REPRESENTATIONS:** Seller hereby acknowledges that Brokerage Firm is relying upon the representations, whether oral or written, made by Seller with respect to the Property. Seller warrants to Brokerage Firm that any representations Seller has made or shall hereafter make are true and Designated Agent is authorized to make such representations to prospective buyers.

25. **UNPLATTED LANDS:** If this is an unplatted parcel, Seller agrees to grant to the buyer the right to make \_\_\_\_\_ division(s) under the Land Division Act. (Insert "all," "zero" or a specific number, as appropriate.)

**If this parcel is a new division (check one):**

- Seller represents that this division has been approved by the local municipality; or
- Municipal approval of the division is required.

26. **SELLER DISCLOSURE:** Seller agrees to provide the buyer a "Seller's Disclosure Statement" prior to accepting a Buy and Sell Agreement from the buyer, unless the transaction is exempt under Michigan law. Seller agrees to indemnify and hold harmless Brokerage Firm and its agents and cooperating agents, from any liability arising as a result of Seller's failure to comply with Seller's disclosure obligations at law, including, but not limited to, reasonable attorneys' fees and costs.

# NOTICE

## **IMPORTANT REMINDER TO OUR CLIENTS AND CUSTOMERS:**

While we all appreciate the convenience of transacting business via email, it is very important to remain diligent when doing so.

Unfortunately, the following scenario is not only a real life scenario, but it has occurred on a number of occasions in Michigan alone:

Cash buyer receives closing documents and wiring instructions via email from her buyer's agent. Soon thereafter, the same closing documents and different wiring instructions are received from the same agent. The buyer wires funds in accordance with the second set of wiring instructions only to find that the second email was fraudulent and DID NOT come from her agent. Of course, by the time this is discovered, the money is long gone.

## **IMPORTANT RULES TO KEEP IN MIND:**

1. Never transmit confidential information over free Wi-Fi.
2. It is very unusual for wiring instructions to be changed. Receiving an email changing wiring instruction should raise a red flag. Do not wire money until you have confirmed wiring instructions via telephone call initiated by you. Do not call any number shown on the email changing the wiring instructions.
3. Never trust contact information in unverified emails.
4. Review all emails carefully. Remember that a fake email can appear to be from someone you have been corresponding with regularly. Often (but not always) these types of fake emails can be spotted on the basis of style, tone, grammar and/or awkward sentence structure. Trust your instincts. If a message looks at all suspicious, follow up with a phone call to a number known by you to be legitimate and check it out. It only takes a few minutes.
5. Beware of last minute instructions, particularly if those instructions contradict earlier instructions.

Client/Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

**BUYER'S AGENTS**

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

**DUAL AGENTS**

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

**TRANSACTION COORDINATOR**

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

**DESIGNATED AGENCY**

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

**LICENSEE DISCLOSURE (Check one)**

I hereby disclose that the agency status of the licensee named below is:

- Seller's agent
- Seller's agent – limited service agreement
- Buyer's agent
- Buyer's agent – limited service agreement
- Dual agent
- Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)
- None of the above

**AFFILIATED LICENSEE DISCLOSURE (Check one)**

- Check here if acting as a designated agent. Only the licensee's broker and a named supervisor broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.
- Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.



Michigan Realtors® Exclusive Listing Contract (Designated Agency)



Contract Date: August 14th, 2024 through Expiration on August 14th, 2025 at 11:59 PM
Listing Broker Office: New Michigan Realty ("Brokerage Firm")
Address of Firm: 2545 W Silver Lake Rd Suite 3, Fenton, MI 48430
Designated Agent(s): Charles Stoner ("Designated Agent")
Designated Agent's Email Address: soldbychucks@gmail.com
Designated Agent's Phone #: (248) 361-6690
Supervisory Broker(s): Michael Seifert ("Supervisory Broker")
Seller(s): HOLLY TOWNSHIP ("Seller")
Seller's Home Address(es): 102 Civic Dr, Holly, MI 48442
Seller's Email Address(es):
Seller's Phone Number(s):

1. AGREEMENT: In consideration of the agreement of Brokerage Firm to market Seller's property (the "Property") and to use its best efforts to find a buyer, Seller gives Brokerage Firm the exclusive right to offer for sale and to sell the Property for the listing period stated above. In consideration for exclusive sale rights, Brokerage Firm agrees to use reasonable efforts to sell the Property, to present the Property to other REALTOR® companies through a multiple listing service and to engage in marketing efforts to expose the Property. Brokerage Firm and Seller hereby designate the agent(s) listed above as Seller's Designated Agent. Seller shall have an agency relationship with ONLY Brokerage Firm, Designated Agent and Supervisory Broker named above.

2. PROPERTY: The property is located in the [ ] Village, [ ] Township, [ ] City of HOLLY, County of Oakland County, Michigan, Street Address:

Legal Description: T&N, R7E, SEC 33 W 879.95 FT OF S 118.50 FT OF N 643.50 FT OF SW 1/4 OF SW 1/4. ALSO PART OF SW 1/4 BEG AT PT DIST N 89-44-30 E 869.94 FT FROM SW SEC COR. TH N 00-08-10 W 225 FT. TH S 89-44-30 W 305.94 FT. TH N 00-08-10 W 454.47 FT. TH N 89-44-30 E 315.25 FT. TH N 00-08-10 W 643.50 FT. TH N 89-44-10 E 434.88 FT. TH S 00-24-57 W 1323.10 FT. TH S 89-44-30 W 431.44 FT TO BEG. ALSO PART OF SE 1/4 OF SW 1/4 BEG AT PT DIST S 275 FT FROM NE COR OF SE 1/4 OF SW 1/4. TH S 89-20-00 W 677 FT. TH S 63-20-00 W 314 FT. TH S 80-10-00 W 178 FT. TH S 64-50-00 W 100 FT. TH S 32-50-00 W 108 FT. TH S 76-10-00 W 42 FT. TH S 746 FT. TH E 1320 FT. TH N 1045 FT TO BEG 47.35 A 5-15-17 FR 005, 009 & 018

Property Tax ID #: I-01-33-300-031

The property includes all buildings; all gas, oil, and mineral rights owned by Seller; all fixtures and improvements (unless rented) including but not limited to the following: built-in appliances, lighting fixtures, plumbing fixtures, water softener, heating fixtures, electrical fixtures, permanently attached generators, fuel tanks, antennas/satellite dishes and accessories, wired smart home devices, remote controls for built-in devices, attached TV mounting brackets, attached mirrors, attached shelving, window shades and blinds, awnings, shutters, curtain and drapery rods, ceiling fans, attached floor coverings,

- ✓ \_\_\_\_\_ B. Offer a portion of the listing broker's commission to the brokerage firm producing the buyer while acting as a buyer's agent. Said offer of compensation shall be 3 \_\_\_\_\_ % of the sale price or \$ \_\_\_\_\_.
- ✓ \_\_\_\_\_ C. Offer a portion of the listing broker's commission to the brokerage firm producing the buyer while acting as a transaction coordinator or working with the buyer in another non-agency capacity. Said offer of compensation shall be 3 \_\_\_\_\_ % of the sale price or \$ \_\_\_\_\_.
- \_\_\_\_\_ D. Not offer any portion of the listing broker's commission to the brokerage firm producing the buyer.

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Client/Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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