

HOLLY TOWNSHIP  
PROPOSED AGENDA  
Board of Trustees Regular Meeting  
January 21, 2026 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 Regular Meeting Minutes – December 17, 2025.
2. Approval of Financial Statement – December 2025.
3. Approval of Bills for Payment – January 2026.
4. Receipt of Routine Reports:
  - A. N.O.C.F.A. Meeting Minutes – December 23, 2025.
  - B. Planning Commission Minutes – December 10, 2025.
  - C. Building Permits – December 2025.
  - D. Treasurer's Annual and Quarterly Report – December 31, 2025.
5. Communications: None.

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

PUBLIC HEARINGS: None.

PRESENTATIONS: None.

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: None.

NEW BUSINESS:

1. Rezoning request from Anthony Reed (AR Real Estate) to rezone Parcel ID # 01-01-326-005 11533 Dixie Hwy., Holly MI 48442. from AGRE (Agricultural Residential min 5 acres) to C2.
2. Holly Area Youth Assistance Member – Proposed Resolution 2026-01.
3. Appointments: Two Planning Commission Members – Terms Ending 12-31-28.
4. Appointments: One Zoning Board of Appeals Member – Term Ending 12-31-28.
5. Appointments: One Zoning Board of Appeals Member – Term Ending 12-31-26.
6. Appointments: Two Board of Review Member – Term Ending 12-31-27.
7. Appointments: Three Construction Board of Appeals – Term Ending 12-31-27.
8. Planning and Zoning Fee Schedule – Proposed Resolution 2026-02.

Continued on the back of the page

PUBLIC COMMENT

ADJOURNMENT



Holly Township  
Board of Trustees Regular Meeting  
Minutes of December 17, 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 Kullis, Karin Winchester, Jennifer Ryan, Derek Burton, Ryan Matson, Michael McCanney and Richard Kinnamon

Members Absent: None.

Others Present: None.

AGENDA APPROVAL

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

CONSENT AGENDA:

1. Approval of Regular Meeting Minutes – November 19, 2025.
2. Approval of Financial Statement – November 2025.
3. Approval of Bills for Payment – December 2025
4. Receipt of Routine Reports:
  - A. N.O.C.F.A. Special Meeting Minutes – November 12, 2025.
  - B. Planning Commission Minutes – November 12, 2025.
  - C. Building Permits – November 2025.
  - D. Treasurer's Annual and Quarterly Report – NA.
5. Communications: None.

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

PRESENTATIONS: None.

REPORTS

TRUSTEES

Trustee Kinnamon had nothing to report.

Trustee Burton offered holiday greetings to everyone.

Trustee Matson inquired about staff PTO during the office closure period that was approved last month. He was concerned about staff potentially losing their PTO for days the board decided to close. Clerk Winchester confirmed that staff PTO would not be affected.

Trustee McCanney reported that the Planning Commission is beginning their zoning ordinance diagnostic review, with completion projected for November of next year.

#### TREASURER

Treasurer Ryan informed the board that the county has changed their website for dog licenses. Physical licenses will no longer be available at the office but will instead be mailed directly to residents. Residents can still come to the township office for assistance with the online process or complete it themselves at home.

#### CLERK

Clerk Winchester reported that BS&A (their software vendor) has accelerated the timeline for their upgrade to cloud services from 6-9 months to January. She explained that a data migration had already begun in early December, with another scheduled for January when no one will be able to access the programs. She noted that this change required budget amendments since the funding was originally expected to be spread across multiple years. Winchester clarified that BSNA provides software for their general ledger, tax assessing, building department, planning and zoning, and cemetery functions. She and the planners were taking classes to implement the building department module for planning and zoning files.

#### SUPERVISOR

Supervisor Kullis provided an update on the barn project, which had been problematic for some time. After meetings with Dean Sutton and John Ballant through HRC, they had finalized signatures on paperwork that established June 19th as the completion date. If not completed by then, the contractor would pay damages of \$500 per day. The supervisor explained that the siding visible on the barn was as complete as possible at this stage, and some had to remain off until the doors could be installed.

PUBLIC COMMENT – None.

OLD BUSINESS – None.

#### NEW BUSINESS

##### 1. New Township Hall Construction Manager Proposal.

Supervisor Kullis presented a proposal to hire McCarthy and Smith Incorporated as the construction manager for the new Township Hall project. He explained that the administration had met with several potential managers and, after visiting White Lake Township's ongoing project, felt confident in recommending Aaron Phillips of McCarthy and Smith.



Mr. Phillips introduced himself and his company, noting they are a 60-year-old family-owned business based in Farmington. He explained that their first project was actually built in Holly Township, and that they specialize in public institution projects, particularly K-12 schools. He described their approach to transparency when handling publicly funded projects.

Phillips outlined the role of a construction manager in the preconstruction phase, which includes assisting with architect selection, project kickoff, design development, and the bidding process. He explained that the proposal before the board covered preconstruction services through the bid award process. The construction phase would involve a full-time project superintendent, with a fee structure of 2.45% of hard construction costs, which he described as very competitive.

Trustee Matson asked about the timeline for determining project funding. Phillips explained that budget discussions would begin in February, but funding decisions wouldn't affect the process until approximately May.

Supervisor Kullis also mentioned plans to form a building committee to provide input throughout the process, with Trustee McCanney, Clerk Winchester, Treasurer Ryan, and community member Jim Clark participating.

- **Motion by Trustee Kinnamon to move approve to approve McCarthy and Smith Incorporated as the construction manager for the new Township Hall project, subject to attorney approval. Supported by Clerk Winchester. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

2. Rose Hill Center Hope in Motion 5K Run – Proposed Resolution 2025-20.

Clerk Winchester explained that the resolution was needed to show support the closure of roads by RCOC for the Rose Hill Center 5K run event.

- **Motion by Trustee Burton to approve Rose Hill Center Hope in Motion 5K Run – Proposed Resolution 2025-20. Supported by Trustee Kinnamon. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

3. Stiffs Mill Pond – Proposed Resolution 2025-21.

- **Motion by Trustee Kinnamon to approve the Stiffs Mill Pond – Proposed Resolution 2025-21. Supported by Trustee Burton. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

4. 2025-2026 Budget Amendments – Proposed Resolution 2025-22.

- **Motion by Trustee Burton to approve the 2025-2026 Budget Amendments – Proposed Resolution 2025-22. Supported by Clerk Winchester. A roll call vote was taken. All present voted yes. The motion carried 7/0.**

PUBLIC COMMENT

Mary Blanchard 3444 Old Creek addressed the Board.

ADJOURNMENT – Supervisor Kullis adjourned the meeting at 7:21 pm.

---

Karin Winchester, Clerk



PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - GENERAL						
101-000-402-000	CURRENT TAX COLLECTION	487,065.00	36,030.26	36,030.26	451,034.74	7.40
101-000-434-000	MOBILE HOME FEES	1,800.00	0.00	0.00	1,800.00	0.00
101-000-445-000	PENALTIES & INTEREST	1,500.00	0.00	0.00	1,500.00	0.00
101-000-447-000	ADMINISTRATIVE FEE	175,919.00	133,134.50	3,244.88	42,784.50	75.68
101-000-448-000	SCHOOL COLLECTION	64,082.00	63,536.10	0.00	545.90	99.15
101-000-477-000	FRANCHISES FEES	58,000.00	13,807.74	0.00	44,192.26	23.81
101-000-522-000	COMMUNITY DEVELOPMENT - CDBG	6,650.00	0.00	0.00	6,650.00	0.00
101-000-528-000	FEDERAL GRANT - ARPA	103,987.00	47,121.00	0.00	56,866.00	45.31
101-000-573-000	LOCAL COMMUNITY STABILIZATION	1,800.00	0.00	0.00	1,800.00	0.00
101-000-574-000	STATE SHARED REVENUES	668,100.00	227,074.00	108,691.00	441,026.00	33.99
101-000-628-000	ZONING FEES	750.00	750.00	0.00	0.00	100.00
101-000-629-000	MINING FEES	5,750.00	1,590.00	0.00	4,160.00	27.65
101-000-630-000	PLANNING FEES	4,750.00	4,060.00	0.00	690.00	85.47
101-000-631-000	COPIES & PRINTED MATERIALS	300.00	156.00	46.00	144.00	52.00
101-000-665-000	INTEREST	25,000.00	19,254.58	7,790.40	5,745.42	77.02
101-000-670-000	BUILDING DEPT COST REIMBURSEMENT	65,766.00	32,883.00	5,480.50	32,883.00	50.00
101-000-671-000	BUILDING DEPARTMENT LEASE	18,000.00	9,000.00	1,500.00	9,000.00	50.00
101-000-677-000	NOCFA ADVANCE PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-678-000	MISCELLANEOUS	500.00	550.00	0.00	(50.00)	110.00
101-000-679-000	COMMISSIONS	3,850.00	72.00	72.00	3,778.00	1.87
101-000-693-000	SALE OF ASSETS	400,000.00	0.00	0.00	400,000.00	0.00
101-000-696-000	PROCEEDS FROM SALE OF BONDS	3,042,437.00	0.00	0.00	3,042,437.00	0.00
101-000-699-390	TRANSFER FROM FUND BALANCE	219,920.00	0.00	0.00	219,920.00	0.00
Total Dept 000 - GENERAL		5,355,926.00	589,019.18	162,855.04	4,766,906.82	11.00
TOTAL REVENUES		5,355,926.00	589,019.18	162,855.04	4,766,906.82	11.00
Expenditures						
Dept 101 - TOWNSHIP TRUSTEES						
101-101-702-000	SALARIES	13,400.00	5,880.00	2,940.00	7,520.00	43.88
101-101-715-000	SOCIAL SECURITY	1,025.00	449.81	224.90	575.19	43.88
101-101-830-000	DUES, SUBS & TUITION	1,000.00	0.00	0.00	1,000.00	0.00
101-101-860-000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00
Total Dept 101 - TOWNSHIP TRUSTEES		15,925.00	6,329.81	3,164.90	9,595.19	39.75
Dept 171 - SUPERVISOR						
101-171-702-000	SALARIES	82,033.00	41,016.48	6,836.08	41,016.52	50.00
101-171-713-000	HEALTH OPT OUT PAYMENT	4,800.00	2,400.00	400.00	2,400.00	50.00
101-171-715-000	SOCIAL SECURITY	6,645.00	3,321.36	553.56	3,323.64	49.98
101-171-830-000	DUES, SUBS & TUITION	1,500.00	402.00	0.00	1,098.00	26.80
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	0.00	0.00	1,000.00	0.00
Total Dept 171 - SUPERVISOR		96,978.00	47,139.84	7,789.64	49,838.16	48.61
Dept 172 - SUPERVISOR ADMINISTRATOR I						
101-172-702-000	SALARIES	10,137.84	10,137.84	0.00	0.00	100.00
101-172-715-000	SOCIAL SECURITY	775.55	775.55	0.00	0.00	100.00
101-172-830-000	DUES, SUBS & TUITION	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR HOLLY TOWNSHIP  
PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-172-860-000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
101-172-861-000	LODGING & EXPENSES	0.00	0.00	0.00	0.00	0.00
Total Dept 172 - SUPERVISOR ADMINISTRATOR I						
		10,913.39	10,913.39	0.00	0.00	100.00
Dept 215 - CLERK						
SALARIES						
101-215-702-000	SOCIAL SECURITY	82,033.00	41,016.48	6,836.08	41,016.52	50.00
101-215-715-000	DUES, SUBS & TUITION	6,276.00	3,137.76	522.96	3,138.24	50.00
101-215-830-000	MILEAGE REIMBURSEMENT	1,500.00	851.75	0.00	648.25	56.78
101-215-860-000	LODGING & EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
101-215-861-000		1,000.00	(6.75)	0.00	1,006.75	(0.68)
Total Dept 215 - CLERK						
		91,809.00	44,999.24	7,359.04	46,809.76	49.01
Dept 216 - CLERK ADMINISTRATION						
SALARIES						
101-216-702-000	DEPUTY SALARY	60,827.00	30,413.52	5,068.92	30,413.48	50.00
101-216-703-000	SOCIAL SECURITY	1,200.00	600.00	100.00	600.00	50.00
101-216-715-000	DUES, SUBS & TUITION	4,746.00	2,372.53	395.43	2,373.47	49.99
101-216-830-000	MILEAGE REIMBURSEMENT	1,500.00	200.00	0.00	1,300.00	13.33
101-216-860-000	LODGING & EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
101-216-861-000		1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 216 - CLERK ADMINISTRATION						
		70,273.00	33,586.05	5,564.35	36,686.95	47.79
Dept 247 - BOARD OF REVIEW						
SALARIES						
101-247-702-000	SOCIAL SECURITY	1,500.00	102.40	64.40	1,397.60	6.83
101-247-715-000	DUES, SUBS & TUITION	115.00	7.84	4.93	107.16	6.82
101-247-830-000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00
101-247-860-000	LODGING & EXPENSES	300.00	0.00	0.00	300.00	0.00
101-247-861-000		0.00	0.00	0.00	0.00	0.00
Total Dept 247 - BOARD OF REVIEW						
		2,415.00	110.24	69.33	2,304.76	4.56
Dept 253 - TREASURER						
SALARIES						
101-253-702-000	SOCIAL SECURITY	82,033.00	41,016.48	6,836.08	41,016.52	50.00
101-253-715-000	DUES, SUBS & TUITION	6,276.00	3,137.76	522.96	3,138.24	50.00
101-253-830-000	MILEAGE REIMBURSEMENT	1,500.00	306.00	0.00	1,194.00	20.40
101-253-860-000	LODGING & EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
101-253-861-000		1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 253 - TREASURER						
		91,809.00	44,460.24	7,359.04	47,348.76	48.43
Dept 255 - TREASURER ADMINISTRATION						
SALARIES						
101-255-702-000	DEPUTY SALARY	54,546.00	27,273.00	4,545.50	27,273.00	50.00
101-255-703-000	SOCIAL SECURITY	1,200.00	600.00	100.00	600.00	50.00
101-255-715-000	DUES, SUBS & TUITION	4,264.00	2,132.28	355.38	2,131.72	50.01
101-255-830-000	MILEAGE REIMBURSEMENT	1,500.00	705.00	0.00	795.00	47.00
101-255-860-000	LODGING & EXPENSES	1,000.00	532.00	532.00	468.00	53.20
101-255-861-000		1,000.00	0.00	0.00	1,000.00	0.00



GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 255 - TREASURER ADMINISTRATION		63,510.00	31,242.28	5,532.88	32,267.72	49.19
Dept 257 - ASSESSING						
101-257-802-000	CONTRACTED SERVICES	127,537.00	38,280.00	9,570.00	89,257.00	30.01
Total Dept 257 - ASSESSING		127,537.00	38,280.00	9,570.00	89,257.00	30.01
Dept 261 - CODE ENFORCEMENT						
101-261-802-000	CONTRACTED SERVICES	40,000.00	10,680.75	7,956.00	29,319.25	26.70
Total Dept 261 - CODE ENFORCEMENT		40,000.00	10,680.75	7,956.00	29,319.25	26.70
Dept 262 - ELECTIONS						
101-262-708-000	ELECTION SALARIES	35,000.00	(353.00)	0.00	35,353.00	(1.01)
101-262-740-000	OPERATING EXPENSES	20,000.00	2,500.00	0.00	17,500.00	12.50
Total Dept 262 - ELECTIONS		55,000.00	2,147.00	0.00	52,853.00	3.90
Dept 265 - TOWNSHIP PROPERTIES						
101-265-850-000	TELEPHONE	6,500.00	3,463.19	750.02	3,036.81	53.28
101-265-920-000	UTILITIES	10,800.00	4,913.87	943.59	5,886.13	45.50
101-265-930-000	MAINTENANCE & REPAIRS	50,000.00	21,844.58	1,740.00	28,155.42	43.69
Total Dept 265 - TOWNSHIP PROPERTIES		67,300.00	30,221.64	3,433.61	37,078.36	44.91
Dept 267 - ARPA OPERATING EXPENSES						
101-267-740-000	ARPA OPERATING EXPENSES	103,987.00	75,645.00	14,207.50	28,342.00	72.74
Total Dept 267 - ARPA OPERATING EXPENSES		103,987.00	75,645.00	14,207.50	28,342.00	72.74
Dept 272 - GENERAL SERVICES						
101-272-710-000	PENSION	43,485.00	19,607.38	3,098.93	23,877.62	45.09
101-272-720-000	HEALTH/LIFE INSURANCE	95,366.00	28,819.24	4,509.37	66,546.76	30.22
101-272-737-000	RETIREMENT HEALTH CARE FUNDING	0.00	0.00	0.00	0.00	0.00
101-272-740-000	OPERATING EXPENSES	35,000.00	12,639.33	1,057.23	22,360.67	36.11
101-272-801-000	ACCOUNTANT/AUDITOR	19,500.00	19,000.00	10,000.00	500.00	97.44
101-272-802-000	CONTRACTED SERVICES	56,002.61	635.00	210.00	55,367.61	1.13
101-272-804-000	ATTORNEY	50,000.00	26,165.15	4,959.00	23,834.85	52.33
101-272-816-000	COMPUTER MAINTENANCE	104,145.00	43,998.62	29.75	60,146.38	42.25
101-272-820-000	ORDINANCE CODIFICATION	7,000.00	1,246.87	0.00	5,753.13	17.81
101-272-830-000	DUES, SUBS & TUITION	8,000.00	7,737.54	0.00	262.46	96.72
101-272-900-000	LEGAL NOTICES	3,500.00	1,930.50	741.00	1,569.50	55.16
101-272-955-000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
101-272-956-000	INSURANCE	14,500.00	14,140.00	0.00	360.00	97.52
101-272-971-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-272-991-000	DEBT SERVICE - TOWNSHIP HALL	200,840.00	0.00	0.00	200,840.00	0.00
101-272-995-206	TRANSFER TO FIRE SAD - ADVANCE	0.00	0.00	0.00	0.00	0.00
101-272-995-390	TRANSFER TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00
101-272-995-401	TO CAPITAL PROJECT FUND	3,583,697.00	0.00	0.00	3,583,697.00	0.00
101-272-995-404	TRANSFERS TO ROAD IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2025	NORMAL (ABNORMAL)	MONTH 12/31/2025	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND										
Expenditures										
Total Dept 272 - GENERAL SERVICES		4,221,535.61	175,919.63		24,605.28	4,045,615.98		4.17		
Dept 336 - PUBLIC SAFETY										
101-336-959-000 NOCFA CONTRIBUTION		0.00	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		0.00
Dept 441 - PUBLIC WORKS										
101-441-821-000 CEMETERY		10,000.00	4,530.00		1,150.00	5,470.00		45.30		
101-441-822-000 CLEANUP DAYS		10,000.00	3,953.25		0.00	6,046.75		39.53		
101-441-824-000 PHRAGMITE CONTROL		0.00	0.00		0.00	0.00		0.00		0.00
101-441-825-000 ROAD GRAVEL		25,000.00	20,216.00		0.00	4,784.00		80.86		
101-441-826-000 ROAD MAINT.-CHLORIDE		86,800.00	52,077.60		0.00	34,722.40		60.00		
101-441-990-000 N. HOLLY RD. PROJECT		37,500.00	0.00		0.00	37,500.00		0.00		
Total Dept 441 - PUBLIC WORKS		169,300.00	80,776.85		1,150.00	88,523.15		47.71		
Dept 660 - COMMUNITY SERVICES										
101-660-844-000 YOUTH ASSISTANCE		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 677 - GRANTS										
101-677-802-000 CONTRACTED SERVICES		0.00	0.00		0.00	0.00		0.00		0.00
Total Dept 677 - GRANTS		0.00	0.00		0.00	0.00		0.00		0.00
Dept 701 - PLANNING										
101-701-702-000 SALARIES		9,035.00	3,600.00		1,895.00	5,435.00		39.85		
101-701-715-000 SOCIAL SECURITY		692.00	275.40		144.95	416.60		39.80		
101-701-802-000 CONTRACTED SERVICES		2,000.00	105.00		105.00	1,895.00		5.25		
101-701-811-000 PLANNER SERVICES		54,000.00	10,577.50		3,792.50	43,422.50		19.59		
101-701-812-000 ENGINEER SERVICES		12,000.00	9,239.73		588.00	2,760.27		77.00		
101-701-830-000 DUES, SUBS & TUITION		1,000.00	452.13		0.00	547.87		45.21		
101-701-860-000 MILEAGE REIMBURSEMENT		500.00	0.00		0.00	500.00		0.00		
Total Dept 701 - PLANNING		79,227.00	24,249.76		6,525.45	54,977.24		30.61		
Dept 702 - ZONING ADMINISTRATION										
101-702-702-000 SALARIES		8,000.00	4,000.02		666.67	3,999.98		50.00		
101-702-715-000 SOCIAL SECURITY		612.00	306.00		51.00	306.00		50.00		
101-702-802-000 CONTRACTED SERVICES		26,000.00	12,912.50		9,260.00	13,087.50		49.66		
101-702-830-000 DUES, SUBS & TUITION		500.00	0.00		0.00	500.00		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 ADMINISTRATION		36,412.00	17,218.52		9,977.67	19,193.48		47.29		



GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025		ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDDT USED
			NORMAL (ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
Dept 703 - COMMUNITY DEVELOPMENT								
1101-703-956-000	COMMUNITY DEVELOPMENT - CDBG	6,650.00	0.00	0.00	0.00	6,650.00	0.00	0.00
Total Dept 703 - COMMUNITY DEVELOPMENT		6,650.00	0.00	0.00	0.00	6,650.00	0.00	0.00
Dept 704 - ZONING BOARD OF APPEALS								
101-704-702-000	SALARIES	505.00	0.00	0.00	0.00	505.00	0.00	0.00
101-704-715-000	SOCIAL SECURITY	40.00	0.00	0.00	0.00	40.00	0.00	0.00
101-704-802-000	CONTRACTED SERVICES	300.00	0.00	0.00	0.00	300.00	0.00	0.00
101-704-830-000	DUES, SUBS & TUITION	500.00	322.87	0.00	0.00	177.13	64.57	64.57
101-704-860-000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	0.00	500.00	0.00	0.00
Total Dept 704 - ZONING BOARD OF APPEALS		1,845.00	322.87	0.00	0.00	1,522.13	17.50	17.50
TOTAL EXPENDITURES		5,355,926.00	677,743.11	114,264.69		4,678,182.89	12.65	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		5,355,926.00	589,019.18	162,855.04		4,766,906.82	11.00	
TOTAL EXPENDITURES		5,355,926.00	677,743.11	114,264.69		4,678,182.89	12.65	
NET OF REVENUES & EXPENDITURES		0.00	(88,723.93)	48,590.35		88,723.93	100.00	
BEG. FUND BALANCE		1,315,839.12	1,315,839.12					
END FUND BALANCE		1,315,839.12	1,227,115.19					

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE AND EMERGENCY SPECIAL ASSESSMENT						
Revenues						
Dept 000 - GENERAL						
206-000-451-000	SPECIAL ASSESSMENT COLLECTION	1,239,746.00	92,296.74	92,296.74	1,147,449.26	7.44
206-000-665-000	INTEREST	100.00	91.13	79.20	8.87	91.13
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						
		1,239,846.00	92,387.87	92,375.94	1,147,458.13	7.45
Dept 338 - FIRE AND EMERGENCY						
206-338-699-000	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 338 - FIRE AND EMERGENCY						
		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES						
		1,239,846.00	92,387.87	92,375.94	1,147,458.13	7.45
Expenditures						
Dept 338 - FIRE AND EMERGENCY						
206-338-740-000	OPERATING EXPENSES	1,100.00	512.67	91.97	587.33	46.61
206-338-802-000	CONTRACTED SERVICES - NOCFA	1,213,168.50	591,505.00	0.00	621,663.50	48.76
206-338-971-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
206-338-995-101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
206-338-995-390	TRANSFER TO FUND BALANCE	25,577.50	0.00	0.00	25,577.50	0.00
Total Dept 338 - FIRE AND EMERGENCY						
		1,239,846.00	592,017.67	91.97	647,828.33	47.75
TOTAL EXPENDITURES						
		1,239,846.00	592,017.67	91.97	647,828.33	47.75
Fund 206 - FIRE AND EMERGENCY SPECIAL ASSESSMENT:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
BEG. FUND BALANCE						
END FUND BALANCE						
		1,239,846.00	92,387.87	92,375.94	1,147,458.13	7.45
		1,239,846.00	592,017.67	91.97	647,828.33	47.75
		0.00	(499,629.80)	92,283.97	499,629.80	100.00
		446,211.15	446,211.15			
		446,211.15	(53,418.65)			

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	12/31/2025	(ABNORMAL)	MONTH 12/31/2025	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDDT USED
Fund 213 - PEG FUNDS										
Revenues										
Dept 000 - GENERAL										
213-000-478-000	PEG FUNDS	6,400.00		1,398.59		0.00		5,001.41		21.85
213-000-665-000	INTEREST	6,000.00		2,173.47		342.46		3,826.53		36.22
213-000-699-390	TRANSFER FROM FUND BALANCE	103,713.94		0.00		0.00		103,713.94		0.00
Total Dept 000 - GENERAL		116,113.94		3,572.06		342.46		112,541.88		3.08
TOTAL REVENUES										
		116,113.94		3,572.06		342.46		112,541.88		3.08
Expenditures										
Dept 213 - PEG										
213-213-740-000	OPERATING EXPENSES	116,113.94		1,415.69		0.00		114,698.25		1.22
213-213-995-390	TRANSFER TO FUND BALANCE	0.00		0.00		0.00		0.00		0.00
Total Dept 213 - PEG		116,113.94		1,415.69		0.00		114,698.25		1.22
TOTAL EXPENDITURES										
		116,113.94		1,415.69		0.00		114,698.25		1.22
Fund 213 - PEG FUNDS:										
TOTAL REVENUES										
		116,113.94		3,572.06		342.46		112,541.88		3.08
TOTAL EXPENDITURES										
		116,113.94		1,415.69		0.00		114,698.25		1.22
NET OF REVENUES & EXPENDITURES										
		0.00		2,156.37		342.46		(2,156.37)		100.00
BEG. FUND BALANCE										
		103,713.94		103,713.94						
END FUND BALANCE										
		103,713.94		105,870.31						

REVENUE AND EXPENDITURE REPORT FOR HOLLY TOWNSHIP

Page: 8/12

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT 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	4,400.00	2,316.84	383.96	2,083.16	52.66
214-000-699-390	TRANSFER FROM FUND BALANCE	109,631.00	0.00	0.00	109,631.00	0.00
Total Dept 000 - GENERAL		122,031.00	2,316.84	383.96	119,714.16	1.90
TOTAL REVENUES						
		122,031.00	2,316.84	383.96	119,714.16	1.90
Expenditures						
Dept 214 - METRO ACT						
214-214-740-000	OPERATING EXPENSES	122,031.00	0.00	0.00	122,031.00	0.00
214-214-995-390	TRANSFER TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 214 - METRO ACT		122,031.00	0.00	0.00	122,031.00	0.00
TOTAL EXPENDITURES						
		122,031.00	0.00	0.00	122,031.00	0.00
Fund 214 - METRO ACT FUNDS:						
TOTAL REVENUES						
		122,031.00	2,316.84	383.96	119,714.16	1.90
TOTAL EXPENDITURES						
		122,031.00	0.00	0.00	122,031.00	0.00
NET OF REVENUES & EXPENDITURES						
		0.00	2,316.84	383.96	(2,316.84)	100.00
BEG. FUND BALANCE						
		115,248.31	115,248.31			
END FUND BALANCE						
		115,248.31	117,565.15			



GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 12/31/2025		ACTIVITY FOR MONTH 12/31/2025		AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	INCREASE (DECREASE)			
Fund 249 - BUILDING										
Revenues										
Dept 000 - GENERAL										
249-000-476-000	LICENSES & PERMITS	100,000.00		68,018.77		6,595.60		31,981.23		68.02
249-000-665-000	INTEREST	1,649.00		1,846.90		222.07		(197.90)		112.00
249-000-699-390	TRANSFER FROM FUND BALANCE	61,617.00		0.00		0.00		61,617.00		0.00
Total Dept 000 - GENERAL		163,266.00		69,865.67		6,817.67		93,400.33		42.79
TOTAL REVENUES		163,266.00		69,865.67		6,817.67		93,400.33		42.79
Expenditures										
Dept 371 - BUILDING INSPECTION										
249-371-702-000	SALARIES	0.00		0.00		0.00		0.00		0.00
249-371-710-000	PENSION	0.00		0.00		0.00		0.00		0.00
249-371-715-000	SOCIAL SECURITY	0.00		0.00		0.00		0.00		0.00
249-371-720-000	HEALTH/LIFE INSURANCE	0.00		0.00		0.00		0.00		0.00
249-371-740-000	OPERATING EXPENSES	30,000.00		10,793.05		1,358.45		19,206.95		35.98
249-371-805-000	BUILDING INSPECTOR	25,000.00		22,618.84		1,847.14		2,381.16		90.48
249-371-806-000	ELECTRICAL INSPECTOR	8,000.00		6,864.60		676.80		1,135.40		85.81
249-371-807-000	MECHANICAL INSPECTOR	10,000.00		7,198.80		982.20		2,801.20		71.99
249-371-808-000	PLUMBING INSPECTOR	6,000.00		4,586.40		408.60		1,413.60		76.44
249-371-830-000	DUES, SUBS & TUITION	500.00		0.00		0.00		500.00		0.00
249-371-860-000	MILEAGE REIMBURSEMENT	0.00		0.00		0.00		0.00		0.00
249-371-941-000	LEASE PAYMENT	18,000.00		9,000.00		1,500.00		9,000.00		50.00
249-371-942-000	LABOR DUE TO GENERAL FUND	65,766.00		32,883.00		5,480.50		32,883.00		50.00
249-371-955-000	MISCELLANEOUS	0.00		0.00		0.00		0.00		0.00
249-371-995-390	TRANSFER TO FUND BALANCE	0.00		0.00		0.00		0.00		0.00
Total Dept 371 - BUILDING INSPECTION		163,266.00		93,944.69		12,253.69		69,321.31		57.54
TOTAL EXPENDITURES		163,266.00		93,944.69		12,253.69		69,321.31		57.54
Fund 249 - BUILDING:										
TOTAL REVENUES		163,266.00		69,865.67		6,817.67		93,400.33		42.79
TOTAL EXPENDITURES		163,266.00		93,944.69		12,253.69		69,321.31		57.54
NET OF REVENUES & EXPENDITURES		0.00		(24,079.02)		(5,436.02)		24,079.02		100.00
BEG. FUND BALANCE		111,327.56		111,327.56						
END FUND BALANCE		111,327.56		87,248.54						

REVENUE AND EXPENDITURE REPORT FOR HOLLY TOWNSHIP

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND						
Revenues						
Dept 000 - GENERAL						
401-000-665-000	INTEREST	0.00	26,081.59	4,241.12	(26,081.59)	100.00
401-000-699-000	TRANSFERS FROM OTHER FUNDS	3,752,003.00	0.00	0.00	3,752,003.00	0.00
401-000-699-390	TRANSFER FROM FUND BALANCE	1,247,997.00	0.00	0.00	1,247,997.00	0.00
Total Dept 000 - GENERAL		5,000,000.00	26,081.59	4,241.12	4,973,918.41	0.52
TOTAL REVENUES						
		5,000,000.00	26,081.59	4,241.12	4,973,918.41	0.52
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	5,000,000.00	18,857.12	1,064.70	4,981,142.88	0.38
401-901-974-000	FARMSTEAD PROJECT	0.00	0.00	0.00	0.00	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		5,000,000.00	18,857.12	1,064.70	4,981,142.88	0.38
TOTAL EXPENDITURES						
		5,000,000.00	18,857.12	1,064.70	4,981,142.88	0.38
Fund 401 - CAPITAL IMPROVEMENT FUND:						
TOTAL REVENUES						
		5,000,000.00	26,081.59	4,241.12	4,973,918.41	0.52
TOTAL EXPENDITURES						
		5,000,000.00	18,857.12	1,064.70	4,981,142.88	0.38
NET OF REVENUES & EXPENDITURES						
		0.00	7,224.47	3,176.42	(7,224.47)	100.00
BEG. FUND BALANCE						
		1,278,680.47	1,278,680.47			
END FUND BALANCE						
		1,278,680.47	1,285,904.94			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 403 - CAPITAL GRANT FUND						
Revenues						
Dept 000 - GENERAL						
403-000-665-000	INTEREST	0.00	3,710.18	578.59	(3,710.18)	100.00
403-000-674-000	CHARLES MOTT GRANT FUNDS	15,133.32	15,133.32	0.00	0.00	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	21,020.94	21,020.94	0.00	0.00	100.00
403-000-699-390	TRANSFER FROM FUND BALANCE	212,480.35	0.00	0.00	212,480.35	0.00
Total Dept 000 - GENERAL		248,634.61	39,864.44	578.59	208,770.17	16.03
TOTAL REVENUES		248,634.61	39,864.44	578.59	208,770.17	16.03
Expenditures						
Dept 903 - CAPITAL OUTLAY						
403-903-976-000	CAPITAL OUTLAY - CHARLES MOTT GRANT	15,133.32	0.00	0.00	15,133.32	0.00
403-903-977-000	CAPITAL OUTLAY - GLEN MEADE TRUST GRANT	212,480.35	76,490.38	18,451.96	135,989.97	36.00
403-903-978-000	CAPITAL OUTLAY - COMMUNITY FOUNDATION	21,020.94	14,264.00	0.00	6,756.94	67.86
Total Dept 903 - CAPITAL OUTLAY		248,634.61	90,754.38	18,451.96	157,880.23	36.50
TOTAL EXPENDITURES		248,634.61	90,754.38	18,451.96	157,880.23	36.50
Fund 403 - CAPITAL GRANT FUND:						
TOTAL REVENUES		248,634.61	39,864.44	578.59	208,770.17	16.03
TOTAL EXPENDITURES		248,634.61	90,754.38	18,451.96	157,880.23	36.50
NET OF REVENUES & EXPENDITURES		0.00	(50,889.94)	(17,873.37)	50,889.94	100.00
BEG. FUND BALANCE		241,886.35	241,886.35			
END FUND BALANCE		241,886.35	190,996.41			



PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 404 - ROAD IMPROVEMENTS						
Revenues						
Dept 000 - GENERAL						
404-000-665-000	INTEREST	0.00	3,585.70	571.89	(3,585.70)	100.00
404-000-699-101	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
404-000-699-390	TRANSFER FROM FUND BALANCE	168,306.00	0.00	0.00	168,306.00	0.00
Total Dept 000 - GENERAL						
		168,306.00	3,585.70	571.89	164,720.30	2.13
TOTAL REVENUES						
		168,306.00	3,585.70	571.89	164,720.30	2.13
Expenditures						
Dept 404 - ROAD IMPROVEMENT FUND						
404-404-995-390	TRANSFER TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00
404-404-995-401	TRANSFER TO CAPITAL PROJECT FUND	168,306.00	0.00	0.00	168,306.00	0.00
Total Dept 404 - ROAD IMPROVEMENT FUND						
		168,306.00	0.00	0.00	168,306.00	0.00
TOTAL EXPENDITURES						
		168,306.00	0.00	0.00	168,306.00	0.00
Fund 404 - ROAD IMPROVEMENTS:						
TOTAL REVENUES						
		168,306.00	3,585.70	571.89	164,720.30	2.13
TOTAL EXPENDITURES						
		168,306.00	0.00	0.00	168,306.00	0.00
NET OF REVENUES & EXPENDITURES						
		0.00	3,585.70	571.89	(3,585.70)	100.00
BEG. FUND BALANCE						
		168,926.18	168,926.18			
END FUND BALANCE						
		168,926.18	172,511.88			
TOTAL REVENUES - ALL FUNDS						
		12,414,123.55	826,693.35	268,166.67	11,587,430.20	6.66
TOTAL EXPENDITURES - ALL FUNDS						
		12,414,123.55	1,474,732.66	146,127.01	10,939,390.89	11.88
NET OF REVENUES & EXPENDITURES						
		0.00	(648,039.31)	122,039.66	648,039.31	100.00
BEG. FUND BALANCE - ALL FUNDS						
		3,781,833.08	3,781,833.08			
END FUND BALANCE - ALL FUNDS						
		3,781,833.08	3,133,793.77			



01/15/2026

INVOICE GL DISTRIBUTION REPORT FOR HOLLY TOWNSHIP  
 POST DATES 12/18/2025 - 01/21/2026  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Invoice Description	Amount
Fund 101 GENERAL FUND			
Dept 171 SUPERVISOR			
101-171-830-000	DUES, SUBS & TUITION	JAN 26	500.00
			500.00
Dept 255 TREASURER ADMINISTRATION			
101-255-860-000	MILEAGE REIMBURSEMENT	2025 MILEAGE FOR NENA COSTELLO	532.00
			532.00
Dept 257 ASSESSING			
101-257-802-000	CONTRACTED SERVICES	JAN 26-ASSESSMENT SERVICES	9,570.00
			9,570.00
Dept 265 TOWNSHIP PROPERTIES			
101-265-850-000	TELEPHONE	JAN 26	411.73
101-265-850-000	TELEPHONE	JAN 26- PHONES	223.64
101-265-920-000	TOWNSHIP HALL- GAS & ELECTRIC	120 S. SAGINAW ST	687.42
101-265-920-000	FUTURE TWP HALL- GAS & ELECTRIC	4092 GRANGE HALL RD	435.64
101-265-920-000	FARMSTEAD- GAS & ELECTRIC	DEC 25-13409 N HOLLY RD	10.89
101-265-920-000	FARMSTEAD- GAS & ELECTRIC	DEC 25-13465 N HOLLY RD	9.25
101-265-920-000	TOWNSHIP OFFICE- WATER & SEWER	DEC 25- 102 CIVIC DR	102.75
101-265-920-000	FUTURE TWP HALL- WATER & SEWER	DEC 25- 4092 GRANGE HALL RD	37.05
101-265-930-000	MAINTENANCE & REPAIRS	NOV 25-LEAF CLEAN UP	600.00
101-265-930-000	MAINTENANCE & REPAIRS	NOV 25-OFFICE CLEANING	500.00
101-265-930-000	MAINTENANCE & REPAIRS	DEC 25-OFFICE CLEANING	500.00
101-265-930-000	RUGS	DEC 25-RUGS & SUPPLIES	191.12
101-265-930-000	RUGS	JAN 26- RUGS & SUPPLIES	297.18
			4,006.67
Dept 267 ARPA OPERATING EXPENSES			
101-267-740-000	ARPA OPERATING EXPENSES	NOVEMBER 25-SENIOR CHOIR PROGRAM	14,207.50
101-267-740-000	ARPA OPERATING EXPENSES	OLHSA SNOW PLOWING DEC 2025	5,985.00
			20,192.50
Dept 272 GENERAL SERVICES			
101-272-740-000	OPERATING EXPENSES	BLDG DEPT FILE MAINTENANCE, CLEANING	108.00
101-272-740-000	OPERATING EXPENSES	JAN 26	336.04
101-272-740-000	COPY MACHINE RENTAL	DEC 25- COPIER RENTAL	149.29
101-272-740-000	COPY MACHINE RENTAL	JAN 26- COPIER RENTAL	242.90
101-272-740-000	OPERATING EXPENSES	DEC 25- WATER	21.95
101-272-740-000	OPERATING EXPENSES	JAN 26- WATER COOLER RENTAL	14.00
101-272-740-000	OPERATING EXPENSES	WINTER 2025 TAX BILLS	2,068.37
101-272-740-000	OPERATING EXPENSES	HOLIDAY GARLAND FOR TOWNSHIP BUILDI	152.32
101-272-802-000	CONTRACTED SERVICES	JUNE- DEC 2025- TRUSTEE MEETINGS AUDI	210.00
101-272-816-000	COMPUTER MAINTENANCE	JAN 26	72.13
101-272-816-000	COMPUTER MAINTAINENCE	MICROSOFT 365	24.00

01/15/2026

INVOICE GL DISTRIBUTION REPORT FOR HOLLY TOWNSHIP  
 POST DATES 12/18/2025 - 01/21/2026  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Invoice Description	Amount
101-272-816-000	COMPUTER MAINTENANCE	MICROSOFT 365	139.14
101-272-816-000	COMPUTER MAINTENANCE	MICROSOFT 365	32.08
			<u>3,570.22</u>
Dept 441 PUBLIC WORKS			
101-441-821-000	CEMETERY	SNOW REMOVAL-CEMETERY	160.00
101-441-990-000	N. HOLLY RD. PROJECT	HOLLY ROAD PROJECT-7TH INSTALLMENT	37,500.00
			<u>37,660.00</u>
Dept 701 PLANNING			
101-701-802-000	CONTRACTED SERVICES	JUL-DEC 25-PC MEETING AUDIO	105.00
101-701-812-000	ENGINEER SERVICES	GILLISPIE	168.00
			<u>273.00</u>
			<u>76,304.39</u>
Fund 206 FIRE AND EMERGENCY SPECIAL ASSESSMENT			
Dept 338 FIRE AND EMERGENCY			
206-338-740-000	2413 BELFORD RD- WELL HYDRANT	DEC 25- 2413 BELFORD RD	29.07
206-338-740-000	NELSON SCOTT RD PUMP- ELECTRICITY	DEC 25- 4485 NELSON SCOTT RD- PUMP	33.83
206-338-802-000	CONTRACTED SERVICES - NOCFA	2026 INSTALLMENT 1-FIRE/MEDICAL SERVICE	621,663.50
			<u>621,726.40</u>
			<u>621,726.40</u>
Fund 249 BUILDING			
Dept 371 BUILDING INSPECTION			
249-371-740-000	OPERATING EXPENSES	BLDG DEPT FILE MAINTENANCE, CLEANING	279.00
249-371-805-000	BUILDING INSPECTOR	12/01/25 - 12/15/25	659.10
249-371-805-000	BUILDING INSPECTOR	12/16/25 - 12/31/25	1,785.29
249-371-806-000	ELECTRICAL INSPECTOR	12/01/25 - 12/15/25	270.00
249-371-806-000	ELECTRICAL INSPECTOR	12/16/25 - 12/31/25	126.00
249-371-807-000	MECHANICAL INSPECTOR	12/01/25 - 12/15/25	574.20
249-371-807-000	MECHANICAL INSPECTOR	12/16/25 - 12/31/25	150.00
249-371-808-000	PLUMBING INSPECTOR	12/01/25 - 12/15/25	357.60
			<u>4,201.19</u>
			<u>4,201.19</u>
Fund 101 GENERAL FUND			76,304.39
Fund 206 FIRE AND EMERGENCY SPECIAL A			621,726.40
Fund 249 BUILDING			<u>4,201.19</u>
Total For All Funds:			<u>702,231.98</u>



# North Oakland County Fire Authority

## Regular Minutes of December 17, 2024

---

### 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, Stilwell, Winchester

**Members Absent:** None

**Others Present:** Chief Weil; Diane Hill, Recording Secretary; Ken Palka, Pfeffer, Haniford and Palka, CPA's PC

### 3. AGENDA APPROVAL:

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

### 4. CONSENT AGENDA:

- a. Approval of meeting minutes from 10/22/2024
- b. Financial Reports: General Fund & Capital Fund Revenue & Expense Year to Date

Checking Account as of 11/30/2024	\$159,595.89
Statement Savings Account as of 11/30/2024	\$13,955.98
Equipment Replacement Money Market Account as of 11/30/2024	\$484,529.83
Accounts Receivable - MEDICAL as of 11/30/2024	\$96,970.61
Accounts Receivable - FIRE as of 11/30/2024	\$921.00
Aging Accounts Turned Over to Collections Allowance as of 11/30/2024	\$109,133.62
Cost of Payroll 10/23/2024 through 12/17/2024	\$230,538.69
Bills for Payment Total 10/23/2024 through 12/17/2024	\$322,419.38

**Motion by Winchester to approve the Consent Agenda as presented. Supported by Miller. A roll call vote was taken. The motion was carried 4/0.**

**Yes votes:** Kullis, Miller, Stilwell, Winchester

**No votes:** None

### 5. PUBLIC COMMENT – ON AGENDA ITEMS ONLY: None



## **6. PRESENTATIONS – FY2024 Audited Financial Statement**

Ken Palka, Pfeffer, Haniford and Palka, CPA's PC

Staff agreeably assisted in the audit, and the process went smoothly. Revenues exceeded expenses: \$3.6M in revenue and \$3.4 in expenses. Approximately \$170k in surplus and capital reserve. The net change was \$590,480. The ending fund balance is \$650k. Would like to see the fund balance closer to 80% of one-year budget.

## **7. UNFINISHED BUSINESS:**

- a) Approval of Amendments to NOCFA Articles of Incorporation for Adoption by Holly and Rose Townships

The board has been working on this item for two years. The following items were discussed:

- Clarification of the term "Fire Protection Services" and whether it needed to be more specific and inclusive of all the services the department provided
- Discussion about the Chief's role of ex-officio
- Compensation for the Citizen-at-Large position
- Should the Townships cut checks to NOCFA once or twice per year

No action was taken on this item.

- b) Citizen-at-Large

No action was taken because the topic of stipends is unresolved.

## **8. NEW BUSINESS:**

- a) Approval of FY2024 Audited Financial Statements

**Motion by Winchester to approve the FY2024 audited financial statements. Supported by Miller. A roll call vote was taken. The motion was carried 4/0.**

**Yes votes: Kullis, Miller, Stilwell, Winchester**

**No votes: None**

- b) 2024-2025 Budget Amendments – Proposed Resolution 2024-01

**Motion by Winchester to approve the 2024-2025 budget amendments, Proposed Resolution 2024-01. Supported by Miller. A roll call vote was taken. The motion was carried 4/0.**

**Yes votes: Kullis, Miller, Stilwell, Winchester**

**No votes: None**

- c) Union Negotiation Committee Appointments

**Motion by Winchester have Holly Township Supervisor and Rose Township Supervisor serve as the union negotiation committee. Supported by Miller. A voice vote was taken. All present voted yes. The motion was carried 4/0.**

**9. REPORTS – including monthly incident data for October and November 2024**

- ☐ Chief's Report – Chief Weil
  - The new squad truck had to be modified; panels fit differently in the cold weather
  - ARRPA fund balance of \$49k will be spent for continuation of projects; there is no spend-down deadline
  - Spade, Parken, Seal, and Finkbeiner participated in train-the-trainer and can conduct new trainings for the department
  - The new auditing contract is for \$8,820 (previously \$7k); will get bids and bring to the board for action next month
  - Met with the I-75 authority to recap and offer input on the recent construction project; anticipate the next construction project to begin as early as March
  - Assistant Chief Seal reported two more on-going trainings in January – Fire 1 and Fire2; he is working with the Chief on SOP's
- ☐ Firefighter's Association – Finkbeiner on behalf of Campbell
  - Boot drive in December received \$6k that will be shared as follows: \$4k to HAYA for toys and \$2.5k to Kiwanis for Christmas baskets
  - Will help Kiwanis deliver the baskets on Dec 21
  - Banquet – time and place TBD
- ☐ Holly Twp – Supervisor Kullis
  - Attended MTA new board training in Frankenmuth with all Township board members
- ☐ Rose Twp – Clerk Miller
- ☐ Citizen at large – vacant position; no report

**10. PUBLIC COMMENT - None**

**11. ADJOURNMENT:** Chairperson Kullis adjourned the meeting at 7:58 pm.

Submitted by: Diane Hill, Recording Secretary





Holly Township  
Planning Commission – Regular Meeting  
Minutes of December 10, 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

Present

Glen Mitchell, Michael McCanney, Ben Armstead, Ray Kerton, Chuck Stoner and Leslie Jorgensen.

Members Absent

Derek Sommer.

Others Present

Alexis Farrell Rodriguez, Planner and Clerk Winchester.

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

AGENDA APPROVAL

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

PUBLIC COMMENT – For Items on the Agenda Only:

No Public Comment.

AGENDA APPROVAL

- **Motion by Commissioner Sommer to approve the agenda. Supported by Commissioner Armstead. A voice vote was taken. All present voted yes. The motion carried 7/0.**

PUBLIC COMMENT – For Items on the Agenda Only:

No Public Comment.

PUBLIC HEARINGS: None.

APPROVAL OF MINUTES – November 12, 2025

- **Motion by Commissioner Kerton to approve November 12, 2025 minutes. Supported by Commissioner Jorgensen. A voice vote was taken. All present voted yes. The motion carried 7/0.**

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS

1. Diagnostics Review of the Holly Township Zoning Ordinance.
- 2.

REPORTS: None.

PUBLIC COMMENT:

No Public Comment.

ADJOURNMENT

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

ADJOURNMENT – Commissioner Mitchell adjourned the meeting at 8:08 pm.

---

Karin S. Winchester, Clerk

# Revenue Totals Report

01/14/2026

Record Type	Exact Type	Category	Description	Entries	Amount
Permit	Building	Residential	PLAN REVIEW	8	520.00
Permit	Building	Residential	POLE BARNS OVER 3000 SQ FT	1	336.00
Permit	Building	Residential	Res, BASEMENT REMODEL	1	250.00
Permit	Building	Residential	Res, Garage	2	378.30
Permit	Building	Residential	RES, LEAN TO	1	52.80
Permit	Building	Residential	RES, POLE BARN UP TO 3000 SQ	2	200.00
Permit	Building	Residential	Res, Porch/Deck/Balcony	2	90.00
Permit	Building	Residential	Res, Remodel	1	504.00
Permit	Building	Residential	Residential New SF	2	1,169.50
Permit	Building	Standard Item	Base fee	7	525.00
Permit	Electrical	Inspection	INSPECTION, SERVICE	1	75.00
Permit	Electrical	License Fee	Registration - Electrical	1	15.00
Permit	Electrical	Service	Service, 15 thru 200 amps	1	35.00
Permit	Electrical	Service	Service, 201 to 400 amps	1	50.00
Permit	Electrical	Standard Item	Circuit	1	7.00
Permit	Electrical	Standard Item	Fixture/Device	1	10.00
Permit	Electrical	Standard Item	Motor, 1 - 20 KVA/HP	1	15.00
Permit	Electrical	Standard Item	NEW SF DWELLING UP TO 150 AMPS	1	250.00
Permit	Electrical	Standard Item	PERMIT BASE FEE	4	300.00
Permit	Electrical	Standard Item	Power Outlet	1	10.00
Permit	Mechanical	Air Handler	Unit Heater	1	20.00
Permit	Mechanical	Cooling	CENTRAL A/C UP TO 8 HP	1	45.00
Permit	Mechanical	Piping	Piping, Gas, per Outlet	3	72.00
Permit	Mechanical	Standard Item	FUEL BURNING EQUIPMENT	1	45.00
Permit	Mechanical	Standard Item	Permit Base Fee	6	450.00
Permit	Mechanical	Standard Item	Res, New SF Dwelling	2	500.00
Permit	Mechanical	Tank	TANK, AGROUND	1	75.00
Permit	Plumbing	Distribution	WATER DISTRIBUTION PIPING, RES	2	20.00
Permit	Plumbing	Inspection	Inspection, Additional	2	130.00
Permit	Plumbing	Sewer/Drain	Sump Pump	2	20.00
Permit	Plumbing	Standard Item	Fixture	2	192.00
Permit	Plumbing	Standard Item	Meter, Water	2	20.00
Permit	Plumbing	Standard Item	Permit Base Fee	2	150.00
Permit	Plumbing	Standard Item	Stack	2	64.00
<b>Totals</b>				<b>69</b>	<b>6,595.60</b>

Population: All Records

Transaction.DateToPostOn Between 12/1/2025  
12:00:00 AM AND 12/31/2025 11:59:59 PM





# HOLLY TOWNSHIP



“UP NORTH IN OAKLAND COUNTY”

102 CIVIC DRIVE  
HOLLY, MI 48442  
P: 248.634.9331  
F: 248.634.5482  
[WWW.HOLLYTOWNSHIP.ORG](http://WWW.HOLLYTOWNSHIP.ORG)

TO: Holly Township Board Members

FROM: Jenn Ryan  
Holly Township Treasurer  
248-634-9331  
[treasurer@hollytownship.org](mailto:treasurer@hollytownship.org)

SUBJECT: Treasurer's Quarterly Investment Report  
FY2026 Q2 Investments as of 12/31/2025

DATE: January 21, 2026

Please find included in this quarterly investment report the current cash and investment information for FY2026 as of December 31, 2025, as well as some economic information and updates on the Township's investment strategy.

## Investment Strategy

With the current inverted yield curve and the anticipated expenditures for the new townhall project, the investment strategy is focused on short-term items.

Per the investment policy, the Township's goals include limiting deposits to insurance coverage, diversifying with no more than 50% of the portfolio in one type of investment, and maintaining liquidity with maturity dates of two years or less.

Current authorized institutions include The State Bank, Multi-Bank Securities, and MI CLASS. The plans for future investments include CDARS through The State Bank, federal government obligations (such as US Treasury Bills) purchased through Multi-Bank Securities, and participation in MI CLASS local government investment pool.

SUBJECT: Treasurer's Quarterly Investment Report  
FY2026 Q2 Investments as of 12/31/2025

Investment Portfolio

Below is a summary of the cash and investments for Holly Township. Differences between principal and market value do not represent real gains or losses unless the investment is sold before maturity. The "interest" on the checking accounts represents the earnings credits, which are net bank fees.

Fund	Institution	Type	Purchase	Maturity	Yield	Principal	Portion	Market Value	FYTD Interest
<u>Current</u>									
Combined	ChoiceOne Bank	Checking	N/A	N/A	N/A	230,382.17	39%	230,382.17	403.06
Fire SAD	ChoiceOne Bank	Checking	N/A	N/A	N/A	6,289.18		6,289.18	12.41
T&A	ChoiceOne Bank	Checking	N/A	N/A	N/A	33,231.52		33,231.52	102.16
Tax	ChoiceOne Bank	Checking	N/A	N/A	N/A	1,695,078.57		1,695,078.57	1,803.76
Combined	ChoiceOne Bank	ICS Account	N/A	N/A	2.25%	151,335.75	5%	151,335.75	4,545.37
Fire SAD	ChoiceOne Bank	ICS Account	N/A	N/A	2.25%	90,234.53		90,234.53	77.17
T&A	ChoiceOne Bank	ICS Account	N/A	N/A	2.25%	26,572.51		26,572.51	167.63
General	MI CLASS	Investment Pool	N/A	N/A	3.8943%	313,362.22	45%	313,362.22	6,264.90
PEG	MI CLASS	Investment Pool	N/A	N/A	3.8943%	99,358.62		99,358.62	2,112.17
Metro Act	MI CLASS	Investment Pool	N/A	N/A	3.8943%	112,339.67		112,339.67	2,172.08
Building	MI CLASS	Investment Pool	N/A	N/A	3.8943%	40,083.60		40,083.60	1,444.01
Capital	MI CLASS	Investment Pool	N/A	N/A	3.8943%	1,260,778.53		1,260,778.53	24,967.97
Grants	MI CLASS	Investment Pool	N/A	N/A	3.8943%	156,596.21		156,596.21	2,631.49
Roads	MI CLASS	Investment Pool	N/A	N/A	3.8943%	169,515.34		169,515.34	3,554.85
Fire SAD	MI CLASS	Investment Pool	N/A	N/A	3.8943%	57.64		57.64	1.55
T&A	MI CLASS	Investment Pool	N/A	N/A	3.8943%	135,142.90		135,142.90	3,653.87
General	Multi-Bank Securities	Money Market	N/A	N/A		24,901.84	0%	24,901.84	282.69
General	Multi-Bank Securities	US Gov't Bonds	11/17/2025	05/30/2026	3.56%	500,000.00	10%	497,005.00	5,312.50
						<b>\$ 5,045,260.80</b>	<b>100%</b>	<b>\$ 5,042,265.80</b>	



SUBJECT:      Treasurer's Quarterly Investment Report  
FY2026 Q2 Investments as of 12/31/2025

The below table lists the investments that have matured during this fiscal year, and includes the total interest earned for the fiscal year to date on all investments in the portfolio.

Fund	Institution	Type	Purchase	Maturity	Yield	Principal	FYTD Interest
<u>Matured</u>							
General	Multi-Bank Securities	US Gov't Bonds	05/05/2025	11/15/2025	2.25%	500,000.00	5,625.00
							<u>\$ 65,134.64</u>

Interfund Loan

Additionally, the General Fund loans money to the Fire SAD Fund each year for the July 1 NOCFA payment. This loan is needed due to the timing of the property tax collections, as the Fire special assessment is on the winter tax bill as payable on December 1. Once winter taxes are collected, the Fire SAD fund pays the January NOCFA payment and pays the balance of the loan back to the General Fund. The balance of the loan from the General Fund to the Fire SAD Fund was \$150,000 on December 31, 2025.

SUBJECT:       Treasurer's Quarterly Investment Report  
              FY2026 Q2 Investments as of 12/31/2025

### Economic Indicators

#### **Inflation**

The below inflation data from the US Bureau of Labor Statistics is the Consumer Price Index (CPI). The CPI is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods. The CPI market basket is developed from detailed information provided by families and individuals on what they actually bought.

CPI for the month of Dec 2025 was +0.3% and since Dec 2024 was +2.7%.

Trend	Dec 23	Mar 24	Jun 24	Sep 24	Dec 24	Mar 25	Jun 25	Sep 25	Dec 25
CPI	3.4%	3.5%	3.0%	2.4%	2.9%	2.4%	2.7%	3.0%	2.7%

*CPI-U, US City Average, All Items, 12-month percentage change*

#### **Unemployment**

The below unemployment data from the US Bureau of Labor Statistics is part of the Current Population Survey (CPS). The CPS is a monthly survey of households that provides comprehensive data on the labor force, employment, unemployment, persons not in the labor force, hours of work, earnings, and other demographic and labor force characteristics.

The average unemployment for 2025 was 4.3%, with unemployment in Dec 2025 at 4.4%.

Trend	Dec 23	Mar 24	Jun 24	Sep 24	Dec 24	Mar 25	Jun 25	Sep 25	Dec 25
CPS	3.7%	3.8%	4.1%	4.1%	4.1%	4.2%	4.1%	4.4%	4.4%

*CPS, Unemployment, Seasonally Adjusted*

SUBJECT:       Treasurer's Quarterly Investment Report  
              FY2026 Q2 Investments as of 12/31/2025

### Federal Funds Rate

The below rate data from the Federal Reserve Bank of New York represent the effective federal funds rate (EFFR) on the last day of each of the below months. The federal funds market consists of domestic unsecured borrowings in U.S. dollars by depository institutions from other depository institutions and certain other entities, primarily government-sponsored enterprises. The Federal Open Market Committee (FOMC) establishes the target rate, or range, for trading in the federal funds market.

The effective federal funds rate for Dec 31, 2025 was 3.64%.

Trend	Dec 23	Mar 24	Jun 24	Sep 24	Dec 24	Mar 25	Jun 25	Sep 25	Dec 25
EFFR	5.33%	5.33%	5.33%	4.83%	4.33%	4.33%	4.33%	4.09%	3.64%

### US Treasury Bill Rates

The below rate data from the US Department of the Treasury represents the bank discount treasury bill rates on the last day of each of the below months. These rates can be used as a benchmark for the interest rates earned by the Township's investment portfolio.

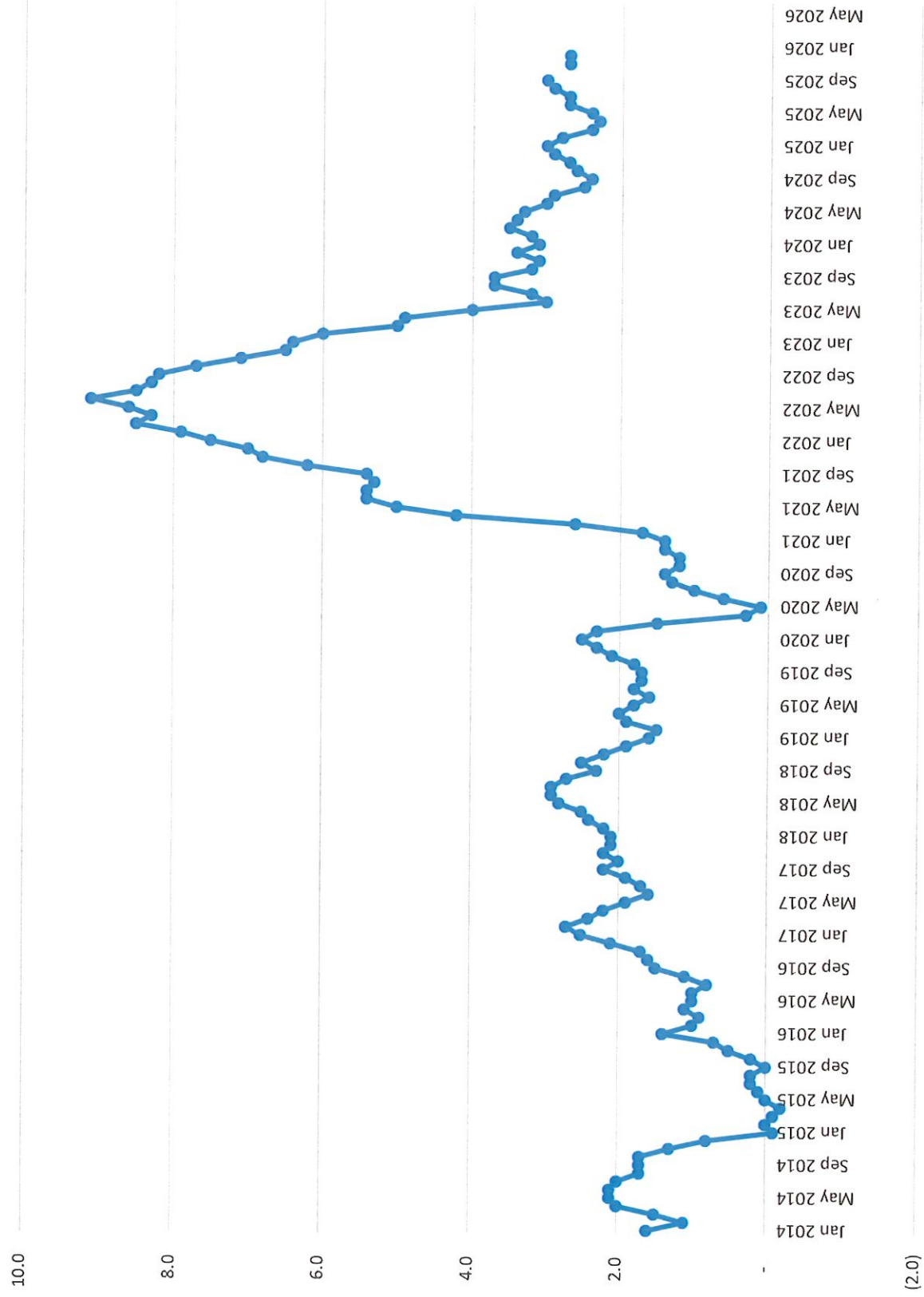
The treasury bill rates for Dec 31, 2025 were 3.35% to 3.59%.

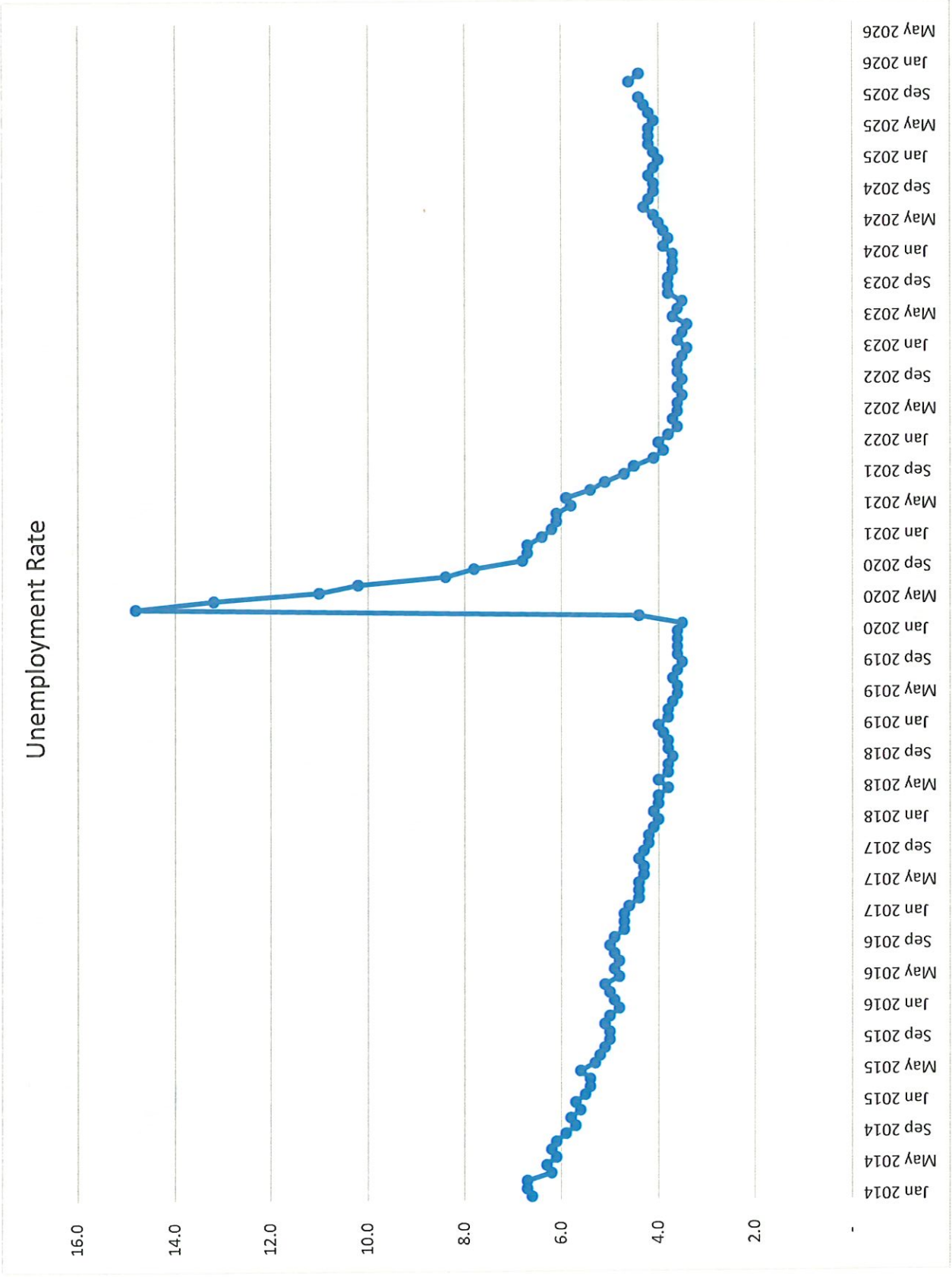
Trend	Dec 23	Mar 24	Jun 24	Sep 24	Dec 24	Mar 25	Jun 25	Sep 25	Dec 25
4 weeks	5.33%	5.29%	5.27%	4.74%	4.22%	4.24%	4.16%	4.05%	3.59%
13 weeks	5.20%	5.23%	5.22%	4.52%	4.23%	4.21%	4.24%	3.86%	3.57%
26 weeks	5.05%	5.13%	5.11%	4.23%	4.13%	4.08%	4.11%	3.72%	3.50%
52 weeks	4.55%	4.79%	4.86%	3.85%	3.98%	3.87%	3.81%	3.53%	3.35%

*Daily Treasury Bill Rates, Bank Discount*

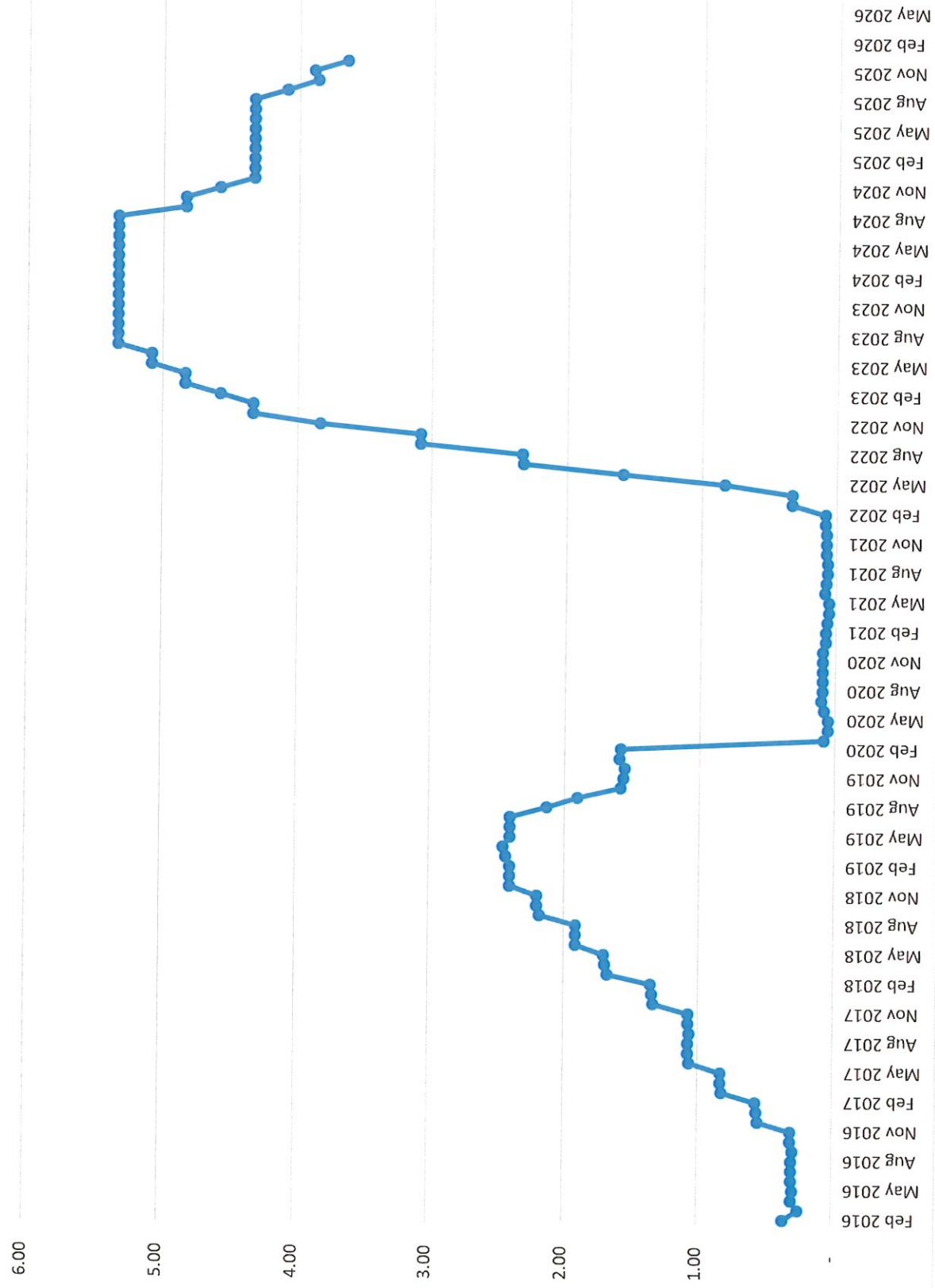


Inflation CPI-U



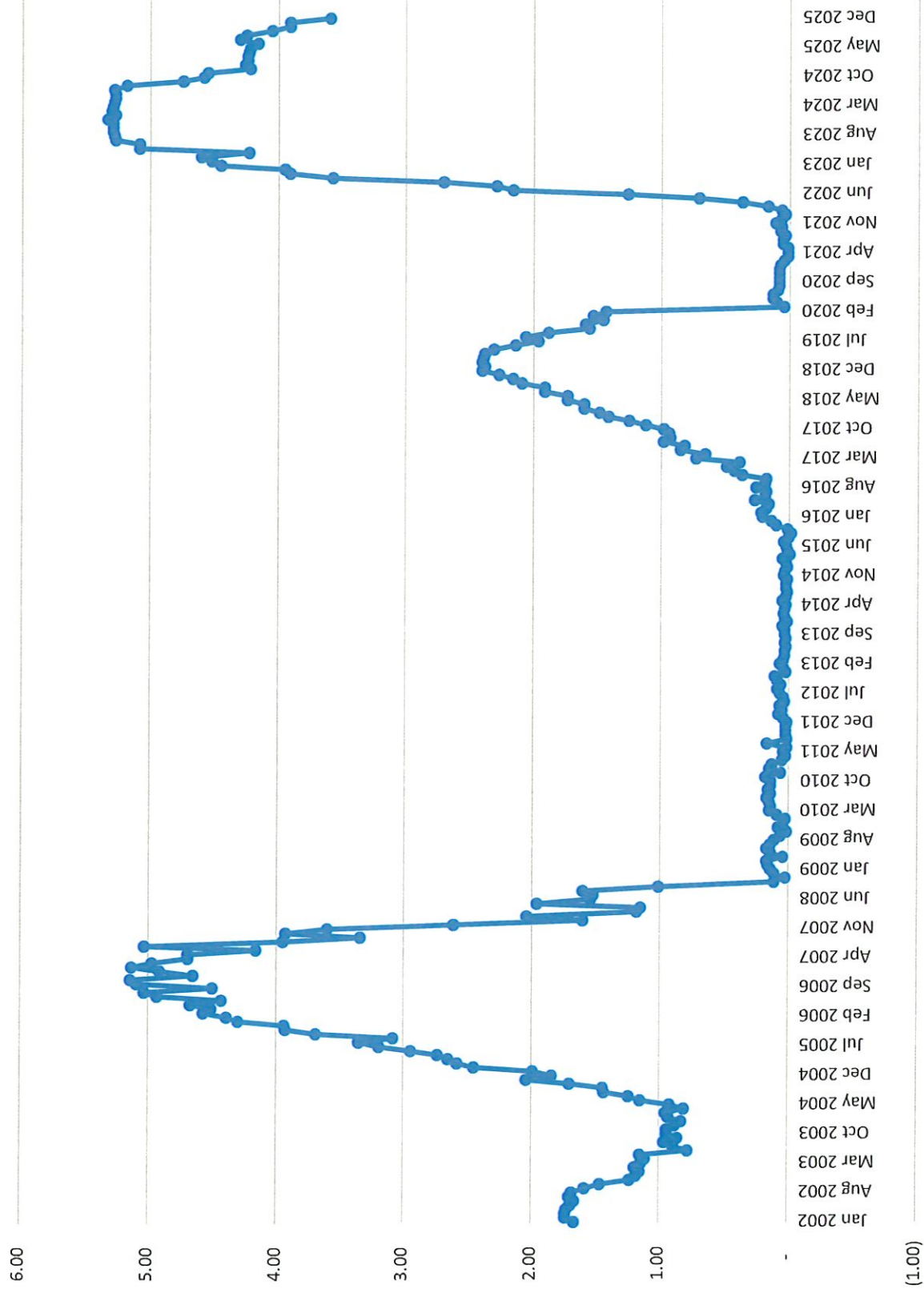


Effective Federal Funds Rate





US Treasury Bill Bank Discount Rates, 4-Weeks







January 14, 2026

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

**Subject:** 11533 Dixie Highway (Parcel ID # 01-01-326-005) Rezoning Review #1

**Location:** Northeast of Dixie Highway, south of McClelland Road

**Applicant:** Anthony Reed, property owner

Dear Board of Trustees:

We have reviewed the above rezoning application submitted by Anthony Reed to rezone the subject site from the AGRE, Agricultural Residential District to the C-2 General Commercial District. The subject site is located west of Vassar Road, north of Groveland Road, and is currently undeveloped. The parcel is currently a nonconforming, roughly triangular-shaped lot within the Agricultural Residential district, approximately 1.62 acres in size with 320 feet of lot frontage on Dixie Highway. The applicant is requesting a rezoning to C-2 with the intent of constructing a touchless self-serve truck and car wash on the parcel.

We have reviewed the rezoning request for compliance with the Holly Township Zoning Ordinance, 2024 Master Plan, and sound planning principles. The Planning Commission's responsibility is to hold a public hearing and make a recommendation for the rezoning proposal to the Township Board. At the November 12<sup>th</sup>, 2025 Planning Commission meeting, the Commission voted to recommend approval of this request by the Township Board. A summary of the feedback heard at the public hearing held is included in this review. We offer the following additional comments for your consideration.

### **REZONING ANALYSIS**

The Township has used the following questions (bolded) to evaluate the appropriateness of rezoning applications in the past. Please note, these questions are meant to help the Township evaluate whether the rezoning is appropriate; they are not standards that must be met for approval. These questions and comments were also presented to the Planning Commission to aid in their evaluation of the request at their November 12<sup>th</sup>, 2025 meeting.

- 1. Is the requested rezoning consistent with the goals, policies, and Future Land Use map of the master plan? Or, has applicant demonstrated conditions have changed significantly since the master plan was developed, and request is demonstrably consistent with the development trends in the area?**

The proposed rezoning is consistent with the Master Plan. The existing zoning is AGRE, Agricultural Residential and the Future Land Use designation is Commercial Center. According to the Future Land Use designation in the Master Plan the intent of the Commercial Center is to accommodate intense mixed, commercial, fabrication, and flex-employment uses. The Zoning Plan within the Master Plan lists the Local Commercial (C-1), General Commercial (C-2), and Office Service (OS) Districts as correspond for the Commercial Center Future Land Use

#### **HEADQUARTERS**

235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
**MCKA.COM**

**Communities for real life.**





classification. Thus, the proposed zoning is consistent with the Master Plan's specifications for the Future Land Use of the parcel.

The existing land use, current zoning, and master plan Future Land Use designations for the subject site and for the surrounding parcels is provided in the following table as a reference.

Location	Existing Land Use	Current Zoning	Future Land Use Designation
<b>Subject Site</b>	<b>Undeveloped</b>	<b>AGRE Agricultural Residential</b>	<b>Commercial Center</b>
North	Single-Family Home	AGRE Agricultural Residential	Commercial Center
East	Undeveloped	AGRE Agricultural Residential	Neighborhood Residential / Rural Town Center
Southeast	Undeveloped	AGRE Agricultural Residential	Rural Town Center
South	Single-Family Home	AGRE Agricultural Residential, SR Suburban Residential	Rural Town Center
West	Distribution Center	LI Limited Industrial	Light Industrial / Commercial Center

In addition to the Commercial Center designation, the subject site is also located within the Urban Service/Receiving District on the Future Land Use map. This Receiving District is intended to be the basis of a future transfer of development rights (TDR) program, which is a market-based tool used to manage land development and resource conservation. TDR is a voluntary transfer of development rights from areas with low population needs (sending zones) to areas of high population needs (receiving zones). The receiving zones are areas that are appropriate for an increase in density and development. While there is no TDR program yet today, the Master Plan is clear that this area of the Township is suitable and intended for higher intensity development, such as commercial uses.

**2. Are the site's physical, geological, hydrological, and other environmental features compatible with the host of uses permitted in the proposed zoning district, especially for sites without public utilities?**

The subject site meets the minimum lot size required for C-2 of 1 acre. The property appears to be able to support General Commercial uses based on geological, hydrological, and other relevant environmental features of the land. While the site is not currently connected to public utilities, it is located in an area where it is likely feasible to connect to water, as the industrial property across Dixie Highway is connected to Genessee County public water. Additionally, at 1 acre, we find that the site is large enough to accommodate well and septic facilities if connecting to public utilities is not possible. Please refer to the Township Engineer's memo dated January 7, 2026 for further details regarding utilities.

**3. Are all the potential uses allowed in the proposed zoning district compatible with surrounding uses in terms of land suitability, density of use, environmental impacts, nature of use, traffic impacts, aesthetics, infrastructure, and maintenance of property values.**



Potential uses permitted in the C-2 district are not anticipated to be incompatible with the surrounding uses (all uses for both the C-2 and current zoning of AGRE are included at the end of this memo). Much of the land surrounding the site is undeveloped, with a large distribution center, Shannon Precision Fastner, to the west across Dixie Highway. There is a single-family home to the north of the site, which is also designated as Commercial Center per the Future Land Use map. Generally, the proposed zoning is not anticipated to generate intensity that cannot be supported by municipal infrastructure and existing roadways. Development of the site would require site plan review and specific uses may require a special land use permit (such as a car wash), at which point the impacts of development would be reviewed in detail. At that time, screening requirements that would protect the residence to the north would be required. Therefore, we do not find any broad issues with land suitability.

**4. Has the applicant demonstrated that they cannot receive a reasonable return on investment through developing the property with at least one (1) of the uses permitted under the current zoning?**

The site is currently nonconforming with the existing AGRE zoning as it does not meet the minimum lot area requirement of 5 acres. As such, the only possible use for which the site could currently be developed as is a single-family dwelling, while all other permitted uses are unviable.

**5. Is the capacity of the infrastructure and municipal services, including public schools, adequate to accommodate the uses permitted in the requested zoning district without compromising the "health, safety, and public welfare"?**

We do not believe that the proposed rezoning would have a detrimental effect on the capacity of infrastructure and municipal services. The proposed car wash, if pursued, would be evaluated during site plan review in detail for potential impacts on municipal services.

**6. Is there evidence of demand for additional land uses permitted in the requested zoning district in relation to the amount of land currently zoned and available to meet the demand?**

Yes, the Township regularly received inquiries for commercially-zoned property in the Township. Only roughly 2.7% of the Township is currently zoned commercially. Additionally, while there are 2 car washes in the Village of Holly today, there are none in the Township. The ones that do exist in the Village are located relatively far (around 6 miles) from the subject site. While this decision does not hinge on the site being developed as a car wash, the same could be said for most of the permitted uses in the C-2 District.

**7. Is the rezoning necessary to avoid exclusion of a lawful land use?**

The rezoning is not necessary to avoid exclusion of a lawful land use.

**8. Is the rezoning establishing a desirable zoning trend policy for similar or identical lands?**

The proposed rezoning is consistent with the Future Land Use map in terms of density and desirable development patterns in the area, which is envisioned as a commercial corridor and in the future will likely be rezoned to align with the Zoning Plan within the Master Plan. Approving the request would establish a desirable trend for similar parcels to follow.

**9. Are the boundaries of the requested rezoning reasonable in relationship to surroundings and ability to meet the dimensional regulations in the zoning ordinance? Of the market?**





The site is currently a nonconforming lot within the AGRE District, not meeting the required 5 acres in lot area. The C-2 District has a lot minimum of 1 acre and a minimum frontage of 150 feet. The subject site's 1.62 acres with 320 feet of lot frontage are consistent with the requirements of the C-2 District.

**10. If a rezoning is appropriate, is the requested zoning district more appropriate from the community's perspective than even some other zoning district?**

The Zoning Plan within the Master Plan lists the Local Commercial (C-1), General Commercial (C-2), and Office Service (OS) Districts as correspond for the Commercial Center Future Land Use classification. Theoretically, any of these zoning districts are supported by the Master Plan for this site. In terms of permitted uses, the C-1 District is the most restrictive, while there are a variety of additional permitted uses allowed in C-2. Given the proximity of this site to public utilities and its position along Dixie Highway- a major collector, one of the highest classifications in terms of mobility- we find that this site is suitable for a more intense district, (allowing additional uses such as a car wash).

**11. If the request is to permit a specific use, is rezoning the land (changing the map) more appropriate than amending the list of permitted or special land uses in the current zoning district to allow the use changing the text?**

No. The intended use of a car wash (considered an automobile wash in the Zoning Ordinance) is not an appropriate use in the AGRE District. The intent of the AGRE District is "to provide for those uses of land that are compatible with the need to: protect and enhance vital township natural resources and amenities, fish and wildlife habitat, woodlands, wetlands and water resources; encourage agricultural and other resource-based production; and, encourage utilization of the township's recreational and rural residential potential." The intended use is incompatible with this intent.

**12. Does the requested zoning correct an error in the zoning map? or zoning text?**

No, the rezoning is not necessary to correct a zoning map or text error.

**PLANNING COMMISSION PUBLIC HEARING AND RECOMMENDATION**

The Planning Commission held the required public hearing on the rezoning proposal at its November 12, 2025 meeting. Several residents voiced their opposition to the project, citing concern over environmental impacts, about the character change of the subject property and its impacts on their residential properties, safety and lighting concerns, and stormwater management. Many of the concerns regarding environment, stormwater management, lighting, and other potential physical impacts of development are regulated by the Township's ordinances. The Planning Commission received these comments and was presented with this review by McKenna as the Township's Planner, and ultimately recommended approval of the proposed rezoning.

Approval of the rezoning request does not constitute approval of the use of a car wash on the site. Any commercial development the applicant proposes on the site will be subject to full site plan review and approval. If the applicant does ultimately pursue a car wash use, the proposal will also be subject to special land use approval, which includes additional criteria and scrutiny placed on the proposal.





## RECOMMENDATION

As the findings above dictate, the requested rezoning is compatible with 2024 Holly Township Master Plan, surrounding existing land uses, and the intent and purpose of the Zoning Ordinance. We recommend that the Township Board make a motion of approval for the rezoning request.

To assist the Board in making such a motion, we have provided the following example for your consideration:

***I move to approve the rezoning request from the AGRE, Agricultural Residential district to the C-2, General Commercial district for parcel number 01-01-326-005 located on Dixie Highway, based on the findings of fact that:***

- a. The 2024 Holly Township Master Plan designates the future use of the site as Commercial Center, which aligns with the requested C-2 General Commercial District in the Zoning Plan;***
- b. The physical aspects of the site make it suitable for commercial development, given its location along a major thoroughfare, access to public utilities, and compliance with dimensional requirements of the C-2 General Commercial District;***
- c. The site is currently nonconforming with the dimensional requirements of the AGRE Agricultural Residential District, and rezoning it to C-2 General Commercial District would eliminate its nonconforming status;***
- d. The site has the potential to meet the full site development standards of Chapter 32 of the Holly Code of Ordinance. Site plan review by the Planning Commission will be required in the future which will ensure compatibility with the surrounding area.***

We are happy to answer any questions you may have about this case. We will be in attendance at the January 21, 2025 Township Board meeting to discuss our findings and recommendations in more detail.

Respectfully Submitted,

MCKENNA

Alexis Farell-Rodriguez, AICP, NCI  
Senior Planner

Paige Smith, NCI  
Assistant Planner

c: Karin Winchester, Township Clerk  
George Kullis, Township Supervisor

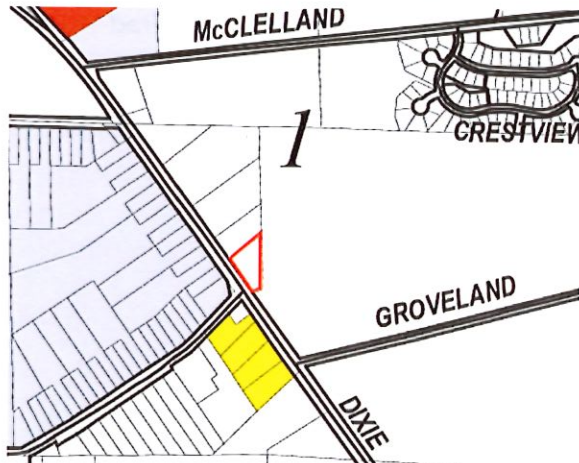


## Exhibit A: Zoning Plan from Master Plan (page 91)

Future Land Use Category	Density	Corresponding Zoning District(s)
Rural Estate /Residential	1 dwelling unit / 2.5-40 acres	Agricultural Residential (AGRE)
State Recreation Lands	N/A	Agricultural Residential (AGRE)
Low Density Residential	1 dwelling unit / 1-5 acres	Rural Estate (RE)
Neighborhood Residential	1-3 dwelling unit / 1 acre	Single Family Residential (R-1 and R-2) Multiple Family Residential (RM-1 and RM-2)
Institutional/Local Recreation	N/A	N/A
Research/Office Center	N/A	Office Service (OS)
Manufactured Housing Park	N/A	Mobile Home Park (RMH)
Commercial Center	N/A	Local Commercial (C-1) General Commercial (C-2) Office Service (OS) Limited Industrial (L-1)
Rural Town Center	N/A	*

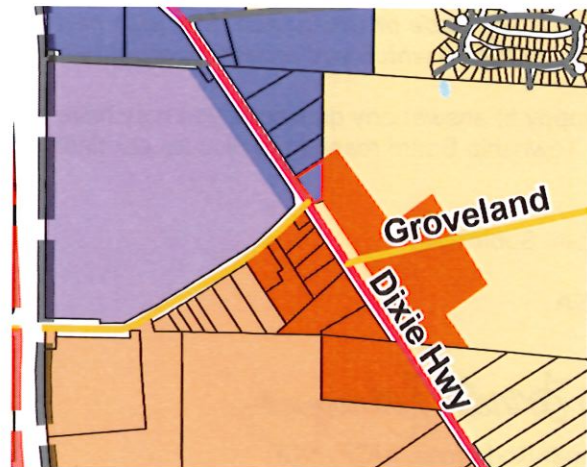
\* The Rural Town Center will require the development of a new mixed-use zoning district.

## Exhibit B: Excerpt from Zoning Map



AGRE	Agricultural Residential (5.0 ac.)
R-1	Single Family Residential (0.5 ac.)
R-2	Single Family Residential (1.0 ac.)
SR	Suburban Residential (1.5 ac.)
RE	Rural Estate (2.5 ac.)

## Exhibit C: Excerpt from Future Land Use Map



Rural Estate	Rural Town
Low Density Residential	Commercial Center
Neighborhood Residential	Research/Office Center
Manufactured Housing Park	Light Industrial
Institutional/Local Recreation	
State Recreation Lands	
Sending Area	
Urban Service/Receiving District	



**4) Zoning:**

Current Zoning: AGRE

Proposed Zoning: C-2


Master Plan Designation \_\_\_\_\_

**5) Proposed and Intended Use:**

Car wash

**6) Signature:**

I, the undersigned, state that the foregoing answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.



Signature of Applicant

8/25/25

Date

**Instructions to Applicant:**

- 1) All applications must be accompanied by a legal description and a dimensioned map identifying the parcel(s) requested for rezoning, abutting land and its zoning classification within 300 feet, and all public and private right-of-way and easements on the parcel requested for rezoning.
- 2) Applications must be submitted with the application fee as set by resolution "Resolution 2003-12" at least four (4) weeks prior to a regularly scheduled Planning Commission meeting.
- 3) Any questions regarding the rezoning procedure should be directed to the Holly Township Zoning Administrator or Township Planner.
- 4) Discussions with the Township Planner as it concerns the proposed rezoning and its conformity with the Township Master Land Use Plan, are suggested prior to submitting a formal petition to the Planning Commission. Appointments with the Township Planner may be made by contacting the Zoning Administrator.



# HOLLY TOWNSHIP

102 Civic Drive • Holly, Michigan 48442 • Phone (248) 634-9331 • Fax (248) 634-5482

## APPLICATION FOR REZONING

### Instructions to Applicant:

Answer each question completely. Read the additional instructions provided on page 2 of this application. Incomplete submittals will not be processed.

### For Township Use Only:

Date Received:

9-8-25 (8-25-25)

File No.:

Administrative Fee Paid:

✓

Escrow Fee Paid:

✓

### 1) Applicant:

Name:

Anthony Reed

Address:

13486 Fagan Rd

City:

Holly

State:

MI

Zip:

48442

Phone:

(Home)

(Office)

(Fax)

email:

### 2) All Parties of Interest (Title Holder, Contract Purchaser, Partners):

Name:

Anthony Reed

Address:

13486 Fagan Rd

City:

Holly

State:

MI

Zip:

48442

Phone:

(Home)

(Office)

(Fax)

email:

(If the applicant/petitioner is not the owner of record, a notarized letter of authority or Power of Attorney must be included as part of this application)

### 3) General Property Information and Description:

General Location:

11533 Dixie Hwy, Holly MI 48442

Acreage:

1.62 acres

Sidwell (Property ID) Number:

I-01-01-326-005

Legal Description:

T5U, R7E, Sec 1 Part of SW 1/4 Beg @ Pt dists 877.09 Ft from Cen of Sec, Th S 423.91 Ft, Th S 77-00-00 W 87 Ft, Th N 34-00-00 W 320 Ft Th N 56-00-00 E (Attach metes and bounds description where applicable) 318.09 Ft to Beg 1.49 A180

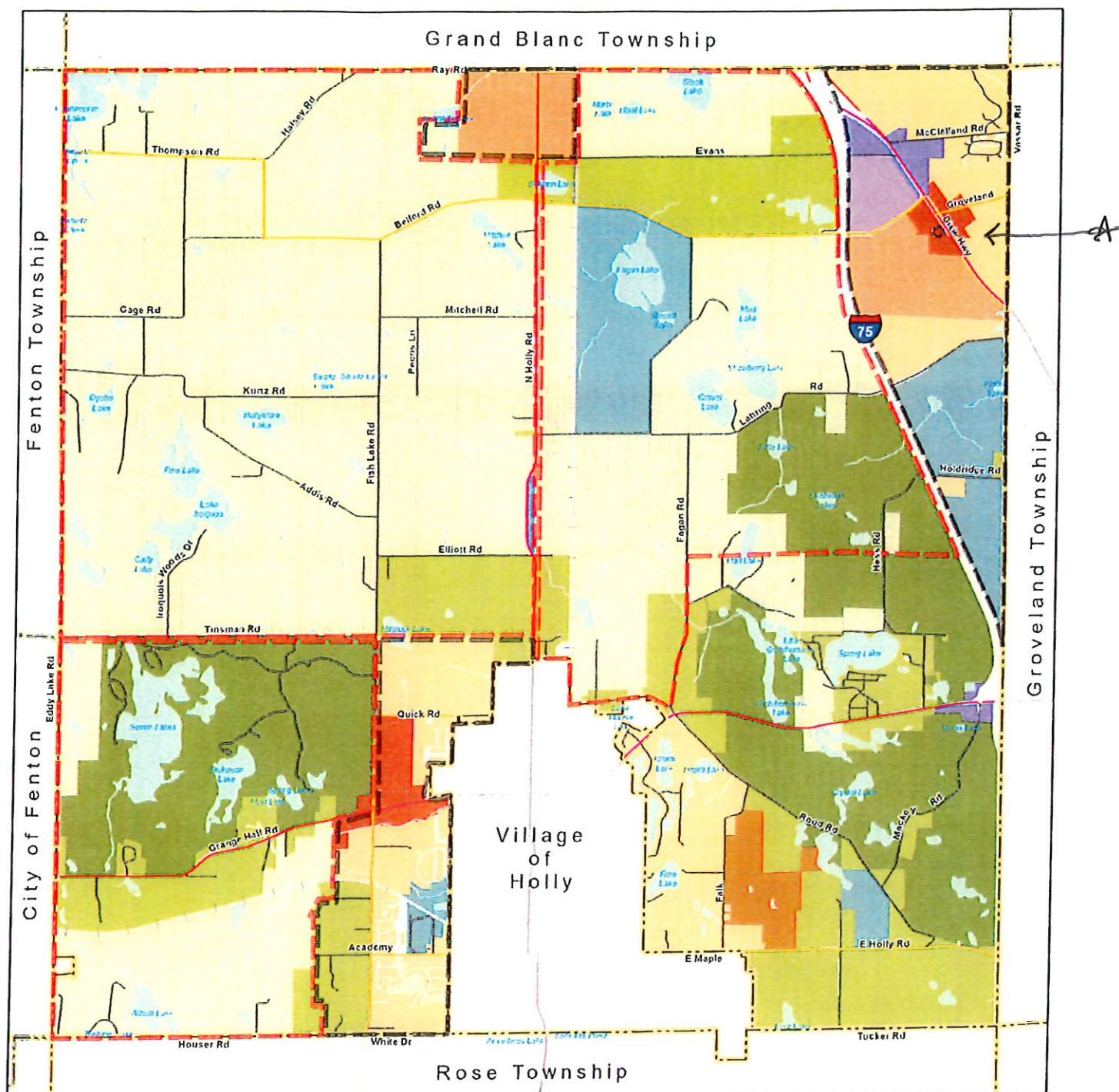
Site Plan Attached:

Yes

No

X





June 18, 2024

## Map 10: Future Land Use

Holly Township, Oakland County, Michigan

- |   |  |  |
|---|--|--|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #ffffcc; border: 1px solid black;"></span> Rural Estate              | <span style="display: inline-block; width: 15px; height: 15px; background-color: #ff0000; border: 1px solid black;"></span> Rural Town             | <span style="display: inline-block; width: 15px; height: 15px; background-color: #00bfff; border: 1px solid black;"></span> Institutional/Local Recreation |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #ffff00; border: 1px solid black;"></span> Low Density Residential   | <span style="display: inline-block; width: 15px; height: 15px; background-color: #800080; border: 1px solid black;"></span> Commercial Center      | <span style="display: inline-block; width: 15px; height: 15px; background-color: #008000; border: 1px solid black;"></span> State Recreation Lands         |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #ffa500; border: 1px solid black;"></span> Neighborhood Residential  | <span style="display: inline-block; width: 15px; height: 15px; background-color: #ffa500; border: 1px solid black;"></span> Research/Office Center | <span style="display: inline-block; width: 15px; height: 15px; border: 2px dashed red;"></span> Sending Area   |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #ff4500; border: 1px solid black;"></span> Manufactured Housing Park | <span style="display: inline-block; width: 15px; height: 15px; background-color: #ffb6c1; border: 1px solid black;"></span> Light Industrial       | <span style="display: inline-block; width: 15px; height: 15px; border: 2px solid black;"></span> Urban Service/Receiving District                          |

0 2,000 4,000  
Feet



Base Map Source: Oakland County GIS, 2011 and  
Michigan Geographic Framework, Michigan Center  
for Geographic Information, Version 14a  
Data Base: Oakland County Data, 2014





# HOLLY TOWNSHIP



“UP NORTH IN OAKLAND COUNTY”

102 CIVIC DRIVE  
HOLLY, MI 48442  
P: 248.634.9331  
F: 248.634.5482  
[WWW.HOLLYTOWNSHIP.ORG](http://WWW.HOLLYTOWNSHIP.ORG)

TO: Holly Township Board Members

FROM: Jenn Ryan  
Holly Township Treasurer  
248-634-9331  
[treasurer@hollytownship.org](mailto:treasurer@hollytownship.org)

SUBJECT: Architectural Services for the New Townhall Project

DATE: January 21, 2026

As part of the process of creating the new Holly Township townhall at 4092 Grange Hall Road, the Township hired McCarthy & Smith, Inc. for Construction Management Services for the project in December 2025. The first steps completed by the administrative team and Aaron Phillips (McCarthy & Smith), along with creating initial project estimates and timelines, was to hire an architecture firm. The Township, the construction manager, and the architect represent the three major partners in the project team.

Through past project experience, Aaron was able to recommend four architectural firms to the administrative team: Detroit Architectural Group (DAG), MCD Architects, Quinn Evans, and Redstone Architects. The administrative team along with Aaron met with each of the firms on December 2, 2025 to meet their team, review the project, and discuss the firm's style. Each firm then submitted a proposal, which was reviewed by the administrative team in a meeting on January 8, 2026. Each member of the team reviewed and scored the proposals based on the criteria below.

Evaluation Element	Weight
Written Proposal	10
Project Experience	30
Fee Structure	30
Design Approach and Firm Culture	30
Total	100

Based on these three separate scores, the average score for each firm is below.

Architect	Average Score
DAG	94
MCD	79
Quinn Evans	77
Redstone	72

The fees included in the proposals are as below.

Architect	DAG	MCD	Quinn Evans	Redstone
Concept Design <sup>1</sup>	N/A	N/A	\$ 77,950	N/A
Reimbursables	3-4% <sup>2</sup>	N/A	\$ 850	N/A
Cost of Construction <sup>3</sup>	6.25%	8.5%	10%	7.5% <sup>4</sup>
Estimated Cost <sup>5</sup>	\$ 250,000	\$ 340,000	\$ 400,000	\$ 300,000
Furniture, Fixtures, and Equipment <sup>6</sup>	\$ 0	N/A	\$ 39,000	10% <sup>7</sup>
Security System <sup>8</sup>	\$ 10,000	N/A	\$ 4,500	\$ 7,500-9,000
Low Voltage <sup>9</sup>	\$ 10,000	N/A <sup>10</sup>	\$ 4,500	\$ 15,000-20,000
Schematics <sup>11</sup>	N/A	N/A	\$ 8,500	N/A

1. Quinn Evans included a separate fee for concept design.
2. The DAG estimate for reimbursable expenses is 3-4% of their fee, which would be \$7,500-10,000.
3. The main component of the architecture fees is a percentage of hard construction costs.
4. Redstone's fee structure noted multiple items that were not included, but which were included in the other architect proposals, such as civil engineering and landscape design.
5. The estimated costs are based on an estimated hard construction cost of \$4 million.
6. The Township requested the additional costs for FFE design be included in the proposals.
7. Redstone assistance in the selection of FFE would be 10% of the cost of the FFE.
8. The Township requested the additional costs for security system design be included in the proposals.
9. The Township requested the additional costs for IT / low voltage design be included in the proposals.
10. MCD did not include the additional costs for FFE, security, and low voltage in the proposal.
11. Quinn Evans included a separate fee for schematic design renderings.

Based on these scores and fees, the Township administrative team recommends awarding the contract for architectural services to DAG at 6.25% of hard construction costs, pending review of the contract by the Township attorney.





**DETROIT ARCHITECTURAL GROUP**



# DETROIT ARCHITECTURAL GROUP

**RFP: Architectural & Engineering Services**  
**Holly Township**  
**Due 01/07/2026 3:00pm**

Charter Township of Holly  
Attention: Karin Winchester, Township Clerk  
102 Civic Drive  
Holly, Michigan 48442







January 7, 2026

Charter Township of Holly  
Attn: Clerk's Office  
47275 Sugarbush Rd  
Chesterfield, MI 48047

**Architecture & Engineering Services For:  
Holly Township Hall  
4092 Grange Hall Road**

Dear Committee,

It's an exciting time for Holly Township as it maps out the next chapter in its history and ability to provide services to its residents and business community. We sincerely appreciated the opportunity to meet with your team, get some insights into the project, introduce ourselves, and start sketching! Detroit Architectural Group has partnered with these longtime collaborators and industry specialists to present a team of professional designers, architects, and engineers that have the experience and capabilities to ensure success.

- **Relevant Experience** - DAG is currently working on two very similar projects above and beyond those featured in our proposal. New Township Hall offices for Berlin Township which is just entering the bidding phase is a renovation of an existing building that the Township purchased and will be renovating into new offices.
- **Community Engagement** - Downriver Community Conference, a quasi-governmental agency serving the Downriver area engaged DAG to facilitate the re-purposing of an existing 3-story facility to house their new offices and act as a service point for their community service programs. This effort required extensive engagement and programming efforts to make sure the proposed solution worked seamlessly for all parties.
- **Project Management** - DAG will be the prime point of contact for the Township and Owner's Representative throughout the project, be responsible for project management and serve as the Architect of Record.
- **Cost Control** - The preconstruction team at McCarthy & Smith, led by Aaron Phillips, will be integrated into the team and the design meetings. They will be assisting with cost control through the design process, assessing constructability challenges and producing estimates of probable construction cost at each phase.
- **Financial Responsibility** - DAG recognizes the role of the Township administration and Board as stewards of taxpayer funds and will work diligently to create the highest level of value per every dollar spent.

It would be a privilege for DAG and our team to be considered and selected to serve Holly Township as this great investment in your community is undertaken. DAG and our professional design partners are proud to submit the enclosed response to the request for proposals issued by Holly Township.

We appreciate the opportunity to be your design partner as you take those next steps to successfully complete this project.

Sincerely,

A handwritten signature in black ink, reading 'Brandon M. Kritzman'.

**Brandon M. Kritzman AIA, LEED AP, NCARB**  
Detroit Architectural Group  
Principal







---

---

# TABLE OF CONTENTS

- Firm Information
  - Project Organizational Chart
  - Team Overview
- Project Team
  - Organizational Chart
  - Team Resumes
- Relevant Experience
- Design Approach
  - Design Methodology
  - Community Engagement
- Fee Structure
- Terms of Contract



**DETROIT ARCHITECTURAL GROUP**





---

---

## FIRM INFORMATION

- Project Organizational Chart
- Team Overview



DETROIT ARCHITECTURAL GROUP





# PROJECT ORGANIZATIONAL CHART



**DETROIT ARCHITECTURAL GROUP**

Programming  
Architectural Design  
Project Management  
Community Engagement  
Structural Engineering

## **Fleis & VandenBrink**

Survey  
Civil Engineering  
Landscape Architecture

## **ETS Engineering**

Electrical Engineering

## **JRED Engineering**

HVAC Design  
Plumbing Design  
Mechanical Engineering



## **Professional Partners**

*Detroit Architectural Group has assembled a team of design professionals with extensive knowledge and direct experience renovating existing buildings for use by townships all over SE Michigan.*

*DAG will work closely with Holly Township and McCarthy & Smith to ensure that the identified goals are met with custom, creative solutions that are aligned with the project budget and schedule.*

*DAG will manage the design team and serve as the primary point of contact for the township from commencement to project closeout!*

## TEAM OVERVIEW

### History

Detroit Architectural Group is the result of decades of collaboration between its partners. Having previously worked together at local firms, each went on to be successful sole practitioners.

Formally partnering in 2016, Detroit Architectural Group was formed by the merger of complementary talents. Development of valued expertise, a strong internal team, and strategic partnerships have allowed DAG to diversify its experience and firmly establish themselves in the municipal sector.

Located in Wyandotte, the company has continued to grow and now serves municipal, industrial, medical, and commercial clients all over Michigan and the Midwest.

DAG has a growing presence in Southeast Michigan serving municipal clientele, having completed over 25 various design & engineering assignments in the last 5 years, including projects for:

Berlin Township	City of Trenton
Grand Blanc Township	City of Livonia
Northville Township	City of Inkster
Redford Township	City of Taylor
City of Melvindale	

Detroit Architectural Group is a Michigan S-Corp owned and operated by:

- **Vernon 'Beau' Wynn** - Principal (President)
- **Jacob M. Root** - Principal (Secretary)
- **Brandon M. Kritzman** - Principal (Treasurer)

### Services

- Facility Surveys & Condition Assessments
- Site & Facility Master Planning
- Pre-Design Services
- Programming/Space Planning
- Conceptual & Schematic Design
- Construction Documents
- Site Analysis & Selection
- Photometric Studies
- Materials Research & Specifications
- Probable Construction Cost Studies
- Bidding Assistance & Bid Evaluation
- Construction Contract Administration
- Project/Owner Representation
- As-Built Record Drawings
- Lease Outline Documents (LOD)
- Project Closeout
- Life Cycle Cost Analysis
- Energy Studies & ComCheck Analysis
- 3D Digital Renderings

### Location

1644 Ford Avenue  
Wyandotte, MI 48192  
o. 734.556.3259  
[www.detroitarch.com](http://www.detroitarch.com)

1974 2004 2012 2016 2026



## TEAM OVERVIEW

### Introduction

Fleis & VandenBrink (F&V) was established in 1993, and has grown from a team of two to nearly 300 multi-disciplined professionals. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

We believe great relationships are built over time through communication and an understanding of our client's needs. We work collaboratively to gain that understanding by uncovering potential issues and concerns prior to beginning work.

Knowledge of those critical success factors gives us agreed upon expectations and allows us to work together towards a successful project.

We also understand the critical component funding has in turning a project vision into reality. Our team of funding experts actively pursues grants and low interest loan opportunities on behalf of our clients. We work diligently with state and federal organizations to find and obtain the best option for each project. Since our inception, we have obtained more than \$1,000,000 in grants and low interest loans for our clients.

### Location

**Fleis & VandenBrink Engineering, Inc.**

27725 Stansbury Blvd., Suite 195

Farmington Hills, MI 48334

o. 248.536.0080

f. 248.536.0079

[www.fveng.com](http://www.fveng.com)

### Vision Statement

**F&V is the leader for delivering efficient, effective, innovative projects by top professionals who are making a difference.**

**As a strategic partner, F&V listens to Clients needs to provide customized solutions to design, build and operate successful projects.**

### Personnel

Our team is made up of engineers, architects, water resource specialists, landscape architects, geologists, environmental scientists, surveyors, GIS specialists, inspectors, field technicians, construction managers, professional emergency managers, operations specialists, and administrative support.

### Corporation

Fleis & VandenBrink Engineering, Inc. (F&V) was established in January of 1993 as a firm of Professional Consulting Engineers.

F&V currently operates as a Corporation in the States of Michigan and Indiana.

- John DeVol, PE, President
- Craig Shumaker, PE, Senior Vice President
- Bob Wilcox, PE, Vice President





## TEAM OVERVIEW

### History

ETS Engineering, Inc. was founded in July of 2001 as an engineering consulting firm specializing in electrical engineering. In addition to electrical engineering, ETS also provides mechanical engineering services on a subcontracting basis through relationships they have developed with several accomplished mechanical engineering firms.

Prior to the creation of ETS, the company existed as Electra-Tech Services, LLC which has been providing consulting services since 1996. Each of the principals has more than 20 years of experience in design and construction related engineering. The principals of ETS each bring to the table a unique set of experiences which, when combined, delivers a broad based knowledge of lighting, power, technology and LEED sustainable design.

### Technology

We believe in staying on top of the most current design technologies and industry trends. We are well versed in traditional engineering design software such as AutoCAD, as well as cutting-edge software including REVIT 3-D building modeling software. Regardless of the software utilized, you can always expect us to deliver first class documentation.

### Location

**ETS Engineering, Inc.**  
418 1/2 S. Washington Ave.  
Royal Oak, MI 480667  
o. 248.744.0360  
[www.etsengineering.net](http://www.etsengineering.net)



**ETS ENGINEERING, INC.**  
CONSULTING ENGINEERS

### Mission

**Our mission, quite simply, is to provide the most comprehensive Engineering Consulting Services in our field; by delivering to our clients the most up-to-date industry knowledge, superior engineering design and thorough and consistent project management by highly skilled industry experts.**

### Personnel

Our current staff consists of: licensed professional engineers, project engineers, electrical designers, LEED Accredited professionals and CAD designers. ETS Engineering, Inc. is licensed in 10 states and maintains professional membership in NCEES. We remain committed to providing our clients with the most current industry knowledge and are active in attending and supporting professional seminars and presentations relating to our industry and our clients' unique industries. ETS Engineering takes a team approach to project delivery. The principals, engineers and CAD designers work together to provide consistency and to ensure seamless completion of the job.

### Licenses

ETS Engineering is licensed in the following states: Michigan, Ohio, Indiana, Virginia, Florida, Pennsylvania, North Carolina, Georgia, Arizona, Minnesota





## TEAM OVERVIEW

### Municipal Experience (Partial)

Auburn Hills Fire Station 3 Reno. – Auburn Hills, MI  
Auburn Hills Fire Station 1 Reno. – Auburn Hills, MI  
Baldwin Fire Station – Baldwin, MI  
Berlin Township Hall New Offices - Berlin Twp, MI  
Birmingham City Hall Renovations - Birmingham, MI  
Booker T. Dozier HVAC Replacement - Inskter, MI  
Camp Brighton Correctional Facility – Pinckney, MI  
Catalpa Oaks Country Park Phase 1 – Southfield, MI  
City of Alma Transportation – Alma, MI  
City of Novi Dept. of Public Services – Novi, MI  
City of Novi Police Training Facility – Novi, MI  
City of Tecumseh Police Station – Tecumseh, MI  
Clarkston DPW Addition – Clarkston, MI  
Dearborn Historical Museum – Dearborn, MI  
Dearborn Veterans War Memorial – Dearborn, MI  
Detroit Arsenal Building 200 – Detroit, MI  
EMU Police Station Renovations – Ypsilanti, MI  
Farmington Public Safety Building – Farmington, MI  
Grosse Pointe Farms City Hall – Gr. Pointe Farms, MI  
Independence Twp. Hall – Independence Twp., MI  
Independence Twp. Fire – Independence Twp., MI  
Ingham County Health Department – Lansing, MI  
Lake Orion Courthouse – Lake Orion, MI  
Lake Orion Village Hall Renovations – Lake Orion, MI  
Lakeshore Park – Novi, MI  
Livonia City Hall AHU Replacement - Livonia, MI  
Macomb-Lyons Park – Grosse Ile, MI  
Martindale Beach House – Kensington Metro Park  
Mishawaka Ironworks Plaza – Mishawaka, IN

Monroe Central Fire Station – Monroe, MI  
Monroe Fire Station No. 1 – Monroe, MI  
MSP Classroom, Maintenance and Live Fire House –  
Diamondale, MI  
Newberry Prison – Newberry, MI  
Orion Fire Station – Orion Twp., MI  
Petersburg City Hall – Petersburg, MI  
Plymouth Fire Station Renovation – Plymouth, MI  
Pokagon Community Center Kitchen – Dowagiac, MI  
Pokagon Hartford Police Substation – Dowagiac, MI  
Pokagon Utility Building – Dowagiac, MI  
Port Authority Office Fit-Out – Detroit, MI  
Sanilac Court House – Sanilac County, MI  
Shelby Twp. Fire Station – Shelby Twp., MI  
Silver Lake State Park Ranger Station – Mears, MI  
State of Michigan Detroit Plaza Building – Detroit, MI  
State of Michigan General Office Building – Flint, MI  
Taylor Media Center – Taylor, MI  
Taylor Parks & Rec. Maint. Bldg - Taylor, MI  
Taylor City Hall HVAC Upgrades - Taylor, MI  
Taylor Police Dept. Chiller - Taylor, MI  
Taylor Sportsplex HVAC Replacement - Taylor, MI  
Lakes of Taylor HVAC Replacement - Taylor, MI  
Troy Fire Station No. 4 – Troy, MI  
Troy Fire Station No. 5 – Troy, MI  
Warren Community Center – Warren MI  
Webster Community Center – Pontiac, MI  
White Lake Police Station – White Lake, MI  
World War II Memorial – Royal Oak, MI



**ETS ENGINEERING, INC.**  
CONSULTING ENGINEERS



## TEAM OVERVIEW

### Corporate Profile

As an experienced mechanical, electrical and plumbing engineering consulting firm, JRED Engineering, Inc. offers professionalism and quality work with personalized service.

Founded in 2000 by Esteban Cabello, PE, FASSE, in Dearborn Heights, Michigan, JRED Engineering (pronounced Jay-Red) is the fulfillment of a dream for Cabello. A University of Michigan graduate, he got his start with an engineering consulting firm for eight years. From there, he broadened his experience with five years of employment with two design-build mechanical contractors. "I now have my own company and I believe that these complementary experiences make me a unique commodity," says Cabello. "I understand the wants and needs of contractors as well as the engineering consulting business."

As a senior mechanical engineer for Limbach, Inc., Cabello designed large engineering components of marquee projects such as the Detroit Lions' Training Facility and the Compuware Headquarters facility.

### Location

**JRED Engineering Inc.**  
14137 Farmington Road  
Livonia, MI 48154  
o. 734.855.4904

JRED stands apart from many firms due to its flexibility of work. The company provides superior engineering services ranging from private residences to large metropolitan facilities, such as the SER CASA Academy, a 20,000-square-foot charter academy affiliated with St. Anne's Catholic Church in Detroit.

JRED's experience also has proved most valuable to client's long-term needs. JRED was contracted for the HVAC design and plumbing upgrades for the Regency Tower Apartments, a 20-story high rise in downtown Detroit. Built in 1970, the building is not "old" per construction standards, but JRED recognized the need to evaluate the plumbing infrastructure. As anticipated, x-ray analysis verified that indeed the piping system needed replacement, and this finding by JRED proved most valuable to its client's construction costs and needs.

JRED is proud of its consistent outstanding referrals, and its record of service to its clients, both large and small, makes JRED your most valuable source for engineering in Southeast Michigan.

### Municipal Experience (Partial)

Berlin Township Hall New Offices - Berlin Twp, MI  
Taylor City Hall HVAC Upgrades - Taylor, MI  
Taylor Police Dept. Chiller - Taylor, MI  
Taylor Sportsplex HVAC Replacement - Taylor, MI  
Livonia City Hall AHU Replacement - Livonia, MI  
Lakes of Taylor HVAC Replacement - Taylor, MI  
Booker T. Dozier HVAC Replacement - Inskter, MI  
Birmingham City Hall Renovations - Birmingham, MI  
Lake Orion City Hall HVAC Upgrades - Lake Orion, MI


# PROJECT TEAM

- Organizational Chart
- Key Personnel

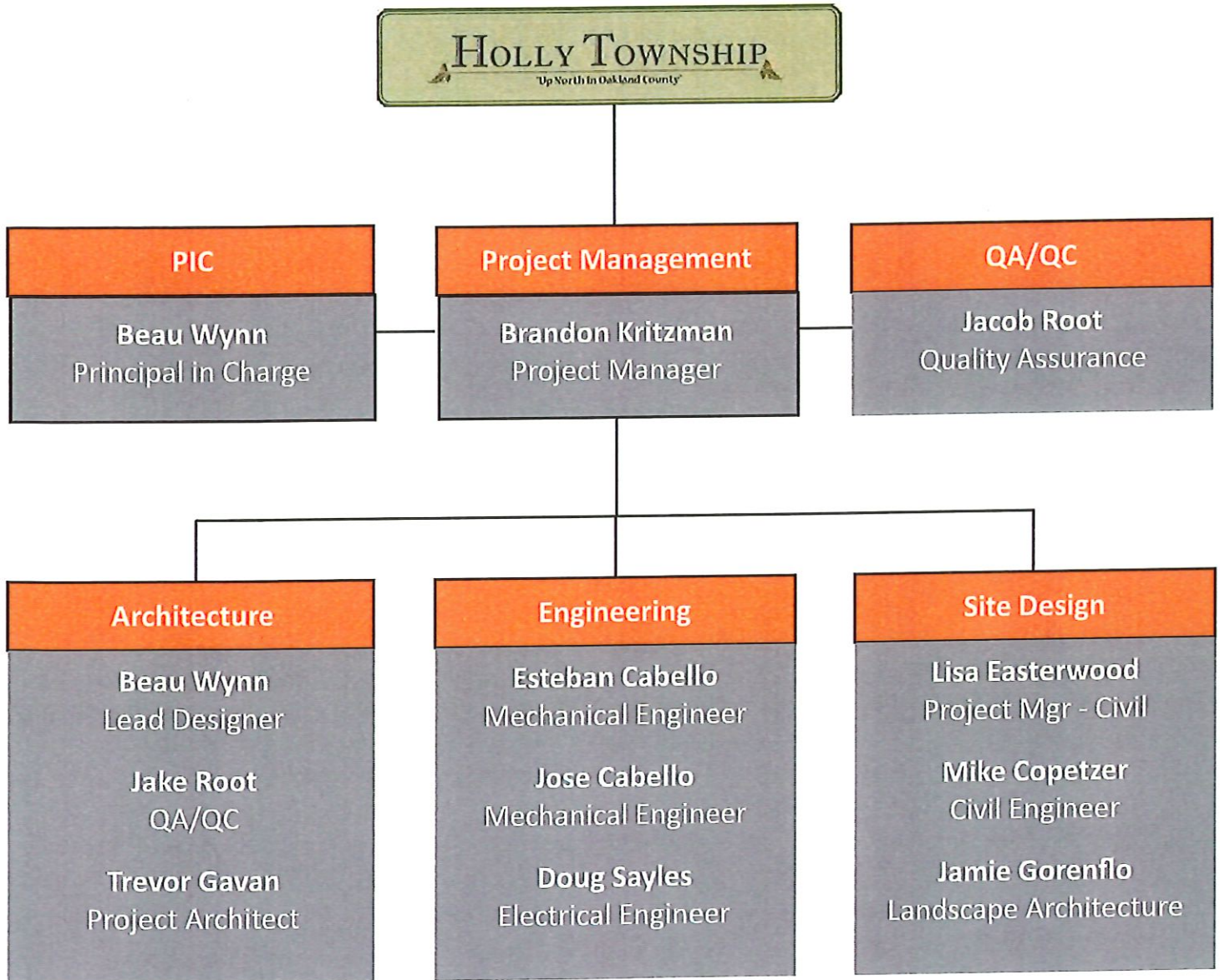


DETROIT ARCHITECTURAL GROUP





# PROJECT ORGANIZATIONAL CHART



Detroit Architectural Group has assembled a team of experts that balances local knowledge with municipal expertise. The goal of this design team is to bring the relevant experience to the forefront of the process at the appropriate time to accomplish the task at hand. Given the wide ranging needs of the project, the assembled team stands ready to serve Holly Township in any capacity required. Brandon Kritzman will serve as the Project Manager and lead point of contact for the Township, engaging the necessary team members and experts as needed for each task. The full complement of the team includes Fleis & VandenBrink Engineering (civil), ETS Engineering (electrical) and JRED Engineering (mechanical/plumbing).







**DETROIT  
ARCHITECTURAL  
GROUP**

## Key Personnel Resume



**BEAU WYNN**  
PRINCIPAL

### PRINCIPAL / DESIGN LEAD

Beau is President/Principal at Detroit Architectural Group and possesses 32 years of architectural experience. Beau has worked from entry level to being part of ownership for the last 16 years. He has been blessed to work in such diverse projects from Municipal, Office, Restaurants, Country Clubs, Retail, Industrial and Automotive Facilities, and Medical Clinics. Beau has served these projects from Master Planning, Schematic/Design Development through Construction Documents and Construction Administration. One of Beau's greatest skills is team building, ensuring that everyone involved is utilized to their specific capability for the greater of the team.

#### Professional Highlights

##### Education

Lawrence Technological  
University

- Construction Engineering

##### Accreditation & Affiliation

- Certified School Board  
Member - Michigan  
Association of School  
Boards (MASB)
- Served for 8 years on the  
Lincoln Park Public Schools  
Board of Trustees

#### Relevant Projects

##### Trenton Fire Station | Trenton, MI

Principal - Partnered with BKV Group, DAG is currently working with the City to develop a new fire station with administration. This 6-bay station is approximately 23,000 SF and features a community room, nine bunk rooms, training spaces and full administration in addition to the standard station elements.

##### Grand Blanc Fire Station & DPW | Grand Blanc Twp., MI

Principal - Led the development of construction documents for this combined facility for the Grand Blanc Township. Partnered with BKV Group, DAG is the Architect of Record for this 4-bay station with Brandon serving as the Project Manager. This 55,000 SF facility is currently under construction.

- Downriver Community Conference | Wyandotte, MI
- Trenton Police Station | Trenton, MI
- Taylor Police Station HVAC Upgrades | Taylor, MI
- Greenmead Ice Rink Pavilion | Livonia, MI
- Taylor City Hall HVAC Upgrades | Taylor, MI
- Taylor SportsPlex HVAC Upgrades | Taylor, MI
- Lakes of Taylor HVAC Upgrades | Taylor, MI
- Gateway Marquis | Melvindale, MI
- Veteran's Memorial and Pavillion/Amphitheater | Melvindale, MI
- Lions Club - Lions Park for the Physically Handicapped | Lincoln Park, MI

**DETROIT ARCHITECTURAL GROUP**



# Key Personnel Resume



**BRANDON KRITZMAN, AIA, LEED AP**  
PRINCIPAL

## PROJECT MANAGER

Brandon is a Principal at Detroit Architectural Group and possesses over 25 years of diverse architectural experience. Working closely with the Project Team and the Owner, Brandon will ensure that communication, project tasks and project deliverables are executed in a timely and efficient manner. *Brandon couples his professional design experience with the insights gained from serving the Livonia community as an elected representative on City Council for eight years. His experiences have uniquely positioned him to more fully understand the project parameters, funding mechanisms, internal approval processes and working with local agencies.*

### Professional Highlights

#### Education

University of Detroit Mercy

- Bachelor of Architecture

University of Detroit Mercy

- Master of Science - Security Administration

#### Registration & Licenses

- Registered Architect (MI)
- LEED Accredited Professional

#### Accreditation & Affiliation

- American Institute of Architects
- LEED Accredited Professional

### Relevant Projects

#### Trenton Fire Station | Trenton, MI

Project Manager - Partnered with BKV Group, DAG is currently working with the City to develop a new fire station with administration. This 6-bay station is approximately 23,000 SF and features a community room, nine bunk rooms, training spaces and full administration in addition to the standard station elements.

#### Grand Blanc Fire Station & DPW | Grand Blanc Twp., MI

Project Manager - Led the programming, design, construction administration of this combined facility for the Grand Blanc Township. Partnered with BKV Group, DAG is the Architect of Record for this 4-bay station with Brandon serving as the Project Manager. This 55,000 SF facility is currently under construction.

- Trenton Police Station | Trenton, MI
- Northville Public Safety Assessment | Northville Twp., MI
- Livonia Fire Station Generator Scope (5 Sites) | Livonia, MI
- Ford Field Comfort Station | Livonia, MI
- Novi Lakeshore Park Building | Novi, MI
- Westland City Hall | Westland, MI\*
- Fallen Heroes Monument at Nehasil Park | Livonia, MI\*
- City of Taylor Parks/Rec Building | Taylor, MI\*
- City of Taylor Media Center | Taylor, MI\*
- Novi Police Gun Range Addition | Novi, MI\*
- Novi DPS Building | Novi, MI\*



# Key Personnel Resume



**JACOB ROOT, RA**  
PRINCIPAL

## QA/QC LEAD

Jacob Root is a Graduate of the University of Detroit Mercy, Licensed Architect in the State of Michigan, and Founding Principal of the Detroit Architectural Group. He has set his professional practice focus on the End-User experience. With over 25 years of experience working on a variety of projects Jacob thrives on collaboration with teammates and enjoys the challenges of tight timelines and streamlined budgets. From his time studying abroad in Europe and background in CPTED Jacob brings a variety of experiences to any team and project that enhance the final design and product.

### Professional Highlights

#### Education

- University of Detroit Mercy
- Bachelor of Architecture
- University of Detroit Mercy
- Master of Architecture

#### Registration & Licenses

- Registered Architect (MI)
- National council of Architectural registration Boards (NCARB)

#### Accreditation & Affiliation

- National Trust for Historic Preservation
- Detroit Historical Society

### Relevant Projects

#### Trenton Fire Station | Trenton, MI

QA/QC- Partnered with BKV Group, DAG is currently working with the City to develop a new fire station with administration. This 6-bay station is approximately 23,000 SF and features a community room, nine bunk rooms, training spaces and full administration in addition to the standard station elements.

#### Grand Blanc Fire Station & DPW | Grand Blanc Twp., MI

QA/QC- Led the energy modeling and quality assurance/quality control of this combined facility for the Grand Blanc Township. Partnered with BKV Group, DAG is the Architect of Record for this 4-bay station with Brandon serving as the Project Manager. This 55,000 SF facility is currently under construction.

- Downriver Community Conference | Wyandotte, MI
- Booker T. Dozier Center - HVAC Upgrades | Inkster, MI
- Greenmead Storage Building | Livonia, MI
- Trenton Police Station | Trenton, MI
- Taylor Police Station HVAC Upgrades | Taylor, MI
- Taylor City Hall HVAC Upgrades | Taylor, MI
- Taylor SportsPlex HVAC Upgrades | Taylor, MI
- Lakes of Taylor HVAC Upgrades | Taylor, MI
- Gateway Marquee | Melvindale, MI



# Team Organization & Resumes



**LISA EASTERWOOD, ASLA, CST**  
PROJECT MANAGER - CIVIL / LANDSCAPE DESIGN

## PROJECT MANAGER - CIVIL & LANDSCAPE

Lisa has nearly 35 years of experience in site planning and design. She is responsible for managing and coordinating new site development projects of all types including the conceptual layout, design, and processing of site plans for approvals. She is accustomed to working with zoning ordinances and regulatory guidelines, as well as projects that incorporate environmentally sustainable and low impact development methods. She is involved in the coordination and permitting process of each of her projects through various local and state agencies including the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

### Professional Highlights

#### Education

University of Phoenix

- Bachelor of Science - CAD

#### Registration & Licenses

- American Society of Landscape Architects
- National Society of Professional Surveyors

#### Accreditation & Affiliation

- American Society of Landscape Architects
- Michigan Association of Planning
- National Society of Professional Surveyors
- Flint River Watershed Coalition

### Relevant Projects

#### Grand Blanc Township DPW and Fire Station - Grand Blanc Township

Project manager for the surveying, site planning, civil engineering, and landscape design for Grant Blanc Township's new Public Works Facility and Fire Station Headquarters. This project is currently in process but includes site planning and design for the multi-use facility and out building that includes site logistics, traffic circulation, grading and utilities, storm water management and landscaping on vacant property located behind the current Township Hall. The project scope includes all phases of design, project bidding, approvals and permit processing, and construction engineering.

- City of Lansing Public Safety Campus Project | Lansing, MI
- City of Lansing Fire Station #8 Additions | Lansing, MI
- City of Lansing Fire Station #2 | Lansing, MI
- Ingham County Justice Complex | Mason, MI
- Sparrow Critical Access Hospital | Ionia, MI
- New 37th District Courthouse | Warren, MI
- Hiawatha Park Redevelopment Project | Roscommon, MI
- YMCA's Camp Copneconic Health and Wellness Center | Grand Blanc, MI
- Health Plus of Michigan | Flint Township, MI
- Parking Lot Reconstruction - Atlas Township Fire Station | Atlas Twp., MI





# Team Organization & Resumes



MIKE COLPETZER, PF, LEED AP  
CIVIL ENGINEER

## CIVIL ENGINEER

Mike has over 35 years of experience in civil engineering. He has had extensive involvement on a wide variety of projects with commercial, institutional, industrial, and residential clients. He has the capability to take a project from the initial conceptual stage, through detailed design, permitting, construction, and project close-out. He is committed to providing quality economical designs for his clients and keeping them informed of progress throughout the project lifespan.

### Professional Highlights

#### Education

Ohio State University

- Bachelor of Science - Civil Engineering

#### Registration & Licenses

- Professional Engineer (Michigan, California, Arizona, Kentucky)
- LEED Accredited Professional

#### Accreditation & Affiliation

- American Society of Civil Engineers
- Optimist International Lapeer, MI

### Relevant Projects

#### Grand Blanc Township DPW and Fire Station - Grand Blanc Township

Lead civil engineer for the surveying, site planning, civil engineering, and landscape design for Grant Blanc Township's new Public Works Facility and Fire Station Headquarters. This project is currently in process but includes site planning and design for the multi-use facility and out building that includes site logistics, traffic circulation, grading and utilities, storm water management and landscaping on vacant property located behind the current Township Hall. The project scope includes all phases of design, project bidding, approvals and permit processing, and construction engineering.

- City of Lansing Public Safety Campus Project | Lansing, MI
- City of Lansing Fire Station #2 | Lansing, MI
- Ingham County Justice Complex | Mason, MI
- Hiawatha Park Redevelopment Project | Roscommon, MI
- Cranberry Park Assisted Living and Memory Care | West Bloomfield Township, MI
- Multi-Tenant Office Building Site Plan | Fenton Township, MI
- Former AT Building - Western Michigan University | Kalamazoo, MI
- Mid-Michigan Medical Center, Midland Campus | Midland, MI
- Community Mental Health for Central Michigan | Clare County, MI



# Team Organization & Resumes



**JAMIE GORENFLO, ASLA**  
SENIOR LANDSCAPE ARCHITECT

## LANDSCAPE ARCHITECT

Jamie has more than 35 years of experience in landscape architecture and land planning, specializing in sustainable and marketable residential, mixed-use, commercial, institutional and recreational developments. Proven expertise in acquisition and entitlement processes, zoning ordinances, public presentations, and project management. Recognized for strong ethics, integrity, and exceptional people skills. He has developed a strong foundation in managing complex projects and delivering exceptional results from feasibility, concept, and design through construction.

### Professional Highlights

#### Education

University of Michigan

- Bachelor of Science - Natural Resources, 1988
- Master of Landscape Architecture, 1992

#### Accreditation & Affiliation

- American Society of Landscape Architects (ASLA)

### Relevant Projects

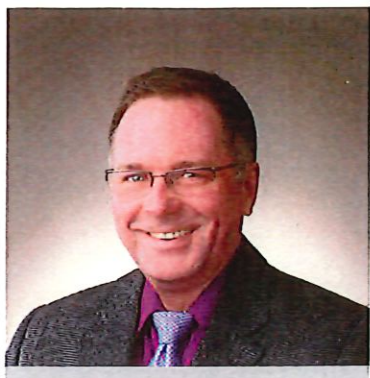
#### Smith Park Master Plan - White Cloud, MN

Project Manager overseeing site work, including preparation, grading, erosion control, and restoration. Improvements included enhanced and new parking on E. James Street, S. State Road, and E. Newell Street totaling 64 spaces (including ADA accessible parking), an all-inclusive accessible playground, large and small dog parks, a pavilion, bike parking, and an ADA accessible concrete pathway connecting park features to City sidewalks.

- Greenmead Ice Rink and Pavilion | Livonia, MI
- Dillsboro Community Park Improvements | Dillsboro, IN
- Van Houten Park Improvements | Dearborn Heights, MI
- Heather Lane Park Improvements | Dearborn Heights, MI
- Ford Research and Engineering Campus Wayfinding | Dearborn, MI
- Ford Blue Oval Battery Facility | Marshall, MI
- Joe Louis Greenway (Woodmere and Springwells segments) | Detroit, MI
- Eastern Michigan University | Dearborn Heights, MI
- S. Main Street Pedestrian Improvements | Ann Arbor, MI
- Romeo | Washington | Bruce Recreation Master Plan | Washington Township
- Hyatt Place Hotel and Lake Michigan Credit Union | Ann Arbor, MI
- Cleary University Campus Master Plan | Howell, MI



## Team Organization & Resumes



**DOUG SAYLES, PE, LEED AP**  
PRINCIPAL

### **ELECTRICAL ENGINEER**

Doug works in the construction industry on today's most exciting developments including the revitalization in Detroit as well as the latest library, educational facilities, nursing home and assisted living projects. He has extensive experience in alternative energy implementation, mixed use projects, renovation and restoration projects and adaptive re-use projects.

#### **Professional Highlights**

##### **Education**

Michigan Technological Univ.

- Bachelor of Science -  
Electrical Engineering

##### **Affiliations**

- Illuminating Engineering  
Society of North America  
(IESNA)
- National Society of Prof.  
Engineers (NSPE)
- Michigan Society of Prof.  
Engineers (MSPE)
- International Association of  
Electrical Inspectors (IAEI)

#### **Additional Information**

As a founding Principal at ETS Engineering, Inc. in 2001, Doug's responsibilities include project review, client relations as well as technical and specification standards. He is also responsible for power studies including fault current analysis, protective device coordination and arc-flash analysis.

Since joining the industry in 1987, Doug has worked for some of Detroit's largest Architectural Engineering offices. Currently, he is active in several professional organizations and has served on conference planning committees for the Institute of Electrical and Electronics Engineers (IEEE). In addition, he has participated as a board member, Secretary, Vice President and President of the local section of the Illuminating Engineering Society of North America (IESNA).

Notably, Doug has also been a speaker at a local IESNA meeting addressing lighting issues for educational projects. At the annual meeting of the Michigan Library Association and at the national annual meeting of the Public Library Association, he presented, "Lighting for Public Libraries". He has also worked as an adjunct faculty member of Baker College teaching senior level lighting design.

Licenses - Doug is a registered professional engineer in the states of: Michigan, Florida, Georgia, Illinois, Indiana, Minnesota, North Carolina, Ohio, Virginia, Wisconsin



# Team Organization & Personnel



**ESTEBAN CABELLO, PE, FASPE**  
PRESIDENT

## MECHANICAL ENGINEER

Esteban has worked in the construction/consulting industry since 1990. He has extensive experience in the design of HVAC, plumbing, fire protection, process piping, and controls for a variety of facility types. Esteban was responsible for many HVAC and plumbing studies and infrastructure assessment projects for hospitals, shopping malls, high rise office buildings, and industrial facilities including analysis for life cycle cost. He has written several mechanical book specifications and performed numerous construction cost estimates. He is the engineer of record for three LEED projects here in the State of Michigan.

### Professional Highlights

#### Education

University of Michigan

- Bachelor of Science - Mechanical Engineering

#### Affiliations

- Past President of the Michigan Chapter of the American Society of Sanitary Engineers (ASSE)
- Past President of the American Society of Plumbing Engineers (ASPE) Eastern Michigan Chapter
- American Society of Heating, Refrigerating and Air Conditioning Engineers

### Additional Information

Esteban served as a mechanical engineer at Wolf Wineman Engineers (1990-1998). This firm specialized in hospital renovations and design. Esteban also worked at Great Lakes Mechanical (Design/Build Contractor) as Chief Engineer and at Limbach Mechanical Contractors as a Senior Mechanical Engineer. In 2000, Esteban founded JRED Engineering, Inc., an engineering consulting firm based in Livonia, Michigan.

On January 2000, Governor Engler appointed Mr. Cabello to serve on the State of Michigan's Construction Code Commission (term expired January 2006). On January 2011, Mayor Dave Bing appointed Esteban to serve on the City of Detroit Board of Appeals and Rules. Mayor Michael Duggan has reappointed Esteban to continue to serve on this board (current as of 2024).

### Relevant Projects

- Monroe Fire Station | Monroe, MI
- Birmingham Adams Fire Station | Birmingham, MI
- Troy Fire Station | Troy, MI
- Canton Fire Station | Canton Twp., MI
- Novi Fire Stations 2 and 3 | Novi, MI
- Shelby Township Fire Station | Shelby Twp., MI
- Battle Creek Fire Department – HVAC Assessments | Battle Creek, MI





# Team Organization & Personnel



JOSE ADRIAN CABELLO, PE  
VICE PRESIDENT

## MECHANICAL ENGINEER

Jose has worked in the construction/consulting industry since 2010. He has extensive experience in the design of HVAC, plumbing, fire protection, process piping, and controls for a variety of facility types. As well as construction experience with BIM coordination, providing 3D clash detection and BIM services for mechanical contractors on various projects (most notably the Detroit Little Caesars Arena). Jose is well versed in the latest industry technology utilizing various programs to perform Building System Audits and Analysis for building owners. Jose has a passion for understanding the codes and standards and is a resource in the office for keeping everyone up-to-date on the latest developments.

### Professional Highlights

#### Education

##### University of Michigan

- Bachelor of Science -  
Mechanical Engineering

#### Affiliations

- Michigan Chapter of the  
American Society of Sanitary  
Engineers (ASSE)
- American Society of  
Plumbing Engineers (ASPE)  
Eastern Michigan Chapter
- American Society of  
Heating, Refrigerating and  
Air Conditioning Engineers  
(ASHRAE)

### Additional Information

Jose is a registered Professional Engineer (PE) in the State of Michigan. Jose served as a mechanical engineer at Stantec (Formerly SHW Group) (2012-2015). This firm specialized in University and K-12 renovations and design. Jose also worked at Sellinger Associates, Inc from 2015 to 2023 as a Mechanical Engineer where he grew his skillset in design, engineering, commission, BIM, and client relations. In 2023, Jose made the move to join his father and brother at the family firm, JRED Engineering, Inc. This company is an engineering consulting firm based in Livonia, Michigan, that was started in 2000 by his father. As Vice President at JRED, Jose is active in client relationships, project acquisition, and project management, along with his engineering duties.

### Relevant Projects

- Monroe Fire Station
- Birmingham Adams Fire Station
- Troy Fire Station
- Canton Fire Station
- Novi Fire Stations 2 and 3
- Shelby Township Fire Station
- City of Battle Creek Fire Department – 6 Mechanical and Plumbing full system condition assessments







---

---

## RELEVANT FIRM EXPERIENCE



DETROIT ARCHITECTURAL GROUP



## RELEVANT EXPERIENCE



### GREENMEAD ICE RINK & FARMER'S MARKET PAVILION Livonia, MI

#### PROJECT INFORMATION

Date Completed: 2025 (Design)  
Est. Completion Date: 2027  
Construction Cost: \$6,500,000 (Est.)

#### BUILDING SIZE

22,351 SF Total Building Area

#### REFERENCE

Ted Davis, Dir. of Parks & Recreation  
p: 248.662.0520  
e: [edavis@livonia.gov](mailto:edavis@livonia.gov)

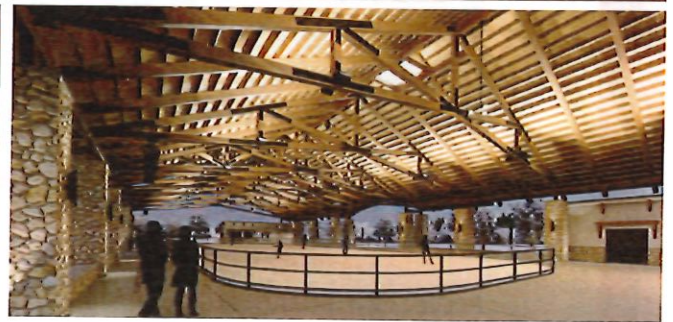
**PROJECT TEAM:** Detroit Architectural Group, Fleis & VandenBrink (Survey, Civil & Landscape), JRED Engineering (Mechanical & Plumbing), ETS Engineering (Electrical & Lighting), G2 Consulting (Geotechnical)

Detroit Architectural Group was tasked by the City of Livonia to develop an iconic project intended to be the centerpiece of the upcoming improvements to Greenmead Historical Park. Following the development of a master plan for the park, the proposed pavilion will be a multi-purpose facility capable of hosting a variety of events including farmer's markets, banquets, concerts and private functions. During the winter months, the specialized slab design allows for installation of a temporary ice rink which can be used for recreational skating.

DAG conducted a series of workshop meetings with assorted stakeholders including the City of Livonia (Parks & Recreation, Public Works), the Livonia Historic Preservation Commission, and the Mayor's office. The goal of the project was to develop a modern facility that accomplishes the technical needs of the City (ice-making system, maintenance equipment/ice refinisher, concession area) while remaining aesthetically complementary to the surrounding area which includes 12 historic buildings that have been maintained in the historical park.



## RELEVANT EXPERIENCE



**GREENMEAD ICE RINK & FARMER'S MARKET PAVILION**  
Livonia, MI



## RELEVANT EXPERIENCE



### CITY OF TRENTON PUBLIC SAFETY - FIRE STATION & POLICE STATION Trenton, MI

#### PROJECT INFORMATION

Date Comp: December 2025 (Design)  
Date Comp: May 2027 (Projected)  
Const. Cost: \$31 M (CD Cost Est)

#### BUILDING SIZES

Fire: 23,180 SF  
5 bays, 9 bunks  
Police: 19,761 SF

#### REFERENCES

Keith Anderson, Fire Chief  
p: 734.676.1314  
e: [kanderson@trenton-mi.com](mailto:kanderson@trenton-mi.com)

Mike Hawkins, Police Chief  
p: 734.493.3861  
e: [mhawkins@trenton-mi.com](mailto:mhawkins@trenton-mi.com)

**PROJECT TEAM:** Detroit Architectural Group, Fleis & VandenBrink (Survey, Civil & Landscape), JRED Engineering (Mechanical & Plumbing), ETS Engineering (Electrical & Lighting), G2 Consulting (Geotechnical)

Detroit Architectural Group (Prime) teamed with BKV Group (Fire Planner), was selected to help Trenton Police and Trenton Fire with new facilities. The two departments currently share a building in downtown Trenton, which they have outgrown. After initial programming work to understand the needed area and some conceptual site planning, it became clear that it made sense to separate the Departments, with Police remaining near City Hall and the Fire Department centrally located. Cost analysis from the CMAR supported the decision to split into two buildings. This allowed the City to use a small, less-expensive site for the Fire Station and avoid multi-story construction.

The Police Station is a full service facility that includes a welcoming lobby and a Community Room intended for training use by the City and general use by outside community groups. The station includes an interview suite, administration areas, detective bureau, and roll call spaces supported by a sally port and higher level detention and holding areas.

Trenton Fire Station is a headquarters fire station designed for 11 firefighters, with five double-deep drive-through apparatus bays and a center bar for supporting spaces. The center bar will include a large mezzanine for storage and training, which will connect to a three-level hose/ training tower. A large training room faces the intersection and is flanked by the public lobby.



## RELEVANT EXPERIENCE



CITY OF TRENTON POLICE & FIRE STATION  
Trenton, MI



# RELEVANT EXPERIENCE



## GRAND BLANC DEPT. OF PUBLIC WORKS & FIRE STATION Grand Blanc, MI

### PROJECT INFORMATION

Date Completed: 2024 (Design)  
Date Completed: May 2026 (Projected)  
Construction Cost: \$21.5 M

### BUILDING SIZE

17,850 SF Fire Station  
4 double-deep drive-through bays  
6 bunks  
60,070 SF Total Building Area

### REFERENCE

Dennis Liimatta, Superintendent  
p: 810.424.2682  
e: [liimatta@twp.grand-blanc.mi.us](mailto:liimatta@twp.grand-blanc.mi.us)

**PROJECT TEAM:** Detroit Architectural Group, BKV Group (Public Safety Planner), WRA (Public Works Planner), Fleis & VandenBrink (Survey, Civil & Landscape), Sellinger Associates/JRED Engineering (Mechanical & Plumbing), ETS Engineering (Electrical & Lighting), G2 Consulting (Geotechnical)

Detroit Architectural Group designed a new combined Fire Station and Public Works Facility for Grand Blanc Township. The fire station houses four bays, apparatus support spaces, living/bunk spaces, and fire headquarters offices. A large mezzanine space provides space for training and includes a training balcony and "window" on the rear. There is also a physical conditioning room within the station that connects to the Public Works side and includes an exterior access so all Township staff can make use of it.

The site is designed to accommodate large turning-radius vehicles for both departments and to limit conflict between the vehicle types. While large, it has extensive wetlands and topography issues that add to the project complexity.

To manage project costs, the building uses two construction methodologies. The Public Works fleet garage and administration space is in a pre-engineered metal building, while the fire station and shared training spaces are in a conventionally constructed building. The two building types will move differently in windy conditions, so a movement joint was carefully detailed to keep the building air and water tight and to prevent the buildings from damaging each other.



## RELEVANT EXPERIENCE



GRAND BLANC DEPT. OF PUBLIC WORKS & FIRE STATION  
Grand Blanc, MI



---

---

# PROJECT APPROACH NARRATIVE



DETROIT ARCHITECTURAL GROUP





# PROJECT APPROACH

## Collaborative From the Start

The success of this project hinges on our collaborative, consensus-driven approach, maintained from start to finish. We will establish a detailed schedule and work plan informed by stakeholder input, incorporating workshops and regular touchpoints with the Township and identified stakeholders as active participants.

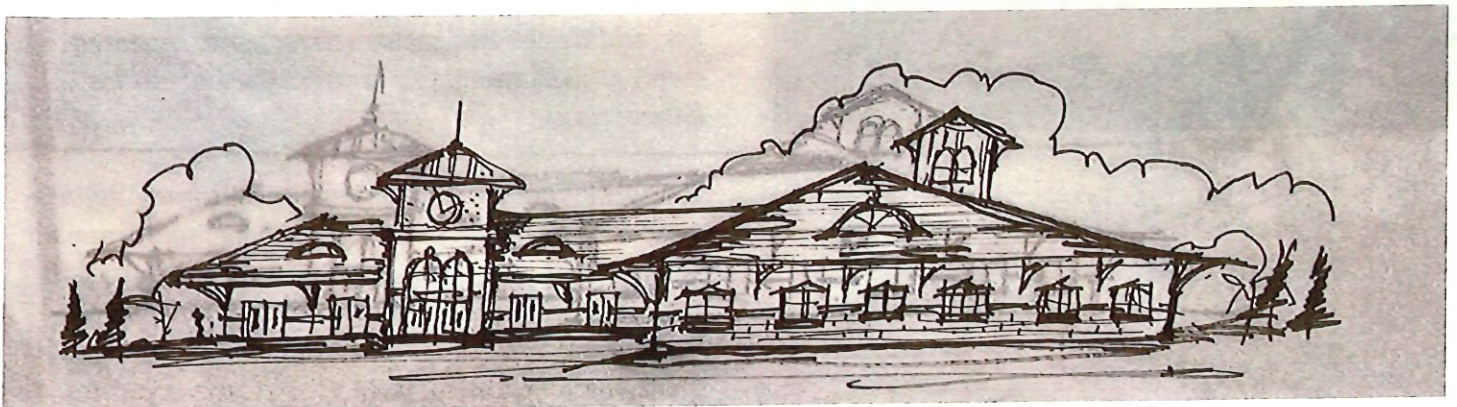
At the project's outset, our team will work with the Township to refine the work plan, ensuring critical milestones are clearly defined and aligned with the project timeline. This process will establish clear goals and objectives to guide the project from initiation to completion.

Our approach is led by our experienced senior team members who will provide you with public safety project expertise and understanding that is needed to properly address important issues in a timely manner and create a well-developed project that is delivered on schedule.

## Project Understanding

We understand the concern townships bear in responsibly managing resources, planning, and implementing capital improvements, and in doing so uphold the quality and service expectations of their residents. As leaders design of municipal projects, we know that our clients entrust us with the critical tasks of establishing project needs, designing facilities that work, and bringing credibility to the project results. Elected officials and project stakeholders must have confidence in the recommended direction of the project.

We do not have preconceived notions on what a public safety project should be, but we understand your operations and the concerns of local government. We speak your language. Our experience will allow us to arrive at solutions quickly and provide a smooth and efficient project development process. It takes an in-depth understanding of the operations and aspirations for a building's ultimate users.





# PROJECT APPROACH

## Project Understanding (Cont.)

Our experience in local municipal design projects gives us unmatched perspective and a unique understanding of these agencies, best practices, and trends in the industry. Through this understanding, we provide thought leadership, subject matter expertise, and user-responsive planning and design solutions rooted in standards and compliant with law, tailored to the specific needs of each client.

We are passionate about municipal projects and have exclusively dedicated our careers to the development of projects just like Holly Township is about to undertake.

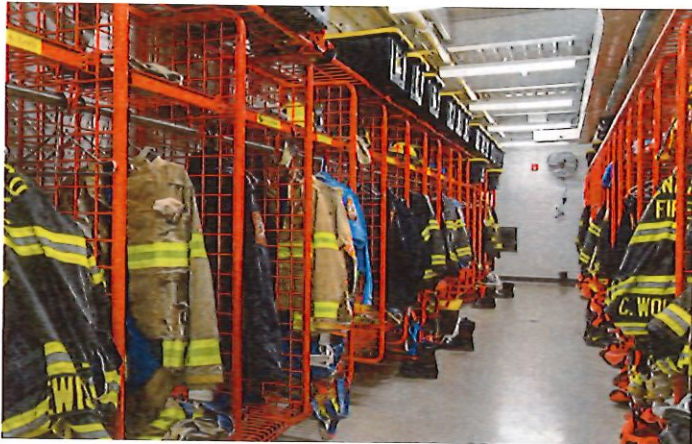


## Municipal Project Expertise

We specialize in designing civic buildings and spaces that reflect the essence of their communities. Through transparent dialogue and collaboration, we create functional, beautiful, and budget-conscious public buildings and spaces where communities can thrive. Our expertise includes navigating public contracting processes, and ensuring communities realize their visions within budget.

With nearly a decade of successful government projects, we have a proven record of delivering facilities that enhance quality of life. Our process emphasizes communication among stakeholders, decision-makers, and design and construction teams, ensuring every project meets the community's needs for generations.

Our design philosophy centers on capturing the community's character. By welcoming input from all stakeholders, we explore multiple concepts to craft a solution that is both functional and meaningful. Success, for us, is a building that feels integral to its place and purpose.





# PROJECT APPROACH

## Methodology

Our team will provide professional project management services to ensure the project progresses expeditiously while still providing a high level of customer service and touchpoints along the way to give Holly Township assurances that they have had a strong voice in the process from beginning to end. Our routine project meetings are typically as follows:

- **Weekly Project Updates:** During the design phase this can be a quick phone call or virtual meeting to provide updates to the Township's core team and identified stakeholders. Outstanding issues can be discussed and resolved with focus on maintaining communications and accountability. Weekly updates can continue during construction phase as well.
- **Estimate Review & Page Turn Meetings:** Our team will work with the Construction Estimator to verify scope and pricing and present the results to the Township. We will also walk the Township's core team through the deliverables at major milestones to discuss refinements to the design and collect additional feedback.
- **Biweekly Construction Meetings:** During the construction phase, our team will meet with the Township's core team and the Construction Manager to observe construction progress, answer questions, review pay applications and review outstanding requests for information and submittals.

In addition to our routine meetings, specialized workshops will be held during the design phase to collect information from the Township's core team for the development of the design to meet the Holly Township's exact needs for their project.

- **Workshop #1:** Kickoff, Review Programming Questionnaires, and Tour Existing Facilities
- **Workshop #2:** Program Information Gathering and Confirmation
- **Workshop #3:** Present and Discuss Site and Floor Plan Options, Exterior Design Visioning
- **Workshop #4:** Present and Discuss Revised Site and Floor Plans, Exterior Concept Options, Begin Discussion on Building Systems
- **Workshop #5:** Present and Discuss Concept Revisions, Exterior Materials, Begin Interior Visioning
- **Workshop #6:** Grading, Stormwater, Utilities, Paving, Fencing, Patios, Site Lighting, Landscaping, etc.
- **Workshop #7:** Review SD Cost Estimate, Cost-control Discussion
- **Workshop #8:** HVAC, Plumbing, Power, Lighting, Interior Finishes, Casework, etc.



# PROJECT APPROACH

## Methodology (Continued)

- **Workshop #9:** Communications, A/V, Security, Door Hardware, etc.
- **Workshop #10:** Review Refinements from previous workshops
- **Workshop #11:** Page Turn, Review DD Estimate, Cost-control Discussion
- **Workshop #12:** General Updates and Refinements, Additional Information Gathering as Needed
- **Workshop #13:** General Updates and Refinements, Additional Information Gathering as Needed
- **Workshop #14:** Page Turn, Review 95% CD Estimate





# PROJECT APPROACH

## Managing Scope, Schedule & Budget

Our project management system begins with assuring that we have a solid understanding of the project's scope and goals. The project manager (PM) is responsible for preparing the scope, schedule and budget and then following the project through until construction completion. We feel it is extremely important to have a single person accountable for the project all the way through completion. This assures DAG and the client that the responsible person will also be accountable for the project. Overall our PMs are responsible for:

- Assuring a project meets all applicable standards
- Project decisions, schedules and final deliverables
- Management of staff assigned to project
- Submit any modifications to the standard QA/QC procedure and implement agreed upon procedure
- Invoicing and billings for project
- If required, prepare scope, schedule and budget modifications
- Anticipate potential project issues and discuss with Principals and owner when needed

Once the project scope, schedule and budget are drafted, the PM will meet with the Township to make sure all of the project elements are addressed and potential issues identified. This upfront communication with the Township helps to assure that the most complete, realistic scope is prepared; assuring that agreed upon project expectations are met, minimizing out of scope work efforts and potential schedule issues.

Fortunately, this balance of project objectives vs available funds is not a problem unique to the Township. This reconciliation occurs on every architectural project that we've worked on; and our team's track record of delivering impressive projects within budget is very valuable to this project.

The Programming and Budget Verification phase will set the stage for a successful project. This balanced programming team will be enhanced by the integration of our MEP & structural engineers, to get a solid handle on systems that will impact the this project.



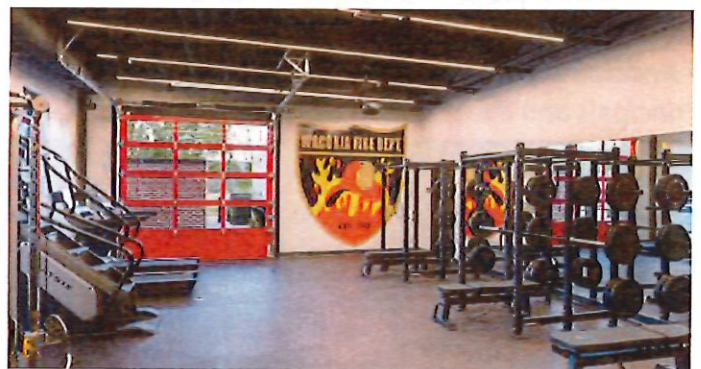
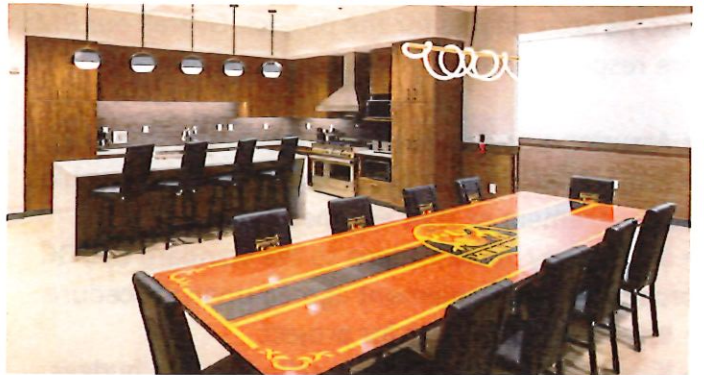


# PROJECT APPROACH

## Quality Must Be A Priority

Quality Assurance/Quality Control (QA/QC) – DAG has a corporate quality assurance and quality control process that is more than just a checklist. Along the entire process from preliminary concept through final documentation, the ongoing QA/QC process is based upon two basic concepts.

- First, a qualified design professional, who is not part of the project design team, is assigned to the project as a Lead QA/QC reviewer. More complex projects require multiple QA/QC reviewers, representing the various design disciplines.
- Second, the project is reviewed at the end of each major step of the project. These two premises help to maintain the continuous progress of the project while simultaneously avoiding costly oversights particularly towards the end of the design phase of a project.





# WORK PLAN SAMPLE

## Overview of Project Phases

### Preliminary Design

During preliminary design DAG will work closely with representatives of the user groups that will be affected by the enhancements to the facility. It is imperative at this stage that the users' needs be clearly defined to assure that the design incorporates spaces that function efficiently and provide aesthetic appeal for years into the future.

- Information gathering will include a site walk through with client personnel to review the existing program and discuss where current space is functioning well and current space is not meeting the needs of the client.
- Gather data to evaluate and clarify the scope of work requirements.
- Meet with facility staff to review provided program and make any additions, subtractions, or substitutions. Collect all relevant data as a starting point to the design.
- Develop a tentative schedule starting with critical dates that are dependent on scheduled events and facility restrictions and setting milestones for short term activities to be completed.
- Revise the existing program to incorporate the information gathered from the users. The program document will provide information on each space and will be a useful tool to refer back to as we work through the schematic design phase.

- Develop a preliminary construction cost estimate for the major elements included in the proposed project. We envision this to include architectural features and proposed site features.
- Submission of the project plan, including the vision, goals, and the process used to develop the plan, the cost estimate, and the drawings will be in report form.

**DAG's project approach includes  
'ALL of the mandatory requirements and phase elements'  
described in the Township's RFP**

### Schematic Design

During Schematic Design, we will further develop the conceptual plans to include more detailed information on the construction of the building and overall site layout. Comments from the design review will be incorporated in the schematic design submittal.

All levels of the design will advance including; site design, floor plans, interior and exterior elevations, finishes, mechanical systems, electrical systems, and equipment selection. As the design progresses, particular attention will be paid to the constructability of the design. We will verify the design is achievable and identify areas requiring further detailing.



# WORK PLAN SAMPLE

## Overview of Project Phases

### Schematic Design (Cont.)

- Develop structural, mechanical, electrical systems necessary for the project scope of work.
- Prepare schematic design architectural and engineering drawings consistent with the project needs and the scope of work.
- Identify applicable construction codes, rules, regulations, reviews, and permitting procedures pertaining to the approved project.
- Conduct a site survey and adapt the results into a schematic site design.
- Field check and verify the accuracy of the structural, electrical, and mechanical, systems in the drawings.
- Prepare and render schematic design architectural and engineering documents appropriate for the scope of work.
- Develop a project construction schedule and estimated project cost.

### Design Development

During design development, DAG will develop a level of design detail necessary to define a clear, coordinated description of all aspects of the project's architectural, electrical, mechanical, structural and site needs. We envision the following work efforts to complete the design development drawings:

- Assemble electronic versions of the proposed floor plan, exterior elevations, and building sections provided by the client. Verify the building components work together as proposed.

- Gather existing electronic survey information. (Owner will provide)
- Initiate communication with Authorities Having Jurisdiction (AHJ) for utilities, zoning, drainage, and access issues.
- Perform a building code and zoning compliance review. Verify that all components of the site and building meet current requirements.
- Perform electrical load calculations.
- Discuss lighting requirements and expectations with owner.
- Develop preliminary electrical design.
- Perform mechanical cooling, heating and ventilation load calculations.
- Develop preliminary mechanical systems design layout and determine space requirements needed for equipment and distribution.
- Provide alternatives to proposed floor plan if needed after code review and mechanical and electrical requirements are determined.
- Prepare preliminary site layout options including proposed entrances, parking, sidewalks, preliminary grading, storm water and other aspects of the site utilizing the information provided in the proposal request.
- Use sustainable best practices wherever possible.
- Meet with owner to review site, building, electrical and mechanical design development drawings.
- Incorporate final modifications into the plan and review with owner.
- Prepare preliminary product specifications.
- Prepare an opinion of probable cost to compare design costs to the client's budget.



# WORK PLAN SAMPLE

## Construction Documents

During the construction document stage, DAG will develop a detailed set of construction documents for distribution to potential contractors for pricing.

- Prepare final architectural and engineering drawings including: site design, mechanical, architectural, structural, plumbing, and electrical drawings.
- Initiate meetings with the owner (s) to begin selection of finishes including floor coverings, door hardware, and accessories.
- Meet with the owner (s) to select colors from samples and submit color board and color schedule for review. Once the owner approves the color schedule the approved selections will be written in the contract documents.
- Finalize all mechanical and electrical drawings to specifically identify the system type and space served by each system.
- Finalize lighting design with fixture selections and detail lighting controls.
- Prepare final product specification documents.
- Finalize site plans and submit to authority having jurisdiction.
- Prepare a construction phasing schedule as needed to accommodate budget.
- Review 95% plans with owner for final comments.
- Once the owner has provided their final plan comments, DAG will submit final plans and specifications to local authorities having jurisdiction for plan review. Review may be simultaneous with bidding if dictated by the schedule.

- Prepare a final opinion of probable cost based upon the final design documents and proposed phasing schedule of construction.

## Bidding & Negotiation

During the bidding stage, DAG will perform services necessary to ensure all of the prospective contractors are equally knowledgeable of the project to allow for consistent bidding.

- Assist the client in the construction bidding/contracting process including: distributing bidding documents, conducting pre-bid meeting, and issuing pre-construction addenda, and making revisions to the drawings and specifications as necessary from code review comments if the review is done concurrent with bidding.
- Respond to field contractor questions in writing during the bidding process.
- Collect and manage construction contract bid security deposits.
- Attend bid opening and review all received bid packages for completeness.
- Provide bid tabulation to the client.

**DAG believes that flexibility is invaluable and that 'Each task can have a custom process to suit the City's needs' as not all projects are the same.**

# WORK PLAN SAMPLE

## Construction Administration

Construction administration services will begin immediately following the award of a contract to a contractor. DAG will provide organized information to outline the progress of the project from contractor initiation to completion of final punch list items.

- Coordinate the professional staff, consultants, and all other project related resources by distribution of written documentation.
- Monitor, evaluate and provide administrative action to achieve timely processing of shop drawings submittals and will maintain records of request for information, requested changes, and shop drawing submittals for future reference.
- Provide timely responses to field questions.
- Perform a final site walk through and prepare and distribute a final punchlist when contractor has identified substantial completion.
- Perform bi-monthly site visits to evaluate the contractor's progress and verify the contractor's request for payments.
- Perform monthly progress meetings with contractor, subcontractor and owner's representative to review and coordinate issues and construction schedule.
- Perform a final punchlist walk through with the contractor and an owner's representative to verify the facility is acceptable for owner occupancy.





# FEE STRUCTURE







## Fee Structure

Detroit Architectural Group is in receipt of the Addendum (No. 01) and recognizes that the established conceptual level GMP has been established at \$4,000,000, exclusive of any contingencies.

Detroit Architectural Group proposes to provide the necessary professional design services needed to complete this project for a project fee equivalent to:

### **Base Fees: 6.25% of the Construction Cost (GMP)**

6.25% of \$4,000,000 = \$250,000.00

*Note: It is anticipated that the project design fees will be adjusted to match the construction cost provided by the CM (McCarthy & Smith) upon completion of the CD phase and adjusted at of project closeout.*

**ADD Alternate No. 01:** Security Design Services  
(includes card readers, cameras, access control)

ADD \$10,000

**ADD Alternate No. 02:** IT/Low Voltage Design  
(includes MDF/IDF rooms, racks, cabling pathways, data locations, etc.)

ADD \$10,000

**ADD Alternate No. 03:** FF&E

DAG has established relationships with local vendors including NBS, Interior Environments (IE), ICSG and others. It is our recommendation that the Township engage these parties directly. DAG will participate in the design process and cooperate with any selected vendor at no additional cost to the Township.

With past municipal clients, DAG has also arranged for introductory meetings with these vendors and tours of their showrooms, allowing each vendor to present their teams, approach and products, giving the Township the opportunity to make an informed selection and add to the design team.







---

---

# TERMS OF CONTRACT

DETROIT ARCHITECTURAL GROUP





## Terms of Contract

Detroit Architectural Group believes in providing fair agreements that appropriately protect all parties involved in a project, including Holly Township.

We propose using a standard AIA contract and minimizing changes. DAG has traditionally not made any modifications to the terms & conditions of this document, only eliminating sections that do not apply (sustainability, BIM, etc.).

**B101-2017 Standard Form of Agreement Between Owner and Architect, and associated documents.**

*DAG will make a DRAFT contract available to Holly Township within 48 hours (or less) if selected.*

See [www.aiacontracts.com](http://www.aiacontracts.com) for full sample.

Detroit Architectural Group is open to using shorter alternate contracts including the B104-2017 Standard Abbreviated Form of Agreement Between Owner and Architect or DAG's standard short form contract.

*DAG is positive that any concerns arising from a review by the Township's counsel or Owner's representative will be able to be amicably resolved.*

*We know our team has the professional expertise to ensure that this project is a success, but most importantly we have the personality and passion to become an integral member of your team!*

## Clarifications & Exceptions

1) DAG anticipates the standard Township Site Plan Approval process.

2) DAG understands the project and is prepared to render all requested services included in the RFP.

3) Our standard insurance policy includes a \$5M umbrella policy that is above and beyond what is requested by the Township to supplement the other policies and amounts. If the Township desires the individual policies to be adjusted, DAG will make those changes upon award of contract at no additional cost to the Township.

4) DAG anticipates reimbursable costs to be minimal, but expect industry standard reimbursable expenses such as internal and presentation printing, travel, and shipping. For your project, we propose a not-to-exceed amount of 3%-4% of the approved final A&E fee. We typically invoice monthly for only the actual expenses incurred, with no overhead or profit markups applied.

5) Per Addendum 1, Add alternates have been submitted for 1) design of A/V systems and associated equipment, 2) IT/Low Voltage.





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

George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Derek Burton, Trustee  
Ryan Matson, Trustee  
Michael McCanney, Trustee  
Richard Kinnamon, Trustee

**RESOLUTION 2026-01**  
**HOLLY AREA YOUTH ASSISTANCE MEMBER APPROVAL**

**WHEREAS**, the Holly Area Youth Assistance Program has been a primary prevention program serving and located in the geographic area of the Holly Area School District since 1963; and

**WHEREAS**, it is augmented by contributions from the Townships of Groveland, Holly, Rose and Springfield; the Village of Holly, and the Oakland County Circuit Court - Family Division which permits operation of an office with casework staff; and

**WHEREAS**, the efforts of numerous citizen volunteers provide significant service to the youth of the greater Holly area in projects promoting the prevention of juvenile delinquency, child neglect and child abuse;

**NOW, THEREFORE BE IT RESOLVED** that the Holly Township Board of Directors hereby supports the Holly Area Youth Assistance Board of Directors and approves it's following new member: **Leslie Jorgensen.**

ADOPTED by the Holly Township Board of Trustees this 21<sup>st</sup> day of January 2026.

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

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF OAKLAND )

### Clerk's Certificate

*The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 21<sup>st</sup> day of January, 2026, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.*

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





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



CHANGES IN BOLD,  
UNDERLINED, ITALIC

George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Derek Burton, Trustee  
Ryan Matson, Trustee  
Michael McCanney, Trustee  
Richard Kinnamon, Trustee

## RESOLUTION 2026-02: ADMINISTRATIVE AND ESCROW FEES

**WHEREAS**, the cost of Township review of applications for zoning and other approvals can be considerable, can differ greatly between different applications, and cannot always be accurately predicted at the time application is made; and

**WHEREAS**, the actual cost of review should properly be borne by the applicant; now therefore,

**BE IT HEREBY RESOLVED**, as follows:

1. The stated administrative fees for applications for zoning and other approvals as set forth on the attached **Exhibit A** are hereby established. The administrative fees established by the Township Board are to be considered basic application fees, which cover only consideration of the application at regularly scheduled Planning Commission, Zoning Board of Appeals, and/or Township Board meetings, mailings, legal notice preparation, etc. as applicable.

2. In addition to the basic application fee, applicants for zoning and other approvals, shall pay escrow fees as set forth in the attached **Exhibit A** to cover the costs of review of applications for variances, special use permits, business sign permits, site plans, rezoning, planned unit developments, subdivision, site condominiums, and other requests as indicated on **Exhibit A**. Such escrow fees shall be in addition to the basic administrative fee, and the total amount paid (or reimbursed to the Township) from the funds in an escrow account established by the applicant as provided herein shall be equal to the Township's actual expenses incurred for reviewing and processing the application, including but not limited to the cost of:

- (a) Boards and Commissions meetings;
- (b) Special meetings;

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



George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Ryan Matson, Trustee  
Michael McCanney, Trustee  
Richard Kinnamon, Trustee

- (c) Publications, notice of hearings, legal notices, etc. as applicable.
- (d) Review by Township attorney and preparation of appropriate approving resolutions or ordinances;
- (e) Review by Township planner;
- (f) Review by Township engineer;
- (g) Review by Fire Department;
- (h) Services of other professions working for the Township which are directly related to the application;
- (i) Traffic studies;
- (j) Environmental impact studies;
- (k) Similar services and expenses.
- (l) Any additional public hearings, required mailings and legal notices necessitated by the application and/or applicant.

3. If the Township Clerk or Township Zoning Administrator determines that the application is one for which such costs for review are likely to exceed the escrow fee set forth in **Exhibit A**, the Zoning Administrator or Clerk shall require the applicant to pay into escrow, in advance, an amount over and above the stated escrow fee estimated to be sufficient to cover the expected costs. No application(s) shall be processed and no Certificate of Occupancy(s), inspections, or permit(s) shall be issued prior to the required escrow fee having been deposited with the Township Clerk. If an applicant objects to the amount of the escrow funds required to be deposited, it may appeal that determination to the Township Board within 30 days after the initial decision by the Zoning Administrator or Clerk.

4. If funds in the escrow account are depleted, the applicant shall make an additional deposit sufficient to cover any deficit and to reestablish a balance of at least \$500.00 or such greater amount as is determined by the Zoning Administrator or Clerk to be reasonably necessary in order to cover anticipated remaining or future expenses. No further action shall



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



George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Ryan Matson, Trustee  
Michael McCanney, Trustee  
Richard Kinnamon, Trustee

be taken on an application until the escrow account has been reestablished to such an appropriate level, as determined by the Zoning Administrator or Clerk.

5. The Zoning Administrator or Clerk shall maintain accurate records regarding the expenditures made on behalf of each applicant from the escrow account. Such escrow funds (from one or more applicants) shall be kept in a separate bank account or bank account category.

6. Any excess funds remaining in the escrow account after the application has been fully processed, reviewed, and the final decision has been rendered regarding the project will be refunded to the applicant with no interest to be paid on those funds. If the balance of the expenses for the application for any reason exceeds the amount remaining in escrow following final action by the Township, the Township shall send the applicant a statement for such additional fees. Until the applicant pays such fees for the expenses of review, no further inspections, building permit(s) or certificate of occupancy(s) or other permit(s) for the project shall be issued, and if such expenses remain unpaid for a period of 14 days, the Township Zoning Administrator, Code Enforcement Official or Building Official may issue appropriate stop work orders or take other action to halt work on the project. In addition, The Township may take legal action to collect unpaid fees.

7. The application for zoning approval or other application approvals covered by this resolution shall indicate that the applicant agrees to pay the Township's expenses for review of the application and other above-stated expenses.

ADOPTED by the Holly Township Board of Trustees this 21<sup>st</sup> day of January, 2026.

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



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



George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Ryan Matson, Trustee  
Michael McCanney, Trustee  
Richard Kinnamon, Trustee

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN                     )  
  ) ss  
COUNTY OF OAKLAND                 )

Clerk's Certificate

*The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 15<sup>th</sup> day of November, 2023, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.*

---

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

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



George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Ryan Matson, Trustee  
Michael McCanney, Trustee  
Richard Kinnamon, Trustee

## EXHIBIT A – RESOLUTION 2026-02

DESCRIPTION	ADMINISTRATIVE FEE	ESCROW FEES
Gun Permit	\$ 5.00	
Land Division (Lot Splits and Combinations)	\$ 150.00 + \$10.00 per Parcel Created	Cost of Professional Review Service if Required Plus Any Related Expenses
Landscape Plans (provided separately from site plan)	\$ 200.00 <u>\$350.00</u> + \$10.00/acre	Cost of Professional Review Service if Required Plus Any Related Expenses
<b><u>Liquor License</u></b>	<b><u>\$850.00</u></b>	
Mining Operations Annual Permit	\$1000.00 + \$10.00/acre	<del>\$3500.00</del> <b><u>\$4,500.00</u></b>
Moving Buildings	\$ 100.00	
Ordinance Interpretation Fee <i>by the Zoning Board of Appeals</i>	The Cost of the Board to Meet and Any Related Expenses per Current Approved Salary Resolution	Cost of Professional Review Service if Required Plus Any Related Expenses
Pre-Meeting Review with consultant at request of applicant		Cost of Professional Review Service if Required Plus Any Related Expenses
Private Roads – <b><u>Existing Road Amendments Only (No New Private Roads)</u></b>		
Construction Plan Fees	\$ 750.00	\$3500.00
Final Road Review	\$ 750.00	
Rezoning	\$ 750.00	\$1500.00 + \$40.00/acre
Seasonal Sales – up to 150-day Permit	\$150.00	
Seasonal Sales – Planning Commission Reviewing	\$150.00	\$750.00
Sign Permits - Permanent	150.00	\$ 500.00 for Business Signs
Sign Permits – Temporary	\$25.00	
<b><u>Pre-application Review</u></b>		<b><u>\$1,000.00</u></b>
Site Plan Reviews	\$ 750.00 + \$10.00/acre	<del>\$1500.00</del> <b><u>\$2,500.00</u></b> + \$40.00/acre
Planned Residential Development	\$ 750.00 + \$10.00/acre	<del>\$ 2500.00</del> <b><u>\$3,500.00</u></b> + \$40.00/acre
Conceptual (Preliminary Review)	\$1000.00 + \$10.00/acre	<del>\$ 2500.00</del> <b><u>\$3,500.00</u></b> + \$40.00/acre
Preliminary Plan (Public Hearing)	\$1000.00 + \$10.00/acre	<del>\$ 2500.00</del> <b><u>\$3,500.00</u></b> + \$40.00/acre
Final Plan		
Planned Unit Development	\$ 750.00 + \$10.00/acre	<del>\$ 2500.00</del> <b><u>\$3,500.00</u></b> + \$40.00/acre
Conceptual	\$1000.00 + \$10.00/acre	<del>\$ 2500.00</del> <b><u>\$3,500.00</u></b> + \$40.00/acre
Preliminary Plan	\$1000.00 + \$10.00/acre	<del>\$ 2500.00</del> <b><u>\$3,500.00</u></b> + \$40.00/acre
Final Plan		
Site Condominiums (Single Building Units)	\$ 750.00 + \$10.00/acre	<del>\$ 2500.00</del> <b><u>\$3,500.00</u></b>
Preliminary Plan	\$ 750.00 + \$10.00/acre	
Final Plan		
Site Plan Plans - All Type Containing the following additional fees with construction plans as follows:		<del>\$3500.00</del> <b><u>\$5,000.00</u></b>
Sanitary Sewer	\$ 350.00 + \$10.00/acre	
Water Main	\$ 350.00 + \$10.00/acre	
Well & Pump Station	\$ 600.00 + \$10.00/acre	
Private Road	\$ 350.00 + \$10.00/acre	
Solicitors Permit	\$ 25.00 Plus \$10.00 Per Day	Cost of Professional Review Service if Required Plus Any Related Expenses
Special Land Use (does not include site plan fee)	\$ 750.00	<del>\$1500.00</del> <b><u>\$2,500.00</u></b>
Special Meetings (Commissions and Boards)	The Cost of the Boards and Commissions to Meet and Any Related Expenses per Current Approved Salary Resolution	Cost of Professional Review Service if Required Plus Any Related Expenses

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

George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Ryan Matson, Trustee  
Michael McCanney, Trustee  
Richard Kinnamon, Trustee

Subdivision Plats		
Sketch Plan (Optional)	\$ 350.00 + \$10./acre	+500.00 <u>\$2,500.00</u> + \$10.00/acre
Tentative Preliminary Plat	\$ 750.00 + \$45.00/lot	+500.00 <u>\$2,500.00</u> + \$40.00/acre
Final Preliminary Plat	\$ 750.00 + \$45.00/lot	+500.00 <u>\$2,500.00</u> + \$40.00/acre
Final Plat	\$ 850.00 + \$45.00/lot	+500.00 <u>\$2,500.00</u> + \$40.00/acre
Construction Plans	\$ 900.00 + \$60.00/lot	
Temporary Dwelling, Construction Office, Real Estate Office, etc.	\$ 50.00	
Variances (includes ZBA per diem)	The Cost of the Board to Meet and any Related Expenses per Current Approved Salary Resolution	Cost of Professional Review Service if Required Plus Any Related Expenses
Zoning Compliance - Fences and for structures not requiring building permits	\$ 25.00	

ADOPTED by the Holly Township Board of Trustees this 21<sup>st</sup> day of January 2026.

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

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF OAKLAND )

Clerk's Certificate

*The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 21<sup>st</sup> day of January, 2026, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.*

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