

HOLLY TOWNSHIP
PROPOSED AGENDA
Board of Trustees Regular Meeting
March 19, 2025 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
Ryan Matson Michael McCanney Richard Kinnamon

AGENDA APPROVAL

CONSENT AGENDA:

1. Approval of Special Meeting Minutes – February 13, 2025.
2. Approval of Regular Meeting Minutes – February 19, 2025.
3. Approval of Financial Statement – February 2025.
4. Approval of Bills for Payment – March 2025
5. Receipt of Routine Reports:
 1. N.O.C.F.A. Minutes – February 25, 2025.
 2. Planning Commission Minutes – February 12, 2025.
 3. Building Permits – February 2025.
 4. Treasurer's Annual and Quarterly Report – None.
6. 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: Steven Burke, Municipal Finance Consultant on Municipal Bonding and Holly Township Budget Overview.

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. Appointments: One Zoning Board of Appeals Alternate – Term Ending 12-31-27.

NEW BUSINESS

1. Municipal Bond Counsel Services Proposals.
2. Michael Issac Application for Conditional Rezoning from AGRE (Agricultural Residential min 5 acres) to SR (Suburban Residential min 1.5 acres) for Parcel ID # 01-22-476-007 on Fagan Rd., just North of Grange Hall Rd., Holly MI 48442.
3. Planning Commission 2024 Annual Report.
4. Rose Hill 5K Fundraiser – Proposed Resolution 2025-03.
5. 2024-2025 Budget Amendments – Proposed Resolution 2025-04.
6. 2025 Dust Control.
7. 2025 Gravel Program.

8. Tree Services Proposals.
9. Set Date for Budget Workshop.

PUBLIC COMMENT

ADJOURNMENT

Holly Township
Board of Trustees Special Meeting
Minutes of February 13, 2025

CALL TO ORDER: Supervisor Kullis called the Special Meeting of the Holly Township Board of Trustees to order at 6:30 pm located at the Holly Township Offices (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
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

Members Absent:

None

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 was carried 7/0.**

PUBLIC COMMENT (on Agenda items only)

Amy Hillman (Holly Township employee) read a letter from Joe Hutchins, 419 Thomas Street.
Mary Blanchard, 3444 Old Creek Drive, addressed the board.
Jeff Caryl, 16308 Tucker Road, addressed the board.
Dave Lonteen, 1116 Marion Drive, addressed the board.
Kathleen Martin, 109 Park Avenue, addressed the board.
Kristin Watt, 102 First Street #3, addressed the board.
Angela Wallace, 709 Baird Street, addressed the board.
Angie Lemon, 116 College, addressed the board.
Amber Kier, 710 E Maple Road, addressed the board.
Amy Hillman, 6053 Great Lakes Drive, addressed the board.

- **Motion by Trustee Burton to extend comment time for Hillman. Supported by Treasurer Ryan. A voice vote was taken. All present voted yes. The motion carried 7/0.**

Randy Finkbeiner, 15335 Catalina Way, addressed the board.

NEW BUSINESS

1. Holly Township Parks Board Appointments.

Michigan Compiled Law, MCL 168.363, MCL 168.358 requires all Township officials, including Parks Commission members, *whether newly elected or reelected*, to take the oath of office prior to January 1 after the general election to qualify for office or a vacancy is created in the position. Four of the five Parks

Commissioners that were elected on November 5, 2024 General Election did not meet the requirements for the Oath of Office. Holly Township is required to fill the vacancy within 45 days.

- **Supervisor Kullis made a motion to appoint Jane DiSessa. Supported by Trustee Matson. A roll call vote was taken. Matson; yes, Ryan; yes, Winchester; yes, Kullis; yes; McCanney; no, Kinnamon; no, Burton; no. The motion carried 4/3.**
- **Motion by Supervisor Kullis to appoint James Wright. Supported by Clerk Winchester. A roll call vote was taken. Matson; yes, Ryan; yes, Winchester; yes, Kullis; yes; McCanney; no, Kinnamon; no, Burton; no. The motion carried 4/3.**
- **Motion by Supervisor Kullis to appoint Cynthia Earl. Supported by Treasurer Ryan. A roll call vote was taken. Matson; yes, Ryan; yes, Winchester; yes, Kullis; yes; McCanney; no, Kinnamon; no, Burton; no. The motion carried 4/3.**
- **Motion by Supervisor Kullis to appoint Jeffrey Caryl. Supported by Trustee Burton. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

PUBLIC COMMENT

Kristin Watt, 102 First Street #3, addressed the board.
Randy Finkbeiner, 15335 Catalina Way, addressed the board.
Kathleen Martin, 109 Park Avenue, addressed the board.

ADJOURNMENT

Supervisor Kullis adjourned the meeting at 8:07 p.m.

Submitted by: Diane M. Hill, Recording Secretary

Karin S. Winchester, Clerk

Holly Township
Board of Trustees Regular Meeting
Minutes of February 19, 2025

CALL TO ORDER: Supervisor Kullis called the Regular Meeting of the Holly Township Board of Trustees to order at 6:30 pm located at the Holly Township Offices (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
Ryan Matson, Trustee
Michael McCanney, Trustee
Richard Kinnamon, Trustee

Others Present

Dean Sutton, JDS Historical
Greg Bajuk, Township Engineer (HRC)
Chuck Stoner, New Michigan Realty

Members Absent: None

AGENDA APPROVAL

- **Motion by Clerk Winchester to approve the agenda as presented. Supported by Trustee Matson. A voice vote was taken. All present voted yes. The motion carried 7/0.**

CONSENT AGENDA:

1. Approval of Meeting Minutes – February 5, 2025.
2. Approval of Financial Statement – January 2025 was Approved on 02-05-25.
3. Approval of Bills for Payment – February 2025.
4. Receipt of Routine Reports:
 - A. N.O.C.F.A. Minutes – January 28, 2025.
 - B. Planning Commission Minutes – None.
 - C. Building Permits – January 2025 was Approved on 02-05-25.
 - D. Treasurer’s Annual and Quarterly Report – None.
5. Communications: None.

Trustee McCanney asked to remove Bills for Payment from the Consent Agenda.

- **Motion by Trustee McCanney to approve the Consent Agenda as amended. Supported by Trustee Burton. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

PUBLIC HEARINGS: None.

PRESENTATIONS: Dean Sutton, JDS Historical – Farmstead Barn Project.

Roof panels are staged. They go up in 12 ft. sections. As soon as the weather breaks, they can get roof panels and metal roof installed. Wood siding is saved in a shipping container on site. There are also materials stored inside the existing barn. The reconstruction of the historic barn should be completed by summer. Pictures are

online showing progress, the sequence of work, including challenges.

HRC is helping JDS stay on schedule with the project. Weather is having a huge impact.

REPORTS:

Trustee Kinnamon

- Chamber of Commerce – monthly breakfast, Chuck Stoner of New Michigan Realty is presenting.

Trustee Matson – No Report.

Trustee McCanney

- Holly Dickens Festival board met last night to kick off this year's planning.

Treasurer Burton

- Next HAYA meeting is Feb 24th.
- Little League registration extended until February 28th.
- Little League bowling fundraiser on March 7 at Holly Lanes depending on the number of participants
- Comedy Fundraiser on March 12 at Beale Street BBQ in Fenton. \$25/person; link on Holly Little League Facebook page.
- Little League clinic start February 25th.

Treasurer Ryan

- Taxes are due by the end of the month and will then go to the county.
- Treasurer's office will be open on Friday, Feb 28 from 9-5 to pay taxes.
- There are resources at the county if you are unable to pay or already have delinquent taxes.

Clerk Winchester – No Report.

Supervisor Kullis

- Mis-statements on social media regarding office hours during holidays – the office was open the Monday before Christmas and the Thursday after Christmas. The following week (New Year) the offices were closed due to illness. There was one person willing to come in, but the office will not open with only one person present. In January, the offices were closed again for two days in one week due to illness; in accordance with the policy above, the office will not open with only one person present.
- Farmstead – received an extension for a grant last year for community garden. The grant has been extended through November 2025. Will be used to put an 8 ft deer fence around the garden, the well, and other needs.
- Read the following incident report – on Feb 19, Capt. Dunbar was off-duty when he noticed a man had collapsed in front of CVS. Capt. Dunbar immediately called for assistance and began performing CPR. Holly Village was on another call and requested assistance from NOCFA. They saved the man's life and transported him to the hospital.

PUBLIC COMMENT (on Agenda items only)

Randy Finkbeiner, 15335 Catalina Way, addressed the board

OLD BUSINESS:

1. Employee Policies and Procedures Amendment to Section 6.07 Paid Sick Days – Proposed Resolution 2025-01

The new sick time law may not impact Township since the legislature is meeting again and is talking about

changing the law that will only affect companies of 10+ employees and does not include elected officials do not fall under the policy. The law is currently going into effect on Friday. The proposed policy amendment

covers the minimum of one hour of sick time for every 30 hours worked as required by the law which is actually more than the townships original policy. The administration will review other sick day policies to possibly increase the number of sick days per a previous board meeting discussion and consensus of the board.

- **Motion by Trustee Burton to approve the Employee Policies and Procedures Amendment to Section 6.07 Paid Sick Days, Resolution 2025-01. Supported by Trustee Kinnamon. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

2. Appointments: One Zoning Board of Appeals Alternate – Term Ending 12-31-27.

No one has stepped forward. Recommendation to keep it on the agenda. The Board took No Action.

3. HRC New Township Hall Presentation.

Nothing to present. The Board took No Action.

NEW BUSINESS:

1. Purchase Offer for Holly Township Oak Park Parcel 01-24-355-023 – Proposed Resolution 2025-02.

Clerk Winchester stated that the Township attorney has reviewed the purchase agreement and made amendments. The strikeouts and addendum included in board packets are from the attorney.

Chuck Stoner, New Michigan Realty address the board. The offer came in about a month and a half ago. The realty company wanted to assure that the provisions in the contract were protecting the Township, so the process took several revisions and conversations. This is a full-price offer of \$5,000. This lot is not buildable but does have lake access.

- **Motion by Trustee Burton to approve Proposed Resolution 2025-02 for the purchase offer of the Oak Park Parcel 01-24-355-023. Supported by Clerk Winchester. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

2. Participation in the Tri-Party Program for Road Gravel.

No vote is required for this item. It is an annual agreement setting aside money for road maintenance such as gravel and chloride. The three parties are: 1/3 road commission, 1/3 road commission engineering, and 1/3 Township. We retain this money and do not spend it until we have a specific project.

3. Spring and Fall Clean-Up Days – May 3 and October 4, from 8:00 am to 2:00 pm with Document Shredding on May 3 only from 12:00 pm to 2:00 pm.

The board is requested to approve the dates and the expenditure of funds not to exceed \$12,000. We have been able to lower costs because we received a grant for tire disposal. We even opened it to commercial businesses who normally had to pay to have their tires taken away.

- **Motion by Trustee Kinnamon to approve the two clean-up days of May 3 and October 4 with expenditures not to exceed \$12,000. Supported by Trustee Matson. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

4. Bills for Payment (request to remove this item for discussion during the Consent Agenda Approval).

Trustee McCanney questioned the large increase in the building inspectors pay. Clerk Winchester

stated that it is due to the permits for Shannon Distribution building permits. Inspectors are paid on a percentage of the permit fees.

- **Motion by Clerk Winchester to approve the bills for payment. Supported by Trustee Burton. A roll call vote was taken. All present votes yes. The motion carried 7/0.**

PUBLIC COMMENT

No public comment.

ADJOURNMENT

Supervisor Kullis adjourned the meeting at 7:28 p.m.

Submitted by: Diane M. Hill, Recording Secretary

Karin S. Winchester, Clerk

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% & BDTG USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - GENERAL						
101-000-402-000	CURRENT TAX COLLECTION	488,000.00	433,628.33	147,022.78	54,371.67	88.86
101-000-434-000	MOBILE HOME FEES	1,550.00	0.00	0.00	1,550.00	0.00
101-000-445-000	PENALTIES & INTEREST	1,200.00	134.14	134.14	1,065.86	11.18
101-000-447-000	ADMINISTRATIVE FEE	155,000.00	158,919.81	10,351.71	(3,919.81)	102.53
101-000-448-000	SCHOOL COLLECTION	64,000.00	64,081.70	0.00	(81.70)	100.13
101-000-477-000	FRANCHISES FEES	63,000.00	28,107.21	14,164.68	34,892.79	44.61
101-000-522-000	COMMUNITY DEVELOPMENT - CDBG	5,792.00	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
101-000-573-000	LOCAL COMMUNITY STABILIZATION	2,150.00	0.00	0.00	2,150.00	0.00
101-000-574-000	STATE SHARED REVENUES	641,838.00	330,259.00	109,367.00	311,579.00	51.46
101-000-628-000	ZONING FEES	750.00	1,500.00	750.00	(750.00)	200.00
101-000-629-000	MINING FEES	5,741.00	5,750.30	5,746.00	(9.30)	100.16
101-000-630-000	PLANNING FEES	2,500.00	3,340.00	1,500.00	(840.00)	133.60
101-000-631-000	COPIES & PRINTED MATERIALS	215.00	330.00	14.00	(115.00)	153.49
101-000-665-000	INTEREST	16,600.00	17,161.08	2,051.48	(561.08)	103.38
101-000-670-000	BUILDING DEPT COST REIMBURSEMENT	66,100.00	0.00	0.00	66,100.00	0.00
101-000-671-000	BUILDING DEPARTMENT LEASE	18,000.00	12,000.00	1,500.00	6,000.00	66.67
101-000-677-000	NOCFA ADVANCE PAYMENT	122,762.00	0.00	0.00	122,762.00	0.00
101-000-678-000	MISCELLANEOUS	5,000.00	13,732.03	5,258.96	(8,732.03)	274.64
101-000-679-000	COMMISSIONS	300.00	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
101-000-699-390	TRANSFER FROM FUND BALANCE	448,333.00	0.00	0.00	448,333.00	0.00
Total Dept 000 - GENERAL		2,108,831.00	1,068,943.60	297,860.75	1,039,887.40	50.69
TOTAL REVENUES						
Expenditures						
Dept 101 - TOWNSHIP TRUSTEES						
101-101-702-000	SALARIES	13,400.00	3,475.00	0.00	9,925.00	25.93
101-101-715-000	SOCIAL SECURITY	1,025.00	481.15	0.00	543.85	46.94
101-101-830-000	DUES, SUBS & TUITION	4,000.00	0.00	0.00	4,000.00	0.00
101-101-860-000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00
Total Dept 101 - TOWNSHIP TRUSTEES		18,925.00	3,956.15	0.00	14,968.85	20.90
Dept 171 - SUPERVISOR						
101-171-702-000	SALARIES	80,032.00	53,354.72	6,669.34	26,677.28	66.67
101-171-713-000	HEALTH OPT OUT PAYMENT	4,800.00	3,200.00	400.00	1,600.00	66.67
101-171-715-000	SOCIAL SECURITY	6,490.00	4,326.43	540.80	2,163.57	66.66
101-171-830-000	DUES, SUBS & TUITION	2,500.00	1,031.90	706.90	1,468.10	41.28
101-171-860-000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-171-861-000	LODGING & EXPENSES	1,000.00	1,347.32	1,347.32	(347.32)	134.73
Total Dept 171 - SUPERVISOR		95,822.00	63,260.37	9,664.36	32,561.63	66.02
Dept 215 - CLERK						
101-215-702-000	SALARIES	80,032.00	53,354.72	6,669.34	26,677.28	66.67
101-215-715-000	SOCIAL SECURITY	6,123.00	4,081.63	510.21	2,041.37	66.66
101-215-830-000	DUES, SUBS & TUITION	2,500.00	485.00	0.00	2,015.00	19.40
101-215-860-000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	1,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	NORMAL (ABNORMAL)	MONTH 02/28/2025	INCREASE (DECREASE)	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND									
Expenditures									
101-215-861-000	LODGING & EXPENSES	1,000.00		0.00		0.00		1,000.00	0.00
Total Dept 215 - CLERK		90,655.00		57,921.35		7,179.55		32,733.65	63.89
Dept 216 - CLERK ADMINISTRATION									
101-216-702-000	SALARIES	59,343.00		39,562.08		4,945.26		19,780.92	66.67
101-216-703-000	DEPUTY SALARY	1,200.00		800.00		100.00		400.00	66.67
101-216-715-000	SOCIAL SECURITY	4,632.00		3,087.69		385.95		1,544.31	66.66
101-216-830-000	DUES, SUBS & TUITION	2,500.00		40.00		0.00		2,460.00	1.60
101-216-860-000	MILEAGE REIMBURSEMENT	1,000.00		0.00		0.00		1,000.00	0.00
101-216-861-000	LODGING & EXPENSES	1,000.00		0.00		0.00		1,000.00	0.00
Total Dept 216 - CLERK ADMINISTRATION		69,675.00		43,489.77		5,431.21		26,185.23	62.42
Dept 247 - BOARD OF REVIEW									
101-247-702-000	SALARIES	1,500.00		57.00		0.00		1,443.00	3.80
101-247-715-000	SOCIAL SECURITY	115.00		4.36		0.00		110.64	3.79
101-247-830-000	DUES, SUBS & TUITION	1,000.00		0.00		0.00		1,000.00	0.00
101-247-860-000	MILEAGE REIMBURSEMENT	300.00		0.00		0.00		300.00	0.00
101-247-861-000	LODGING & EXPENSES	0.00		0.00		0.00		0.00	0.00
Total Dept 247 - BOARD OF REVIEW		2,915.00		61.36		0.00		2,853.64	2.10
Dept 253 - TREASURER									
101-253-702-000	SALARIES	80,032.00		53,354.72		6,669.34		26,677.28	66.67
101-253-715-000	SOCIAL SECURITY	6,123.00		4,081.63		510.20		2,041.37	66.66
101-253-830-000	DUES, SUBS & TUITION	2,500.00		923.00		0.00		1,577.00	36.92
101-253-860-000	MILEAGE REIMBURSEMENT	1,000.00		0.00		0.00		1,000.00	0.00
101-253-861-000	LODGING & EXPENSES	1,000.00		0.00		0.00		1,000.00	0.00
Total Dept 253 - TREASURER		90,655.00		58,359.35		7,179.54		32,295.65	64.38
Dept 255 - TREASURER ADMINISTRATION									
101-255-702-000	SALARIES	50,165.00		33,443.36		4,180.42		16,721.64	66.67
101-255-703-000	DEPUTY SALARY	1,200.00		800.00		100.00		400.00	66.67
101-255-715-000	SOCIAL SECURITY	3,930.00		2,619.61		327.44		1,310.39	66.66
101-255-830-000	DUES, SUBS & TUITION	2,500.00		1,556.80		0.00		943.20	62.27
101-255-860-000	MILEAGE REIMBURSEMENT	1,000.00		400.66		0.00		599.34	40.07
101-255-861-000	LODGING & EXPENSES	1,000.00		0.00		0.00		1,000.00	0.00
Total Dept 255 - TREASURER ADMINISTRATION		59,795.00		38,820.43		4,607.86		20,974.57	64.92
Dept 257 - ASSESSING									
101-257-802-000	CONTRACTED SERVICES	106,000.00		0.00		0.00		106,000.00	0.00
Total Dept 257 - ASSESSING		106,000.00		0.00		0.00		106,000.00	0.00
Dept 261 - CODE ENFORCEMENT/ASSIST SUPERVISOR									
101-261-702-000	SALARIES	53,138.00		35,425.28		4,428.16		17,712.72	66.67
101-261-715-000	SOCIAL SECURITY	4,065.00		2,710.03		338.75		1,354.97	66.67

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-261-830-000	DUES, SUBS & TUITION	2,500.00	25.00	25.00	2,475.00	1.00
101-261-860-000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-261-861-000	LODGING & EXPENSES	1,000.00	1,347.32	1,347.32	(347.32)	134.73
	Total Dept 261 - CODE ENFORCEMENT/ASSIST SUPERVISOR	61,703.00	39,507.63	6,139.23	22,195.37	64.03
Dept 262 - ELECTIONS						
101-262-708-000	ELECTION SALARIES	35,000.00	14,867.25	0.00	20,132.75	42.48
101-262-740-000	OPERATING EXPENSES	20,000.00	15,755.80	3,608.10	4,244.20	78.78
	Total Dept 262 - ELECTIONS	55,000.00	30,623.05	3,608.10	24,376.95	55.68
Dept 265 - TOWNSHIP PROPERTIES						
101-265-850-000	TELEPHONE	6,700.00	3,507.13	309.63	3,192.87	52.35
101-265-920-000	UTILITIES	10,000.00	6,361.03	1,260.06	3,638.97	63.61
101-265-930-000	MAINTENANCE & REPAIRS	50,000.00	21,853.60	1,492.84	28,146.40	43.71
	Total Dept 265 - TOWNSHIP PROPERTIES	66,700.00	31,721.76	3,062.53	34,978.24	47.56
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	PENSION	40,995.00	27,542.88	3,442.86	13,452.12	67.19
101-272-720-000	HEALTH/LIFE INSURANCE	65,000.00	51,891.07	5,414.54	13,108.93	79.83
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	21,591.90	706.71	28,408.10	43.18
101-272-801-000	ACCOUNTANT/AUDITOR	19,300.00	18,300.00	0.00	1,000.00	94.82
101-272-802-000	CONTRACTED SERVICES	2,000.00	581.25	0.00	1,418.75	29.06
101-272-804-000	ATTORNEY	50,000.00	17,919.34	2,469.00	32,080.66	35.84
101-272-816-000	COMPUTER MAINTENANCE	35,000.00	28,869.76	12,843.79	6,130.24	82.49
101-272-820-000	ORDINANCE CODIFICATION	7,000.00	1,187.50	0.00	5,812.50	16.96
101-272-830-000	DUES, SUBS & TUITION	9,000.00	7,952.54	250.00	1,047.46	88.36
101-272-955-000	LEGAL NOTICES	7,000.00	2,613.00	663.00	4,387.00	37.33
101-272-955-000	MISCELLANEOUS	11,857.00	242.44	18.84	11,614.56	2.04
101-272-956-000	INSURANCE	14,500.00	13,221.00	0.00	1,279.00	91.18
101-272-971-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-272-991-000	DEBT SERVICE - TOWNSHIP HALL	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	0.00	0.00	100.00
101-272-995-404	TRANSFERS TO ROAD IMPROVEMENT FUND	100,000.00	100,000.00	0.00	0.00	100.00
	Total Dept 272 - GENERAL SERVICES	1,084,414.00	841,912.68	25,808.74	242,501.32	77.64
Dept 336 - PUBLIC SAFETY						
101-336-959-000	NOCFA 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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BGD
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	NORMAL (ABNORMAL)	MONTH 02/28/2025	INCREASE (DECREASE)		
Fund 101 - GENERAL FUND									
Expenditures									
Dept 441 - PUBLIC WORKS									
101-441-821-000	CEMETERY	15,000.00		1,690.00		610.00		13,310.00	11.27
101-441-822-000	CLEANUP DAYS	13,000.00		3,705.00		0.00		9,295.00	28.50
101-441-824-000	PHRAGMITE CONTROL	5,000.00		0.00		0.00		5,000.00	0.00
101-441-825-000	ROAD GRAVEL	25,000.00		(2,006.78)		0.00		27,006.78	(8.03)
101-441-826-000	ROAD MAINT.-CHLORIDE	86,796.00		52,077.60		0.00		34,718.40	60.00
101-441-990-000	N. HOLLY RD. PROJECT	37,500.00		37,500.00		0.00		0.00	100.00
Total Dept 441 - PUBLIC WORKS		182,296.00		92,965.82		610.00		89,330.18	51.00
Dept 660 - COMMUNITY SERVICES									
YOUTH ASSISTANCE									
101-660-844-000		3,500.00		3,500.00		0.00		0.00	100.00
Total Dept 660 - COMMUNITY SERVICES		3,500.00		3,500.00		0.00		0.00	100.00
Dept 701 - PLANNING									
101-701-702-000	SALARIES	9,035.00		1,295.00		0.00		7,740.00	14.33
101-701-715-000	SOCIAL SECURITY	692.00		99.06		0.00		592.94	14.32
101-701-802-000	CONTRACTED SERVICES	2,000.00		168.75		0.00		1,831.25	8.44
101-701-811-000	PLANNER SERVICES	60,000.00		3,699.50		742.50		56,300.50	6.17
101-701-812-000	ENGINEER SERVICES	25,000.00		(235.20)		(235.20)		25,235.20	(0.94)
101-701-830-000	DUES, SUBS & TUITION	4,000.00		758.00		135.00		3,242.00	18.95
101-701-860-000	MILEAGE REIMBURSEMENT	500.00		0.00		0.00		500.00	0.00
Total Dept 701 - PLANNING		101,227.00		5,785.11		642.30		95,441.89	5.71
Dept 702 - ZONING ADMINISTRATOR									
101-702-702-000	SALARIES	8,000.00		5,333.36		666.67		2,666.64	66.67
101-702-715-000	SOCIAL SECURITY	612.00		408.00		51.00		204.00	66.67
101-702-830-000	DUES, SUBS & TUITION	1,000.00		0.00		0.00		1,000.00	0.00
101-702-860-000	MILEAGE REIMBURSEMENT	500.00		0.00		0.00		500.00	0.00
101-702-861-000	LODGING & EXPENSES	800.00		0.00		0.00		800.00	0.00
Total Dept 702 - ZONING ADMINISTRATOR		10,912.00		5,741.36		717.67		5,170.64	52.62
Dept 703 - COMMUNITY DEVELOPMENT									
COMMUNITY DEVELOPMENT - CDBG									
101-703-956-000		5,792.00		5,760.00		5,760.00		32.00	99.45
Total Dept 703 - COMMUNITY DEVELOPMENT		5,792.00		5,760.00		5,760.00		32.00	99.45
Dept 704 - ZONING BOARD OF APPEALS									
101-704-702-000	SALARIES	505.00		0.00		0.00		505.00	0.00
101-704-715-000	SOCIAL SECURITY	40.00		0.00		0.00		40.00	0.00
101-704-802-000	CONTRACTED SERVICES	300.00		0.00		0.00		300.00	0.00
101-704-830-000	DUES, SUBS & TUITION	1,500.00		302.00		0.00		1,198.00	20.13
101-704-860-000	MILEAGE REIMBURSEMENT	500.00		0.00		0.00		500.00	0.00
Total Dept 704 - ZONING BOARD OF APPEALS		2,845.00		302.00		0.00		2,543.00	10.62

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% B DGT
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	02/28/2025	MONTH	INCREASE (DECREASE)		
Fund 101 - GENERAL FUND									
Expenditures									
TOTAL EXPENDITURES		2,108,831.00	1,323,688.19	1,323,688.19		80,411.09		785,142.81	62.77
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Fund 101 - GENERAL FUND:									
TOTAL REVENUES		2,108,831.00	1,068,943.60	1,068,943.60		297,860.75		1,039,887.40	50.69
TOTAL EXPENDITURES		2,108,831.00	1,323,688.19	1,323,688.19		80,411.09		785,142.81	62.77
NET OF REVENUES & EXPENDITURES		0.00	(254,744.59)	(254,744.59)		217,449.66		254,744.59	100.00
BEG. FUND BALANCE		1,494,588.65	1,494,588.65	1,494,588.65					
END FUND BALANCE		1,494,588.65	1,239,844.06	1,239,844.06					

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 02/28/2025	ACTIVITY FOR MONTH 02/28/2025	AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 206 - FIRE AND EMERGENCY SPECIAL ASSESSMENT								
Revenues								
Dept 000 - GENERAL								
206-000-451-000	SPECIAL ASSESSMENT COLLECTION	1,129,000.00		1,045,211.98	309,205.35	83,788.02		92.58
206-000-665-000	INTEREST	1,000.00		246.40	215.78	753.60		24.64
206-000-678-000	MISCELLANEOUS	0.00		0.00	0.00	0.00		0.00
206-000-699-101	TRANSFER FROM GENERAL FUND	0.00		0.00	0.00	0.00		0.00
206-000-699-390	TRANSFER FROM FUND BALANCE	0.00		0.00	0.00	0.00		0.00
Total Dept 000 - GENERAL		1,130,000.00		1,045,458.38	309,421.13	84,541.62		92.52
Dept 338 - FIRE AND EMERGENCY								
206-338-699-000	TRANSFERS FROM OTHER FUNDS	122,762.00		0.00	0.00	122,762.00		0.00
Total Dept 338 - FIRE AND EMERGENCY		122,762.00		0.00	0.00	122,762.00		0.00
TOTAL REVENUES		1,252,762.00		1,045,458.38	309,421.13	207,303.62		83.45
Expenditures								
Dept 338 - FIRE AND EMERGENCY								
206-338-740-000	OPERATING EXPENSES	1,000.00		605.09	62.59	394.91		60.51
206-338-802-000	CONTRACTED SERVICES	1,103,000.00		1,103,000.00	0.00	0.00		100.00
206-338-971-000	CAPITAL OUTLAY	0.00		0.00	0.00	0.00		0.00
206-338-995-101	TRANSFER TO GENERAL FUND	122,762.00		0.00	0.00	122,762.00		0.00
206-338-995-390	TRANSFER TO FUND BALANCE	26,000.00		0.00	0.00	26,000.00		0.00
Total Dept 338 - FIRE AND EMERGENCY		1,252,762.00		1,103,605.09	62.59	149,156.91		88.09
TOTAL EXPENDITURES		1,252,762.00		1,103,605.09	62.59	149,156.91		88.09
Fund 206 - FIRE AND EMERGENCY SPECIAL ASSESSMENT:								
TOTAL REVENUES		1,252,762.00		1,045,458.38	309,421.13	207,303.62		83.45
TOTAL EXPENDITURES		1,252,762.00		1,103,605.09	62.59	149,156.91		88.09
NET OF REVENUES & EXPENDITURES		0.00		(58,146.71)	309,358.54	58,146.71		100.00
BEG. FUND BALANCE		432,912.49		432,912.49				
END FUND BALANCE		432,912.49		374,765.78				

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDGT
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	02/28/2025		MONTH INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 213 - PEG FUNDS									
Revenues									
Dept 000 - GENERAL									
213-000-478-000	PEG FUNDS	6,400.00	2,863.67	1,416.49	3,536.33	44.74			
213-000-665-000	INTEREST	1,000.00	2,749.96	319.09	(1,749.96)	275.00			
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	5,613.63	1,735.58	82,386.37	6.38			
TOTAL REVENUES									
88,000.00		88,000.00	5,613.63	1,735.58	82,386.37	6.38			
Expenditures									
Dept 213 - PEG									
213-213-696-000	TRANSFER TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00			
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		88,000.00	0.00	0.00	88,000.00	0.00			
Fund 213 - PEG FUNDS:									
TOTAL REVENUES									
88,000.00		88,000.00	5,613.63	1,735.58	82,386.37	6.38			
TOTAL EXPENDITURES									
88,000.00		88,000.00	0.00	0.00	88,000.00	0.00			
NET OF REVENUES & EXPENDITURES									
0.00		0.00	5,613.63	1,735.58	(5,613.63)	100.00			
BEG. FUND BALANCE									
98,559.06		98,559.06	98,559.06						
END FUND BALANCE									
98,559.06		98,559.06	104,172.69						

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	02/28/2025	(ABNORMAL)	MONTH 02/28/2025	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BGD USED
Fund 214 - METRO ACT FUNDS										
Revenues										
Dept 000 - GENERAL										
214-000-572-000	METRO ACT PAYMENTS	8,000.00		0.00		0.00		8,000.00		0.00
214-000-665-000	INTEREST	1,000.00		2,713.17		314.19		(1,713.17)		271.32
214-000-699-390	TRANSFER FROM FUND BALANCE	91,000.00		0.00		0.00		91,000.00		0.00
Total Dept 000 - GENERAL		100,000.00		2,713.17		314.19		97,286.83		2.71
TOTAL REVENUES										
		100,000.00		2,713.17		314.19		97,286.83		2.71
Expenditures										
Dept 214 - METRO ACT										
214-214-696-000	TRANSFER TO FUND BALANCE	0.00		0.00		0.00		0.00		0.00
214-214-740-000	OPERATING EXPENSES	100,000.00		0.00		0.00		100,000.00		0.00
Total Dept 214 - METRO ACT		100,000.00		0.00		0.00		100,000.00		0.00
TOTAL EXPENDITURES										
		100,000.00		0.00		0.00		100,000.00		0.00
Fund 214 - METRO ACT FUNDS:										
TOTAL REVENUES										
		100,000.00		2,713.17		314.19		97,286.83		2.71
TOTAL EXPENDITURES										
		100,000.00		0.00		0.00		100,000.00		0.00
NET OF REVENUES & EXPENDITURES										
BEG. FUND BALANCE		97,843.52		2,713.17		314.19		(2,713.17)		100.00
END FUND BALANCE		97,843.52		97,843.52						
		100,556.69		100,556.69						

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDC & USED
Fund 249 - BUILDING							
Revenues							
Dept 000 - GENERAL							
249-000-476-000	LICENSES & PERMITS	100,000.00	107,989.97	6,328.40	(7,989.97)	107.99	
249-000-665-000	INTEREST	3,300.00	3,361.72	261.80	(61.72)	101.87	
249-000-699-390	TRANSFER FROM FUND BALANCE	40,900.00	0.00	0.00	40,900.00	0.00	
Total Dept 000 - GENERAL		144,200.00	111,351.69	6,590.20	32,848.31	77.22	
TOTAL REVENUES							
Dept 371 - BUILDING INSPECTION		144,200.00	111,351.69	6,590.20	32,848.31	77.22	
Expenditures							
Dept 371 - BUILDING INSPECTION							
249-371-696-000	TRANSFER TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00	
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	2,163.00	576.00	7,837.00	21.63	
249-371-805-000	BUILDING INSPECTOR	25,000.00	45,180.59	23,248.42	(20,180.59)	180.72	
249-371-806-000	ELECTRICAL INSPECTOR	8,000.00	8,173.80	726.60	(173.80)	102.17	
249-371-807-000	MECHANICAL INSPECTOR	10,000.00	8,188.80	1,256.40	1,811.20	81.89	
249-371-808-000	PLUMBING INSPECTOR	6,000.00	4,236.00	759.00	1,764.00	70.60	
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	12,000.00	1,500.00	6,000.00	66.67	
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	79,942.19	28,066.42	64,257.81	55.44	
TOTAL EXPENDITURES							
Fund 249 - BUILDING		144,200.00	79,942.19	28,066.42	64,257.81	55.44	
NET OF REVENUES & EXPENDITURES							
BEG. FUND BALANCE		137,558.17	31,409.50	(21,476.22)	(31,409.50)	100.00	
END FUND BALANCE		137,558.17	168,967.67				

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDDT	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	02/28/2025		MONTH 02/28/2025	BALANCE		NORMAL (ABNORMAL)
Fund 401 - CAPITAL IMPROVEMENT FUND										
Revenues										
Dept 000 - GENERAL										
401-000-665-000	INTEREST	11,400.00		34,501.92		3,843.84	(23,101.92)		302.65	
401-000-699-000	TRANSFERS FROM OTHER FUNDS	550,000.00		550,000.00		0.00	0.00		100.00	
401-000-699-390	TRANSFER FROM FUND BALANCE	478,600.00		0.00		0.00	478,600.00		0.00	
Total Dept 000 - GENERAL		1,040,000.00		584,501.92		3,843.84	455,498.08		56.20	
TOTAL REVENUES										
1,040,000.00				584,501.92		3,843.84		455,498.08		56.20
Expenditures										
Dept 000 - GENERAL										
401-000-971-000	CAPITAL OUTLAY	0.00		0.00		0.00	0.00		0.00	
Total Dept 000 - GENERAL		0.00		0.00		0.00	0.00		0.00	
Dept 901 - CAPITAL IMPROVEMENT										
401-901-955-000	MISCELLANEOUS	0.00		0.00		0.00	0.00		0.00	
401-901-971-000	CAPITAL OUTLAY	0.00		0.00		0.00	0.00		0.00	
401-901-973-000	TOWNSHIP HALL SERVICES & EXPENSES	1,000,000.00		45,665.21		14,174.73	954,334.79		4.57	
401-901-974-000	FARMSTEAD PROJECT	40,000.00		0.00		0.00	40,000.00		0.00	
401-901-995-390	TRANSFER TO FUND BALANCE	0.00		0.00		0.00	0.00		0.00	
Total Dept 901 - CAPITAL IMPROVEMENT		1,040,000.00		45,665.21		14,174.73	994,334.79		4.39	
TOTAL EXPENDITURES										
1,040,000.00				45,665.21		14,174.73		994,334.79		4.39
Fund 401 - CAPITAL IMPROVEMENT FUND:										
TOTAL REVENUES		1,040,000.00		584,501.92		3,843.84		455,498.08		56.20
TOTAL EXPENDITURES		1,040,000.00		45,665.21		14,174.73		994,334.79		4.39
NET OF REVENUES & EXPENDITURES		0.00		538,836.71		(10,330.89)		(538,836.71)		100.00
BEG. FUND BALANCE		749,931.17		749,931.17		749,931.17		749,931.17		
END FUND BALANCE		749,931.17		1,288,767.88		1,288,767.88		1,288,767.88		

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	NORMAL (ABNORMAL)	MONTH 02/28/2025	INCREASE (DECREASE)	BALANCE	% BDCGT USED
Fund 403 - CAPITAL GRANT FUND									
Revenues									
Dept 000 - GENERAL									
403-000-665-000	INTEREST	13,600.00	7,966.94	369.10	5,633.06	58.58			
403-000-674-000	CHARLES MOTT GRANT FUNDS	0.00	182,975.04	0.00	(182,975.04)	100.00			
403-000-675-000	THE GLENMEDE TRUST GRANT FUNDS	0.00	0.00	0.00	0.00	0.00			
403-000-679-000	COMMUNITY FOUNDATION	0.00	23,000.00	0.00	(23,000.00)	100.00			
403-000-699-390	TRANSFER FROM FUND BALANCE	417,920.00	0.00	0.00	417,920.00	0.00			
Total Dept 000 - GENERAL		431,520.00	213,941.98	369.10	217,578.02	49.58			
TOTAL REVENUES									
431,520.00		213,941.98	369.10	49.58					
Expenditures									
Dept 903 - CAPITAL OUTLAY									
403-903-976-000	CAPITAL OUTLAY - CHARLES MOTT GRANT	182,975.00	134,300.43	1,041.79	48,674.57	73.40			
403-903-977-000	CAPITAL OUTLAY - GLEN MEADE TRUST FUND	225,545.00	0.00	0.00	225,545.00	0.00			
403-903-978-000	COMMUNITY FOUNDATION	23,000.00	0.00	0.00	23,000.00	0.00			
Total Dept 903 - CAPITAL OUTLAY		431,520.00	134,300.43	1,041.79	297,219.57	31.12			
TOTAL EXPENDITURES									
431,520.00		134,300.43	1,041.79	31.12					
Fund 403 - CAPITAL GRANT FUND:									
TOTAL REVENUES		431,520.00	213,941.98	369.10	217,578.02	49.58			
TOTAL EXPENDITURES		431,520.00	134,300.43	1,041.79	297,219.57	31.12			
NET OF REVENUES & EXPENDITURES		0.00	79,641.55	(672.69)	(79,641.55)	100.00			
BEG. FUND BALANCE		243,461.67	243,461.67						
END FUND BALANCE		243,461.67	323,103.22						

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	02/28/2025	MONTH 02/28/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BUDGET USED
Fund 404 - ROAD IMPROVEMENTS										
Revenues										
Dept 000 - GENERAL										
404-000-665-000	INTEREST	100.00		4,598.53		559.67		(4,498.53)	4,598.53	100.00
404-000-699-101	TRANSFER FROM GENERAL FUND	100,000.00		100,000.00		0.00		0.00	100.00	100.00
404-000-699-390	TRANSFER FROM FUND BALANCE	0.00		0.00		0.00		0.00	0.00	0.00
Total Dept 000 - GENERAL		100,100.00		104,598.53		559.67		(4,498.53)	104.49	104.49
TOTAL REVENUES										
		100,100.00		104,598.53		559.67		(4,498.53)	104.49	104.49
Expenditures										
Dept 404 - ROAD IMPROVEMENT FUND										
404-404-995-390	TRANSFER TO FUND BALANCE	100,100.00		0.00		0.00		100,100.00	0.00	0.00
Total Dept 404 - ROAD IMPROVEMENT FUND		100,100.00		0.00		0.00		100,100.00	0.00	0.00
TOTAL EXPENDITURES										
		100,100.00		0.00		0.00		100,100.00	0.00	0.00
Fund 404 - ROAD IMPROVEMENTS:										
TOTAL REVENUES										
		100,100.00		104,598.53		559.67		(4,498.53)	104.49	104.49
TOTAL EXPENDITURES										
		100,100.00		0.00		0.00		100,100.00	0.00	0.00
NET OF REVENUES & EXPENDITURES										
BEG. FUND BALANCE		61,884.82		61,884.82						
END FUND BALANCE		61,884.82		166,483.35				(104,598.53)	100.00	100.00
TOTAL REVENUES - ALL FUNDS										
		5,265,413.00		3,137,122.90		620,694.46		2,128,290.10	59.58	59.58
TOTAL EXPENDITURES - ALL FUNDS										
		5,265,413.00		2,687,201.11		123,756.62		2,578,211.89	51.03	51.03
NET OF REVENUES & EXPENDITURES										
BEG. FUND BALANCE - ALL FUNDS		0.00		449,921.79		496,937.84		(449,921.79)	100.00	100.00
END FUND BALANCE - ALL FUNDS		3,316,739.55		3,316,739.55						
		3,316,739.55		3,766,661.34						

03/13/2025

INVOICE GL DISTRIBUTION REPORT FOR HOLLY TOWNSHIP
POST DATES 02/20/2025 - 03/19/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Invoice Description	Amount
Fund 101 GENERAL FUND			
Dept 000 GENERAL			
101-000-018-000	ACCOUNTS RECEIVABLE	MAR-25 SENIOR CHORE PROGRAM	2,275.00
			<u>2,275.00</u>
Dept 171 SUPERVISOR			
101-171-830-000	DUES, SUBS & TUITION	JAN-25	506.90
101-171-861-000	LODGING & EXPENSES	JAN-25	1,347.32
			<u>1,854.22</u>
Dept 253 TREASURER			
101-253-830-000	DUES, SUBS & TUITION	OCTA LUNCHEON APR 2025	10.00
			<u>10.00</u>
Dept 255 TREASURER ADMINISTRATION			
101-255-830-000	DUES, SUBS & TUITION	OCTA LUNCHEON APR 2025	10.00
101-255-830-000	DUES, SUBS & TUITION	FEB-25	115.00
			<u>125.00</u>
Dept 261 CODE ENFORCEMENT/ASSIST SUPERVISOR			
101-261-830-000	DUES, SUBS & TUITION	JAN-25	25.00
101-261-861-000	LODGING & EXPENSES	JAN-25	1,347.32
			<u>1,372.32</u>
Dept 262 ELECTIONS			
101-262-740-000	OPERATING EXPENSES	FEB-25 AUG 2024 EARLY VOTING	934.13
			<u>934.13</u>
Dept 265 TOWNSHIP PROPERTIES			
101-265-850-000	TELEPHONE	JAN-25	309.63
101-265-850-000	TELEPHONE	FEB-25	501.26
101-265-920-000	CONSUMERS ENERGY	FEB-25 102 CIVIC DR	714.42
101-265-920-000	CONSUMERS ENERGY	FEB-25 4092 GRANGE HALL RD	563.20
101-265-920-000	CONSUMERS ENERGY	FEB-25 13409 N. HOLLY RD	10.37
101-265-920-000	CONSUMERS ENERGY	FEB-25 13465 N. HOLLY RD	9.77
101-265-920-000	WATER	FEB-25 102 CIVIC DR	173.07
101-265-920-000	WATER	FEB-25 4092 GRANGE HALL	37.05

03/13/2025

INVOICE GL DISTRIBUTION REPORT FOR HOLLY TOWNSHIP
POST DATES 02/20/2025 - 03/19/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Invoice Description	Amount
101-265-930-000	CEMETERY SNOW REMOVAL	FEB-25	265.00
101-265-930-000	RUGS	MAR-25	239.84
101-265-930-000	MAINTENANCE & REPAIRS	MAR-25	229.00
101-265-930-000	MAINTENANCE & REPAIRS	FEB-25	115.95
101-265-930-000	MAINTENANCE & REPAIRS	FEB-25	138.44
			<u>3,307.00</u>
Dept 272 GENERAL SERVICES			
101-272-740-000	OPERATING EXPENSES	JAN-25	327.00
101-272-740-000	OPERATING EXPENSES	JAN-25	329.88
101-272-740-000	OPERATING EXPENSES	MAR-25 POSTAGE METER INK	127.80
101-272-740-000	OPERATING EXPENSES	FEB-25	815.79
101-272-740-000	OPERATING EXPENSES	FEB-25	333.18
101-272-804-000	ATTORNEY	MAR-25	465.00
101-272-802-000	MINUTES	FEB-25	300.00
101-272-804-000	ATTORNEY	MAR-25	581.60
101-272-804-000	ATTORNEY	MAR-25	2,868.75
101-272-804-000	ATTORNEY	MAR-25	135.00
101-272-804-000	ATTORNEY	MAR-25	544.50
101-272-816-000	COMPUTER MAINTENANCE	JAN-25	28.29
101-272-816-000	COMPUTER MAINTENANCE	FEB-25	206.47
101-272-955-000	TAX FOR 13409 N HOLLY DRAIN	2025	18.84
			<u>7,082.10</u>
Dept 701 PLANNING			
101-701-802-000	CONTRACTED SERVICES	FEB-25	150.00
101-701-811-000	PLANNER SERVICES	FEB-25	1,495.00
101-701-811-000	PLANNER SERVICES	MAR-25	1,500.00
101-701-811-000	PLANNER SERVICES	MAR-25	1,000.00
101-701-830-000	DUES, SUBS & TUITION	JAN-25	135.00
101-701-830-000	DUES, SUBS & TUITION	FEB-25	135.00
			<u>4,415.00</u>
			<u><u>21,424.27</u></u>
Fund 206 FIRE AND EMERGENCY SPECIAL ASSESSMENT			
206-338-740-000	WELL HYDRANT	FEB-25 2413 BELFORD RD	28.28
206-338-740-000	WELL HYDRANT	FEB-25 4485 NELSON SCOTT DR	33.09

03/13/2025

INVOICE GL DISTRIBUTION REPORT FOR HOLLY TOWNSHIP
 POST DATES 02/20/2025 - 03/19/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Invoice Description	Amount
			61.37
			<u>61.37</u>
 Fund 249 BUILDING			
249-371-740-000	BLDG FILE MAINTENANCE	FEB-25	297.00
249-371-740-000	BLDG FILE MAINTENANCE	FEB-25	279.00
249-371-805-000	BUILDING INSPECTOR	FEB-25 02/01/25 - 02/15/25	487.50
249-371-805-000	BUILDING INSPECTOR	FEB-25 02/16/25 - 02/28/25	634.66
249-371-806-000	ELECTRICAL INSPECTOR	FEB-25 2/01/25 - 02/16/25	336.00
249-371-806-000	ELECTRICAL INSPECTOR	FEB-25 02/16/25 - 02/28/25	110.40
249-371-807-000	MECHANICAL INSPECTOR	FEB-25 02/01/25 - 02/15/25	422.40
249-371-807-000	MECHANICAL INSPECTOR	FEB-25 02/16/25 - 02/28/25	819.00
249-371-808-000	PLUMBING INSPECTOR	FEB-25 02/01/25 - 02/15/25	165.00
249-371-808-000	PLUMBING INSPECTOR	FEB-25 02/16/25 - 02/28/25	743.40
249-371-941-000	LEASE PAYMENT TO TWP	MAR-25	1,500.00
249-371-942-000	LABOR DUE TO GENERAL FUND	MAR-25	49,576.00
			<u>55,370.36</u>
			<u>55,370.36</u>
 Fund 401 CAPITAL IMPROVEMENT FUND			
401-901-973-000	TOWNSHIP HALL SERVICES & EX	NOV-24	9,832.07
401-901-973-000	TOWNSHIP HALL SERVICES & EX	FEB-25	6,698.27
			<u>16,530.34</u>
			<u>16,530.34</u>
		Fund 101 GENERAL FUND	21,374.77
		Fund 206 FIRE AND EMERGENCY SF	61.37
		Fund 249 BUILDING	55,370.36
		Fund 401 CAPITAL IMPROVEMENT F	16,530.34
		Total For All Funds:	<u><u>93,336.50</u></u>

North Oakland County Fire Authority

Regular Minutes of February 25, 2025

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 Rose Township Offices, 9080 Mason St., Holly, MI 48442

Members Present: Kullis, Miller, Winchester, Stilwell, Vacant, Chief Weil

Members Absent: None

3. AGENDA APPROVAL:

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

4. CONSENT AGENDA:

- a. Approval of meeting minutes from January 28, 2025
- b. Financial Reports: General Fund Revenue & Expense Year to Date

Checking Account as of 01/31/2025	\$175,063.72
Statement Savings Account as of 01/31/2025	\$470,102.49
Equipment Replacement Money Market Account as of 01/31/2025	\$486,178.81
Accounts Receivable - MEDICAL as of 01/31/2025	\$140,704.90
Accounts Receivable - FIRE as of 01/31/2025	\$921.00
Accounts Receivable - TRAINING as of 01/31/2025	\$1,989.00
Aging Accounts Turned Over to Collections Allowance as of 01/31/2025	\$109,113.62
Cost of Payroll 01/29/2025 through 02/14/2025	\$123,329.57
Bills for Payment Total 12/18/2024 through 01/28/2025	\$24,194.46

Motion by Winchester to approve the Consent Agenda. Supported by Stilwell. A roll call vote was taken. A roll call vote was taken. All present voted yes. The motion was carried 4/0.

5. PUBLIC COMMENT – ON AGENDA ITEMS ONLY:

Julius Stern, 1445 Munger Road, requested Rose Township meeting hall to live stream meetings

6. PRESENTATIONS – Presentation to FF/Medic Parkin

Presentation #1 –

FF/Medic Parkin has fulfilled all requirements during his one-year probationary period and is now eligible to become a full member of the department. Chief Weil presented him with a shield for his helmet.

Presentation #2 –

Recognition for those involved in February 19 incident where Capt. Dunbar was off duty and noticed a citizen collapse in front of a local business. He administered CPR and called for additional help. Holly Village was occupied and requested NOCFA to assist. Team members responded from the station and from home to assist. The individual was placed on life support and an ambulance was called. The patient is in the hospital and recovering. The following individuals were recognized: Captain Dunbar, Assistant Chief Seal, Captain Finkbeiner, Sgt. Tosch, FF/EMT Denton, FF/Medic Devries, FF/Medic McKee, FF/Medic Frank Devries, FF/EMT Gugin

Chairperson Kullis expressed his appreciation on behalf of the board.

7. UNFINISHED BUSINESS:

a) Citizen at Large

The board seat for Citizen at Large was posted in the *Tri-County Times*, and two applications were received; however, one was received after the deadline. The qualifying application was from Dan Johnson, 8635 Tipsico Trail. Mr. Johnson addressed the board and gave an overview of his background and qualifications.

Motion by Kullis to appoint Dan Johnson as the Citizen at Large. Seconded by Brad Stilwell. A voice vote was taken. All present voted yes. The motion was carried 4/0.

8. NEW BUSINESS:

a) Earned Sick Time Act Policy

No action was taken due to last minute State legislative moves.

9. REPORTS – including monthly incident data for January 2025

Chief's Report

- January was an average month – 108 calls; split close to 50/50; 8.3 min response time
- Review of past reports indicates that we serve a lot of calls for mutual assistance out-of-district; reimbursement depends upon the instance
- Uncovered shifts – 2.2%; spikes during holiday months; last month .5% - there are people on call to cover open shifts
- Working to update capital replacement list

- Firefighter's Association – Captain Kettle
 - Clean up dates for Rose and Holly Townships have been scheduled
 - Extrication Training coming up; will serve pancake breakfast
 - Banquet – considering a couple small events in lieu of the banquet, possible family day

- Holly Township – Supervisor Kullis
 - Township will be open Friday for tax collection

- Rose Township – Clerk Winchester
 - Staff has been out with flu
 - Will be open on Friday for tax collection

- Citizen at Large

10. PUBLIC COMMENT - General

Julius Stern, 1445 Munger Road, reported on a train passing through the Township yesterday that had executives from the railroad onboard.

Clerk Miller swore in Dan Johnson, the Citizen at Large

11. ADJOURNMENT: Chairperson Kullis adjourned the meeting at 7:18 pm

Submitted by: Diane Hill, Recording Secretary

Holly Township
Planning Commission – Regular Meeting
Minutes of February 12, 2025

CALL TO ORDER: Commissioner Mitchell 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, Michigan 48442

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present

Glen Mithcell
Ray Kerton
Michael McCanney
Ben Armstead
Chuck Stoner
Leslie Jorgensen
Derek Summer

Others Present

Karin Winchester, Township Clerk
Alexis Farrell, McKenna & Associates
John Jackson, McKenna & Associates
Joseph Nawrocki, Trilogy Health Services

Absent

- **Motion by Commission Mitchell to excuse Leslie Jorgensen. Supported by Commissioner Kerton. A voice vote was taken. All present voted yes. The motion carried 6/0.**

AGENDA APPROVAL

- **Motion by Commission McCanney 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 – No Public Comment.

PUBLIC HEARINGS – None.

APPROVAL OF MINUTES – August 14, 2024.

- **Motion by Commissioner Mitchell to approve the minutes of August 14, 2024 as presented. Supported by Commissioner McCanney. A voice vote was taken. All presented voted yes. The motion carried 6/0.**

COMMUNICATIONS: None.

OLD BUSINESS – None.

NEW BUSINESS

1. Election of Officers – Chairperson, Vice Chairperson, and Secretary

Commissioner Mitchell opened the nominations.

Chairperson - Glen Mitchell's name was presented, and he accepted. No other nominations were presented.

- **Motion by Commissioner Kerton to close the nominations. Supported by Commissioner McCanney. A voice vote was taken. All present voted yes. The motion carried 6/0.**
- **Motion by Commissioner Kerton to elect Commissioner Mitchell as chairperson. Supported by Commissioner McCanney. A voice vote was taken. All present voted yes. The motion carried 6/0.**

Vice Chairperson – Ray Kerton's name was presented, and he accepted. No other nominations were presented.

- **Motion by Commissioner Stoner to close the nominations. Supported by Commissioner McCanney. A voice vote was taken. All present voted yes. The motion carried 6/0.**
- **Motion by Commissioner McCanney to elect Ray Kerton as Vice Chairperson. Supported by Commissioner Mitchell. A voice vote was taken. All present voted yes. The motion carried 6/0.**

Secretary – Commissioner Armstead's name was presented, and he accepted. No other nominations were presented.

- **Motion by Commissioner McCanney to close the nominations. Supported by Commissioner Stoner. All present voted yes. The motion carried 6/0.**
- **Motion by Commissioner Kerton to elect Commission Armstead as Secretary. Supported by Commissioner Stoner. A voice vote was taken. All present voted yes. The motion carried 6/0.**

2. Trilogy Health Services, LLC – Request for Special Land Use Permit Extension.

Alexis Farrell presented. If the commission approves the extension tonight, when Trilogy comes back for site plan approval, they will then have both approvals and will have met the condition of the Special Land Use permit. If the extension were denied tonight (which McKenna is not recommending) then Trilogy would have to obtain another Special Land Use Permit and go through the process again. Ordinance states that the approval can be extended one time for 6 months with the extension start date of today if approved.

Ms. Farrell review the changes since approval of the Special Land Use Permit. Trilogy has modified the concept plan to show the purchase of approximately three acres on the south to allow better storm water management. Two more patio units have also been added on the southeast.

The modified concept plan is similar enough to the original that McKenna found it agreeable to extend the original Special Land Use Permit.

- **Motion by Commissioner Stoner to grant a 6-month extension to Trilogy Health Services. Supported by Commissioner Kerton. A voice vote was taken. All present voted yes. The motion carried 6/0.**

3. Planner Presentation – Alexis Farrell.

Presentation of planning basics and roles and responsibilities of the commission and commissioners.

4. 2024 Planning Commission Annual Report.

Cushing Field House is included in the report, but it has not yet come before the Planning Commission. McKenna & Associates included it in the report so that the commission is aware that it will be coming before them for a special land use request.

- **Motion by Commissioner Kerton to accept the 2024 Planning Commission Annual Report. Seconded by Commissioner Summer. A voice vote was taken. All present voted yes. The motion carried 6/0.**

REPORTS

Commissioner McCanney – No Report.

Commissioner Mitchell introduced himself to new commission members

- Family first bought property in Holly in 1837.
- Also has a tax business.

Commissioner Stoner introduced himself to commission members

- Third-generation Holly resident.
- Is a realtor/broker.
- Serves on Zoning Board of Appeals.

Commissioner Kerton introduced himself to commission members

- Semi-retired lumber yard owner.

Commissioner Summer introduced himself to commission members

- Bought old Butts Farm on N. Holly and operate an animal sanctuary there for farm animals.

Commissioner Armstead introduced himself to commission members

- Current owner of Armstead Automotive (second generation).

Commissioner

- On historic district council.
- Serves on Holly Township Board of Trustees.
- Volunteer and on board of the Dickens Festival.
- Director of Operations at Wayne State University for facilities.

PUBLIC COMMENT

George Kullis, 601 E. Maple Street, addressed the board

ADJOURNMENT

- **Motion by Commissioner Stoner to adjourn the meeting. Supported by Commissioner Armstead. A voice vote was taken. All present voted yes. The motion was carried 6/0.**

Commissioner Mitchell adjourned the meeting at 8:35 pm.

Submitted by: Diane M. Hill, Recording Secretary

Karin S. Winchester, Clerk

Revenue Totals Report

03/10/2025

Record Type	Exact Type	Category	Description	Entries	Amount
Permit	Building	Residential	PLAN REVIEW	1	65.00
Permit	Building	Residential	Res, Garage	1	86.40
Permit	Building	Residential	Res, New Mobile Home in Park	10	750.00
Permit	Building	Standard Item	Base fee	11	825.00
Permit	Electrical	Inspection	New Mobile Home in Park	4	260.00
Permit	Electrical	Inspection	NEW SF DWELLING UP TO 200 AMPS	1	275.00
Permit	Electrical	Standard Item	Circuit	2	14.00
Permit	Electrical	Standard Item	Fixture/Device	2	20.00
Permit	Electrical	Standard Item	PERMIT BASE FEE	6	450.00
Permit	Mechanical	Cooling	CENTRAL A/C UP TO 8 HP	1	45.00
Permit	Mechanical	Inspection	Inspection, Additional	1	195.00
Permit	Mechanical	Inspection	New Mobile Home in Park	5	325.00
Permit	Mechanical	License Fee	Registration - Mechanical	1	15.00
Permit	Mechanical	Piping	Piping, Gas, per Outlet	1	24.00
Permit	Mechanical	Plan Review	Mechanical, Plan Review	1	65.00
Permit	Mechanical	Standard Item	FUEL BURNING EQUIPMENT	3	135.00
Permit	Mechanical	Standard Item	Humidifier	1	15.00
Permit	Mechanical	Standard Item	Permit Base Fee	9	675.00
Permit	Mechanical	Standard Item	Res, New SF Dwelling	2	500.00
Permit	Mechanical	Suppression	FIRE SUPPRESSION	1	75.00
Permit	Plumbing	Inspection	Inspection, Additional	1	65.00
Permit	Plumbing	License Fee	Registration - Plumbing Company	1	15.00
Permit	Plumbing	Sewer/Drain	Sump Pump	1	10.00
Permit	Plumbing	Standard Item	New Mobile Home in Park	5	325.00
Permit	Plumbing	Standard Item	Permit Base Fee	7	525.00
Permit	Plumbing	Standard Item	Res, New SF Dwelling	2	550.00
Permit	Plumbing	Standard Item	Water-Connected Appliance	1	24.00
Totals				82	6,328.40

Population: All Records

Transaction.DateToPostOn Between 2/1/2025
12:00:00 AM AND 2/28/2025 11:59:59 PM

MARCH 2025

TOWNSHIP OF HOLLY

STATEMENT OF QUALIFICATIONS – BOND COUNSEL

**MILLER
CANFIELD**

GEORGE KULLIS
Supervisor | Township of Holly

MARCH 13, 2025

Re: Bond Counsel Services

Dear Mr. Kullis,

Miller Canfield is pleased to submit this statement of qualifications to the Township of Holly (the "Township") in connection with the possible issuance of bonds to finance a Township hall in 2025. Through our extensive experience working with municipalities and other governmental units, we believe we are best qualified to serve as your bond counsel.

We stand apart from other firms because:

- **We received national recognition for Public Finance Law in *Best Lawyers' Best Law Firms 2025*.** Miller Canfield is the largest and most proven bond counsel firm in the region. We ranked first in Michigan and fourth in the Midwest in 2024 for bond transactions, according to Thomson Reuters. In 2024 alone, our Public Finance Group opined on municipal bond issues totaling more than \$9.1 billion.
- **With over 20 attorneys exclusively practicing public finance law, Miller Canfield has more experience representing governmental clients than any other law firm in Michigan.** The breadth and depth of our public finance practice allows us to draw on our past experiences representing local governments to provide the Township with the most efficient and effective service available. However, we never rest on past experience alone. We are constantly working with our clients to innovate and craft new solutions to the challenges facing local governments in Michigan.

Moreover, while we are proud of our experience, we believe our value to clients shines most when faced with issues we *haven't* seen, problems we *haven't* been asked to help solve in the past. The novel challenge. The strain and discomfort that often accompany those decisions municipal leaders know will improve their communities in the long run. We deeply admire our clients when they take on endeavors for which there is no square precedent or change course from how "it's always been done," and we consider it a privilege when they call on us to assist.

I look forward to serving as your primary contact for this proposal and am pleased to provide any additional information you need. Thank you for your consideration of our response.

Sincerely,

RONALD C. LISCOMBE
Principal | Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson Avenue, Suite 2500, Detroit, MI 48226
T: +1.313.496.7906 | F: +1.313.496.7500
liscombe@millercanfield.com

1. Legal Experience

Miller, Canfield, Paddock and Stone, P.L.C.—headquartered at 150 West Jefferson Avenue, Suite 2500, Detroit, MI 48226—is a professional limited liability company and Michigan’s oldest law firm. We have been in business since 1852 and currently employ more than 220 lawyers and paralegals in 19 offices worldwide, including six locations in Michigan: Grand Rapids, Kalamazoo, Ann Arbor, Troy, Lansing and our Detroit headquarters.

Miller Canfield has the largest dedicated municipal finance team in Michigan and is recognized as one of the leading municipal finance law firms in the United States.

Miller Canfield offers its governmental clients unsurpassed insight, judgment and performance in helping them achieve their goals. We have a long record of bringing creativity and innovation to municipal financings—one of our flagship practice areas for more than 100 years. The firm has opined on more bond issues than any other bond counsel firm in Michigan and has drafted most of the groundbreaking legislation in Michigan for the public finance area. Michigan’s governmental entities look to Miller Canfield for legislative analysis and drafting, and to solve critical challenges with creative solutions that pass muster with both the Internal Revenue Service (IRS) and the microscope of public scrutiny.

Miller Canfield has provided bond counsel services to hundreds of Michigan governmental units of every type, including cities, townships, villages, counties, drain commissioners on behalf of drainage districts, road commissions, authorities, libraries, school districts, universities and colleges, community colleges, DDAs, TIFAs, LDFAs, brownfield authorities and other public entities, including the State of Michigan itself. We literally “wrote the book” on municipal finance, having substantially authored or contributed to most of Michigan’s significant bonding statutes. We have unparalleled experience providing sound legal advice on a host of innovative financing structures, while taking into account complex state law, federal tax law and securities law issues.

We strive to proactively anticipate the legal issues which will confront our clients. The major quality distinguishing a municipal bond issue from another type of financing is its tax treatment—the bonds’ tax-exempt status. The IRS provisions and regulations governing municipal bonds are among the most complex aspects of federal tax law. Put simply, it is easy for the unwary to find themselves in trouble. This is why Miller Canfield’s unsurpassed tax law experience is invaluable. We have obtained private letter rulings for many municipal entities in connection with their bonds. We are in regular communication with officials at the U.S. Treasury Department concerning unclear or unresolved legal issues related to tax-exempt financing on behalf of our clients. We also have experience in evaluating and applying seldom used options under proposed tax regulations to assist our clients. Our entire team is available to work with the Township to optimize program structures that provide more favorable economic outcomes through tax-exempt financing.

Municipal bond issues very rarely present only “bond” questions of law. Much more frequently, bond issues present challenging legal questions in election law, environmental law, construction law and the like. Miller Canfield has experienced and expert practitioners in all of these fields, as well as others. That experience is also very much to the Township’s advantage in structuring a financing.

2. Organization, Size & Structure; Team

Established in Detroit in 1852, Miller Canfield is one of the largest law firms in Michigan, currently employing more than 200 attorneys and paralegals among more than 400 total staff. We serve public and private clients in a variety of practice areas from 19 offices across six countries, including Michigan offices in Detroit, Troy, Lansing, Ann Arbor, Grand Rapids and Kalamazoo.

PRIMARY CONTACT FOR THIS PROPOSAL (AUTHORIZED TO COMMIT THE RESOURCES OF THE FIRM)

Ronald C. Liscombe
150 West Jefferson Avenue, Suite 2500
Detroit, MI 48226
T: 1.313.496.7906 | F: 1.313.496.7500
liscombe@millercanfield.com

TEAM MEMBERS

The following team members are essential to the successful completion of the project and will be assigned to this matter if our firm is selected. We have included qualifications for all proposed project personnel.

Our firm does not represent any parties with interests adverse to the Township and does not anticipate any conflicts arising should we be selected to represent the Township in these transactions.

RONALD C. LISCOMBE

Principal

313.496.7906
liscombe@millercanfield.com

PATRICK F. MCGOW

Principal

313.496.7684
mcgow@millercanfield.com

KATRINA PILIGIAN DESMOND

Principal

313.496.7665
desmond@millercanfield.com

All proposed team members are in good standing with the State Bar of Michigan and do not face any disciplinary actions.

The team's qualifications are further outlined in the following section.

3. Attorney Qualifications



Ron is a *Chambers USA*-Band 1 public finance attorney who assists public sector clients with a range of issues, including public finance and governance matters. Ron has deep knowledge of state and local government, having worked in a variety of policy and program management roles prior to joining the firm. He counsels and provides direction to public entities to develop innovative and effective strategies in response to challenging policy issues. His experience includes advising and counseling public entities in all general legal matters, including the development of policies and procedures, contracts, and providing advice on Open Meetings Act and Freedom of Information Act issues. He has advised clients on the operational impact of proposed legislation and assisted them with developing strategies to eliminate or reduce potentially adverse effects.

Ron has worked on the bond counsel teams for a variety of complex financings in recent years, including multiple financings involving the State of Michigan and its financing-related authorities, every City of Detroit bond issue since its bankruptcy, and the Wayne County jail financing. Ron has diverse experience counseling public entities, ranging from highly rated, sophisticated issuers to financially distressed issuers with "headline risk." His total transaction volume in the past five years exceeds \$6 billion.



Katrina specializes in federal tax law and is responsible for federal tax analysis of all programs. In addition to her federal tax work, Katrina has provided transactional support on many of the State's programs. Katrina is a certified public accountant and has a wide range of experience in federal tax law matters, including the establishment of private activity and arbitrage rebate compliance systems, computation of arbitrage rebate liability, analysis of deal structures and counseling clients on issues relating to reissuance/conversion of outstanding tax-exempt obligations. Since 2011, Katrina has participated in financings for several State programs, including SBA, State Revolving Fund, State Aid Note and MSHDA tax-exempt transactions.



Patrick advises cities, counties, townships, villages and authorities on a broad range of infrastructure financing and related legal matters. As bond counsel, his role is to help his clients understand their legal options and prepares the necessary documentation to authorize the issuance and sale of bonds to finance water and sewer projects, brownfield redevelopment, street and road improvements, drainage projects and economic development initiatives, among others. He also has extensive experience in tax-exempt financing for private activity bonds (solid waste and manufacturing facilities) and non-profit and health care financings.

4. Compensation

Miller Canfield proposes the following fees to serve as bond counsel for the Township in connection with the issuance of its capital improvement bonds based on the following scale:

- For bonds in the amount of \$3.5 million, our fee would be \$17,500.
- For bonds in the amount of \$5 million, our fee would be 23,500.

Our fees will be adjusted within the foregoing scale to reflect the actual issue size.

Our fees are payable out of bond proceeds. If the transaction does not close, we will not charge the Township for our services.

We look forward to further discussion of how we can meet your needs in the most cost-effective fashion.

THANK YOU
For your consideration.

**MILLER
CANFIELD**

MILLERCANFIELD.COM



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ROGER A. SWETS
RSwets@dickinsonwright.com
616-336-1043

March 3, 2025

Via Electronic Transmission

Holly Township
102 Civic Drive
Holly, Michigan 48442

Re: Bond Counsel Services

Ladies and Gentlemen:

We appreciate the opportunity to submit this proposal for the consideration of the Township of Holly (the "Issuer") in selecting bond counsel for the Issuer in connection with the Township's possible financing.

We believe that, based upon our experience with financings by similar communities and our collective abilities, Dickinson Wright is the foremost bond counsel firm serving local governments in the State of Michigan. By way of brief introduction, we have served as bond counsel on hundreds of bond and note financings for townships, cities, and villages and their authorities in the state of Michigan for well over 50 years. These financings have included all types of bonds and notes that Michigan municipalities issue.

STATEMENT OF QUALIFICATIONS

1. Bond Counsel Experience.

Dickinson Wright entered the field of municipal law and public finance in 1958. Today, we are a nationally recognized bond counsel firm and our opinions are accepted in all significant bond and securities markets in connection with tax-exempt and taxable financings of all sizes and types by state and local issuers of all sizes and sophistication. Over the years, we have been involved as bond counsel with all facets of financing of municipal projects and programs in the State of Michigan for townships, cities, villages, water and sewer authorities, building authorities, county road commissions, counties, villages, various tax increment authorities, drainage districts, school districts, public power agencies and the like. This experience has included acting as bond counsel for numerous capital improvement bonds, refunding bonds, general obligation bonds, revenue bonds, special assessment bonds, tax increment bonds, energy conservation bonds and notes, building authority bonds, transportation bonds, county road notes, installment purchase financings, drain bonds, school district bonds, tax and state aid anticipation notes, local hospital authority bonds and economic development corporation bonds.

Holly Township
March 3, 2025
Page 2

Dickinson Wright is one of the two firms in the State of Michigan with broad experience dating back more than five decades in acting as bond counsel to Michigan's governments at all levels. Since the beginning of 2024, Dickinson Wright has given opinions in over \$4,200,000,000 of municipal finance transactions.

We have extensive experience in acting as bond counsel to local governments in the financing of building projects. Our experience includes the issuance of limited tax general obligation bonds, unlimited tax general obligation bonds, and building authority bonds in these types of projects.

Dickinson Wright's bond counsel services include tax expertise that is second to none. Peter Kulick, a Member resident in our Lansing office, is a nationally known expert in complex tax issues involving tax exempt bonds; the Issuer will not need to employ outside special tax counsel for these financings if Dickinson Wright is selected as bond counsel and will receive the most sophisticated analysis for its projects. During the course of prior transactions, we have worked with many of Michigan's municipalities and their municipal advisors in developing and implementing tax approaches to help our clients achieve their goals. Dickinson Wright has also successfully submitted private letter ruling requests to the IRS on behalf of Michigan issuers and has successfully obtained favorable IRS private letter rulings for our clients.

2. Organization, Size Structure, and Areas of Practice.

A. History of the firm.

Dickinson Wright is a nationally recognized bond counsel firm and a Michigan-registered professional limited liability company that has been headquartered in metropolitan Detroit since 1878. All lawyers proposed to serve the Issuer in this proposal are licensed to practice law in the State of Michigan. The lawyers that are primarily responsible for providing services to the Issuer are based in our Grand Rapids, Lansing and Troy, Michigan, offices.

Dickinson Wright is a full-service business law firm with more than 475 lawyers practicing across 19 offices in 40+ practice areas, ranging from banking and financial services, bankruptcy, construction, corporate, environmental, healthcare, intellectual property, litigation, mergers and acquisitions, municipal law and finance, real estate, and taxation. During our 144-year history, the firm has expanded into one of the fastest-growing AmLaw 200 firms in the country, with over 850 current employees. With a proud history of diversity and inclusion, client service, and a longstanding tradition of excellence, our lawyers are sophisticated, versatile, and accessible, providing practical legal advice while vigorously advocating to achieve our clients' objectives. Throughout our expansion, we have evolved and prospered by focusing on our clients and staying on the leading edge of legislative and technological developments. While our nationally-recognized practices stand on equal footing with some of the country's largest law firms, we pride ourselves in offering top-tier service at competitive rates.

B. Firm Offices.

The firm has offices throughout the United States and the state of Michigan. The most relevant offices for this proposal are: Grand Rapids Office:

Dickinson Wright PLLC
200 Ottawa Avenue NW, Suite 1000
Grand Rapids, Michigan 49503
(616) 458-1300

Lansing Office:

Dickinson Wright PLLC
123 W. Allegan Street
Lansing, Michigan 48933
(517) 371-1730

Troy Office:

Dickinson Wright PLLC
2600 West Big Beaver Road, Suite 300
Troy, Michigan 48084-3312
(248) 433-7200

3. Bond Counsel Personnel.

The following Dickinson Wright attorneys will be available to work with the Township: Roger Swets would be the lead lawyer for the firm in any bond counsel engagement. In addition to Mr. Swets, Eric McGlothlin, and Amelia Livingway, be available to work on bond issues for the Issuer. In addition, Peter Kulick would perform the tax analysis on all tax-exempt transactions.

Roger Swets | Member, Grand Rapids | Lead Lawyer



Mr. Swets, a member of the firm practicing in our Grand Rapids office, has practiced in the area of public finance and municipal law since 1990. He serves as bond counsel to a wide variety of cities, villages and townships and their authorities and has extensive experience working on all kinds of bond issues for local municipalities throughout the state of Michigan. He has represented issuers in issuing bonds for numerous cities, villages, townships and authorities for building projects.

Eric McGlothlin | Member, Troy



Eric McGlothlin is an experienced public finance attorney in Michigan and Arizona. As bond counsel, he advises cities, counties, villages, townships, schools and other governmental entities on the issuance of tax-exempt and taxable debt to finance all types of long and short-term needs. He helps his clients find the right legal structure, authorize financings and comply with federal and state tax and securities laws. Eric

Holly Township
 March 3, 2025
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is instrumental in guiding clients through disclosure and related federal securities law matters, assisting with due diligence, and drafting transaction documentation to ensure the proper protections are in place.

Peter Kulick | Member and Taxation Practice Group Co-Chair, Lansing



Peter is a tax attorney with wide ranging experience representing clients in transactional matters. Peter has significant experience in tax exempt bond matters. His expertise includes expertise in the private activity bond rules, arbitrage and rebate, post issuance tax compliance and in representing clients with respect to post issuance inquiries by the IRS as well as representing clients in seeking private letter rulings from the IRS.

Every attorney who will be assigned to the Issuer's bond issues is licensed to practice law in the state of Michigan and is in good standing with the State Bar of Michigan. In addition, our bond attorneys are members of the National Association of Bond Lawyers and many are members of the Michigan Association of Municipal Attorneys and the Public Corporations Law section of the State Bar of Michigan. Our firm is also listed in the Bond Buyer's Municipal Marketplace commonly known as the "Red Book."

This team specializes in the representation of local municipalities and their authorities. This team has worked with all forms of debt issuance available to local issuers, including unlimited tax general obligation bonds, limited tax general obligation bonds, revenue bonds, Michigan transportation fund bonds, special assessment bonds, building authority bonds, bonds for tax increment authorities, utility authority bonds, energy conservation financings and installment purchases.

4. Cost Proposal.

We normally charge a fixed fee for our services as bond counsel. We propose that our fee for acting as bond counsel for the Bond issue be in an amount established the following fee schedule for the Issuer's bond issues:

Principal Amount of Bonds	Fee
\$1,000,000 or less	\$10,000
\$1,000,001 to \$3,000,000	\$10,000 plus .35% of amount of bonds in excess of \$1,000,000
\$3,000,001 to \$10,000,000	\$17,000 plus .25% of amount of bonds in excess of \$3,000,000

Based on this schedule, the fee for a bond issue of \$3,500,000 would be \$18,250.00.

Our fee for services is based upon the facts and expectations set forth above, and we reserve the right to modify our fee if such facts or expectations significantly change or if the financing experiences any significant delays.

Holly Township
March 3, 2025
Page 5

DICKINSON WRIGHT PLLC

This fee would be payable upon the delivery of the Bond. If for any reason the financing represented by the Bond is not consummated, we will not invoice the Issuer for our bond counsel fee, but we will expect to be reimbursed for any client charges and out-of-pocket expenses we have incurred.

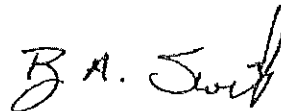
We will not charge above the fee quoted above for our out-of-pocket expenses incurred in performing the bond counsel services described in this proposal. We would only ask to be reimbursed for any fees or expenses of the Issuer that we might pay on behalf of the Issuer, such as the Michigan Department of Treasury filing fee.

Such fees do not include extraordinary services such as the handling of litigation that may arise with respect to the bond or note issues, services in connection with property acquisition and condemnation, advising in connection with the preparation or examination of applications for federal grants or loans, preparation of special assessment proceedings, arbitrage rebate calculations services, post-closing disclosure services and other services that we may agree in advance are of an extraordinary nature. We propose that such work, if requested, be charged at hourly rates to be agreed upon by the Issuer and our firm.

We look forward to the possibility of working with the Township. We believe that we could provide the highest level of service to the Issuer and we are grateful for the opportunity to present this proposal.

Respectfully submitted,

DICKINSON WRIGHT PLLC



Roger A. Swets

4908-6729-9363 v1 [99998-1789]





Joseph W. Colaianne
 T (517) 318-3029
 F (517) 318-3065
 Email: JColaianne@ClarkHill.com

Clark Hill
 212 East Cesar E. Chavez Avenue
 Lansing, MI 48906
 T (517) 318-3100
 F (517) 318-3099

February 26, 2025

Hon. George A. Kullis, Supervisor
 Township of Holly
 102 Civic Drive
 Holly, MI 48442

Re: Bond Counsel Services – Holly Township

Dear Mr. Kullis:

Clark Hill, PLC is pleased to submit our proposal to Holly Township to provide bond counsel services in connection with the issuance of “Obligations” to finance the design, acquisition, improvements, and construction of a new township hall (the “Project”). The Clark Hill Public Finance Team has built a reputation as a leader in the public finance area and our firm has extensive experience serving as bond counsel to Michigan counties, cities, villages, townships and other municipal issuers since the 1970’s. Our Public Finance attorneys are well versed in federal and state securities and tax laws. They possess the breadth and depth of experience to undertake—technically, creatively, and efficiently—virtually every type of tax-exempt (or taxable) governmental borrowing permissible under law.

In the way of background, I have over 34 years’ experience in municipal and public sector law, assisting municipalities and governmental authorities with the implementation and financing of public infrastructure projects. In addition, our team for this Project includes attorney, Peter Ecklund, who has over 30 years’ experience with municipal finance, serving municipalities and other governmental entities throughout Michigan. Attached is additional background information for your review.

If selected, our fee for bond counsel services will be a fixed fee based on the par (face) amount of the bonds, as well as the complexity of the particular Obligation. Below is our fee schedule:

Face Amount of Bonds/Notes	Fee
Less than \$500,000	\$5,000 (for any issue of \$150,000 or less) plus 1% (.01) of the amount in excess of \$150,000 but less than \$500,000
\$500,000 or more but less than \$1,000,000	\$8,500 plus 1/2 of 1% (.005) of the amount in excess of \$500,000 but less than \$1,000,000
\$1,000,000 or more but less than \$3,000,000	\$11,000 plus 1/4 of 1% (.0025) of the amount in excess of \$1,000,000 but less than \$3 Million
\$3,000,000 or but less that \$10 Million	\$16,000 plus 1/5 of 1% (.002) of the amount in excess of \$3,000,000 but less than \$10 Million
\$10,000,000 or more	\$30,000 plus 1/10 of 1% (.001) of the amount in excess of \$10,000,000

We understand that the estimated Project cost is between \$3.5 Million to \$5 Million. Accordingly, based on the foregoing fee schedule, and depending on the final par amount of the Obligations, our anticipated fee will range between **\$17,000 to \$24,000, plus related expenses**. Bond counsel services would be part of the cost of issuance and included in the borrowing. The bond counsel fee would be paid following the closing on the bonds.

In our capacity as bond counsel for the Township ("Issuer") we expect to perform the following services:

1. Meet with you, as the representative of the Issuer and the Issuer's consultants with respect to the proposed financing of the Project.
2. Recommend and review the legal proceedings for the Project; prepare the Notice of Intent as required under the Revised Michigan Finance Act.
3. Provide legal advice regarding the obligations for authorizing, issuing, and delivering the Obligations.
4. Analyze the Project and financing for compliance with the requirements of the Internal Revenue Code and applicable Michigan law.
5. Prepare and review transactional documents required or appropriate with respect to the authorization, issuance, and delivery of the Obligations (including any resolution(s) of the Township), review of the legal proceedings, and the coordination of authorization and execution of such documents.
6. Assist the Issuer in obtaining from other governmental authorities (e.g., Michigan Department of Treasury) such approvals as we determine necessary or appropriate with regard to or in connection with the issuance of the Obligations, except we will not be responsible for any blue-sky filings.
7. Attend meetings, conferences and closings as may be required.
8. Prepare and/or review those relevant portions of any official statement or disclosure document (if applicable) with respect to the legal aspects concerning the issuance of the Obligations.
9. Prepare the continuing disclosure undertakings ("CDU") of the Township, and the Issuer (if required).
10. Provide our legal opinion ("Approving Opinion") regarding the validity and binding effect of the Obligations, the source and payment and security for the Obligations, and the excludability of the interest on the Obligations from gross income for federal and Michigan income tax purposes. The Approving Opinion is subject to the completion of the proceedings to our satisfaction and will be addressed to the Issuer on the date the Obligations are issued and exchanged for their purchase price (the "Closing").
11. Prepare the closing transcripts following the issuance of the Obligations.

Our Approving Opinion will be based on the facts and law as of the date of the issuance of the Obligations and will rely on upon certified proceedings and certifications of public officials and other persons provided to us without undertaking variation by independent investigation, and we will assume continuing compliance by the Issuer with applicable laws relating to the Obligations.

As attorneys, we do not provide or represent ourselves as financial advisors and we do not provide advise that is financial in nature, including but not limited to the financial feasibility of the financings, recommending a particular structure for the note/bond issuance as being financially advantageous, or advice regarding the financial aspects of pursuing a competitive sale versus a negotiated sale.

Cancellation/Termination of Services. There are circumstances where, as Bond Counsel we have provided services in anticipation of the issuance of Obligations, but for some reason the transaction is canceled. In the unlikely event that the Issuer decides to cancel the transaction or terminates our services prior to delivery on the Bonds/Notes, but after services have been rendered by Clark Hill in connection with this transaction, we proposed an attorney fee at a blended hourly rate of \$425 for time expended, billed 0.10-hour increments plus any expenses incurred through to the date of cancellation or termination of services, however the amount will not to exceed the ½ (50%) of the amount of the anticipated flat fee as set forth herein.

Extraordinary Services. Such fees do not include extraordinary services such as the handling of litigation which may arise with respect to the project, services in connection with property acquisition and condemnation, preparation of special assessment rolls and proceedings, advising in connection with construction contracts and construction bids, advising in connection with the preparation or examination of applications for state or federal grants or loans, participation in the preparation, negotiation or adoption of operating agreements or agreements with public corporations not involved in financing of the project, advising in connection with the adoption of connection and rate ordinances (by the local municipalities), if applicable, and other services which are agreed in advance to be of an extraordinary nature. Such work shall be performed at the established hourly rate(s) of the involved lawyer(s) for such actual time as is expended performing the work.

Post-Delivery Tax-Related Requirements. The foregoing Bond Counsel fees do not include assisting the issuer with compliance with the issuer's post-delivery federal income tax-related covenants, such as rebate or redemption requirements, other than preparation and filing of Form 8038-G (or 8038-GC). Bond Counsel may be separately engaged to perform such services at a fee based upon the established hourly rate(s) of the involved lawyer(s) for such actual time as is expended in performing the services.

We welcome the opportunity to discuss this proposal. If this proposal is acceptable, please confirm by having the appropriate official sign in the space provided and returning the same to us for our files. The signature on this letter also constitutes your acceptance of our Standard Terms of Engagement for Legal Services attached to this proposal.

Sincerely,

CLARK HILL



Joseph W. Colaianne

ACKNOWLEDGMENT

The undersigned, _____ its _____, for the Township of Holly hereby acknowledges receipt of a copy of the foregoing letter and the accompanying Standard Terms of Engagement for Legal Services, and accept the terms stated therein.

HOLLY TOWNSHIP

Dated: _____

/s/ _____

By: _____

Its: _____

**STANDARD TERMS OF ENGAGEMENT
FOR LEGAL SERVICES**

This statement provides the standard terms of our engagement as your lawyers. Unless modified in writing by mutual agreement, these terms will be an integral part of our agreement with you. Therefore, we ask that you review this statement carefully and contact us promptly if you have any questions.

GENERAL RIGHTS AND RESPONSIBILITIES OF CLIENTS OF THE FIRM

A client of the firm has the right to: (A) expect competent representation by the firm; (B) determine the purposes to be served by the legal representation, so long as those purposes are legal and do not violate the firm's obligation to the profession or to the judiciary; (C) be kept reasonably informed about the status of the matter and have the firm respond promptly to reasonable requests for information; and (D) terminate the representation at any time, with or without cause, subject to the obligation for payment of legal services provided and costs incurred by the firm.

A client of the firm has the responsibility to: (A) obey all orders issued by a court or other tribunal concerning your matter; (B) be candid and truthful with the firm and the court or other tribunal; (C) pay the firm as provided by this agreement and by any other agreements with the firm; and (D) respond promptly to the firm's requests for information. A client may not: (A) demand that the firm use offensive tactics or treat anyone involved in the legal process with anything but courtesy and consideration; (B) demand any assistance which violates the Rules of Professional Conduct; or (C) pursue or insist upon a course of action which the firm reasonably believes to be illegal, fraudulent, offensive, or unwise. The firm may terminate this agreement for reasons permitted under the Rules of Professional Conduct.

OBLIGATIONS OF A LAWYER

All lawyers are required to observe and uphold the law, including applicable court rules; and are governed by Rules of Professional Conduct that pertain to our relationship with a client, with third persons, other professionals, and the courts. All of these laws and rules apply to our representation of you, and we welcome your inquiry about them.

WHOM WE REPRESENT

The person or entity whom we represent is the person or entity identified in our engagement letter and does not include any affiliates or related parties of such person or entity, such as parent companies, subsidiaries, sibling entities, and/or other affiliates; or employees, officers, directors, shareholders of a corporation, partners of a partnership, members of an association or limited liability company, and/or other constituents of a named client unless our engagement letter expressly provides otherwise.

THE SCOPE OF OUR WORK

You should have a clear understanding of the legal services we will provide. Any questions that you have should be dealt with promptly.

We will at all times act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment but are not promises or guarantees to achieve a specific result. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed. Your obligation to pay our

fees and other charges as provided in this letter is not in any way contingent upon a result or results in the matter.

Our attorney-client relationship will be considered ended upon the earliest of (a) our completion of services in the matter(s) for which you have engaged us, (b) notification by you to us that you desire to terminate such services, or (c) notification by the firm of termination of our attorney-client relationship.

WHO WILL PROVIDE THE LEGAL SERVICES?

Customarily, each client of the firm is served by a principal attorney contact. The principal attorney should be someone in whom you have confidence and with whom you enjoy working. You are free to request a change of principal attorney at any time. Subject to the supervisory role of the principal attorney, your work, or parts of it may be performed by other lawyers and paralegals in the firm. Such delegation may be for the purpose of involving lawyers or paralegals with special expertise in a given area or for the purpose of providing services on an efficient and timely basis.

PRESERVATION OF EVIDENCE AND COMMUNICATION PROTOCOL IN LITIGATED MATTERS

All evidence of any nature that is arguably relevant to this matter, including but not limited to documents (whether hard copy or electronic) and other physical evidence, must be preserved. Moreover, scheduled routine destruction of any stored records (whether hard copy or electronic) must be suspended immediately until after this matter is concluded. Failure to do so may result in sanctions by a court or tribunal.

In order to preserve the attorney-client privilege that attaches to our communications, it is important that all future oral communications about this matter occur only in the presence of a Clark Hill attorney. Further, all written communications about the matter should be directed to a Clark Hill attorney. You recognize that, while convenient and sometimes necessary, communications transmitted by internet, mobile and other electronic means may not be entirely secure. Therefore, in communicating by such means you accept the risks that such communications may not be protected by the attorney-client privilege, and we agree that no party will be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any such communications due to any reason beyond that party's reasonable control.

HOW FEES WILL BE SET

Unless our engagement letter provides otherwise, our fees will be charged on an hourly basis, *i.e.*, time expended multiplied by the hourly rates of our lawyers and other professionals. Among the factors we consider in determining the staffing of the matter and the fees charged are:

- The novelty and complexity of the issues presented, and the skill required to perform the legal services.
- The fees customarily charged in the community for similar services and the value of the services to you.
- The amount of money or value of property involved.

- The time constraints imposed by you as our client and other circumstances, such as an emergency closing, the need for injunctive relief from court, or substantial disruption of other office business.
- The experience, reputation and expertise of the lawyers performing the services.

We will keep accurate records of the time we devote to your work, including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf, and other related matters. We record our time in tenths of an hour.

The hourly rates of our lawyers and other professionals are adjusted periodically to reflect current levels of legal experience, changes in overhead costs, and other factors.

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Whenever possible we will respond to your request by furnishing an estimate based upon our professional judgment, but always with a clear understanding that it is not a maximum or fixed fee quotation. The ultimate cost frequently is more or less than the amount estimated.

RETAINER AND TRUST DEPOSITS

Clients of the firm are commonly asked to deposit a retainer with the firm. Unless otherwise agreed, the retainer deposit will be credited toward your unpaid invoices, if any, at the conclusion of services. While the retainer is on deposit, you grant us a security interest in such funds. At the conclusion of our legal representation or at such time as the deposit is unnecessary or is appropriately reduced, the remaining balance or an appropriate part of it will be returned to you.

Deposits which are received to cover specific items will be disbursed as provided in our agreement with you, and you will be notified from time to time of the amounts applied or withdrawn. Any amount remaining after disbursement will be returned to you.

All trust deposits we receive from you will be placed in a trust account for your benefit. Your deposit will be placed in a pooled account unless you request a segregated account. By law, interest earned on the pooled account is payable to a charitable foundation. Interest earned on a segregated trust account will be added to the deposit for your benefit and will be includable in your taxable income.

EXPENSES

Our invoices will reflect expenses for items such as long-distance telephone, facsimiles, document copying, printing, and scanning, messenger and special delivery services, computerized legal and other research systems, travel, and filing and recording fees, and may include charges for extraordinary items (including secretarial overtime) that may be generated by the particular demands of the project involved.

If outside services such as court reporters, mediators, investigators, expert witnesses, or photocopy services are retained or required, you will be responsible for paying for those services directly to the service providers. Invoices may be sent by the provider directly to you, or we may forward their invoices to you for payment directly to the provider. These invoices should be paid within 30 days of receipt. We may advance certain expenses not exceeding \$100, and require that our clients directly pay, or deposit with us funds to pay, expenses exceeding \$100.

FILES AND OTHER MATERIALS

Files generated in the matter will be retained by the firm as required by law, and thereafter may be retained or destroyed, at our discretion. To the extent we retain them, we will provide you reasonable access to matter files in accordance with applicable law, excluding firm files (firm administrative records, time and expense reports, personnel and staffing materials, accounting records, and internal lawyers' work product, *e.g.*, drafts, notes, internal memoranda, legal research, and factual research). Matter files to which you are given access may be reproduced at your request and at your expense. We reserve the right to make and retain copies of all documents generated or received by us in connection with the matter. After our engagement in this matter ends, upon your request and at your expense we will return any property you have entrusted to us, unless there is a balance on your account. If there is a balance on your account, the firm will assert a retaining lien on such property to the extent allowed by law. If you have not requested return of such property within a reasonable time after our engagement in the matter ends, we may retain or destroy such property at our discretion.

TERMINATION

You may terminate our representation at any time, with or without cause, by notifying us. Your termination of our services will not affect your responsibility for payment of legal services rendered, and costs, charges and expenses incurred before termination and in connection with an orderly transition of the matter.

The Rules of Professional Conduct list several types of conduct or circumstances that require or allow us to withdraw from representing a client, including, for example: persistence in a course of conduct which we reasonably believe to be criminal or fraudulent, insistence upon pursuing an objective which we consider to be repugnant or imprudent, failure of a substantial nature to fulfill an obligation after reasonable warning that it will result in our withdrawal, or other good cause.

BILLING ARRANGEMENTS AND TERMS OF PAYMENT

Our invoices will report the hours and rates for attorneys and other professionals on the matter, and describe the work performed. Additional charges and expenses will be itemized. Unless otherwise provided in our engagement letter, we will provide you with a bill on a monthly basis. Payment is due on receipt. Any balance unpaid after 30 days of the date of the invoice shall accrue interest at the rate of seven percent (7%) per annum. Payments shall be applied first to collection costs and expenses, then to accrued interest, if any, and then to the unpaid invoice amount.

We will give you notice if your account becomes delinquent, and you agree to bring the account or the retainer deposit current. If the delinquency continues and you do not arrange satisfactory payment terms, we may withdraw from the representation and pursue collection of your account either directly or through a third-party service. We may also request permission of any court in which we have filed an appearance on your behalf to allow us to withdraw as your counsel, and you agree that non-payment of our fees is a valid basis for our request to so withdraw. To the extent collection of your account becomes necessary, you agree that we may pursue collection through a third-party collection service, and that, in addition to any unpaid balance and interest thereon, we will be entitled to recover all costs and expenses of collection, including reasonable attorney fees.