1. CALL TO ORDER
2. CLOSED EXECUTIVE SESSION (6:30 p.m.): Discuss Attorney Opinion Regarding Labor Contract
3. INVOCATION AND PLEDGE
4. RECOGNITION: Distinguished Service Award
5. CITIZEN OF THE MONTH:
6. PROCLAMATION: Police Week
7. PUBLIC HEARINGS
   A. SSH & SSH #1 Private Road Maintenance SAD #3 - Public Hearing on Cost Estimate/Work Plan
   B. Square Lake Water Quality Control SAD #3B Public - Hearing on Cost Estimate/Work Plan
8. APPROVAL OF BILLS
9. BRIEF PUBLIC COMMENT (3 minutes or less)
10. APPROVAL OF AGENDA
11. CONSENT AGENDA
   A. Minutes - Regular Meeting, April 15, 2019
   B. Minutes - Special Meeting, April 25, 2019
   C. Update FOIA Policy
   D. West Nile Virus Prevention Program
   E. Hire Office Coordinator - Fire Department
   F. Hire Programmer - Parks & Recreation
   G. Advertise Part-time Position for Clerk – Planning & Zoning
   H. Reappointment - Cable Commission
   I. Applications to Sell Concessions- Woodside Bible Church Outdoor Service; Wildwood Amphitheater
   J. Peddler/Solicitor License Applications - Aptive Pest Control
   K. Accept Donation of Temporary Easement - Regits
   L. Accept Donation of Temporary and Permanent Easement - Backer
   M. Updated Organizational Chart
   N. Purchase Vehicle - Public Services Department
   O. First Quarter 2019 Treasurer's Report
   P. 2019 Community Service Agreements - Orion Area Youth Assistance & North Oakland Community Coalition
   Q. Request for Street Light – Waldon Road & Orbit Drive
   R. Second Reading- Amendment to Ord. 132: Parks & Recreation
   S. Mill Lake Gardens Private Road Maintenance SAD #4 – Schedule Public Hearing on Cost Estimate
   T. Bunny Run Annex #5 (Portion of) Private Road Maintenance SAD #1 – Schedule Public Hearing on Cost Estimate
   U. Approval of Township Seal-coating Projects
   V. Resolution - Oakland County Emergency Operations Plan; Fire Department
   W. Amend Budget for Demolitions - Building Department
   X. Background Check Policy
   Y. Georgia Investors LLC Grant of Easement
12. PENDING BUSINESS
   A. SSH & SSH #1 Private Road Maintenance SAD #3 – Action after Hearing
   B. Square Lake Water Quality Control SAD #3B – Action after Hearing
   C. First Reading - PC-2019-15, Breckenridge Townshomes Rezone Request
   D. Second Reading - PC-2019-01, Parcel B-1 Rezone Request
E. RRFB Contract for Execution - Safe Routes to School  365
F. Private Contract for Building Department Services  369

13. REPORTS
   A. Police/Fire Reports  377
   B. Oakland County 2018 Financial Summary  386
   C. Clinton - Oakland Sewage Rate Change  387

14. PUBLIC COMMENT
15. BOARD MEMBER COMMENT
16. ADJOURNMENT  388

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact Penny S. Shults, Clerk, at (248) 391-0304, ext. 4001, at least seventy-two hours in advance of the meeting to request accommodations.
Charter Township of Orion  
Oakland County, Michigan

Proclamation
National Police Week, May 12-18, 2019
Peace Officers’ Memorial Day, May 15, 2019
By the Supervisor of the Charter Township of Orion

Whereas, The Congress and President of the United States have designated May 15th as Peace Officers’ Memorial Day, and the week in which May 15th falls as National Police Week; and

Whereas, members of the Oakland County Sheriff’s Department play an essential role in safeguarding the rights and freedoms of our citizens; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their Deputies, and that the Oakland County Sheriff’s Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the Oakland County Sheriff’s Department unceasingly provide a vital public service; and

Whereas, I, Chris Barnett, Supervisor of the Charter Township of Orion, call up all citizens of Orion Township to observe the week of May 12-18, 2019 as “Police Week” commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all residents.

I further call upon all citizens of Orion Township to observe May 15, 2019 as “Peace Officers’ Memorial Day” in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Issued May 6, 2019

Chris Barnett, Supervisor  
Charter Township of Orion
Public Hearing Item Summary

To: Township Board Members
From: Chris Barnett, Supervisor
Meeting Date: May 6, 2019
Memo Date: April 29, 2019
Subject: SSH & SSH #1 Private Road Maintenance SAD #3
          Public Hearing on Cost Estimate and Work Plan

DESCRIPTION

A public hearing is scheduled for Monday, May 6, 2019, at 7:00 p.m., to receive public comment on the cost estimate and work plan for this SAD.

A copy of the cost estimate/work plan is attached.
SSH & SSH #1 Private Road Maintenance SAD #3

Preliminary Cost Estimate & Work Plan

**Work Plan**
Grading, gravel, snow removal, ice maintenance, chloride, drainage/ditching, tree & shrub trimming/removal. Detailed work plan and maps, by year, attached.

**Cost Estimate**

<table>
<thead>
<tr>
<th>Year</th>
<th>Work Fees</th>
<th>OHM Fees</th>
<th>OHM Fees</th>
<th>Set-Up Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>2020</td>
<td>28,694.30</td>
<td>none</td>
<td>788.48</td>
<td>29,482.78</td>
</tr>
<tr>
<td>Year 2</td>
<td>2021</td>
<td>28,198.58</td>
<td>-</td>
<td>zero</td>
<td>28,198.58</td>
</tr>
<tr>
<td>Year 3</td>
<td>2022</td>
<td>29,317.89</td>
<td>-</td>
<td>zero</td>
<td>28,317.89</td>
</tr>
<tr>
<td>Year 4</td>
<td>2023</td>
<td>30,257.17</td>
<td>-</td>
<td>zero</td>
<td>30,257.17</td>
</tr>
<tr>
<td>Year 5</td>
<td>2024</td>
<td>34,911.45</td>
<td>-</td>
<td>zero</td>
<td>34,911.45</td>
</tr>
</tbody>
</table>

* will be added if incurred

**Set-Up Fees Detail**

<table>
<thead>
<tr>
<th>Public Hearing on Cost Estimate</th>
<th>315.76</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 window envelopes @ 4¢ each</td>
<td>2.88</td>
</tr>
<tr>
<td>72 notices @ 9¢ each</td>
<td>6.48</td>
</tr>
<tr>
<td>72 stamps @ 55¢ each</td>
<td>39.60</td>
</tr>
<tr>
<td>2 weeks advertising fees - ESTIMATED</td>
<td>266.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Hearing on Proposed Roll</th>
<th>315.76</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 window envelopes @ 4¢ each</td>
<td>2.88</td>
</tr>
<tr>
<td>72 notices @ 9¢ each</td>
<td>6.48</td>
</tr>
<tr>
<td>72 stamps @ 55¢ each</td>
<td>39.60</td>
</tr>
<tr>
<td>2 weeks advertising fees - ESTIMATED</td>
<td>266.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notice of Assessment &amp; Right to Appeal</th>
<th>48.96</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 window envelopes @ 4¢ each</td>
<td>2.88</td>
</tr>
<tr>
<td>72 notices @ 9¢ each</td>
<td>6.48</td>
</tr>
<tr>
<td>72 stamps @ 55¢ each</td>
<td>39.60</td>
</tr>
</tbody>
</table>

| Treasurer’s Office – Time to Enter on Tax Roll ($1.50 x 72) | 108.00 |

**TOTAL SET-UP FEES** 788.48

It is proposed that a special assessment district be created for a period of five (5) years, or until a petition to discontinue the special assessment district is received with signatures that represent a majority of the properties in the district, to pay for the improvement. An annual redetermination of costs is contemplated without a change in the special assessment district boundaries. The projected incremental increases are ten (10%) percent per year for the term of the improvement without additional public hearings.
Table of Contents:
Sunset Hills SAD Renewal Workplan

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary and Board Signature</td>
<td>2</td>
</tr>
<tr>
<td>Year #1: 2020 Workplan</td>
<td>3</td>
</tr>
<tr>
<td>Year #2: 2021 Workplan</td>
<td>4</td>
</tr>
<tr>
<td>Year #3: 2022 Workplan</td>
<td>5</td>
</tr>
<tr>
<td>Year #4: 2023 Workplan</td>
<td>6</td>
</tr>
<tr>
<td>Year #5: 2024 Workplan</td>
<td>7</td>
</tr>
<tr>
<td>Workplan Summary</td>
<td>8</td>
</tr>
</tbody>
</table>
Executive Summary and Board Signature

The Sunset Hills Neighborhood consists of two platted, adjacent subdivisions: Sunset Hills and Sunset Hills #1. These are located between the shores of Elkhorn and Square Lakes, south of Heights Road and west of Pine Tree Road in Orion Township. Collectively these subdivisions are referred to as "Sunset Hills." These subdivisions include commonly-owned, private roads that are not maintained by the County Road Commission. There are a few houses that are accessible only through Sunset Hills, even though they are not in the Sunset Hills neighborhoods.

Sunset Hills was platted in the 1920s, without express arrangements made for road maintenance, even though the roads are platted as common property of all subdivision owners. In fact, many of the lots were not developed until much later. As this development took place, the roads were used with increased frequency and the natural wetland drainage areas were diminished. These factors caused the roads and drainage to fall into disrepair.

In the 1970s, residents joined together to form a corporate nonprofit neighborhood association. The Association was not formed in a way that legally requires all residents to pay their shared cost of road maintenance. As a result, yearly dues were not mandatory, and were generally only paid by about half of the households. This had tied the hands of the Association in its ability to fund road maintenance as needed.

In 2009, the Association applied for and received a SAD for ongoing maintenance needs of roads and restoration, repair and maintenance of existing drainage system and platted ditching. The existing SAD has been a tremendous success. Prior to the SAD heavy rains resulted in significant drainage on the road surfaces. Inconsistent funding resulted in irregular plowing in the winter and infrequent grading in the summer. The result was frequent trenches and potholes creating poor and unsafe conditions. Presently, roads are maintained with proper grading and crowing leading water to the improved drainage and ditches. Year-round service has been consistent supporting plowing, ice mitigation, removal of brush for improved sight lines and regular gravel and grading to provide safe, high-quality roads.

The Association still exists, is a major advocate of another SAD for Sunset Hills and is applying for renewal of the expiring SAD. Maintenance of drains is defined though no additional projects are required. The forward focus is on road maintenance via gravel, grading and chloride in the dry months, tree and brush removal to maintain safe driving and site lines with plowing and ice mitigation in the winter months. This document includes a summary of the five-year plan along with detail for each year.

The residents of the Sunset Hills Neighborhood Association give deep thanks to the Township and its staff for helping us to implement them existing SAD and look forward to ongoing support to continue vital services in our neighborhood by voting to approve renewal.

Scott Finn, President

Gary Thede, Vice President

Chuck Lester, Director

Nick Modock, Director

Jennifer Czech, Director

Joe Fraga, Director

Cindy Fraga, Treasurer

Kathy Lester, Secretary
Year #1: 2020 Workplan

Year #1 includes annual gravel and ice mitigation will be done subdivision-wide as needed. Highlighted areas indicated on the maps articulate areas of the subdivision receiving focused-attention in a specified year.

<table>
<thead>
<tr>
<th>Service</th>
<th>Unit Cost</th>
<th>Qty/year</th>
<th>2020</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading</td>
<td>$1,700</td>
<td>3</td>
<td>$5,100</td>
<td>Three grading’s annually- spring, summer and fall.</td>
</tr>
<tr>
<td>Gravel</td>
<td>$24/ton</td>
<td>350</td>
<td>$8,400</td>
<td>Gravel to applications to correspond with grading.</td>
</tr>
<tr>
<td>Gravel Distribution</td>
<td>$4.75/ton</td>
<td>350</td>
<td>$1,660</td>
<td>Gravel applied as needed to all roads focusing annual on areas indicated in maps.</td>
</tr>
<tr>
<td>Chloride</td>
<td>n/a</td>
<td>3</td>
<td>$3,834.30</td>
<td>7,536 feet each application at $0.17/foot + sales tax with increase each year.</td>
</tr>
<tr>
<td>Snow Plow</td>
<td>$850/month</td>
<td>seasonal</td>
<td>$3,400</td>
<td>Seasonal contract.</td>
</tr>
<tr>
<td>Ice Mitigation</td>
<td>n/a</td>
<td>5</td>
<td>$1,300</td>
<td>Salt, sand and/or service (salt price varies/yearly rates.)</td>
</tr>
<tr>
<td>Tree and Brush</td>
<td>$5,000</td>
<td>1</td>
<td>$5,000</td>
<td>Tree and brush removal to maintain/improve roadway sightlines and remove dead trees.</td>
</tr>
<tr>
<td>Drainage/</td>
<td></td>
<td></td>
<td></td>
<td>*Clean and jet all ditches and drains (2024 ONLY).</td>
</tr>
<tr>
<td>Ditch Maintenance*</td>
<td>$0</td>
<td>n/a</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$28,694.30</td>
<td></td>
</tr>
</tbody>
</table>

Road Maint.
SAD 2020

- Hill Lawn/Crestmont
- Elkhorn/Valley
- Crestmont at Devon
- Elkhorn/Kempster
- Crestmont/Willow
- Kempster/Maple Pt.
- Crestmont/Elkhorn
- Kempster/Valley
- Elkhorn/County Elkhorn
- Kempster/Cove Lane
# Year #2: 2021 Workplan

Year #2 Highlighted areas indicated on the maps articulate areas of the subdivision receiving focused-attention in a specified year.

<table>
<thead>
<tr>
<th>Service</th>
<th>Unit Cost</th>
<th>Qty/year</th>
<th>2021</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading</td>
<td>$1,700</td>
<td>3</td>
<td>$5,100</td>
<td>Three grading’s annually- spring, summer and fall.</td>
</tr>
<tr>
<td>Gravel</td>
<td>$24.75/ton</td>
<td>300</td>
<td>$7,425</td>
<td>Gravel to applications to correspond with grading.</td>
</tr>
<tr>
<td>Gravel Distribution</td>
<td>$4.75/ton</td>
<td>300</td>
<td>$1,660</td>
<td>Gravel applied as needed to all roads focusing annual on areas indicated in maps.</td>
</tr>
<tr>
<td>Chloride</td>
<td>n/a</td>
<td>3</td>
<td>$4,313.58</td>
<td>7,536 feet each application at $0.19/foot + sales tax with increase each year.</td>
</tr>
<tr>
<td>Snow Plow</td>
<td>$850</td>
<td>seasonal</td>
<td>$3,400</td>
<td>Seasonal contract.</td>
</tr>
<tr>
<td>Ice Mitigation</td>
<td>n/a</td>
<td>5</td>
<td>$1,300</td>
<td>Salt, sand and/or service (salt price varies per year.)</td>
</tr>
<tr>
<td>Tree and Brush</td>
<td>$5,000</td>
<td>1</td>
<td>$5,000</td>
<td>Tree and brush removal to maintain/improve roadway sightlines and remove dead trees.</td>
</tr>
<tr>
<td>Drainage/ Ditch Maint.</td>
<td>$0</td>
<td>n/a</td>
<td>$0</td>
<td>*Clean and jet all ditches and drains (2024 ONLY).</td>
</tr>
</tbody>
</table>

| Total                 |           |          | $28,198.58 |                                                                                                                                         |

![Road Maint. SAD 2021 Diagram](image-url)
# Year #3: 2022 Workplan

Year #3 includes maintenance of drainage/ditch system via cleaning and jetting. Highlighted areas indicated on the maps articulate areas of the subdivision receiving focused-attention in a specified year.

<table>
<thead>
<tr>
<th>Service</th>
<th>Unit Cost</th>
<th>Qty/year</th>
<th>2022</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading</td>
<td>$1,700</td>
<td>3</td>
<td>$5,100</td>
<td>Three grading's annually- spring, summer and fall.</td>
</tr>
<tr>
<td>Gravel</td>
<td>$25.75/ton</td>
<td>300</td>
<td>$7,725</td>
<td>Gravel to applications to correspond with grading.</td>
</tr>
<tr>
<td>Gravel Distribution</td>
<td>$5.87/ton</td>
<td>300</td>
<td>$1,760</td>
<td>Gravel applied as needed to all roads focusing annual on areas indicated in maps.</td>
</tr>
<tr>
<td>Chloride</td>
<td>n/a</td>
<td>3</td>
<td>$5,032.89</td>
<td>7,536 feet each application at $0.22/foot + sales tax with increase each year.</td>
</tr>
<tr>
<td>Snow Plow</td>
<td>$850</td>
<td>seasonal</td>
<td>$3,400</td>
<td>Seasonal contract.</td>
</tr>
<tr>
<td>Ice Mitigation</td>
<td>n/a</td>
<td>5</td>
<td>$1,300</td>
<td>Salt, sand and/or service (salt price varies per year.)</td>
</tr>
<tr>
<td>Tree and Brush</td>
<td>$5,000</td>
<td>1</td>
<td>$5,000</td>
<td>Tree and brush removal to maintain/improve roadway sightlines and remove dead trees.</td>
</tr>
<tr>
<td>Drainage/Ditch Maintenance*</td>
<td>$0</td>
<td>1</td>
<td>$0</td>
<td>*Clean and jet all ditches and drains (2024 ONLY).</td>
</tr>
</tbody>
</table>

**Total** $29,317.89

---

**Road Maint.**

**SAD 2022**

---

Sunset Hills: SAD Workplan, 4/4/2019
Year #4: 2023 Workplan

Year #4 has no drainage projects. Highlighted areas indicated on the maps articulate areas of the subdivision receiving focused-attention in a specified year.

<table>
<thead>
<tr>
<th>Service</th>
<th>Unit Cost</th>
<th>Qty/year</th>
<th>2023</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading</td>
<td>$1,800</td>
<td>3</td>
<td>$5,400</td>
<td>Three grading’s annually- spring, summer and fall.</td>
</tr>
<tr>
<td>Gravel</td>
<td>$26.75/ton</td>
<td>300</td>
<td>$8,025</td>
<td>Gravel to applications to correspond with grading.</td>
</tr>
<tr>
<td>Gravel Distribution</td>
<td>$5.87/ton</td>
<td>300</td>
<td>$1,760</td>
<td>Gravel applied as needed to all roads focusing annual on areas indicated in maps.</td>
</tr>
<tr>
<td>Chloride</td>
<td>n/a</td>
<td>3</td>
<td>$5,272.17</td>
<td>7,536 feet each application at $0.23/foot + sales tax with increase each year.</td>
</tr>
<tr>
<td>Snow Plow</td>
<td>$850</td>
<td>seasonal</td>
<td>$3,400</td>
<td>Seasonal contract.</td>
</tr>
<tr>
<td>Ice Mitigation</td>
<td>n/a</td>
<td>5</td>
<td>$1,400</td>
<td>Salt, sand and/or service (salt price varies per year.)</td>
</tr>
<tr>
<td>Tree and Brush</td>
<td>$5,000</td>
<td>1</td>
<td>$5,000</td>
<td>Tree and brush removal to maintain/improve roadway sightlines and remove dead trees.</td>
</tr>
<tr>
<td>Drainage/ Ditch Maintenance*</td>
<td>$0</td>
<td>n/a</td>
<td>$0</td>
<td>*Clean and jet all ditches and drains (2024 ONLY).</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$30,257.17</strong></td>
<td></td>
</tr>
</tbody>
</table>

Road Maint.  
SAD 2023

*Clean and jet all ditches and drains (2024 ONLY).
Year #5: 2024 Workplan

Year #5 has no drainage projects. Highlighted areas indicated on the maps articulate areas of the subdivision receiving focused-attention in a specified year.

<table>
<thead>
<tr>
<th>Service</th>
<th>Unit Cost</th>
<th>Qty/year</th>
<th>2024</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading</td>
<td>$1,800</td>
<td>3</td>
<td>$5,400</td>
<td>Three grading’s annually- spring, summer and fall.</td>
</tr>
<tr>
<td>Gravel</td>
<td>$28/ton</td>
<td>300</td>
<td>$8,400</td>
<td>Gravel to applications to correspond with grading.</td>
</tr>
<tr>
<td>Gravel Distribution</td>
<td>$6.20/ton</td>
<td>300</td>
<td>$1,860</td>
<td>Gravel applied as needed to all roads focusing annual on areas indicated in maps.</td>
</tr>
<tr>
<td>Chloride</td>
<td>n/a</td>
<td>3</td>
<td>$5,751.45</td>
<td>7,536 feet each application at $0.25/foot + sales tax with increase each year.</td>
</tr>
<tr>
<td>Snow Plow</td>
<td>$900</td>
<td>seasonal</td>
<td>$3,600</td>
<td>Seasonal contract.</td>
</tr>
<tr>
<td>Ice Mitigation</td>
<td>n/a</td>
<td>5</td>
<td>$1,400</td>
<td>Salt, sand and/or service (salt price varies per year.)</td>
</tr>
<tr>
<td>Tree and Brush</td>
<td>$5,000</td>
<td>1</td>
<td>$5,000</td>
<td>Tree and brush removal to maintain/improve roadway sightlines and remove dead trees.</td>
</tr>
<tr>
<td>Drainage/Ditch Maintenance*</td>
<td>$3,500</td>
<td>1</td>
<td>$3,500</td>
<td>*Clean and jet all ditches and drains (2024 ONLY).</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$34,911.45</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Drain cleanout (2024 only) of previously installed drainage systems

---

*Sunset Hills: SAD Workplan, 4/4/2019*
## Workplan Summary

### SSH & SSH#1 Private Road Maintenance

<table>
<thead>
<tr>
<th>Service</th>
<th>Unit Cost</th>
<th>Qty/year</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>Total</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading</td>
<td>$1700 - 1800</td>
<td>3</td>
<td>$5,100</td>
<td>$5,100</td>
<td>$5,100</td>
<td>$5,400</td>
<td>$5,400</td>
<td>$26,100</td>
<td>Grading - spring, summer and fall.</td>
</tr>
<tr>
<td>Gravel</td>
<td>$24-28/ton</td>
<td>350 yr 1</td>
<td>$8,400</td>
<td>$7,425</td>
<td>$7,725</td>
<td>$8,025</td>
<td>$8,400</td>
<td>$39,975</td>
<td>Gravel applications to correspond with grading.</td>
</tr>
<tr>
<td>Gravel Distribution</td>
<td>$4.75-6.20/ton</td>
<td>350 yr 1</td>
<td>$1,660</td>
<td>$1,660</td>
<td>$1,760</td>
<td>$1,760</td>
<td>$1,860</td>
<td>$8,700</td>
<td>Gravel applied as needed to all roads focusing annual on areas indicated in attached maps.</td>
</tr>
<tr>
<td>Chloride</td>
<td>n/a</td>
<td>3</td>
<td>$3,834.30</td>
<td>$4,313.58</td>
<td>$5,032.89</td>
<td>$5,272.17</td>
<td>$5,751.45</td>
<td>$24,204.39</td>
<td>7,536 feet each application at $0.17 - $0.25/foot + sales tax with increase each year.</td>
</tr>
<tr>
<td>Snow Plow</td>
<td>$850 - 900</td>
<td>seasonal</td>
<td>$3,400</td>
<td>$3,400</td>
<td>$3,400</td>
<td>$3,400</td>
<td>$3,600</td>
<td>$17,200</td>
<td>Seasonal contract.</td>
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<tr>
<td>Ice Mitigation</td>
<td>n/a</td>
<td>n/a</td>
<td>$1,300</td>
<td>$1,300</td>
<td>$1,300</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$6,700</td>
<td>Salt, sand and/or service (salt price varies per year.)</td>
</tr>
<tr>
<td>Tree and Brush</td>
<td>$5,000</td>
<td>1</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$25,000</td>
<td>Tree and brush removal to maintain/improve roadway sightlines and remove dead trees.</td>
</tr>
<tr>
<td>Drainage/Ditch Maint.</td>
<td>$3,500</td>
<td>n/a</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$3,500</td>
<td>$3,500</td>
<td>Clean and jet all ditches and drains (2024 ONLY).</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$28,694.30</td>
<td>$28,198.58</td>
<td>$29,317.89</td>
<td>$30,257.17</td>
<td>$34,911.45</td>
<td>$151,379.39</td>
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</table>
Public Hearing Item Summary

To: Township Board Members
From: Chris Barnett, Supervisor
Meeting Date: May 6, 2019
Memo Date: April 29, 2019
Subject: Square Lake Water Quality Control SAD #3B
   Public Hearing on Cost Estimate and Work Plan

DESCRIPTION

A public hearing is scheduled for Monday, May 6, 2019, immediately following the 7:00 p.m. public hearing for SSH & SSH #1 Private Road Maintenance SAD #3, to receive public comment on the cost estimate and work plan for this SAD (which is for weed/algae control).

A copy of the cost estimate/work plan is attached.
Work Plan
To help improve the quality of Square Lake by the control of algae and weeds by chemical application.

Cost Estimate (Application by LakePro, Inc.)

<table>
<thead>
<tr>
<th>Year</th>
<th>Work Fees</th>
<th>Insurance Certificate Fee</th>
<th>DEQ Permit Fee</th>
<th>Set-Up Fees</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>2020</td>
<td>15,000.00</td>
<td>100.00</td>
<td>included</td>
<td>1,873.93</td>
<td>16,971.93</td>
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<tr>
<td>2021</td>
<td>15,000.00</td>
<td>100.00</td>
<td>included</td>
<td>zero</td>
<td>15,100.00</td>
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<td>2022</td>
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<td>100.00</td>
<td>included</td>
<td>zero</td>
<td>15,100.00</td>
</tr>
<tr>
<td>2023</td>
<td>15,000.00</td>
<td>100.00</td>
<td>included</td>
<td>zero</td>
<td>15,100.00</td>
</tr>
<tr>
<td>2024</td>
<td>15,000.00</td>
<td>100.00</td>
<td>included</td>
<td>zero</td>
<td>15,100.00</td>
</tr>
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</table>

Set-Up Fees Detail

**Public Hearing on Cost Estimate**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window envelopes</td>
<td>259</td>
<td>10.36</td>
</tr>
<tr>
<td>Notices</td>
<td>259</td>
<td>31.08</td>
</tr>
<tr>
<td>Stamps</td>
<td>259</td>
<td>142.45</td>
</tr>
<tr>
<td>Total set-up fees (estimated, subject to change)</td>
<td>510.40</td>
<td></td>
</tr>
</tbody>
</table>

**Public Hearing on Proposed Roll**

<table>
<thead>
<tr>
<th>Item</th>
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<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Window envelopes</td>
<td>259</td>
<td>10.36</td>
</tr>
<tr>
<td>Notices</td>
<td>259</td>
<td>31.08</td>
</tr>
<tr>
<td>Stamps</td>
<td>259</td>
<td>142.45</td>
</tr>
<tr>
<td>Total set-up fees (estimated, subject to change)</td>
<td>510.40</td>
<td></td>
</tr>
</tbody>
</table>

**Notice of Assessment & Right to Appeal**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window envelopes</td>
<td>259</td>
<td>10.36</td>
</tr>
<tr>
<td>Notices</td>
<td>259</td>
<td>15.54</td>
</tr>
<tr>
<td>Stamps</td>
<td>259</td>
<td>142.45</td>
</tr>
</tbody>
</table>

**Treasurer’s Office – Time to Enter on Tax Roll ($1.50 x 259)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window envelopes</td>
<td>259</td>
<td>315.00</td>
</tr>
</tbody>
</table>

**TOTAL SET-UP FEES**

1,871.93

It is proposed that a special assessment district be created for five (5) years, or until a petition to discontinue the special assessment district is received with signatures that represent a majority of the properties in the district, to pay for the improvement. An annual redetermination of costs is contemplated without a change in the special assessment district boundaries. The projected incremental increases are ten (10%) percent per year for the term of the improvement without additional public hearings.
Lake Description
Square Lake is 83 acres and located in Orion Township, Oakland County, Michigan (T 4N, R 10E, S 9,10). Square Lake is located within the Clinton River Watershed.

The shoreline is approximately 85% developed with mostly year-round homes. The rest of the lakeshore is undeveloped and remains forested wetland. The lake is used for swimming, boating, and fishing. Watercraft are restricted to man-powered, sail, or electric motors.

Concerns for Square Lake
LakePro is focused on managing the aquatic plants in the lake. The problems in the lake are invasive species, such as Eurasian Watermilfoil (EWM) and Phragmites, and nuisance native plants, such as Chara and Pondweeds. EWM is an invasive plant that grows very thick stands that will crowd out native plants and disrupt the natural ecosystem. Furthermore, the dense patches of EWM can impede boating and may pose a risk to swimmers.

Phragmites are an invasive emergent plant. They start growing in the same areas as cattails, but quickly gain advantage because of their extensive root structure and taller height. Left unmanaged, Phragmites will grow to crowd out cattails and other native plants. With no competition, Phragmites grow a dense monoculture that does not provide the ecological services offered by a diverse native plant community.

Some native plants can also grow to nuisance levels in the lake. Surface algae, macroalgae (i.e. Chara), Pondweeds, Lily Pads, and Cattails grow in many areas of the lake and have the potential to grow to nuisance levels that impede recreation such as swimming and boating.

Prior Management Practices
The lake was treated in the past by LakePro. All treatments were either recommended by LakePro or requested by Mr. Frank Kunz, a riparian on the lake. The treatment plans were approved by Mr. Kunz prior to completion. Over the year, treatments varied to target the aquatic plants as determined by vegetation survey. Target plants have included those mentioned above.

Management Goals for Square Lake
Based on the problems facing the lake, we have identified five goals for the management program at Square Lake.

1. Control the invasive Eurasian Watermilfoil and Phragmites;
2. Survey for other invasive species, such as Curly-Leaf Pondweed and Phragmites;
3. Manage the algae & macroalgae to acceptable levels within the lake;
4. Monitor for Swimmer’s Itch and treat for snails that host schistosomes as necessary;
5. Encourage the growth and spread of native plants in the lake, while keeping them below a nuisance level;
LakePro’s Management Services
In order to manage the problems facing the lake, we will utilize an Integrated Plant Management Program. This program will incorporate different management practices for the different problems facing the lake. The different parts of the plan will work together to create a solution that is more effective and beneficial than any singular solution.

This type of program requires diligence from the contractor to monitor the lake, carry out services, communicate with our client, evaluate the success of the program, and make adjustments as necessary. In order to ensure the success of the program, LakePro will assign a lead Lake Manager and an assistant to your lake. Your lake manager is responsible for all services and will be familiar with all aspects of the lake management plan. This ensures you have a single point of contact that can answer all of your questions and concerns. He will also be on the lake for all management activities and attend your meetings. Your lake manager will be Peter Filpansick. The assistant lake manager will assist and will also be familiar with your plan in the event you cannot reach your lake manager. Your assistant lake manager will be Paul Dominick.

Integrated Plant Management Program for Square Lake
The Integrated Plant Management Program for Square Lake is designed to manage the concerns for the lake and achieve the goals described above.

Aquatic Vegetation Assessment Surveys
In order to create a specific plan for managing the lake, we must periodically survey the lake to locate the plants in the lake, identify them, and quantify their density and distribution in the lake. These results of these surveys will direct the rest of the management program and will be included in the annual documentation of the lake condition.

Herbicide Treatments
The primary problem in the lake is the growth of Eurasian Watermilfoil. Currently, the best management practice for this plant is herbicides. Herbicides are selective for EWM, provide reliable results, and eliminate the possibility of spreading the plant through fragmentation. We recommend using herbicides early in the season to control the EWM.

There are currently three different classes of herbicides that can be used to control EWM:

- **Contact Herbicides** can provide short-term control of the EWM through spot treatments. These products will kill the shoots, but not the roots of the plants. Therefore, these products do not accomplish any long-term management of the EWM. In some cases, EWM may need to be treated a second time during the summer. These herbicides are the least expensive and have the shortest water-use restrictions (i.e. lawn irrigation – 3 days).

- **Systemic Herbicides** provide long-term control of EWM through spot treatments because they kill the shoots and roots of the plant. Therefore, the plants treated will never grow again; any regrowth will be new plants from the seed bed. Usually EWM needs to only be treated once during the year with these products. These herbicides are more expensive and have slightly longer water-use restrictions (i.e. lawn irrigation – 14-28 days).
Fluridone is a specialized systemic herbicide that is utilized in whole-lake treatments. Fluridone is applied to the entire lake to achieve a specific concentration that will kill only the EWM. Whole-lake treatments should be utilized when the cost for spot-treatments exceed the cost for treating the entire lake at once. The Michigan Department of Environmental Quality allows Fluridone to be used no sooner than every third year. In order to do a whole-lake treatment with Fluridone, the MDEQ requires a “Lake Management Plan” to be completed that includes many details about the lake characteristics and condition.

Phragmites Treatments
Phragmites are also treated with an herbicide. The most common treatment regimen is to treat the Phragmites in late summer with the contact herbicide Glyphosate. Despite being a contact herbicide, Phragmites will move this herbicide into its roots along with other nutrients at that time of year. The herbicide is applied directly to the plants’ leaves as a low concentration solution.

Algicide Treatments
Algicides can be used to treat nuisance algae growth on the shoreline of the lake. The MDEQ permit will restrict the areas that can be treated and the amount of algicides that can be used. This is another option to control algae that the harvesters cannot collect.

Swimmer’s Itch Treatments
Swimmer’s Itch is caused by schistosomes in the water, which are introduced by bird feces. Once in the water, the schistosomes infect snails, which allows the schistosome population to thrive. High populations in the water then allow the schistosomes to infect humans in the water, causing Swimmer’s Itch.

The most common solution for Swimmer’s Itch is to apply a heavy dose of Copper Sulfate as a molluscicide to control snail populations. Without snails, the schistosomes are not able to propagate a large enough population to cause problems for humans. In recent years, the MDEQ significantly changed their permitting requirements for these treatments.

In order to treat snails with the amount of Copper Sulfate necessary, the MDEQ requires documentation of the symptoms, along with a timeline, positive identification of the schistosomes, and a survey of the snail species and populations in the target area. With that information, it is possible to obtain a permit for the treatment necessary to control snail populations to reduce Swimmer’s Itch.

Education
The final part of the Integrated Plant Management Program is to help educate residents around the lake. It is important that residents know how their actions around and within the lake can affect the lake condition and how they can help the program be successful. LakePro strives to educate the residents around the lake through customer service, meetings, our website, and custom publications.
Square Lake – Annual Lake Management Plan
The following is a general layout of the services included in the annual lake management plan. These services will be completed upon approval by the S.A.D. representative.

- **MDEQ Permit for Algicide & Herbicide Treatments (20-100 Acres)**
- **Vegetation Survey #1**
  - 25 Acres of Broad-Spectrum Weed Control, including Eurasian Watermilfoil, Curly-Leaf Pondweed Control, and nuisance native plants (Diquat at 1.0 gallon/acre with Clipper at 100 ppb)
- **23 Acres of Algae Control** (Charoid Algae Control)
- **Vegetation Survey #2**
- **23 Acres of Algae Control for July 4th** (Charoid Algae Control)
- **34 Lots of Nuisance Floating-Leaf Plant Control, as permitted** (Foliar herbicide application)
- **Phragmites & Cattail Control, as permitted** (Foliar herbicide application)
- **Swimmer’s Itch Documentation for Permit Requirements**
- **Swimmer’s Itch Treatment with Copper Sulfate**

**Lake Management Plan Pricing**
LakePro shall set pricing for each service that will be valid for the duration of the five-year S.A.D. The following annual totals are based on the services, acreages, and options listed above. These prices shall remain valid until April 30th, 2020, after which LakePro reserves the right to adjust pricing if a contract has not been signed.

- **2020 Lake Management Services (Permit, Surveys, Algae & Weed Control, Swimmer’s Itch)** $15,000.00
- **2021 Lake Management Services (Permit, Surveys, Algae & Weed Control, Swimmer’s Itch)** $15,000.00
- **2022 Lake Management Services (Permit, Surveys, Algae & Weed Control, Swimmer’s Itch)** $15,000.00
- **2023 Lake Management Services (Permit, Surveys, Algae & Weed Control, Swimmer’s Itch)** $15,000.00
- **2024 Lake Management Services (Permit, Surveys, Algae & Weed Control, Swimmer’s Itch)** $15,000.00

**5-Year SAD Total Cost:** $75,000.00

The actual costs may be less than this proposal if fewer services or lower acreages are completed. Also, these prices include the annual $800.00 MDEQ ANC permit application fee, but that amount is paid directly to the State of Michigan.
Summary
LakePro appreciates the opportunity to help restore your lake and to improve its condition. The plan above is a combination of our education, experience, and expertise that will take care of the most important issues facing the lake, while ensuring our actions will maintain the lake in the future.

The Lake Management Plan will change based on the success of various management methods and the response of the lake to our efforts. We hope this description serves as a starting point for your S.A.D. budget and continues down the path of responsibly managing your lake and improving its condition.

If you have any questions or concerns, please feel free to contact us by phone, fax, or e-mail.

Thank you for choosing LakePro,

Peter Filpansick
### INVOICES

<table>
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<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Board Bills</td>
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<tr>
<td>Non Board Bills</td>
<td>4/25/2019</td>
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<td>Non Board Bills</td>
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<tr>
<td>Board Bills</td>
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**Total Invoices** $1,430,894.91

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<tr>
<td>#A638</td>
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**Total Invoice Disbursements** $1,425,712.29

### PAYROLL

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<tbody>
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</tr>
<tr>
<td>Health Care Rebate</td>
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</tr>
<tr>
<td>POC Firefighters</td>
<td>4/18/2019</td>
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<tr>
<td>Regular Pay</td>
<td>5/1/2019</td>
<td>$134,882.10</td>
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**Total Payroll Disbursements** $384,857.81

### Grand Total Disbursements

**$1,810,570.10**

---

***Due to the conversion to pooled cash, and the need to filter out Trust & Agency checks from the attached totals, the check register format will not only appear different, but will appear to have skipped check numbers.***

Prepared by Tandem Graves, AP/PA Coordinator
Agenda Item Summary

To: Orion Township Board of Trustees

From: Penny S. Shults, Clerk

Meeting Date: May 6, 2019

Memo Date: May 2, 2019

Subject: Consent Agenda Motion

REQUEST:

If the Board concurs, the following items on the agenda for this meeting would be approved with one motion as a Consent Agenda. A roll call vote will be required.

1. CONSENT AGENDA
   A. Minutes - Regular Meeting, April 15, 2019
   B. Minutes - Special Meeting, April 25, 2019
   C. Update FOIA Policy
   D. West Nile Virus Prevention Program
   E. Hire Office Coordinator - Fire Department
   F. Hire Programmer - Parks & Recreation
   G. Advertise Part-time Position for Clerk – Planning & Zoning
   H. Reappointment - Cable Commission
      I. Applications to Sell Concessions- Woodside Bible Church Outdoor Service; Wildwood Amphitheater
      J. Peddler/Solicitor License Applications - Aptive Pest Control
      K. Accept Donation of Temporary Easement - Regits
      L. Accept Donation of Temporary and Permanent Easement - Backer
      M. Updated Organizational Chart
   N. Purchase Vehicle - Public Services Department
   O. First Quarter 2019 Treasurer's Report
   P. 2019 Community Service Agreements - Orion Area Youth Assistance & North Oakland Community Coalition
   Q. Request for Street Light – Waldon Road & Orbit Drive
   R. Second Reading- Amendment to Ord. 132: Parks & Recreation
   S. Mill Lake Gardens Private Road Maintenance SAD #4 – Schedule Public Hearing on Cost Estimate
   T. Bunny Run Annex #5 (Portion of) Private Road Maintenance SAD #1 – Schedule Public Hearing on Cost Estimate
   U. Approval of Township Seal-coating Projects
   V. Resolution - Oakland County Emergency Operations Plan; Fire Department
   W. Amend Budget for Demolitions - Building Department
   X. Background Check Policy
   Y. Georgia Investors LLC Grant of Easement

RECOMMENDATION (Motion):

Approve the consent agenda, as presented. (or amended)
1. CALL TO ORDER. The Charter Township of Orion Board of Trustees held a regular meeting on Monday, April 15, 2019 at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan. Supervisor Barnett called the meeting to order at 6:05 p.m.

BOARD MEMBERS PRESENT: Chris Barnett, Penny Shults, Donni Steele, Brian Birney, Julia Dalyrymple, Mike Flood, John Steimel (arrived at 6:15 p.m.)

BOARD MEMBERS ABSENT: None

OTHERS PRESENT:

Dan Dewey  Linda Moran  Mark Moran  Roy Blankenburg
Brian Bass  Michael Rhadigan  Tony Detkowski  Victoria Skok
Sharon Kelly  Tom Houlihan  Collen Houlihan  Rochelle Beckemeyer
Tom Denton  George Hanley  Cheryl Ballard  Lil Hutchison
Bob Hart  Paul Daprai  Troy Husk  Michelle Arquette-Palermo
Dottie Rossman  Gary Roberts  Mark V. Katz  Gary & Janis Finney
Kathy Klein  Diane Taipalus  John R. Smith  Judy Hatton
Hugh Hatton  Terry Brennan  Paul Taddonio  Cindy Norton

2. CLOSED EXECUTIVE SESSION (6:00 p.m.): Discuss Attorney Opinion.

The Board was in temporary recess from 6:05 p.m. – 7:15 p.m. for the Closed Executive Session.

3. INVOCATION AND PLEDGE
Pastor Rochelle from Echo Christian Fellowship gave the Invocation, followed by the Pledge of Allegiance.

4. CITIZEN OF THE MONTH: Linda Moran. Supervisor Barnett recognized Linda Moran, Polly Ann Trail Manager, as April’s Orion Township Citizen of the month for her service to the community.

5. RECOGNITIONS: Green Up Award – Oakland County Sherriff’s Office: Trustee Flood, representative from the Environmental Resource Committee, awarded Sargent Darrin Zehnpfenning with Orion Township Environmental Resource Committee Green Up Award, Spring 2019.

6. PROCLAMATIONS:
A. Neurofibromatosis (NF) Awareness Month - May. Supervisor Barnett proclaimed the month of May as “Neurofibromatosis (NF) Awareness Month.”
B. Building Safety Month - May. Supervisor Barnett proclaimed May 2019 as Building Safety Month in the Charter Township of Orion encouraging all citizens to join with their communities in participation in Building Safety Month activities.

C. Mental Health Month - May. Supervisor Barnett proclaimed the month of May 2019 as “Mental Health Month” calling upon our citizens, government agencies, public and private institutions, businesses and schools to recommit our State to increasing awareness and understanding of mental illness and the need for appropriate and accessible services for all people with mental illness to promote recovery.

7. APPROVAL OF BILLS. Moved by Clerk Shults, seconded by Trustee Flood to authorize payment of bills in the amount of $3,153,128.09 and payrolls in the amount of $291,296.93, for a total disbursement of funds in the amount of $3,444,425.02, as presented.

AYES: Shults, Steele, Birney, Dalrymple, Flood, Steimel, Barnett
ABSENT: None
NAYS: None
MOTION CARRIED

8. BRIEFL PUBLIC COMMENT. Public comment was heard.


MOTION CARRIED

10. CONSENT AGENDA

A. Minutes, Regular Meeting: Monday, March 18, 2019. Approve, as presented.


C. Minutes, Special Joint Meeting: April 10, 2019. Approve, as presented.

D. Temporary Sign Fee Waiver Request – Gingellville Community Church. Reduce the annual sign permit fee for Gingellville Community Church to $25.00.

E. Request for Temporary Street Crossover – Kern, Adams, and W. Gunn Roads. Adopt the resolution allowing the temporary crossing at Kern, Adams and W. Gunn Roads from 8:00 a.m. – 11:00 a.m. on October 5, 2019 for the Lake Orion Challenge event, subject to compliance
with all Township requirements, and direct the Clerk to forward a copy of the resolution to the Road Commission.

**F. Accept Donation of Temporary Easement - Stolle.** Receive and file the donation of a temporary grading easement located at 700 E. Clarkston Rd., Lake Orion, MI 48362, and authorize payment of just compensation in the amount of $167.51.

**G. Peddler/Solicitor License Application – Sugar Rush, LLC.** Approve Mr. Peters’ application to Peddle/Solicit Ice Cream Sales from a Truck, contingent upon receipt of the vehicle proof of insurance, and issue a peddler’s license under the provisions of Ord. 95, Peddlers and Solicitors Regulation.

**H. Peddler/Solicitor License Application – Rove Pest Control.** Approve Mr. Najman’s application for 90 days, and issue a peddler/solicitor license under the provisions of Ord. 95, Peddlers and Solicitors Regulation.

**I. Special Permit Application under Ordinance 76 – Friends of Camp Agawam.** Approve the Special One-Day Permit for the Friends of Camp Agawam, contingent upon approval of the State Liquor Control Commission, and waive the $300 application fee as the group is recognized as non-profit.

**J. Appointment – Environmental Resources Committee.** Appoint Michael DeLuca to the Environmental Resources Committee to fill the vacant non-voting member position for a term expiring December 31, 2020.

**K. SSH & SSH #1 Private Road Maintenance SAD #3 – Schedule Public Hearing.** Schedule the Sunset Hills & Sunset Hills #1 Private Road Maintenance SAD #3 Public Hearing on Cost Estimate for Monday, May 6, 2019 at 7:00 p.m.

**L. Square Lake Water Quality Control SAD #3B – Schedule Public Hearing.** Schedule the Square Lake Water Quality Control (Weeds/Algae) SAD #3B Public Hearing on Cost Estimate for Monday, May 6, 2019, immediately following the 7:00 p.m. hearing for the SSH & SSH #1 Private Road Maintenance SAD #3.

**M. Elkhorn Lake Water Quality Control SAD #6 – Authorize Cost Estimate.** Authorize the Supervisor’s office to proceed with preparation of the Elkhorn Lake Water Quality Control SAD #6 cost estimate.

**N. Long Lake Water Quality Control SAD #1 – Authorize Cost Estimate.** Authorize the Supervisor’s office to proceed with the preparation of the Long Lake Water Quality Control SAD #1 cost estimate.

**O. Mill Lake Gardens Private Road Maintenance SAD #4 – Authorize Cost Estimate.** Authorize the Supervisor’s office to proceed with preparation of the Mill Lake Gardens Private Road Maintenance SAD #4 cost estimate.
P. Bunny Run Annex #5 (Portion of) Private Road Maintenance SAD #1 – Authorize Cost Estimate. Authorize the Supervisor’s office to proceed with the Bunny Run Annex #5 (Portion of) Private Road Maintenance SAD #4 cost estimate.

Q. Amendment to Ordinance 132, Parks & Recreation Ordinance – First Reading & Alcohol Rules Policy Update. Approve the first reading of Amendments to Orion Township Parks & Recreation Ordinance #132, and direct the Township Clerk to publish said Ordinance in accordance with state law and hereby set the second reading of said Ordinance for May 6, 2019.

R. Marine Patrol Agreement – Oakland County Sheriff. Approve the Oakland County Sheriff’s Office 2019-2021 Marine Patrol Services Agreement with the Charter Township of Orion, and authorize the Supervisor and Clerk to sign on behalf of the Township.

S. Request for Proposals – Outdoor Exercise Equipment. Authorize seeking proposals for the purchase of new outdoor exercise equipment. The proposals will be brought back to the Board for final approval.

T. Award Bid – Paving Repair/Sealcoating. Award the bid to for asphalt patching, sealcoating, and line painting to Diversified Asphalt and Concrete, at a cost not to exceed those outlined in their bid.

U. Award Bid – Friendship Park Roofing. Award the bid for roof replacement to Weatherseal Home Improvement, at a cost not to exceed $27,920.00.


X. Vehicle Lease – Building Department. Approve the lease of a new vehicle, not to exceed $9,000.00 to replace the 2017 Jeep Liberty.

Y. Amend Plumbing Fee Schedule. Amend the Plumbing Fee Schedule, as presented.

Z. Authorize Purchase – Video Conference Equipment through a Regional Assistance to Firefighter Grant. Authorize the Fire Department to participate in the regional Assistance to Firefighter Grant to purchase the InterOps Video Conference System through National Satellite Corporation, and authorize a purchase amount of $7,679.46 for the system.

AA. Investment Management Agreement, Schedule A Inclusion. Authorize the Clerk and Supervisor to sign the Investment Management Agreement, Schedule A Inclusion for Robinson Capital Management, LLC.
BB. Health Reimbursement. Authorize payment for the Health Reimbursement Account Cash Payout Calculation 2018-2019 per the calculation sheet provided by Human Resources.

CC. Accept Employee Resignation. Accept the resignation of Jeff Shultz, Building Inspector, with regret, and authorize posting/advertising the vacant position.

Moved by Clerk Shults, seconded by Trustee Birney to approve the Consent Agenda, as amended. AYES: Dalrymple, Flood, Steimel, Barnett, Shults, Steele, Birney ABSENT: None NAYS: None MOTION CARRIED

11. PENDING BUSINESS
A. Hire Budget & Procurement Director – Supervisor’s Office. Moved by Treasurer Steele, seconded by Trustee Birney to hire Ashley Coyle as Budget & Procurement Director, a full-time, non-union, salaried position at $75,000 per year plus benefits, at a start date to be determined, contingent upon passing all applicable tests and screening, and make the necessary budget adjustments.

AYES: Barnett, Shults, Steele, Birney, Dalrymple, Flood, Steimel ABSENT: None NAYS: None MOTION CARRIED

B. Update to Ord. 73 – Solid Waste & Recyclable Materials Collection Regulation. Moved by Trustee Birney, seconded by Treasurer Steele to authorize the Township Supervisor, in consultation with this Board’s Waste Hauler Subcommittee, Resource, Recycling Services and the Township Attorney to prepare and issue a non-binding request for proposal for the selection of an exclusive provider of trash collection for all residential units in the Township, per the terms and conditions set forth in the RFP prepared by RRS and approved by the Township Supervisor.

AYES: Shults, Steele, Birney, Dalrymple, Flood, Barnett ABSENT: None NAYS: Steimel MOTION CARRIED

C. 2019 Trash Hauler Licensing – Community Disposal. Moved by Clerk Shults, seconded by Trustee Flood to approve the trash hauler license for Community Disposal, subject to payment of fees for 4 vehicles, per the application.

AYES: Steele, Birney, Dalrymple, Flood, Steimel, Barnett, Shults ABSENT: None NAYS: None MOTION CARRIED

D. 2019 Trash Hauler Licensing – TNR Lawn & Dumpster, LLC. Moved by Clerk Shults, seconded by Trustee Flood to approve the trash hauler license for TNR Lawn & Dumpster, LLC, as presented.

AYES: Birney, Dalrymple, Flood, Steimel, Barnett, Shults, Steele ABSENT: None NAYS: None MOTION CARRIED

E. PC 2019-12 Orion Marketplace Condominium Approval. Moved by Clerk Shults, seconded by Trustee Flood to conditionally approve the creation of a 2-unit condominium and the associated condominium documents, for PC-2019-12, Orion Marketplace Condominium located at 1240 and 1176-1234 S. Lapeer Road (parcel #09-14-201-020) conditioned on any
issues contained in the review letters by the Township Consultants and the approval of the
Master Deed, By-Laws, and Exhibit B by the Township Engineer, Planner and Attorney.
AYES: Dalrymple, Flood, Steimel, Barnett, Shults, Steele, Birney   ABSENT: None
NAYS: None   MOTION CARRIED

F. Resolution – MTA Nonpartisan Resolution. Moved by Treasurer Steele, seconded by
Trustee Dalrymple to be resolved that the Township is on record to adopt the resolution to
support legislation that would allow township boards the option to have its elected offices appear
as nonpartisan on the ballot.
AYES: Barnett, Steele, Dalrymple   ABSENT: None   NAYS: Flood, Steimel, Shults, Birney
MOTION FAILED

Moved by Clerk Shults, seconded by Trustee Flood to be resolved that the Township is on record
to adopt the resolution to oppose legislation that would allow township boards the option to have
its elected offices appear as nonpartisan on the ballot.
AYES: Steimel, Shults, Birney, Flood   ABSENT: None   NAYS: Barnett, Steele, Dalrymple
MOTION CARRIED

12. REPORTS

A. Police/Fire Reports. Moved by Trustee Birney, seconded by Trustee Flood to receive and
file the Police and Fire Reports, as presented.
MOTION CARRIED

B. Revenue, Expenditure, and Balance Sheets. Moved by Trustee Flood, seconded by Trustee
Steimel to receive and file the Revenue, Expenditure, and Balance Sheets, as presented.
MOTION CARRIED

C. Second Meeting of the Augmented Drainage Board notice. Moved by Clerk Shults,
seconded by Trustee Flood to receive and file the second meeting of the augmented drainage board
notice, as presented.
MOTION CARRIED

D. Oakland County Fiscal Year 2019 Budget Cards. Moved by Clerk Shults, seconded by
Trustee Flood to receive and file the Oakland County Fiscal Year 2019 Budget Cards, as presented.
MOTION CARRIED

E. Letter from Oakland County Animal Shelter and Pet Adoption Center. Moved by
Treasurer Steele, seconded by Trustee Flood to receive and file the report from the Oakland County
Animal Shelter and Pet Adoption Center, as presented.
MOTION CARRIED

13. PUBLIC COMMENT. Public Comment was heard.

14. BOARD MEMBER COMMENTS. Board member comments were heard.
15. ADJOURNMENT. Moved by Trustee Flood, seconded by Trustee Birney to adjourn.  
MOTION CARRIED The meeting was adjourned at 10:06 p.m.

Penny S. Shults, Clerk

Chris Barnett, Supervisor
Charter Township of Orion

Transcription: K. Comeau
1. CALL TO ORDER. The Charter Township of Orion Board of Trustees held a special meeting on Thursday, April 25, 2019 at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan. Supervisor Barnett called the meeting to order at 10:00 a.m.

BOARD MEMBERS PRESENT: Chris Barnett, Penny Shults, Donni Steele, Brian Birney

BOARD MEMBERS ABSENT: Julia Dalrymple, John Steimel, Mike Flood (absent, with notice)

OTHERS PRESENT: None

PENDING BUSINESS.

A. Waive Special Meeting Fee. Moved by Clerk Shults, seconded by Trustee Birney to waive the $1,000 Special Meeting fee for Project 1. MOTION CARRIED

B. Resolution – Charitable Gaming License for Project 1. Moved by Clerk Shults, seconded by Trustee Birney to adopt the resolution for Charitable Gaming License, as presented and direct the Clerk to prepare a certified copy for Project 1.
AYES: Steele, Birney, Barnett, Shults    ABSENT: Dalrymple, Steimel, Flood    NAYS: None
MOTION CARRIED

ADJOURNMENT. Moved by Trustee Birney, seconded by Treasurer Steele to adjourn.
MOTION CARRIED. The meeting was adjourned at 10:07 a.m.

________________________________________
Penny S. Shults, Clerk

Transcription: P. Shults

________________________________________
Chris Barnett, Supervisor
Charter Township of Orion
Agenda Item Summary

To: Orion Township Board Members

From: Penny S. Shults, Clerk

Meeting Date: May 6, 2019
Memo Date: April 23, 2019

Subject: FOIA Documents Update

REQUEST
Following please find the updated FOIA Procedures and Guidelines.

REASON
PA 523 was passed on December 28th, 2018 with immediate effect. The Act amended sec. 3 and sec. 4 of the FOIA. As a result, our office updated the Townships’ FOIA policy and related documents. Attached are updated versions of the Townships’ FOIA documents including its’ FOIA policy, FOIA summary, and FOIA request form. Also attached is proposed response to a FOIA request that has been abandoned. (see attached attorney letter).

PROCESS
Members of my staff have been to numerous informational sessions concerning this legislative update. The proposed policy has been formulated by the Township attorney in conjunction with input from the Clerk’s office.

BUDGET - Financial Item? 

<table>
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</table>

RECOMMENDATION (Motion)
Board action would be to approve the proposed FOIA policy, FOIA summary, FOIA request form, and proposed response to a FOIA request that has been abandoned.

(attachment board only)
Agenda Item Summary

To: Township Board Members
From: Jeff Stout, Operations Director
Meeting Date: May 6, 2019
Memo Date: April 23, 2019
Subject: West Nile Virus Prevention Program

REQUEST
The Oakland County Health Division has a West Nile Virus Prevention Program available to municipalities. The program is optional and operates on a reimbursement basis. The past few years the Township participated and it was very well received by residents.

REASON

PROCESS

BUDGET - Financial Item? X Yes No If yes, fill out information below:

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RECOMMENDATION (Motion)

Adopt the attached resolution, and authorize the purchase of approved larvacide and/or mosquito repellants at a cost not to exceed $5,686.58, and to submit for reimbursement from the Oakland County Health Division.

attachment
Resolution

WHEREAS, Oakland County has established a West Nile Virus Program to assist Oakland County cities, villages and townships in addressing mosquito control activities; and

WHEREAS, Oakland County’s West Nile Virus Program authorizes Oakland County cities, villages and townships to apply for reimbursement of eligible expenses incurred in connection with personal mosquito protection measures; and

WHEREAS the Charter Township of Orion, Oakland County, Michigan has incurred expenses in connection with mosquito control activities believed to be eligible for reimbursement under Oakland County’s West Virus Program.

NOW THEREFORE BE IT RESOLVED that this Board authorizes and directs its Operations Director as agent for the Charter Township of Orion, to request reimbursement of eligible mosquito control activity under Oakland County’s West Nile Virus Program.

Certification

I, Penny S. Shults, duly elected Clerk of the Charter Township of Orion, hereby certify the above is a true copy of the Resolution adopted by the Board of Trustees of the Charter Township of Orion at its regular meeting of Monday, May 6, 2019, at 7:00 p.m., at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360.

__________________________
Penny S. Shults, Clerk
Charter Township of Orion
Agenda Item Summary

To: Township Board Members
From: Chris Barnett, Supervisor
Meeting Date: May 6, 2019
Memo Date: April 30, 2019
Subject: Hire Office Coordinator - Fire

REQUEST
The Board previously approved filling the position of Office Coordinator - Fire, a full-time position. Interviews and testing were conducted by Allison Tierney, Human Resources Generalist, John Pender, Assistant Fire Chief, and Robert Duke, Fire Chief. The recommendation is to hire Kathleen Fitzgibbon.

RECOMMENDATION (Motion)
Hire Kathleen Fitzgibbon as Office Coordinator - Fire, a Level 5 Technical Unit union position at $18.17 per hour, full-time, 40 hours per week, plus benefits, contingent upon passing all applicable tests and screening.

attachment (Board Only)
Agenda Item Summary

To: Township Board Members
From: Chris Barnett, Supervisor
Meeting Date: May 6, 2019
Memo Date: April 26, 2019
Subject: Hire Programmer

REQUEST
The Board previously approved filling the position of Programmer, a full-time position. Interviews and testing were conducted by Allison Tierney, Human Resources Generalist, and Aaron Whatley, Parks & Recreation Director. The recommendation is to hire Chelsie Petrusha.

RECOMMENDATION (Motion)
Hire Chelsie Petrusha as Programmer, a Level 6 Technical Unit union position at $19.98 per hour, full-time, 40 hours per week, plus benefits, contingent upon passing all applicable tests and screening.

attachment (Board Only)
Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Supervisor

Meeting Date: May 6, 2019

Memo Date: April 26, 2019

Subject: Authorize Posting Part-time Position for Clerk – Planning & Zoning

REQUEST

Tammy Girling, Planning & Zoning Director, is requesting that the Board approve posting/advertising for a part-time Clerk. This position was approved during budget time.

REASON

PROCESS

BUDGET - Financial Item? Yes No If yes, fill out information below:

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RECOMMENDATION (Motion)

Authorize posting the position of part-time Clerk – Planning & Zoning, a Technical Unit part-time position, Level 3, $15.57 per hour, no benefits, for up to 29 hours per week.

attachment
Job Title: Clerk – Planning & Zoning

Reports To: Planning and Zoning Director

Position Description Summary

Under the general direction of the Planning and Zoning Director, assumes responsibility for performing secretarial support tasks related to regular and special meetings of the Planning Commission and Zoning Board of Appeals.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

1. Assumes responsibility for performing secretarial support tasks related to regular and special meetings of the Planning Commission and Zoning Board of Appeals. Duties include, but are not limited to posting and publishing hearing notices, mailing of notice to petitioners, property owners and area residents, preparing and distributing agenda and meeting packets to members, attending meetings, recording and transcribing meeting minutes, creating a synopsis, composing letters of recommendation after meetings and maintaining accurate case files of action taken.

2. Assists the public over the phone, in writing and in person by providing information on zoning applications, appeals procedures and basic or intermediate zoning questions.

3. Accepts Planning Commission and Zoning Board of Appeals applications. Checks paperwork for completeness and accuracy. Assigns numbers to new cases and sets up files. Researches information necessary to process applications.

4. Prepares and distributes annual report for the Planning Commission and Zoning Board of Appeals.

5. Prepares and maintains Planning Commission and Zoning Board of Appeals records and files. Maintains the Zoning Board of Appeals and Planning Commission minutes books.

6. Performs a variety of other clerical tasks including filing, copying, and processing incoming department mail.

7. Performs other duties as assigned.
Job Qualifications

1. The job requires knowledge normally acquired through the completion of a high school degree or equivalent.

2. One year to two years of general clerical experience. Excellent typing skills are preferred.

3. Interpersonal skills necessary to communicate with other Township personnel in the exchange of information and to effectively communicate with the general public in situations requiring tact and patience.

4. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications. Dictation equipment and BS&A experience is preferred.

5. Mental ability to handle pressures related to dealing with the concerns of the general public and contractors with the pressure of deadlines.

6. Physical ability to occasionally sit at a computer terminal and stand at the counter assisting the public for extended periods of time and. Must be able to push, pull, and carry files that may weigh up to thirty (30) pounds. Ability to listen and type for extended periods of time.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

2. Extended workday (beyond eight (8) hours) may occasionally be necessary due to evening meeting requirements.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. This document is not intended to be a contract between the employee and the employer.
Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Supervisor

Meeting Date: May 6, 2019

Memo Date: April 26, 2019

Subject: Cable Commission Reappointment

REQUEST

Sarah Paine’s term on the Orion Community Cable Communication Commission expires June 30, 2019. She has expressed an interest in continuing to serve on the Cable Commission.

REASON

PROCESS

BUDGET - Financial Item? 

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RECOMMENDATION (Motion)

Appoint Sarah Paine as an appointee of the Township Board to a new two year term expiring June 30, 2021 on the Cable Commission.
Agenda Item Summary

To: Chris Barnett, Township Supervisor
From: Aaron Whatley, Parks & Recreation Director
Meeting Date: May 6, 2019
Memo Date: May 1, 2019
Subject: Park Concessions Applications: Woodside Bible Church Outdoor Service

REQUEST
Attached please find concession applications for vendors requested by Woodside to sell food and beverage to worshipers at their outdoor service to be held June 23, 2019 at the Wildwood Amphitheater.

REASON
Board approval of these applications is required under the provisions of Ord. 132.

BUDGET - Financial Item? Yes X No If yes, fill out information below:

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RECOMMENDATION (Motion)
Board action would be to approve the park concessions applications in support of the Woodside Bible Church outdoor service.
Charter Township of Orion - Parks & Recreation Department

Application for Permission to Sell Concessions

Gap Representative: Kelby Spake
Organization: Squeals on Wheels
Address: 955 S Lapeer Oxford 48371
EMail Address: BBQ@xofdedpearl.com
Day of Event: Sun June 23
Softball Number: 915 356 0673
Secondary Number: 915 449 4427
Location(s), Date(s), and Time(s) of Food Service: Civic Center Park
Description of Equipment: Food Truck/Trailer
Repair of Site: Woodside Outdoor Service

Brief Description of proposed food service including any factors which may interfere with other department/park functions.

BBQ food truck

Applicant must comply with all Orion Township rules and ordinances, Oakland County Health Department, State of Michigan and Federal Health and Safety regulations and satisfactorily pass periodic inspections. The Township reserves the authority to inspect the concession stands, equipment and food at any time without prior notice and may cancel the contract based upon false information or the applicant’s inability to act in accordance with law or policy.

Signature: Kelby Spake
Date: 3/18/19

Attachments:
- Liability Insurance with the Township named as an additional insured
- Food Handler License
- Copy of Food Menu with Prices
- Certificate of Non-Profit, if applicable
- Application Fee Check #
LICENSE NO: SST2844215392
STATE OF MICHIGAN
LICENSE
EXPIRES: 04/30/2019


4141 FOREST RIVER TRL COLUMBIAVILLE MI 48421

ISSUED TO: LEA ANN SPike

MARY JOE SMOKHOUSE LTD
4141 FOREST RIVER TRL
COLUMBIAVILLE MI 48421

DIRECT INQUIRIES TO LAFAYETTE COUNTY DEPT 204.
OPERATOR COPY FAILURE TO POST IN A CONSPICUOUS PLACE IS A MISDEMEANOR SECTION 4110.7(210) (R/2013)

THIS LICENSE IS NOT TRANSFERABLE AS TO PERSON OR PLACE. NOTIFY THE LOCAL HEALTH DEPARTMENT PRIOR TO CHANGE OF OWNERSHIP (SECTION 4123)

RESTRICTIONS OR CONDITIONS:

43
**JUNE 22**

**BABY BACK RIBS**

Pecan Smoked, tender baby back ribs. Cooked low + slow with a Texas Rub.

- 4 Bone $6
- 8 Bone $10
- Full Rack $16

**SIDES**

$3

- Mexican Street Corn
- Texas Style Cole Slaw

ALL BBQ & sauce are GF. We have GF Buns, too!

**TODAY’S BBQ MEAT**

PULLED PORK OR BRISKET

**FOOD TRUCK IS COMIN’!**

**BBQ SANDWICH / $8**

Choice of BBQ meat, BBQ sauce, pickles, pickled red onions

**LOADED NACHOS/ $12**

Choice of BBQ meat, queso, pico, lettuce jalapenos, & sour cream over a bed of corn chips with a drizzle of BBQ sauce.

**VEGETARIAN?** Ask for Mexican Street corn instead of meat!

**BBQ TACOS/ $8**

Choice of BBQ meat with shredded lettuce, shredded cheddar cheese, pico and BBQ sauce drizzle.

**SQUEALER/ $9**

Loaded Mac and Cheese with pulled pork, cornbread crumbles, and BBQ sauce drizzled on top!

**KID’S MENU**

**1 TACO WITH MEAT & CHEESE /$3**

**MAC AND CHEESE / $4**

**KIDS BBQ SANDWICH / $5**

**CHIPS & QUESO /$4**
Application for Permission to Sell Concessions

Group Representative: Tracy Antenucci
Organization: The Mean Weenie Food Truck
Address, City, State, Zip: 1708 Livernois Rd, Troy MI 48083
E-Mail Address: themeanweenie@yahoo.com
Telephone Number: (Primary Number) 248-630-5737, (Secondary Number) 817-846-1557

Location(s), Date(s) and Time(s) of Food Service: Woodside Bible Church, June 23, 2019, 12-2pm
Description of Equipment: Food Truck
Purpose of Sale: offering lunch service to church guests after service

Brief Description of proposed food service including any factors which may interfere with other department/park functions.

Food Truck serves hot dogs, grilled sausages.
Food Truck is fully licensed through Oakland County Health Department.
The truck is fully sustainable and does not need outside power or water.

Applicant must comply with all Orion Township rules and ordinances, Oakland County Health Department, State of Michigan and Federal Health and Safety regulations and satisfactorily pass periodic inspections. The Township reserves the authority to inspect the concession stands, equipment and food at any time without prior notice and may cancel the contract based upon false information or the applicant's inability to act in accordance with law or policy.

Signature: [Signature]
Date: 4/10/19

Attachments:
- Liability Insurance with the Township named as an additional insured
- Food Handler License
- Copy of Food Menu with Prices
- Certificate of Non-Profit, if applicable
- Application Fee Check #
ISE NO. SMF4063038314

STATE OF MICHIGAN

EXPIRES: 04/30/2020

BY THE MI DEPARTMENT OF AGRICULTURE & RURAL
PMENT TO OPERATE A FOOD SERVICE
SHMENT UNDER THE PROVISIONS OF THE MICHIGAN
W BEING ACT 92 OF THE PUBLIC ACTS OF 2000

VERNOIS TROY MI 48083

NTED TO: TRACY V ANTENUCCI / CHRIS MATTHEWS

THE MEAN WEENIE LLC
1708 LIVERNOIS
TROY MI 48083

THIS LICENSE IS NOT TRANSFERABLE AS TO PERSON OR
PLACE. NOTIFY THE LOCAL HEALTH DEPARTMENT PRIOR TO CHANGE OF
OWNERSHIP. (SECTION 4123)

RESTRCTIONS OR CONDITIONS:

DIRECT INQUIRIES TO: OAKLAND (S) COUNTY DEPT 4063

OPERATOR COPY FAILURE TO POST IN A CONSPICUOUS PLACE IS A MISDEMEANOR SECTION [4119] FI-210 (9/2012)
Teenie Menu

Small Ride...Big Flavor

**Detroiter $7**
Beer Braised Brat topped with Beer Cheese, Bacon & Pretzel Crumbles

**Piggly Wiggly $7**
Mac & Cheese topped with BBQ Pulled Pork...on a hot dog!

**Mac Dog $6**
Mac & Cheese on a hot dog

**Chili Cheese Dog $4**
Classic Chili with Liquid Cheddar

**Chili Dog $4**
Classic Chili

**Plain Ole Mean $3**
Dearborn All Beef Dog

**Better Made Chips $1.50**

Assorted Faygo Pop or Bottled Water $1.50

Assorted Condiments Available
(ketchup, mustard, onion, relish)
Agenda Item Summary

To: Orion Township Board Members

From: Penny S. Shults, Clerk

Meeting Date: May 6, 2019

Memo Date: April 29, 2019

Subject: Peddler/Solicitor License Applications: Aptive Pest Control Services

REQUEST

Attached please find 15 license applications for individuals who wish to obtain a license under Ord. 95, Peddlers & Solicitors Regulation, in order to sell Aptive Pest Control services door to door to Orion Township residents.

REASON

Per the ordinance, “No person shall peddle or solicit within the Township without first obtaining a license therefore.” Also the word "solicitor", as used in this Ordinance, shall include any person traveling by foot, wagon, automobile or other conveyance, from place to place, house to house, street to street, or remaining stationary in any place, taking or attempting to take orders for the sale or gift of goods, wares, merchandise, meats, fish, vegetables, fruits, flyers or other reading material, for future delivery or for services to be furnished or performed in the future, or requesting money donations.

PROCESS

The applicants have completed the application process, paid the $35 fee, and have obtained the required background check (see documentation following).

BUDGET

Financial Item?  Yes  x  No  If yes, fill out information below:

<table>
<thead>
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RECOMMENDATION (Motion)

The action before the board is to approve the attached applications and issue a peddler’s license under Ord. 95.
Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler _______ Solicitor __________

2. Name of Licensee: JOSEPH HURTADO
   Address: 605 WOODGLEN CIRCLE # 308, AUBURN HILLS, MI 48326
   Home: ____________________________ Phone: (385)419-5227
   Business: ____________________________ Phone: __________________________

   Date of Birth: 3/1/1996 Height: 5'6" Weight: 175 lbs
   Eye Color: BROWN Hair Color: BROWN
   Place of Birth: PROVO, UT

3. Type of Goods Sold: PEST CONTROL SERVICE
   Method of Travel: CAR
   Hours of Operation: 9 AM - 10 PM
   How long do you plan on doing business in Orion? ____________
   Order taken with promise of delivery? Yes ___ No ________
   Other (describe method of doing business): __________________________

4. Name of Employer: ACTIVE ENVIRONMENTAL Phone: (248)509-2847
   Address of Employer: 27300 HAGGERTY RD. # F - 30 FARMINGTON HILLS, MI 48331
   Other License (if required): __________________________

Page 1 of 3
5. **Personal References:** List two Oakland County residents who will attest to applicant’s good character and business reliability or other evidence serving to prove same:

   A. Name: ____________________________ Phone: ____________
       Address: ____________________________________________

   B. Name: ____________________________ Phone: ____________
       Address: ____________________________________________

6. **Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?**

   Yes ____ No X

   If yes, please explain:
   ______________________________________________________

7. **Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:**

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

50
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

I understand that no peddler or solicitor shall call on any residents in the Charter Township of Orion before 11:00 a.m. nor after 1/2 hour before sunset nor on Sundays nor on legal holidays, except upon the specific request of the resident.

I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

<table>
<thead>
<tr>
<th>Witness</th>
<th>Signature of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jillian London</td>
<td></td>
</tr>
</tbody>
</table>

Date: 4/29/19

Attachments (Office Use Only)

- [ ] Copy of receipt for license fee
- [ ] Copy of driver's license
- [ ] OSCD background check report
- [ ] Proof of insurance for each vehicle
- [ ] Two 2"x2" color photos of applicant

Revised November 2011 V 2

Page 3 of 3
Oakland County Sheriff's Office
http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver’s license or state I.D. They will check to see if you’ve ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: JOSEPH ISAAC HURTADO

ADDRESS: 4140 N SCENIC DR
           PROVO, UT 84604

DATE OF BIRTH: MARCH 1, 1996

DRIVER’S LICENSE NO: UT 194610580

Our search was conducted for the previous ten year period and has disclosed the following:

XXXX This person either has no record of arrest or incarceration by the Oakland County Sheriff's Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

A record was identified. Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: [Signature], Office Assistant II

Records Bureau
(248) 858-5011

VRA/REV 07-12

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
VILLAGE OF LAKEVILLE
VILLAGE OF LEONARD

CHARTER TWP OF BRANDON
VILLAGE OF ORTONVILLE

CHARTER TWP OF COMMERCE
UNION LAKE

CHARTER TWP OF HIGHLAND

CHARTER TWP OF INDEPENDENCE
CITY OF THE VILLAGE OF
CLARKSTON

CHARTER TWP OF LYON
NEW HUDSON

CHARTER TWP OF ORION

CHARTER TWP OF OAKLAND
GOODISON

CHARTER TWP OF OXFORD
OAKWOOD

CHARTER TWP OF SPRINGFIELD
DAVISBURG

CITY OF PONTIAC

CITY OF ROCHESTER HILLS

YOU SHOULD BE ADVISED THAT OTHER POLICE AGENCIES EXIST WITHIN OAKLAND COUNTY (FOR EXAMPLE: TROY, SOUTHFIELD, WATERFORD AND MANY MORE). INFORMATION WOULD NEED TO BE OBTAINED DIRECTLY FROM THOSE AGENCIES.

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008
54
Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler ☐ Solicitor ☒

2. Name of Licensee: Foster Harrell III
Address: 8350 Shore breeze circle Apt 301
Home: Phone: 5079301379

Business: Aptive Environmental
Phone: 

Date of Birth: 06/02/1996 Height: 61 Weight: 220
Eye Color: Blue Hair Color: Blonde
Place of Birth: Stockbridge

3. Type of Goods Sold: Pest control
Method of Travel: Car
Hours of Operation: 10 am - 6 pm
How long do you plan on doing business in Orion? 5 months
Order taken with promise of delivery? Yes ☐ No ☐
Other (describe method of doing business): 

4. Name of Employer: Aptive Environmental Phone: 2485092847
Address of Employer: 2730 Hegarty Rd E-30 Farmington Hills
Other License (if required): 

Page 1 of 3
Other Approval (if required): 

Method of Delivery: 

Place of Manufacture: 

Place of Storage of Goods (if any): 

Place of Storage of Vehicles (if any): 

Size of Vehicle Storage (if any): 

Home Occupation Required: Yes No 

5. **Personal References:** List two Oakland County residents who will attest to applicant’s good character and business reliability or other evidence serving to prove same:

   A. Name: ___________________________ Phone: ________________
       Address: ____________________________

   B. Name: ___________________________ Phone: ________________
       Address: ____________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?

   Yes No ☒

   If yes, please explain:

   ____________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:

   ____________________________

   ____________________________

   ____________________________
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

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I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Jillian London

Date: 4/29/17

Signature of Applicant

Attachments (Office Use Only)

- Copy of receipt for license fee
- Copy of driver's license
- OSCD background check report
- Proof of insurance for each vehicle
- Two 2"x2" color photos of applicant

Revised November 2011 V.2

Page 3 of 3
Oakland County Sheriff's Office
http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver's license or state I.D. They will check to see if you've ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
April 23, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: FOSTER ALLAN HOCKETT III
ADDRESS: 18508 E RIVERWAY AVE
SPOKANE VALLEY, WA 99016
DATE OF BIRTH: 08/02/1996
DRIVER’S LICENSE NO: HOCKEFA044NB

Our search was conducted for the previous ten year period and has disclosed the following:

XXXX This person either has no record of arrest or incarceration by the Oakland County Sheriff’s Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

_____ A record was identified. Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: GRACE A. NASSAN, Office Assistant II
Records Bureau
(248) 858-5011
THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
VILLAGE OF LAKEVILLE
VILLAGE OF LEONARD

CHARTER TWP OF BRANDON
VILLAGE OF ORTONVILLE

CHARTER TWP OF COMMERCE
UNION LAKE

CHARTER TWP OF HIGHLAND

CHARTER TWP OF INDEPENDENCE
CITY OF THE VILLAGE OF CLARKSTON

CHARTER TWP OF LYON
NEW HUDSON

CHARTER TWP OF ORION

CHARTER TWP OF OAKLAND
GOODISON

CHARTER TWP OF OXFORD
OAKWOOD

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CHARTER TWP OF SPRINGFIELD
DAVISBURG

CITY OF PONTIAC

CITY OF ROCHESTER HILLS

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Application for Peddlers/Solicitors License
Ordnance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Soliciting Peddler ________ Solicitor ________

2. Name of Licensee: John Michael Fraser
   Address: 580 Brookview Ct #104 Auburn Hills, MI 48326
   Home: ____________________________ Phone: 916-230-2228
   Business: 2730 Hagerty Rd F-30
              Farmington Hills, MI 48331 Phone: 248-509-2847
   Date of Birth: 1/14/1990 Height: 5'11" Weight: 190
   Eye Color: blue Hair Color: brown
   Place of Birth: Orange, CA

3. Type of Goods Sold: Pest control
   Method of Travel: car
   Hours of Operation: 9-8 pm
   How long do you plan on doing business in Orion? 5 months
   Order taken with promise of delivery? Yes ______ No ______
   Other (describe method of doing business):

4. Name of Employer: Aptive Environmental Phone: 916-230-2228
   Address of Employer: 2730 Hagerty Rd F-30 Farmington Hills, MI 48331
   Other License (If required): ____________________________

Page 1 of 3
Other Approval (if required): _______________________________

Method of Delivery: _______________________________

Place of Manufacture: _______________________________

Place of Storage of Goods (if any): _______________________________

Place of Storage of Vehicles (if any): _______________________________

Size of Vehicle Storage (if any): _______________________________

Home Occupation Required:  Yes  No  

5. **Personal References**: List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

   A. Name: _______________________________ Phone: __________________
      Address: _______________________________

   B. Name: _______________________________ Phone: __________________
      Address: _______________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   
   Yes  No  
   
   If yes, please explain:
   _______________________________

7. **Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:**
   _______________________________
   _______________________________
   _______________________________
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

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I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Signature of Applicant

Date: 4-29-19

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver’s license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
April 23, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: JOHN MICHAEL FRASER
ADDRESS: 124 S DRY CREEK LN
VINEYARD, UT 84059
DATE OF BIRTH: 08/14/1990
DRIVER'S LICENSE NO: UTAH 226768653

Our search was conducted for the previous ten year period and has disclosed the following:

XXXX This person either has no record of arrest or incarceration by the Oakland County Sheriff's Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

___ A record was identified. Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: [Signature] GRACE A. NASSAN, Office Assistant II
Records Bureau
(248) 858-5011

PAGE 1 OF 2
NOTICE
1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008
THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP  
VILLAGE OF LAKEVILLE  
VILLAGE OF LEONARD  
CHARTER TWP OF BRANDON  
VILLAGE OF ORTONVILLE  
CHARTER TWP OF COMMERCE  
UNION LAKE  
CHARTER TWP OF HIGHLAND  
CHARTER TWP OF INDEPENDENCE  
CITY OF THE VILLAGE OF CLARKSTON  
CHARTER TWP OF LYON  
NEW HUDSON  
CHARTER TWP OF ORION  
CHARTER TWP OF OAKLAND GOODISON  
CHARTER TWP OF OXFORD OAKWOOD  
CHARTER TWP OF ROYAL OAK  
CHARTER TWP OF SPRINGFIELD DAVISBURG  
CITY OF PONTIAC  
CITY OF ROCHESTER HILLS

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011

PAGE 2 OF 2

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008
Charter Township of Orion
2525 Jostyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler ___________ Solicitor √

2. Name of Licensee: Jordan Schultz
   Address: 840 Shore Grove Circle, Auburn Hills, MI 48326
   Home: __________________________ Phone: 775-426-9339
   Business: Active Environmental
              Phone: 248-509-2847
   Date of Birth: 08/24/1996 Height: 5' Weight: 170
   Eye Color: Hazel Hair Color: Blonde
   Place of Birth: Conrad, MT

3. Type of Goods Sold: Pot Control
   Method of Travel: Car
   Hours of Operation: 10:30-9:00PM
   How long do you plan on doing business in Orion? 5 months
   Order taken with promise of delivery? Yes √ No _______
   Other (describe method of doing business): __________________________

4. Name of Employer: Active Environmental
   Address of Employer: 2730 Farmington Rd., F-30 Farmington Hills, MI 48331
   Phone: 248-509-2847

Other License (if required): __________________________

Page 1 of 3
Other Approval (if required): ____________________________________________

Method of Delivery: __________________________________________________

Place of Manufacture: _________________________________________________

Place of Storage of Goods (if any): ______________________________________

Place of Storage of Vehicles (if any): ____________________________________

Size of Vehicle Storage (if any): _________________________________________

Home Occupation Required:  Yes   ___  No   ___

5. Personal References: List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

A. Name:  Lee Elsworth  Phone: 218-505-8173
   Address: 2730 Hagerty Rd F-30 Farmington Hills MI 48331

B. Name:  ________________________________  Phone: ______________________
   Address:  ___________________________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   Yes   ___  No   X  
   If yes, please explain:
   ________________________________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

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I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

[Signature]

Date: 1/19/19

Signature of Applicant

[Signature]

Revised November 2011 V.2

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver’s license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
April 23, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: JORDAN LEROY SCHULTZ

ADDRESS: 280 HUNTER PARK WAY
FALLON, NV 89406-8480
DATE OF BIRTH: AUGUST 26, 1996
DRIVER’S LICENSE NO: NV 0404281503

Our search was conducted for the previous ten year period and has disclosed the following:

XXXX This person either has no record of arrest or incarceration by the Oakland County Sheriff’s Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

A record was identified. Please refer to the reverse side for this information.

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Completed by: ______________________________ Office Assistant II

Records Bureau
(248) 858-5011

VRA/REV 07-12

NOTICE

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008

72
THE OAKLAND COUNTY SHERIFF’S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
    VILLAGE OF LAKEVILLE
    VILLAGE OF LEONARD

CHARTER TWP OF BRANDON
    VILLAGE OF ORTONVILLE

CHARTER TWP OF COMMERCE
    UNION LAKE

CHARTER TWP OF HIGHLAND

CHARTER TWP OF INDEPENDENCE
    CITY OF THE VILLAGE OF CLARKSTON

CHARTER TWP OF LYON
    NEW HUDSON

CHARTER TWP OF ORION

CHARTER TWP OF OAKLAND
    GOODISON

CHARTER TWP OF OXFORD
    OAKWOOD

CHARTER TWP OF SPRINGFIELD
    DAVISBURG

CITY OF PONTIAC

CITY OF ROCHESTER HILLS

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RECORD BUREAU
(248) 858-5011

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008

73
Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler ____________ Solicitor _________

2. Name of Licensee: **ELIAS MORGAN**
   Address: **735 HICKSPER GT AP 202 AUBURN HILLS MI 48321**
   Home: ____________________________ Phone: **800-667-3315**
   Business: __________________________ Phone: ________________

3. Type of Goods Sold: **PEST CONTROL**
   Method of Travel: **CAL/WALKING**
   Hours of Operation: **9AM - DARK**
   How long do you plan on doing business in Orion? **NOW - END OF AUG**
   Order taken with promise of delivery? Yes ________ No ________
   Other (describe method of doing business):

4. Name of Employer: **APTIVE**
   Address of Employer: **27300 HAGGERTY RD #F-30 FARMINIGTON HILLS, MI 48331**
   Other License (if required): ____________________________

Page 1 of 3
Other Approval (if required): ____________________________________________________________

Method of Delivery: ________________________________________________________________

Place of Manufacture: _____________________________________________________________

Place of Storage of Goods (if any): _________________________________________________

Place of Storage of Vehicles (if any): _______________________________________________

Size of Vehicle Storage (if any): ___________________________________________________

Home Occupation Required: Yes No

5. Personal References: List two Oakland County residents who will attest to applicant’s good character and business reliability or other evidence serving to prove same:

A. Name: ___________________________________________ Phone: _________________
   Address: __________________________________________

B. Name: ___________________________________________ Phone: _________________
   Address: __________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   Yes No X

   If yes, please explain:
   ______________________________________________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:
   ______________________________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________
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Witness

[Signature]

[Date: 4-20-19]

Signature of Applicant

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver's license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
April 29, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: ELIAS DAVID MORGAN
ADDRESS: 1765 N 1550 E
PROVO, UT 84604
DATE OF BIRTH: 05/15/1996
DRIVER'S LICENSE NO: UT 195597109

Our search was conducted for the previous 20 year period and has disclosed the following:

xxxx This person either has no record of arrest or incarceration by the Oakland County Sheriff's Office or has a record that is court ordered Non-Public. (Note: please refer to page two of this letter for information regarding other police agencies).

A record was identified. Please refer to page two for this information. For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: [Signature]
Records Bureau (248) 858-5011
Subscribed and sworn to me in Oakland County on ______ day of __________________________
(signature of Notary Public)

VRA/REV 07-12

1201 N TELEGRAPH RD H PONTIAC MI 48341-1044 H 248/858-5008
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
   VILLAGE OF LAKEVILLE
   VILLAGE OF LEONARD
CHARTER TWP OF BRANDON
   VILLAGE OF ORTONVILLE
CHARTER TWP OF COMMERCE
   UNION LAKE
CHARTER TWP OF HIGHLAND
CHARTER TWP OF INDEPENDENCE
   CITY OF THE VILLAGE OF CLARKSTON
CHARTER TWP OF LYON
   NEW HUDSON
   CHARTER TWP OF ORION
   CHARTER TWP OF OAKLAND
   GOODISON
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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Charter Township of Orion  
2525 Joslyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License  
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired:  Peddler _________ Solicitor X

2. Name of Licensee: Ammon Gilliland  
   Address: 735 Hillcrest Circle apt 202, Auburn Hills, MI 48326  
   Home: Phone: (480) 427-9555  
   Business: Phone: ________________________________

Date of Birth: 01/01/1998  Height: 6'1"  Weight: 170 lb  
Eye Color: blue  Hair Color: brown  
Place of Birth: Farmington, New Mexico

3. Type of Goods Sold: pest control  
   Method of Travel: Segway  
   Hours of Operation: 9 am - 9:30 pm  
   How long do you plan on doing business in Orion? April 29 - August 30
   Order taken with promise of delivery? Yes X No
   Other (describe method of doing business):

4. Name of Employer: Aptive  
   Address of Employer: 27300 Haggerty Rd # F-30  
   Phone: (248) 501-2847  
   Other License (if required):

Page 1 of 3
Other Approval (if required): ________________________________

Method of Delivery: ________________________________________

Place of Manufacture: ______________________________________

Place of Storage of Goods (if any): _____________________________

Place of Storage of Vehicles (if any): __________________________

Size of Vehicle Storage (if any): ______________________________

Home Occupation Required:   Yes   ______  No   ______

5. **Personal References**: List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

   A. Name: ________________________________  Phone: ______________
       Address: _______________________________________________

   B. Name: ________________________________  Phone: ______________
       Address: _______________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   
   Yes   ______  No   X   ______
   
   If yes, please explain:
   
   _________________________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:

   _________________________________________________________

   _________________________________________________________

   _________________________________________________________

82
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

I understand that no peddler or solicitor shall call on any residents in the Charter Township of Orion before 11:00 a.m. nor after 1/2 hour before sunset nor on Sundays nor on legal holidays, except upon the specific request of the resident.

I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Signature of Applicant

Date: 4-29-19

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver’s license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2”x2” color photos of applicant
Oakland County Sheriff's Office
http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver's license or state I.D. They will check to see if you've ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
April 29, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: AMMON BRETT GILLILAND

ADDRESS: 1354 N CONSTELLATION WAY
          GILBERT, AZ  85234

DATE OF BIRTH: JANUARY 1, 1998

DRIVER’S LICENSE NO: AZ D08622470

Our search was conducted for the previous ten year period and has disclosed the following:

XXXX This person either has no record of arrest or incarceration by the Oakland County Sheriff’s Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

A record was identified. Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: Anderson, Office Assistant II

Records Bureau
(248) 858-5011

VRA/REV 07-12

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

- ADDISON TWP
  - VILLAGE OF LAKEVILLE
  - VILLAGE OF LEONARD
- CHARTER TWP OF BRANDON
  - VILLAGE OF ORTONVILLE
- CHARTER TWP OF COMMERCE
  - UNION LAKE
- CHARTER TWP OF HIGHLAND
- CHARTER TWP OF INDEPENDENCE
  - CITY OF THE VILLAGE OF CLARKSTON
- CHARTER TWP OF LYON
  - NEW HUDSON
- CHARTER TWP OF ORION
- CHARTER TWP OF OAKLAND
  - GOODISON
- CHARTER TWP OF OXFORD
  - OAKWOOD
- CHARTER TWP OF SPRINGFIELD
  - DAVISBURG
- CITY OF PONTIAC
- CITY OF ROCHESTER HILLS

YOU SHOULD BE ADVISED THAT OTHER POLICE AGENCIES EXIST WITHIN OAKLAND COUNTY (FOR EXAMPLE: TROY, SOUTHFIELD, WATERFORD AND MANY MORE). INFORMATION WOULD NEED TO BE OBTAINED DIRECTLY FROM THOSE AGENCIES.

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Charter Township of Orion
2525 Joslyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Pedder ___________ Solicitor ___________

2. Name of Licensee: Tommy Feit
   Address: 820 Edenhurst Circle #30, Auburn Hills MI 48326
   Home: ____________________________________________ Phone: (702) 354-9429
   Business: __________________________________________
   iPhone: __________________________________________
   Date of Birth: 02/15/98 Height: 5'11" Weight: 170 lbs
   Eye Color: Blue Hair Color: Brown
   Place of Birth: Las Vegas, NV

3. Type of Goods Sold: Pest Control
   Method of Travel: Segway/Car
   Hours of Operation: 10a - 9p (M-F) 10a - 9p (Sa)
   How long do you plan on doing business in Orion? April 30 - August 29, 2019
   Order taken with promise of delivery? Yes __________ No __________
   Other (describe method of doing business): N/A

4. Name of Employer: Active Environmental
   Address of Employer: 27300 Haggerty Rd # F-30, Farmington Hills, MI 48331
   Phone: 248-509-2047

Other License (if required): __________________________

Page 1 of 3

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Charter Township of Orion

Peddlers/Solicitors License Application

Other Approval (if required):

Method of Delivery:

Place of Manufacture:

Place of Storage of Goods (if any):

Place of Storage of Vehicles (if any):

Size of Vehicle Storage (if any):

Home Occupation Required: Yes _____ No _____

5. **Personal References**: List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

   A. Name: ______________________________________ Phone: _____________
       Address: _________________________________________________________

   B. Name: ______________________________________ Phone: _____________
       Address: _________________________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?

   Yes _____ No _____

   If yes, please explain:

   

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

   89
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orton Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII. A copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

I understand that no peddler or solicitor shall call on any residents in the Charter Township of Orion before 11:00 a.m. nor after 1/2 hour before sunset nor on Sundays nor on legal holidays, except upon the specific request of the resident.

I understand that no sales shall be conducted within any Orton Township Park or upon property owned or controlled by Orton Township.

Witness

Signature of Applicant

Date: 04/29/19

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver’s license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
Oakland County Sheriff's Office
http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver's license or state I.D. They will check to see if you've ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
April 29, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: THOMAS SPENCER FELT
ADDRESS: 3650 ASH SPRINGS WAY
          LAS VEGAS, NV 89129-5508
DATE OF BIRTH: 02/15/1998
DRIVER’S LICENSE NO: NV 1404681461

Our search was conducted for the previous 20 year period and has disclosed the following:

xxxx This person either has no record of arrest or incarceration by the
Oakland County Sheriff's Office or has a record that is court
ordered Non-Public. (Note: please refer to page two of this
letter for information regarding other police agencies).

______ A record was identified. Please refer to page two for this information.
For a complete criminal history, you may contact the Michigan State Police or go online
at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: [Signature]
Records Bureau
(248) 858-5011

Subscribed and sworn to me in Oakland County
on ______ day of ______________________

(signature of Notary Public)

VRA/REV 07-12
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
   VILLAGE OF LAKEVILLE
   VILLAGE OF LEONARD

CHARTER TWP OF BRANDON
   VILLAGE OF ORTONVILLE

CHARTER TWP OF COMMERCE
   UNION LAKE

CHARTER TWP OF HIGHLAND

CHARTER TWP OF INDEPENDENCE
   CITY OF THE VILLAGE OF CLARKSTON

CHARTER TWP OF LYON
   NEW HUDSON

CHARTER TWP OF ORION
   CHARTER TWP OF OAKLAND
   GOODISON

CHARTER TWP OF OXFORD
   OAKWOOD

CHARTER TWP OF ROYAL OAK

CHARTER TWP OF SPRINGFIELD
   DAVISBURG

CITY OF PONTIAC

CITY OF ROCHESTER HILLS

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011

1201 N TELEGRAPH RD  H PONTIAC MI 48341-1044  H 248/858-5008
93
THOMAS SPENCER
1309 AJS CREEKWAY
LAS VEGAS, NV 89145-5005

1404681461
02/15/1998
02/15/2022
Charter Township of Orion
2525 Joslyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler ____________ Solicitor ____________

2. Name of Licensee: Logan Porter
   Address: 502 Brookview Ct #203 Auburn Hills MI 4832
   Home: Phone: (208) 954-2604
   Business: Phone: 

   Date of Birth: 01/26/48 Height: 5'10" Weight: 165
   Eye Color: green Hair Color: Brown
   Place of Birth: Meridian, Idaho

3. Type of Goods Sold: Pest Control
   Method of Travel: Segway / Walking
   Hours of Operation: 10am - 7pm
   How long do you plan on doing business in Orion? May 1 - Sept 1
   Order taken with promise of delivery? Yes X No
   Other (describe method of doing business):

4. Name of Employer: Aptive Environmental Phone: (248) 509-2847
   Address of Employer: 27300 Hagerty Rd # F-30 Farmington Hills MI 48331
   Other License (if required): 

Page 1 of 3
Charter Township of Orion

Peddlers/Solicitors License Application

Other Approval (if required): __________________________________________________________

Method of Delivery: ________________________________________________________________

Place of Manufacture: ______________________________________________________________

Place of Storage of Goods (if any): ___________________________________________________

Place of Storage of Vehicles (if any): _________________________________________________

Size of Vehicle Storage (if any): ____________________________________________________

Home Occupation Required: Yes _____ No _____

5. **Personal References:** List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

   A. Name: __________________________________________ Phone: ________________
       Address: ________________________________________________

   B. Name: __________________________________________ Phone: ________________
       Address: ________________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   Yes _____ No X

   If yes, please explain:
   ____________________________________________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

I understand that no peddler or solicitor shall call on any residents in the Charter Township of Orion before 11:00 a.m. nor after 1/2 hour before sunset nor on Sundays nor on legal holidays, except upon the specific request of the resident.

I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

[Signature]

Date: 4/29/19

Signature of Applicant

[Signature]

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver’s license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
Oakland County Sheriff's Office

http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver's license or state I.D. They will check to see if you've ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 748-858-5000
April 29, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: LOGAN RAY PORTER
ADDRESS: 1710 W CLAIRE DR
          MERIDIAN, ID 83646
DATE OF BIRTH: 01/26/1998
DRIVER'S LICENSE NO: ID ZG411266G

Our search was conducted for the previous 20 year period and has disclosed the following:

xxxx This person either has no record of arrest or incarceration by the
Oakland County Sheriff's Office or has a record that is court
ordered Non-Public. (Note: please refer to page two of this
letter for information regarding other police agencies).

A record was identified. Please refer to page two for this information.
For a complete criminal history, you may contact the Michigan State Police or go online
at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: ____________________________
Records Bureau
(248) 858-5011

Subscribed and sworn to me in Oakland County
on _______ day of ______________________

(declaration of Notary Public)

VRA/REV 07-12
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
  VILLAGE OF LAKEVILLE
  VILLAGE OF LEONARD

CHARTER TWP OF BRANDON
  VILLAGE OF ORTONVILLE

CHARTER TWP OF COMMERCE
  UNION LAKE

CHARTER TWP OF HIGHLAND

CHARTER TWP OF INDEPENDENCE
  CITY OF THE VILLAGE OF
  CLARKSTON

CHARTER TWP OF LYON
  NEW HUDSON

CHARTER TWP OF ORION

CHARTER TWP OF OAKLAND
  GOODISON

CHARTER TWP OF OXFORD
  OAKWOOD

CHARTER TWP OF ROYAL OAK

CHARTER TWP OF SPRINGFIELD
  DAVISBURG

CITY OF PONTIAC

CITY OF ROCHESTER HILLS

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Charter Township of Orion
2525 Joslyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler _______ Solicitor X

2. Name of Licensee: Claire Wallace

   Address: 820 Edenhurst Circle 8301, Auburn Hills, MI 48326

   Home: ____________________________________________________________

   Business: 27300 Haggerty Rd, Farmington Hills, MI 48331

   Phone: 248-509-2847

   Date of Birth: 02/06/1996

   Height: 5'10"

   Weight: 180

   Eye Color: Blue

   Hair Color: Brown

   Place of Birth: Nebraska, USA

3. Type of Goods Sold: Pest Control

   Method of Travel: Foot

   Hours of Operation: 10AM - 7PM

   How long do you plan on doing business in Orion?

   Order taken with promise of delivery? Yes ______ No ______

   Other (describe method of doing business):

4. Name of Employer: Active Environmental

   Address of Employer: 27300 Haggerty Rd, Farmington Hills, MI 48331

   Phone: 248-509-2847

Other License (if required): ________________________________

Page 1 of 3
Charter Township of Orion | Peddlers/Solicitors License Application

Other Approval (if required): 

Method of Delivery: 

Place of Manufacture: 

Place of Storage of Goods (if any): 

Place of Storage of Vehicles (if any): 

Size of Vehicle Storage (if any): 

Home Occupation Required: Yes No

5. **Personal References:** List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

   A. Name: ____________________________ Phone: ________________
      Address: __________________________

   B. Name: ____________________________ Phone: ________________
      Address: __________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?

   Yes No

   If yes, please explain:

   __________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:

   __________________________

   __________________________

   __________________________
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

I understand that no peddler or solicitor shall call on any residents in the Charter Township of Orion before 11:00 a.m. nor after 1/2 hour before sunset nor on Sundays nor on legal holidays, except upon the specific request of the resident.

I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Solicitor/Applicant

Signature of Applicant

Date: Apr. 29, 2019

Attachments (Office Use Only)

- Copy of receipt for license fee
- Copy of driver's license
- OSCD background check report
- Proof of insurance for each vehicle
- Two 2"x2" color photos of applicant
April 23, 2019,

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:
NAME: Clarke Kenneth Wallace
ADDRESS: 2745 E Country Shadows Court
          Gilbert, Arizona 85298
DATE OF BIRTH: 02/06/1996
DRIVER'S LICENSE NO: D07778559

Our search was conducted for the previous ten year period and has disclosed the following:

This person either has no record of arrest or incarceration by the Oakland County Sheriff's Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

Or

A record was identified. Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: [Signature] Office Assistant II
Records Bureau
(248) 858-5011

VRA/REV 07-12
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
   VILLAGE OF LAKEVILLE
   VILLAGE OF LEONARD
CHARTER TWP OF BRANDON
   VILLAGE OF ORTONVILLE
CHARTER TWP OF COMMERCE
   UNION LAKE
CHARTER TWP OF HIGHLAND
CHARTER TWP OF INDEPENDENCE
   CITY OF THE VILLAGE OF CLARKSTON
CHARTER TWP OF LYON
   NEW HUDSON

CHARTER TWP OF ORION
   CHARTER TWP OF OAKLAND
   GOODISON
CHARTER TWP OF OXFORD
   OAKWOOD
CHARTER TWP OF ROYAL OAK
   CHARTER TWP OF SPRINGFIELD
   DAVISBURG
CITY OF PONTIAC
   CITY OF ROCHESTER HILLS

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Charter Township of Orion  
2525 Joslyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License  
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler ________ Solicitor ________

2. Name of Licensee: Bryson D. Jones
   Address: 3097 Skyview Ln, Eugene, Oregon 97405
   Home: ____________________________ Phone: ____________________________
   Business: Aptive Pest Control Phone: 248-509-2847

Date of Birth: 1-13-93 Height: 5' 9" Weight: 220
Eye Color: Brown Hair Color: Brown
Place of Birth: Portland, Oregon

3. Type of Goods Sold: Pest Control
   Method of Travel: Car
   Hours of Operation: 11:00 am - 7:00 pm
   How long do you plan on doing business in Orion? Full Summer
   Order taken with promise of delivery? Yes ________ No ________
   Other (describe method of doing business): Selling

4. Name of Employer: Aptive Phone: 248-509-2847
   Address of Employer: 27 300 Haggerty Rd # F-30, Farmington Hills, MI 48331
   Other License (if required): __________________________

Page 1 of 3
Other Approval (if required): ____________________________________________________________________________

Method of Delivery: ____________________________________________________________________________

Place of Manufacture: _________________________________________________________________________

Place of Storage of Goods (if any): _______________________________________________________________________

Place of Storage of Vehicles (if any): _______________________________________________________________________

Size of Vehicle Storage (if any): _______________________________________________________________________

Home Occupation Required: Yes _____ No _____

5. Personal References: List two Oakland County residents who will attest to applicant’s good character and business reliability or other evidence serving to prove same:

A. Name: Lee ____________________________________________________________________ Phone: 248-509-2847
Address: __________________________________________________________________________________________

B. Name: ____________________________________________________________________ Phone: __________
Address: __________________________________________________________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   Yes _____ No _____
   If yes, please explain:
   ___________________________________________________________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:
   $100,000.00
   ___________________________________________________________________________________________
   ___________________________________________________________________________________________
Charter Township of Orion  Pediatric Solicitors License Application

A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

I understand that no peddler or solicitor shall call on any residents in the Charter Township of Orion before 11:00 a.m. nor after 1/2 hour before sunset nor on Sundays nor on legal holidays, except upon the specific request of the resident.

I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Signature of Applicant

Jillian Fonten

Date:  4-19-19

Bar

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver’s license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2”x2” color photos of applicant

Revised November 2011 V.2

Page 3 of 3

110
Oakland County Sheriff's Office
http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver's license or state I.D. They will check to see if you've ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road
Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
April 23, 2019,

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:
NAME: Bryson Darrough Jones
ADDRESS: 3097 Skyview Ln
          Eugene, OR 97405
DATE OF BIRTH: 01/13/1993
DRIVER’S LICENSE NO: 1864718

Our search was conducted for the previous ten year period and has disclosed the following:

- This person either has no record of arrest or incarceration by the Oakland County Sheriff's Office or has a record that is court ordered Non-Public. *(Note: please refer to the reverse side of this letter for information regarding other police agencies).*

- A record was identified. *(Please refer to the reverse side for this information.)*

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: ___________________________ Student
Records Bureau
(248) 858-5011

VRA/REV 07-12
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
  VILLAGE OF LAKEVILLE
  VILLAGE OF LEONARD
CHARTER TWP OF BRANDON
  VILLAGE OF ORTONVILLE
CHARTER TWP OF COMMERCE
  UNION LAKE
CHARTER TWP OF HIGHLAND
CHARTER TWP OF INDEPENDENCE
  CITY OF THE VILLAGE OF
  CLARKSTON
CHARTER TWP OF LYON
  NEW HUDSON
CHARTER TWP OF ORION
CHARTER TWP OF OAKLAND
  GOODISON
CHARTER TWP OF OXFORD
  OAKWOOD
CHARTER TWP OF ROYAL OAK
CHARTER TWP OF SPRINGFIELD
  DAVISBURG
CITY OF PONTIAC
CITY OF ROCHESTER HILLS

YOU SHOULD BE ADVISED THAT OTHER POLICE AGENCIES EXIST WITHIN OAKLAND COUNTY (FOR EXAMPLE: TROY, SOUTHFIELD, WATERFORD AND MANY MORE). INFORMATION WOULD NEED TO BE OBTAINED DIRECTLY FROM THOSE AGENCIES.

THIS SEARCH DOES NOT INCLUDE JUVENILE ARRESTS OR TRAFFIC INFORMATION. JUVENILE INQUIRIES SHOULD BE OBTAINED THROUGH THE PROBATE COURT. TRAFFIC INQUIRIES SHOULD BE MADE THROUGH THE SECRETARY OF STATE.

PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Charter Township of Orion
2525 Joslyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler ____________ Solicitor ____________

2. Name of Licensee: MATHIEU LEWIS
   Address: 2600 LAKE VILLAGE TRL #702, AUBURN HILLS, MI 48326
   Phone: (313) 423-8121
   Business: ACTIVE
   Phone: (248) 509-2847
   Date of Birth: 6/23/92
   Height: 6'0" Weight: 175
   Eye Color: BLUE Hair Color: BROWN
   Place of Birth: AUGUST 20

3. Type of Goods Sold: PEST CONTROL SERVICE
   Method of Travel: By Foot
   Hours of Operation: 11am - 7pm
   How long do you plan on doing business in Orion? ____________
   Order taken with promise of delivery? Yes ________ No ________
   Other (describe method of doing business): ___________________________________________________________________

4. Name of Employer: ACTIVE ENVIRONMENTAL
   Address of Employer: 97800 HASSERTY RD #F-30, FARMINGTON HILLS, MI
   Phone: (248) 509-2847
   Other License (if required): ___________________________________________________________________

Page 1 of 3
Other Approval (if required): ____________________________

Method of Delivery: ____________________________

Place of Manufacture: ____________________________

Place of Storage of Goods (if any): ____________________________

Place of Storage of Vehicles (if any): ____________________________

Size of Vehicle Storage (if any): ____________________________

Home Occupation Required: Yes _____ No _____

5. **Personal References:** List two Oakland County residents who will attest to applicant’s good character and business reliability or other evidence serving to prove same:

   A. Name: ____________________________ Phone: ____________________________
       Address: ____________________________

   B. Name: ____________________________ Phone: ____________________________
       Address: ____________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   Yes _____ No ☑
   If yes, please explain:
   ____________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:
   ____________________________
   ____________________________
   ____________________________
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

I understand that no peddler or solicitor shall call on any residents in the Charter Township of Orion before 11:00 a.m. nor after 1/2 hour before sunset nor on Sundays nor on legal holidays, except upon the specific request of the resident.

I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Signature of Applicant

Date: 4/24/2016

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver's license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
Oakland County Sheriff's Office
http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver’s license or state I.D. They will check to see if you've ever
been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There
is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
COUNTY OF OAKLAND
OFFICE OF THE SHERIFF
MICHAEL J. BOUCHARD

April 23, 2019,

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: Matthew Joseph Lewis
ADDRESS: 9524 Colebrook Street
          Austin, TX 78749
DATE OF BIRTH: 05/23/1992
DRIVER'S LICENSE NO: 34446474

Our search was conducted for the previous ten year period and has disclosed the following:

○ This person either has no record of arrest or incarceration by the
  Oakland County Sheriff's Office or has a record that is court ordered
  Non-Public. (Note: please refer to the reverse side of this letter for
  information regarding other police agencies).

○ A record was identified.
  Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go
online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this
information.

Completed by: [Signature] Office Assistant II
Records Bureau
(248) 858-5011

VRA/REV 07-12
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
  VILLAGE OF LAKEVILLE
  VILLAGE OF LEONARD
CHARTER TWP OF BRANDON
  VILLAGE OF ORTONVILLE
CHARTER TWP OF COMMERCE
  UNION LAKE
CHARTER TWP OF HIGHLAND
CHARTER TWP OF INDEPENDENCE
  CITY OF THE VILLAGE OF CLARKSTON
CHARTER TWP OF LYON
  NEW HUDSON
CHARTER TWP OF ORION
CHARTER TWP OF OAKLAND
  GOODISON
CHARTER TWP OF OXFORD
  OAKWOOD
CHARTER TWP OF ROYAL OAK
CHARTER TWP OF SPRINGFIELD
  DAVISBURG
CITY OF PONTIAC
CITY OF ROCHESTER HILLS

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Charter Township of Orion  
2525 Joslyn Rd., Lake Orion, MI 48360  

Application for Peddlers/Solicitors License  
Ordinance 95, Peddlers & Solicitors Regulation  

Please print or type the following information:

1. Class of License Desired:  
   Peddler ________ Solicitor ________  

2. Name of Licensee:  
   Daniel Andrews  
   Address: 520 Brookview Court #203 Auburn Hills, MI 48321  
   Home:  
   Phone: 714-804-2122  
   Business: 27300 Haggerty Road F-30, Farmington Hills, MI 48331  
   Phone: 248-509-2847  

   Date of Birth: 02/03/1991  
   Height: 5'11"  
   Weight: 185  

   Eye Color: Green  
   Hair Color: Dark Brown  
   Place of Birth: Anaheim, CA  

3. Type of Goods Sold: Pest Control Services  
   Method of Travel: Vehicle, Walking  
   Hours of Operation: 9am - 9pm  
   How long do you plan on doing business in Orion?  
   Order taken with promise of delivery? Yes ________ No ________  
   Other (describe method of doing business): Knocking, Door-to-Door  

4. Name of Employer: Aptive Environmental  
   Address of Employer: 27300 Haggerty Road F-30, Farmington Hills, MI 48331  
   Other License (if required):  

Page 1 of 3
Other Approval (if required): ________________________________________________

Method of Delivery: _______________________________________________________

Place of Manufacture: ____________________________________________________

Place of Storage of Goods (if any): _________________________________________

Place of Storage of Vehicles (if any): _______________________________________

Size of Vehicle Storage (if any): ___________________________________________

Home Occupation Required: Yes ___ No ___

5. Personal References: List two Oakland County residents who will attest to applicant’s good character and business reliability or other evidence serving to prove same:

A. Name: ___________________________________________ Phone: _______________
   Address: _________________________________________________

B. Name: ___________________________________________ Phone: _______________
   Address: _________________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   Yes ___ No ⬜

   If yes, please explain:
   _______________________________________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VI, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

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I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Signature of Applicant

Date: 04/29/19

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver’s license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
Oakland County Sheriff's Office

http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver's license or state I.D. They will check to see if you've ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
April 23, 2019,

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:
NAME: Daniel Lloyd Andrews
ADDRESS: 14342 Summerwood Dr
          Westminster, CA 92683
DATE OF BIRTH: 02/03/1991
DRIVER'S LICENSE NO: E1941683

Our search was conducted for the previous ten year period and has disclosed the following:

☐ This person either has no record of arrest or incarceration by the Oakland County Sheriff's Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

☐ A record was identified. Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: [Signature]
Student
Records Bureau
(248) 858-5011

VRA/REV 07-12
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
  VILLAGE OF LAKEVILLE
  VILLAGE OF LEONARD

CHARTER TWP OF BRANDON
  VILLAGE OF ORTONVILLE

CHARTER TWP OF COMMERCE
  UNION LAKE

CHARTER TWP OF HIGHLAND

CHARTER TWP OF INDEPENDENCE
  CITY OF THE VILLAGE OF CLARKSTON

CHARTER TWP OF LYON
  NEW HUDSON

CHARTER TWP OF ORION
  CHARTER TWP OF OAKLAND
  GOODISON

CHARTER TWP OF OXFORD
  OAKWOOD

CHARTER TWP OF ROYAL OAK

CHARTER TWP OF SPRINGFIELD
  DAVISBURG

CITY OF PONTIAC

CITY OF ROCHESTER HILLS

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Charter Township of Orion
2525 Joslyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler _____________ Solicitor [✓]

2. Name of Licensee: Treven Jones
   Address: 3097 Skyview Ln Eugene, OR 97405
   Home: ________________________________ Phone: 5415151299
   Business: Aptive Environmental
   27300 Haggerty Rd #F-20 Farmington Hills, MI 48331
   Phone: 2485092847
   Date of Birth: 10/4/1996 Height: 6’1” Weight: 190
   Eye Color: Blue Hair Color: Brown
   Place of Birth: WA

3. Type of Goods Sold: Pest Control
   Method of Travel: Car
   Hours of Operation: 10 - 9
   How long do you plan on doing business in Orion? [✓] 5 months
   Order taken with promise of delivery? Yes [✓] No __________
   Other (describe method of doing business):

4. Name of Employer: Aptive Environmental
   Phone: 2485092847
   Address of Employer: 27300 Haggerty MI 48331
   Other License (if required): ________________________________
Other Approval (if required): ____________________________________________
Method of Delivery: __________________________________________________
Place of Manufacture: ________________________________________________
Place of Storage of Goods (if any): ______________________________________
Place of Storage of Vehicles (if any): _____________________________________
Size of Vehicle Storage (if any): _________________________________________
Home Occupation Required: Yes _____ No _____

5. Personal References: List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

A. Name: __________________________________ Phone: ______________
   Address: _________________________________________________________

B. Name: __________________________________ Phone: ______________
   Address: _________________________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   Yes _____ No  
   If yes, please explain: _____________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

   }
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

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I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Signature of Applicant

Date: 4-29-19

Attachments (Office Use Only)

- Copy of receipt for license fee
- Copy of driver’s license
- OSCD background check report
- Proof of insurance for each vehicle
- Two 2"x2" color photos of applicant
Oakland County Sheriff's Office

http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff’s Office with your driver’s license or state I.D. They will check to see if you’ve ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
April 23, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: TREVEN GEORGE JONES

ADDRESS: 3097 SKYVIEW LN
          EUGENE, OR  97405

DATE OF BIRTH: OCTOBER 4, 1996

DRIVER'S LICENSE NO: OR 3449765

Our search was conducted for the previous ten year period and has disclosed the following:

XXXX  This person either has no record of arrest or incarceration by the
       Oakland County Sheriff's Office or has a record that is court
       ordered Non-Public. (Note: please refer to the reverse side of
       this letter for information regarding other police agencies).

_____  A record was identified. Please refer to the reverse side for this
       information.

For a complete criminal history, you may contact the Michigan State Police or go online
at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: [Signature]  Office Assistant II

Records Bureau
(248) 858-5011

VRA/REV 07-12

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008
NOTICE

THE OAKLAND COUNTY SHERIFF’S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
VILLAGE OF LAKEVILLE
VILLAGE OF LEONARD

CHARTER TWP OF BRANDON
VILLAGE OF ORTONVILLE

CHARTER TWP OF COMMERCE
UNION LAKE

CHARTER TWP OF HIGHLAND

CHARTER TWP OF INDEPENDENCE
CITY OF THE VILLAGE OF CLARKSTON

CHARTER TWP OF LYON
NEW HUDSON

CHARTER TWP OF ORION

CHARTER TWP OF OAKLAND
GOODISON

CHARTER TWP OF OXFORD
OAKWOOD

CHARTER TWP OF SPRINGFIELD
DAVISBURG

CITY OF PONTIAC
CITY OF ROCHESTER HILLS

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PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008
Application for Peddlers/Solicitors License
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired: Peddler ____________ Solicitor ____________

2. Name of Licensee: NATHAN HANSON HARMAN
   Address: 6417 WEST LONEBELLON DRIVE, WEST JORDAN, UT, 84081
   Home: ____________________________ Phone: ____________________________
   Business: APTINE ENVIRONMENTAL Phone: (248)509-2847

Date of Birth: 3/20/1997 Height: 6'0" Weight: 145 lbs
Eye Color: BLUE Hair Color: BROWN
Place of Birth: ORANGE COUNTY, CALIFORNIA

3. Type of Goods Sold: PEST CONTROL SERVICE
   Method of Travel: ____________________________
   Hours of Operation: 10 AM - 9 PM
   How long do you plan on doing business in Orion? APRIL 2019 - AUGUST 2019
   Order taken with promise of delivery? Yes ____________ No ____________
   Other (describe method of doing business): ____________________________

4. Name of Employer: APTINE ENVIRONMENTAL Phone: (248)509-2847
   Address of Employer: 2730 HAGGERTY RD #F-30, FARMINGTON HILLS, MI 48331
   Other License (if required): ____________________________

Page 1 of 3

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Other Approval (if required): ____________________________________________

Method of Delivery: ________________________________________________

Place of Manufacture: ______________________________________________

Place of Storage of Goods (if any): ____________________________________

Place of Storage of Vehicles (if any): ________________________________

Size of Vehicle Storage (if any): _____________________________________

Home Occupation Required: Yes _____ No _____

5. **Personal References**: List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

   A. Name: **LEE ELLSWORTH**  Phone: (248) 505-8173
   
   Address: ____________________________________________________________

   B. Name: ________________________________________________  Phone: _________
   
   Address: ____________________________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?
   Yes _____  No  

   If yes, please explain:

   ___________________________________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:

   ___________________________________________________________________

   ___________________________________________________________________

   ___________________________________________________________________
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

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Witness

[Signature]

Date: 4/19/19

Signature of Applicant

[Signature]

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver’s license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
Oakland County Sheriff's Office
http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver's license or state I.D. They will check to see if you've ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road

Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
COUNTY OF OAKLAND
OFFICE OF THE SHERIFF
MICHAEL J. BOUCHARD

April 23, 2019

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:

NAME: NATHAN HANSON HARMAN
ADDRESS: 9558 S SWEET BLOSSOM DR
          SOUTH JORDAN, UT 84095
DATE OF BIRTH: MARCH 20, 1997
DRIVER'S LICENSE NO: UT 218515484

Our search was conducted for the previous ten year period and has disclosed the following:

 XXXX This person either has no record of arrest or incarceration by the Oakland County Sheriff's Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

   A record was identified. Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: [Signature], Office Assistant II

Records Bureau
(248) 858-5011

VRA/REV 07-12
1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008

140
NOTICE

THE OAKLAND COUNTY SHERIFF’S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

ADDISON TWP
VILLAGE OF LAKEVILLE
VILLAGE OF LEONARD

CHARTER TWP OF BRANDON
VILLAGE OF ORTONVILLE

CHARTER TWP OF COMMERCE
UNION LAKE

CHARTER TWP OF HIGHLAND

CHARTER TWP OF INDEPENDENCE
CITY OF THE VILLAGE OF CLARKSTON

CHARTER TWP OF LYON
NEW HUDSON

CHARTER TWP OF ORION

CHARTER TWP OF OAKLAND
GOODISON

CHARTER TWP OF OXFORD
OAKWOOD

CHARTER TWP OF SPRINGFIELD
DAVISBURG

CITY OF PONTIAC
CITY OF ROCHESTER HILLS

YOU SHOULD BE ADVISED THAT OTHER POLICE AGENCIES EXIST WITHIN OAKLAND COUNTY (FOR EXAMPLE: TROY, SOUTHFIELD, WATERFORD AND MANY MORE). INFORMATION WOULD NEED TO BE OBTAINED DIRECTLY FROM THOSE AGENCIES.

THIS SEARCH DOES NOT INCLUDE JUVENILE ARRESTS OR TRAFFIC INFORMATION. JUVENILE INQUIRIES SHOULD BE OBTAINED THROUGH THE PROBATE COURT. TRAFFIC INQUIRIES SHOULD BE MADE THROUGH THE SECRETARY OF STATE.

PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011

1201 N TELEGRAPH RD ★ PONTIAC MI 48341-1044 ★ 248/858-5008
Charter Township of Orion  
2525 Joslyn Rd., Lake Orion, MI 48360

Application for Peddlers/Solicitors License  
Ordinance 95, Peddlers & Solicitors Regulation

Please print or type the following information:

1. Class of License Desired:  Peddler ________ Solicitor ________

2. Name of Licensee:  Aaron Green
   Address:  520 Brookview Ct #203 Auburn Hills, MI 48326
   Home:  
   Phone:  517-525-4200
   Business:  
   Phone:  

   Date of Birth:  8/25/85  Height:  6'7  Weight:  190
   Eye Color:  Green  Hair Color:  Brown
   Place of Birth:  San Bernardino, CA

3. Type of Goods Sold:  Pest control services
   Method of Travel:  Vehicle, walking
   Hours of Operation:  9am - 9pm
   How long do you plan on doing business in Orion?  Yes [ ]  No [ ]
   Order taken with promise of delivery?  Yes [X]  No [ ]
   Other (describe method of doing business):  

4. Name of Employer:  Aptive Environmental
   Address of Employer:  2400 Hagerty Rd #F-30 48331
   Phone:  248-509-2847
   Other License (if required):  

Page 1 of 3
Charter Township of Orion Peddlers/Solicitors License Application

Other Approval (if required): __________________________________________

Method of Delivery: ________________________________________________

Place of Manufacture: ____________________________________________

Place of Storage of Goods (if any): __________________________________

Place of Storage of Vehicles (if any): _________________________________

Size of Vehicle Storage (if any): ____________________________________

Home Occupation Required: Yes _____ No ✓

5. Personal References: List two Oakland County residents who will attest to applicant's good character and business reliability or other evidence serving to prove same:

A. Name: Lee Ellsworth Phone: _________________
Address: _______________________________________

B. Name: __________________________ Phone: ___________________
Address: __________________________________________

6. Have you ever been convicted of any crime, misdemeanor, or Township Ordinance violation?

Yes _____ No ✓

If yes, please explain:

______________________________________________________________

7. Name of insurer and amount of personal liability and property damage insurance carried on each vehicle used in business operations:

Liberty Mutual/ $50,000
A fee of $35.00 per solicitor and/or peddler must be paid to the Charter Township of Orion, 2525 Joslyn Road, Orion Township, Michigan, for up to a 90 day period of business operations. The person conducting business as a peddler or solicitor within the Township is subject to all the provisions of Ordinance No. 95. Specific prohibitions under Ordinance 95 are set forth in Section VII, a copy of which is attached hereto. In addition to possible suspension and/or revocation of license, a person who violates the provisions of Ordinance 95 is subject to municipal civil infraction penalties as set forth in the Ordinance.

I, the aforementioned applicant, swear that all statements in this application are true to the best of my knowledge and I understand the provisions of the applicable Ordinance and will endeavor to adhere to these provisions.

I understand that this license can be revoked by the Township Board for violation of any Township Ordinance or undesirable business practices. Granting of this license does not release any obligations to obtain other licenses required by any other law or governing body.

I understand that no peddler or solicitor shall call on any residents in the Charter Township of Orion before 11:00 a.m. nor after 1/2 hour before sunset nor on Sundays nor on legal holidays, except upon the specific request of the resident.

I understand that no sales shall be conducted within any Orion Township Park or upon property owned or controlled by Orion Township.

Witness

Signature of Applicant

Date: 4/29/19

Attachments (Office Use Only)

☐ Copy of receipt for license fee
☐ Copy of driver's license
☐ OSCD background check report
☐ Proof of insurance for each vehicle
☐ Two 2"x2" color photos of applicant
Oakland County Sheriff's Office
http://www.oakgov.com/sheriff

How to Obtain a Criminal Background Check
Visit the Oakland County Sheriff's Office with your driver's license or state I.D. They will check to see if you've ever been arrested by our agency or incarcerated in the jail, and will provide you with a letter stating the results. There is a $5 charge for this service.

1201 North Telegraph Road
Pontiac, Michigan, USA 48341-1044

General Information: 248-858-5000
April 23, 2019,

TO WHOM IT MAY CONCERN:

The following person requested a search of our criminal records:
NAME: AARON BRIGGS GREEN
ADDRESS: 800 E 18TH AVE APT 13
          EUGENE, OR 97401
DATE OF BIRTH: 08/25/1985
DRIVER'S LICENSE NO: 9799904

Our search was conducted for the previous ten year period and has disclosed the following:

☐ This person either has no record of arrest or incarceration by the Oakland County Sheriff's Office or has a record that is court ordered Non-Public. (Note: please refer to the reverse side of this letter for information regarding other police agencies).

☐ A record was identified.
Please refer to the reverse side for this information.

For a complete criminal history, you may contact the Michigan State Police or go online at www.michigan.gov/msp and then choose I-CHAT. There is a fee for this information.

Completed by: _______________ AARON ALLEY _______________, Office Assistant II
Records Bureau  
(248) 858-5011

VRA/REV 07-12
NOTICE

THE OAKLAND COUNTY SHERIFF'S OFFICE PROVIDES LAW ENFORCEMENT SERVICES TO THE FOLLOWING AREAS:

**ADDISON TWP**
- VILLAGE OF LAKEVILLE
- VILLAGE OF LEONARD

**CHARTER TWP OF BRANDON**
- VILLAGE OF ORTONVILLE

**CHARTER TWP OF COMMERCE**
- UNION LAKE

**CHARTER TWP OF HIGHLAND**

**CHARTER TWP OF INDEPENDENCE**
- CITY OF THE VILLAGE OF CLARKSTON

**CHARTER TWP OF LYON**
- NEW HUDSON

**CHARTER TWP OF ORION**
- CHARTER TWP OF OAKLAND GOODISON

**CHARTER TWP OF OXFORD**
- OAKWOOD

**CHARTER TWP OF ROYAL OAK**
- CHARTER TWP OF SPRINGFIELD DAVISBURG

**CITY OF PONTIAC**

**CITY OF ROCHESTER HILLS**

YOU SHOULD BE ADVISED THAT OTHER POLICE AGENCIES EXIST WITHIN OAKLAND COUNTY (FOR EXAMPLE: TROY, SOUTHFIELD, WATERFORD AND MANY MORE). INFORMATION WOULD NEED TO BE OBTAINED DIRECTLY FROM THOSE AGENCIES.

THIS SEARCH DOES **NOT** INCLUDE JUVENILE ARRESTS OR TRAFFIC INFORMATION. JUVENILE INQUIRIES SHOULD BE OBTAINED THROUGH THE PROBATE COURT. TRAFFIC INQUIRIES SHOULD BE MADE THROUGH THE SECRETARY OF STATE.

PLEASE FEEL FREE TO CONTACT THIS OFFICE IF YOU HAVE ANY QUESTIONS.

RECORD BUREAU
(248) 858-5011
Agenda Item Summary

To: Township Board of Trustees

From: Penny Shults, Clerk

Meeting Date: May 6, 2019

Memo Date: April 26, 2019

Subject: Accept Donation to Local Public Agency

REQUEST

Accept the donation of a temporary grading easement from Scott and Kathryn Regits located at 750 E Clarkston Rd, Lake Orion, MI 48362 and authorize the payment of just compensation in the amount of $35.64.

BUDGET - Financial Item? X Yes No

If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Outlay - Safety Path</td>
<td>402-958-982</td>
<td></td>
<td></td>
<td>$35.64</td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDATION (Motion)

Receive and file Donation of a temporary grading easement located at 750 E Clarkston Rd, Lake Orion, MI 48362 and authorize payment of just compensation in the amount of $35.64.
TEMPORARY GRADING EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that SCOTT REGITS and KATHRYN REGITS, whose address is 750 E Clarkston Road, Lake Orion, MI 48362, (hereinafter referred to as "Grantor"), being title holder to the following described parcel of land, to wit:

See Exhibit "A"

Tax Identification Number: O 09-13-126-010

for and in consideration of One ($1.00) Dollar, receipt of which is hereby acknowledged, does hereby grant and convey to the Orion Township, a Michigan Municipal Corporation, whose address is 2525 Joslyn Road, Lake Orion, Michigan, 48360, (hereinafter referred to as "Grantee"), a perpetual temporary grading easement, over, upon, across, in, through, and under the following described real property to wit:

See Exhibit "A"

and to enter upon sufficient land adjacent to said temporary grading easement for the purpose of exercising the rights and privileges granted herein.

Grantee may install, repair, replace and maintain lines and all necessary appurtenances thereto, within the easement herein granted.

Grantor agrees not to build or to convey to others permission to build any permanent structures on the above described easement.

The premises so disturbed by reason of the exercise of any of the foregoing powers, rights and privileges, shall be reasonably restored to its prior condition by Grantee.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns.

The permissive rights set forth herein shall start as of the date the contractor commences work on the above project and shall terminate on the date that the contractor completes the above project.\)
IN WITNESS WHEREOF, the undersigned Grantor(s) has affixed (his) (her) (their) signature(s) this 24th day of April, A.D., 2019.

WITNESSES:

By: [Signature]

By: Scott Begits
Printed Name & Title

By: [Signature]

By: Kathryn Begits
Printed Name & Title

STATE OF MICHIGAN 
COUNTY OF Oakland

On this 24th day of April, A.D., 2019, before me personally appeared the above named Scott Begits, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that (he) (she) they executed the same as (his) (her) (their) free act and deed.

[Signature]
Notary Public, Oakland County, MI
My commission expires 6/26/2024

This instrument drafted by:
Sameer Hamad
OHM Advisors
34000 Plymouth Road
Livonia, Michigan 48150

Tax Identification Number: 09-13-126-010

WHEN SIGNED RETURN TO:
Penny Shults, Clerk
Orion Township
2525 Joslyn Road
Lake Orion, Michigan, 48360
PATHWAY EASEMENT DESCRIPTION

Exhibit "A"

PARCEL DESCRIPTION (O 09-13-126-010)
(Per City of Oakland County Tax Rolls)

A parcel of land being a part of the NW 1/4 of Section 13, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, more particularly described as follows:

The North 1/2 of Lot 11, EXCEPT the West 60 feet, "Supervisor's Plat No. 12", as recorded in Liber 58 of Plats, Page 18, Oakland County Records, Oakland County. Subject to all easements and restrictions of record, if any.

TEMPORARY GRADING EASEMENT

A parcel of land being a part of the NW 1/4 of Section 13, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, more particularly described as follows:

Part of Lot 11, "Supervisor's Plat No. 12", as recorded in Liber 58 of Plats, Page 18, Oakland County Records, Oakland County, Commencing at the NE corner of said Lot 11; thence S 87°37'48" W 190.53 feet to the Point of Beginning; thence S 02°40'09" E 5.0 feet; thence S 87°37'48" W 70.0 feet; thence N 02°40'09" W 5.0 feet; thence N 87°37'48" E 70.0 feet feet to the Point of Beginning.

Contains 350 square feet or 0.008 acres of land, more or less. Subject to all easements and restrictions of record, if any.
DONATION
to
LOCAL PUBLIC AGENCY (LPA)
This information is required by the LPA in order for a property owner to donate property.
Updated 12/17/2016

Property Owner(s): Regis, Scott and Kathryn

Address: 750 E Clarkston Road
Lake Orion, MI 48362

Right(s) to be acquired: ☑ Permit (Temporary)
☐ Fee (Total Take)
☐ Fee (Partial Take)
☐ Easement (Permanent)

Just Compensation $ 35.64

Just Compensation determined by:
☒ Market Study and/or Valuation Analysis
☐ Appraisal by 3rd party

The undersigned owner(s) of the subject property identified below agrees with the following statements:

☒ I/we have been informed and fully understand that I/we have the right to receive just compensation for the subject property.

☐ I/we have been informed and fully understand that by signing this document, I/we are agreeing to donate the subject property in lieu of just compensation.

☐ I/we agree that the decision to donate the subject property was made without undue influences or coercive action of any nature.

☐ I/we agree to donate the subject property in lieu of compensation.

Owner’s Signature: [Signature]
Date: 4/24/18

Owner’s Signature: [Signature]
Date: 4/24/19

LPA APPROVAL: ___________________________ Date: ________________

JOB NUMBER 0121-17-0090
PARCEL 09-13-126-010.55
NAME Regis, Scott and Kathryn
VALUATION STATEMENT
Updated 12-17-2018

Property Owner(s): Regits, Scott and Kathryn

Address: 750 E Clarkston Road
Lake Orion, MI 48362

<table>
<thead>
<tr>
<th>Area to be acquired:</th>
<th>350</th>
<th>square feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price per square foot</td>
<td>x $ 1.02</td>
<td></td>
</tr>
</tbody>
</table>

Total $ Fee (Permanent)

<table>
<thead>
<tr>
<th>x 50% $ Easement (Permanent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>x 10% $ 35.64 Grading Permit (Temporary)</td>
</tr>
</tbody>
</table>

Just Compensation $ 35.64

ADDITIONAL INFORMATION:

Pathway improvements required for the project is of mutual benefit to property owner and municipality, due to the construction of the pathway. Donation of a Temporary Grading Easement is requested.
Agenda Item Summary

To: Township Board of Trustees
From: Penny Shults, Clerk
Meeting Date: May 6, 2019
Memo Date: April 26, 2019
Subject: Accept Donation to Local Public Agency

REQUEST
Accept the donation of a temporary grading easement as well as a permanent easement from John and Pamela Backer located at 731 E Clarkston Rd, Lake Orion, MI 48362 and authorize the payment of just compensation in the amount of $1,325.65.

BUDGET - Financial Item? X Yes No If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
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<th>Budget Amount</th>
<th>Cost</th>
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<tr>
<td>Capital Outlay – Safety Path</td>
<td>402-958-982</td>
<td></td>
<td></td>
<td>$1,325.65</td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDATION (Motion)
Receive and file Donation of a temporary grading easement located at 731 E Clarkston Rd, Lake Orion, MI 48362 and authorize payment of just compensation in the amount of $1,325.65.
PERMANENT PATHWAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that, JOHN BACKER & PAMELA BACKER, whose address is 731 E Clarkston Road, Lake Orion, MI 48362, (hereinafter referred to as "Grantor"), being title holder to the following described parcel of land, to wit:

See Exhibit “A”

Tax Identification Number: O 09-12-376-026

for and in consideration of One ($1.00) Dollar, receipt of which is hereby acknowledged, does hereby grant and convey to the Orion Township, a Michigan Municipal Corporation, whose address is 2525 Joslyn Road, Lake Orion, Michigan, 48360, (hereinafter referred to as "Grantee"), a permanent pathway easement, over, upon, across, in, through, and under the following described real property to wit:

See Exhibit “A”

and to enter upon sufficient land adjacent to said pathway easement for the purpose of exercising the rights and privileges granted herein.

Grantee may install, repair, replace and maintain lines and all necessary appurtenances thereto, within the easement herein granted.

Grantor agrees not to build or to convey to others permission to build any permanent structures on the above described easement.

The premises so disturbed by reason of the exercise of any of the foregoing powers, rights and privileges, shall be reasonably restored to its prior condition by Grantee.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns.

Also a Temporary Grading Easement of the above described parcel of land. The temporary grading easement to terminate on the date the contractor completes the above project (not to exceed one (1) year).

Page 1 of 4

158
IN WITNESS WHEREOF, the undersigned Grantor(s) has affixed (his)(her)(their) signature(s) this 20th day of March, 2019, A.D., 2019.

WITNESSES:

By: 

Signature

By: John H. Backer, Owner
Printed Name & Title

By: 

Signature

By: Pamela G. Backer
Printed Name & Title

STATE OF MICHIGAN

COUNTY OF

On this 20th day of March, 2019, before me personally appeared the above named ____________________________, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that (he) (she) (they) executed the same as (his) (her) (their) free act and deed.

Notary Public,  ______ County,

MI

My commission expires 7-1-2019

This instrument drafted by:
Sameer Hamad
OHM Advisors
34000 Plymouth Road
Livonia, Michigan 48150

Tax Identification Number: O-09-12-376-026

WHEN SIGNED RETURN TO:
Penny Shults, Clerk
Orion Township
2525 Joslyn Road
Lake Orion, Michigan, 48360
PERMANENT PATHWAY EASEMENT SKETCH

Exhibit "A"

LOT 2

O 09-12-376-026
JOHN & PAMELA BACKER
731 E CLARKSTON RD.
LAKE ORION, MI 48362

LEGEND

LEW
PUBLIC LAND CORNER
POB
POINT OF BEGINNING
PPE
PATHWAY EASEMENT
GHP
TEMPORARY GRADING EASEMENT

SCALE: 1" = 40'

PERMANENT PATHWAY EASEMENT
PART OF THE SW 1/4 SECTION 12
TOWN 4 NORTH, RANGE 10 EAST, ORION TOWNSHIP, OAKLAND COUNTY, MICH.
PARCEL ID #: 09-12-376-026

RUSZCO 01-30-19

ORION TOWNSHIP

160

0121-17-0080

34000 Plymouth Road | Livonia, MI 48150 | P (734) 522-6711 | F (734) 522-6427 | WWW.OHM-ADVISORS.COM

NOTES: [Insert any necessary notes or instructions here.]

[Drawings and details of the path and parcel boundaries are present, including marked points and distances.]
PERMANENT PATHWAY EASEMENT DESCRIPTION

Exhibit "A"

PARCEL DESCRIPTION (O 09-12-376-026)

A parcel of land being a part of the SW 1/4 of Section 12, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, more particularly described as follows:

Lot 2, "Supervisor's Plat No. 12", as recorded in Liber 58 of Plats, Page 18, Oakland County Records, Oakland County. Subject to all easements and restrictions of record, if any.

PERMANENT PATHWAY EASEMENT

A parcel of land being a part of the SW 1/4 of Section 12, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, more particularly described as follows:

Part of Lot 2, "Supervisor's Plat No. 12", as recorded in Liber 58 of Plats, Page 18, Oakland County Records, Oakland County, beginning at the SE corner of said Lot 2; thence S 87°37'48" W 176.46 feet along the North right of way line of East Clarkston Road; thence N 02°37'12" W 5.0 feet along the West line of said parcel; thence N 87°37'48" E 176.46 feet; thence S 02°37'12" E 5.0 feet along the East line of said parcel to the Point of Beginning.

Contains 882 square feet or 0.020 acres of land, more or less. Subject to all easements and restrictions of record, if any.

TEMPORARY GRADING EASEMENT

A parcel of land being a part of the SW 1/4 of Section 12, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, more particularly described as follows:

The North 50 feet of the South 55 feet of the above described parent parcel.

Contains 8,823 square feet or 0.203 acres of land, more or less. Subject to all easements and restrictions of record, if any.
DONATION

to
LOCAL PUBLIC AGENCY (LPA)
This information is required by the LPA in order for a property owner to donate property.
Updated 12-17-2018

Property Owner(s): Backer, John and Pamela

Address: 731 E Clarkston Road
Lake Orion, MI 48362

Right(s) to be acquired:
☐ Fee (Total Take)
☐ Fee (Partial Take)
☒ Easement (Permanent)
☒ Permit (Temporary)

Just Compensation $ 1,325.65

Just Compensation determined by:
☒ Market Study and/or Valuation Analysis
☐ Appraisal by 3rd party

The undersigned owner(s) of the subject property identified below agrees with the following statements:

☒ I/we have been informed and fully understand that I/we have the right to receive just compensation for the subject property.

☐ I/we have been informed and fully understand that by signing this document, I/we are agreeing to donate the subject property in lieu of just compensation.

☐ I/we agree that the decision to donate the subject property was made without undue influences or coercive action of any nature.

☐ I/we agree to donate the subject property in lieu of compensation.

Owner's Signature: ___________________________ Date: 3-20-2019

Owner's Signature: ___________________________ Date: 3-20-2019

LPA APPROVAL: ___________________________ Date: ____________

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>PARCEL</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>0121-17-0080</td>
<td>09-12-376-026</td>
<td>Backer, John and Pamela</td>
</tr>
</tbody>
</table>
VALUATION STATEMENT
Updated 12-17-2018

Property Owner(s): Backer, John and Pamela

Address: 731 E Clarkston Road
          Lake Orion, MI 48362

Area to be acquired: 8,823+882 square feet
Price per square foot  $ 1.00
Total                     Fee (Permanent)
                           $ 441.78
                           Easement (Permanent)
                           $ 883.87
                           Grading Permit (Temporary)
Just Compensation         $ 1,325.65

ADDITIONAL INFORMATION:
Pathway improvements required for the project is of mutual benefit to property owner and municipality, due to the construction of the pathway. Donation of a Temporary Grading Easement is requested.

PROJECT
E Clarkston Road Pathway

PARCEL
09-12-376-026

NAME
Backer, John and Pamela
Agenda Item Summary

To: Township Board of Trustees

From: Chris Barnett, Supervisor

Meeting Date: May 6, 2019

Memo Date: April 26, 2019

Subject: Updated Organizational Chart

REQUEST

Attached is a copy of the Organizational Chart, updated to reflect changes previously made by the Board.

PROCESS

BUDGET - Financial Item? X Yes No If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)

Receive and file the updated Organizational Chart.

attachment
Agenda Item Summary

To: Chris Barnett, Township Supervisor

From: Bill Basigkow, Water and Sewer Superintendent

Meeting Date: May 6, 2019

Memo Date: April 23, 2019

Subject: Purchase Truck

REQUEST
Purchase 2019 GMC Sierra 2500 HD 4WD Double cab with a service body and crane.

REASON
As part of our six year truck replacement program, replace a 2013 GMC Utility truck with crane.

PROCESS
Purchase a 2019 GMC HD Double cab from Todd Wenzel Chevrolet Buick GMC for $50,969.00, less trade of 2013 GMC for $13,900.00, for a total cost of $36,796.00. Todd Wenzel Chevrolet Buick GMC participates in the Oakland County Bid program.

BUDGET - Financial Item? X Yes No If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
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</thead>
<tbody>
<tr>
<td>Capital Outlay Vehicles</td>
<td>592-248-978</td>
<td></td>
<td>$75,000</td>
<td>$36,796</td>
<td>$38,204</td>
</tr>
</tbody>
</table>

RECOMMENDATION (Motion)
Board action would be to approve the purchase of a 2019 GMC 2500 HD Double cab from Todd Wenzel Chevrolet Buick GMC for a cost not to exceed $36,796.00.
Orion Township

Prepared For: Bill Basigko
248-391-0304x7002

[Fleet] 2019 GMC Sierra 2500HD (TK25953) 4WD Double Cab 158.1" (14)

Price Summary

<table>
<thead>
<tr>
<th>PRICE SUMMARY</th>
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<tbody>
<tr>
<td>Oakland County / Orion Township</td>
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<tr>
<td>Price</td>
</tr>
</tbody>
</table>

Includes Knapheide Service Body and Crane

Selected Model and Options

<table>
<thead>
<tr>
<th>MODEL</th>
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<tbody>
<tr>
<td>CODE</td>
</tr>
<tr>
<td>TK25953</td>
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COLORS

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<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>GAZ</td>
<td>Summit White</td>
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OPTIONS

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<th>DESCRIPTION</th>
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<tr>
<td></td>
<td>Capped Fuel Fill (Included and only available with (ZW9) pickup box delete or (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)</td>
</tr>
<tr>
<td>1SA</td>
<td>Work Truck Preferred Equipment Group includes standard equipment</td>
</tr>
</tbody>
</table>
**OPTIONS**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9J4</td>
<td>Bumper, rear, delete (Included with (ZW9) pickup box delete. On Double Cab and Regular Cab models this option is only available with (ZW9) pickup box delete.) <strong>CREDIT</strong></td>
</tr>
<tr>
<td>9L7</td>
<td>Upfitter switches, (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories.</td>
</tr>
<tr>
<td>AE7</td>
<td>Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)</td>
</tr>
<tr>
<td>AKO</td>
<td>Glass, deep-tinted (Included with (PDD) Sierra Convenience Package or (PEF) Sierra Convenience Plus Package (Crew Cab).)</td>
</tr>
<tr>
<td>AQQ</td>
<td>Remote Keyless Entry (Included and only available with (PDD) Sierra Convenience Package, (PCR) Sierra Fleet Convenience Package (Crew Cab) or (PEF) Sierra Convenience Plus Package (Crew Cab).)</td>
</tr>
<tr>
<td>C99</td>
<td>Airbag deactivation switch, frontal passenger-side (Included and only available with (ZW9) pickup box delete on Double Cab and Regular Cab models. Not available on Crew Cab models.)</td>
</tr>
<tr>
<td>DD8</td>
<td>Mirror, inside rearview auto-dimming (Included and only available with (DPN) outside heated power-adjustable trailing mirrors.)</td>
</tr>
<tr>
<td>DPN</td>
<td>Mirrors, outside heated power-adjustable vertical camper upper glass, manual-folding and extending, black. Includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of Auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Included and only available on Double Cab or Regular Cab models with (PDD) Sierra Fleet Convenience Package. Includes (DD8) auto-dimming inside rearview mirror.)</td>
</tr>
<tr>
<td>FE9</td>
<td>Emissions, Federal requirements</td>
</tr>
<tr>
<td>GAZ</td>
<td>Summit White</td>
</tr>
<tr>
<td>GT5</td>
<td>Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)</td>
</tr>
<tr>
<td>H2R</td>
<td>Dark Ash seats with Jet Black interior accents, Cloth seat trim</td>
</tr>
<tr>
<td>IOB</td>
<td>Audio system, 7&quot; diagonal Color Touch Screen with GMC Infotainment System, AM/FM with USB ports, auxiliary jack, Bluetooth streaming audio for music and most phones, Pandora Internet radio and voice command pass-through to phone (STD)</td>
</tr>
<tr>
<td>JL1</td>
<td>Trailer brake controller, integrated (Standard on Double Cab models. Standard on Regular Cab models with a pickup box. Included with (PEF) Sierra Convenience Plus Package on Crew Cab models. With (E63) pickup box, requires available (Z82) trailering equipment. Available to order as a free flow option on Crew or Regular Cab models with (ZW9) pickup box delete or (9J4) rear bumper delete.)</td>
</tr>
<tr>
<td>K4B</td>
<td>Battery, 730 cold-cranking amps, auxiliary (Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)</td>
</tr>
<tr>
<td>K14</td>
<td>Power outlet, 110-volt AC (Included with (PDD) Sierra Convenience Package or (PEF) Sierra Convenience Plus Package (Crew Cab).)</td>
</tr>
<tr>
<td>KW5</td>
<td>Alternator, 220 amps (Included with (VYU) Snow Plow Prep Package when ordered with gas or diesel engines.)</td>
</tr>
</tbody>
</table>

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Data Version: 8056. Data Updated: Apr 7, 2019 9:48:00 PM PDT.
### OPTIONS

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>L96</td>
<td>Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm (STD))</td>
</tr>
<tr>
<td>MYD</td>
<td>Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires L96 Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)</td>
</tr>
<tr>
<td>NZZ</td>
<td>Underbody Shield, frame-mounted shields includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Included with (VYU) Snow Plow Prep Package.)</td>
</tr>
<tr>
<td>PDD</td>
<td>Sierra Convenience Package (Double Cab and Regular Cab Only), includes (AQQ) Remote Keyless Entry, (A91) remote locking tailgate, (K44) 110-volt AC power outlet, (UF2) LED cargo box lighting, (AKO) deep tinted glass and (DPN) trailering mirrors (If (ZW9) pickup box delete is ordered, (UF2) LED cargo box lighting will not be included. Not available with (DF2) Mirror.)</td>
</tr>
<tr>
<td>PYN</td>
<td>Wheels, 17&quot; (43.2 cm) steel includes 17&quot; x 7.5&quot; (43.2 cm x 19.1 cm) steel spare wheel. (STD)</td>
</tr>
<tr>
<td>QXT</td>
<td>Tires, LT265/70R17E all-terrain, blackwall</td>
</tr>
<tr>
<td>R9Y</td>
<td>Fleet Free Maintenance Credit This option code provides a credit in lieu of the free oil changes, tire rotations and inspections for one maintenance service during 1st year of ownership. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order type.) <em>CREDIT</em></td>
</tr>
<tr>
<td>SFW</td>
<td>Backup alarm calibration This calibration will allow installation of an aftermarket back up alarm. (Not available with SEO (8S3) back-up alarm or (UY2) trailer wiring provisions. Included with (ZW9) pickup box delete.)</td>
</tr>
<tr>
<td>TRW</td>
<td>Provision for cab roof-mounted lamp/beacon provides an instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)</td>
</tr>
<tr>
<td>U01</td>
<td>Lamps, Smoked Amber roof marker (Not available with (YF5) California state emissions requirements.)</td>
</tr>
<tr>
<td>UF3</td>
<td>Switch, High Idle</td>
</tr>
<tr>
<td>VQ1</td>
<td>Fleet processing option</td>
</tr>
<tr>
<td>VYU</td>
<td>Snow Plow Prep Package includes power feed for backup and roof emergency light, (KWS) 220-amp alternator with gas or diesel engine, forward lamp wiring harness, (TRW) provision for cab roof mounted lamp/beacon, (NZZ) underbody shields and Heavy-Duty front-springs (Only available on 4WD models. Upgradeable to (KHZ) dual, 150 amps and 220 amps each alternators with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)</td>
</tr>
<tr>
<td>ZW9</td>
<td>Pickup box, delete includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, spare tire delete, spare tire carrier delete and Tire Fill Alert delete. If equipped, deletes capless fuel fill, (282) trailering equipment, (A91) remote locking tailgate, (A60) locking tailgate, (PPA) EZ-Lift and Lower tailgate, (SAD) tire carrier lock and (JL1) trailer brake controller. (Requires long box model T<em>259</em>3. Not available with (PCO) Essentials Package, LPO or (PDO) Protection Package, LPO.) <em>CREDIT</em></td>
</tr>
<tr>
<td>ZY1</td>
<td>Paint, solid</td>
</tr>
</tbody>
</table>

**Options Total**

---

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Data Version: 8066. Data Updated: Apr 7, 2019 8:46:00 PM PDT.
SPECIFICATION INFORMATION

Crane Rating: 6,500 ft-lbs (.99 ton-meters)
Standard Boom Length: 4' (1.22 m) from CL of Crane

Boom Extension:
- 1st stage: Manual 18" (45.72 cm)
- 2nd stage: Manual 18" (45.72 cm)

Max. Horizontal Reach: 7' (2.13 m) from CL of Crane

Maximum Vertical Lift:
(from crane base)
10' 9" (3.28 m)

Boom Elevation:
0° to +21° to +56°

Stowed Height:
60° (152.4 cm)
(crane only)

Mounting Space Required: 12" x 12" (30.5 x 30.5 cm)

Shipping Weight: 275 lbs (124.74 kg)

Controls:
Tethered remote

Winch
- Rope Length: 40' (12.19 m)
- Rope Diameter: 3/16" (.48 cm)

Rotation: 340 degree manual
(Optional 314 degree power rotation is also available)

Lifting Capacities:
1580 lbs @ 4' (715 kg @ 1.219 m)
930 lbs @ 7' (422 Kg @ 2.13 m)

Min. Rec. Chassis (GVRW) 8,600

NOTE: All Stellar cranes meet ANSI B30.5 and OSHA 1910.180 specifications.
Specifications subject to change without notification.

Your local distributor:

EC2000 CAPACITY CHART

HOLE MOUNTING DETAIL

For the most up to date version of this brochure, please visit www.stellarindustries.com
<table>
<thead>
<tr>
<th>QTY</th>
<th>PART NUMBER</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>696 C2571-19</td>
<td>696 CRANE UTILITY BODY PER C-QUOTE C5044-18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>696 Service Body</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OVERALL LENGTH: 97-1/4&quot; 1V = 31-1/4&quot; in length x 40&quot; high</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OVERALL WIDTH: 78&quot; H = 44-3/4&quot; in length x 18-1/2&quot; high</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FLOOR WIDTH: 49&quot; 2V = 21-1/4&quot; in length x 40&quot; high</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIDE COMPARTMENT HEIGHT: 40&quot; STANDARD SHELVING: Includes (2) adjustable</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIDE COMPARTMENT DEPTH: 14-1/2&quot; divider shelves each front vertical</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FLOOR HEIGHT: 24&quot; compartment, (1) bolt-in divider shelf</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>STREETSIDE COMPARTMENTATION: curbside horizontal compartment, (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1V = 31-1/4&quot; in length x 40&quot; high adjustable divider shelf each rear vertical</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>H = 44-3/4&quot; in length x 18-1/2&quot; high compartment, and (28) shelf dividers. 2V = 21-1/4&quot; in length x 40&quot; high</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WARRANTY: Standard Knapheide Limited Warranty</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CURBSIDE COMPARTMENTATION:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 N GM 56&quot;CA Install Kit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Y Master Locking System</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 N 78&quot; Grip Strut Bumper PHR With pintle hitch recess</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 N Receiver Hitch Kit Class5 Maximum trailer weight is 12,000 lbs. Maximum tongue weight is 2,400 lbs. 2-1/2&quot; receiver tube.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 N Sleeve reducer 2.5&quot; to 2&quot; BUYERS #3011333 REESE #58102</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y Bumper Jack Leg Cutout on curb side of bumper for jack leg Stellar 445778</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CURBSIDE (Right) 1 Y Crane Reinforcement Kit RRV Corner mounted crane kit rated for cranes up to 4000LBS</td>
<td></td>
</tr>
<tr>
<td>QTY</td>
<td>PART NUMBER</td>
<td>DESCRIPTION</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>-----</td>
<td>-------------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>1</td>
<td>PTUT80-96</td>
<td>PAINT MATERIAL 96&quot; UTILITY</td>
<td></td>
</tr>
<tr>
<td>2.45</td>
<td>PAINT MAT</td>
<td>MISC. PAINT</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Knap 20039480</td>
<td>SERVICE BODY 6 CIRCUIT LED FLU</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Knap 26051235</td>
<td>BUMPER, GALVA-GRIP RECESS, 78&quot; REESE COMPATIBLE</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Poll 11-893p</td>
<td>OEM-STYLE 7-WAY &quot;RV&quot; TRAILER PLUG</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>NAGY 250-8641B</td>
<td>REPLACEMENT BULLET CAMERA OEM COMPATIBLE</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>STEL 22601</td>
<td>EC2000 CRANE</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>STEL 19146</td>
<td>19146 Stellar Model EC2000 - SHORT MAST (30&quot; stowed height) - 6500 ft/lb., maximum 1-part line capacity 1000 lbs., maximum two-part line capacity 2000 lbs., 12V electric winch with 12&quot; detachable remote pendant control, hand operated brake, manual rotation, manual reach to 7'. Painted white. Weight 250 lbs. Installed on C/S rear compartment</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>STEL 44578</td>
<td>10&quot; STELLAR JACK LEG</td>
<td></td>
</tr>
</tbody>
</table>

The following options may be added:

<table>
<thead>
<tr>
<th>QTY</th>
<th>PART NUMBER</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ECCO 5590A</td>
<td>MINI LIGHT BAR-AMBER WIRE TO OEM UFPFTER SWITCH KEY HOY</td>
<td>$547.30</td>
<td>$547.30</td>
</tr>
<tr>
<td>1</td>
<td>BYUE 8895100</td>
<td>MOUNT LIGHTBAR 1500-3500 CHEVY/GMC</td>
<td>$298.20</td>
<td>$298.20</td>
</tr>
<tr>
<td>1</td>
<td>ECCO ED3706A</td>
<td>LED SURFACE MNT AMBER LIGHTS QTY 2 IN FRONT GRILL</td>
<td>$153.10</td>
<td>$153.10</td>
</tr>
<tr>
<td>1</td>
<td>Knap 12256319</td>
<td>UFPFTER POWER SWITCH AND HARNESS FOR STROBES</td>
<td>$230.50</td>
<td>$230.50</td>
</tr>
<tr>
<td>1</td>
<td>Knap 26266379</td>
<td>49&quot; CAB GUARD CENTER SECTION FOR J AND F/J40 BODIES</td>
<td>$697.70</td>
<td>$697.70</td>
</tr>
<tr>
<td>2</td>
<td>ECCO EW2102</td>
<td>ECCO 1800 LUMENS 8 LIGHT LED WORK LIGHT. WITH HEATING ELEMENT TO MELT SNOW. INSTALL ON CABGUARD WIRED TO OEM UFPFTER SWITCH KEY HOT</td>
<td>$179.50</td>
<td>$359.00</td>
</tr>
<tr>
<td>1</td>
<td>Knap 26230151</td>
<td>LED COMPARTMENT LIGHT KIT, LOOSE INCLUDES LIGHTS IN A COMBINATION OF 7&quot;, 14&quot; AND 28&quot; FIXTURES AND WIRE HARNESSSES AVAILABLE ONLY FOR SELECT MODELS: EC, 680, 682, 696 AND 6108 UB MODELS KC96 &amp; KC108 MODELS</td>
<td>$1,246.70</td>
<td>$1,246.70</td>
</tr>
<tr>
<td>QTY</td>
<td>PART NUMBER</td>
<td>DESCRIPTION</td>
<td>UNIT PRICE</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>-----</td>
<td>-------------</td>
<td>-------------</td>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td>1</td>
<td>KNP 20072732</td>
<td>VICE, MECHANIC'S BASE KIT FOR USE ON BUMPERS INSTALLED CURBSIDE</td>
<td>$165.80</td>
<td>$165.80</td>
</tr>
<tr>
<td>1</td>
<td>KNP LINE BUMPER</td>
<td>KNP SPRAY LINE SERVICE BODY BUMPER</td>
<td>$130.80</td>
<td>$130.82</td>
</tr>
<tr>
<td>1</td>
<td>KNP LINE UB96</td>
<td>KNP SPRAY LINE CARGO FLOOR WALLS AND TAILGATE 8' BODY</td>
<td>$731.60</td>
<td>$731.55</td>
</tr>
<tr>
<td>1</td>
<td>DRAWERS L1V</td>
<td>C-Tech 6 Drawer Unit L1V 6-3'H drawers 24&quot;W x 19.8&quot;H x 12&quot;D 250# capacity includes liner no dividers drawer fronts painted Red aluminum construction installed in street side front vertical compartment</td>
<td>$1,246.70</td>
<td>$1,246.70</td>
</tr>
<tr>
<td>1</td>
<td>DRAWERS R1V</td>
<td>C-Tech 6 Drawer Unit R1V 6-3'H drawers 24&quot;W x 19.8&quot;H x 12&quot;D 250# capacity includes liner no dividers drawer fronts painted Red aluminum construction installed in curb side front vertical compartment</td>
<td>$1,246.70</td>
<td>$1,246.70</td>
</tr>
</tbody>
</table>

Notes:
Above quoted for 2019/2020, GMC, CREW CAB, 4X4, GAS, 56"CA, PICKUP BOX DELETE
Please allow approx. 26-27 weeks after the receipt of order, subject to stock levels and shop schedule, at the time of the order.

This Quote is subject to the following terms and conditions:

Pricing Policy

- Price Quotation is good on orders received through the expiration date.
- Pricing quoted applies to chassis made/model originally provided and quantity quoted. Any change may result in price change.
- Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order.

Payment Policy

- Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order.
- Payment terms for customers with an established credit account will be Net 30 from date of invoice.
- Knaphide has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

Return Policy

- All sales are final. Purchased parts or products are non-returnable.

Cancellation Policy

- Payment is due in full upon cancellation of any orders for non-stocked parts or products (provided part/product has been ordered by Knaphide) and upon cancellation of installation orders, once product installation has begun.

Customer agrees and understands this Quote is an offer to sell subject to the terms and conditions above and any additional terms or modifications are hereby objected to, unless mutually agreed.
To: Township Board of Trustees
From: Donni Steele, Treasurer
Meeting Date: May 6, 2019
Memo Date: April 25, 2019
Subject: First Quarter 2019 Treasurer’s Report

REQUEST
Please review, if you have any questions, please feel free to contact me anytime.

PROCESS
The transfer of investment funds from Multi-Banks and Comerica to Huntington Bank transpired during the first quarter of 2019 which is reflected in the BS & A Cash Summary Report. Also included are Robinson Capital’s Investment Portfolio Summary for Water/Sewer & General Account; Short-Term Bond Strategies report; and JPMorgan Bank Rating.

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

BUDGET - Financial Item? [ ] Yes [ ] No If yes, fill out information below:

RECOMMENDATION (Motion)
Receive and File.
Orion Township General
Portfolio Summary
As of: 4/8/2019

**Portfolio Statistics**

- Duration (Adj): 4.33 Years
- Average Life: 5.05 Years
- Yield-to-Worst: 2.80%
- Yield-to-Maturity: 3.21%
- Average Rating: AA

**S&P Ratings**

- AA+ 73%
- AA 17%
- A 4%
- A- 6%

**Asset Allocation**

- Municipal 27%
- Agency - Callable 65%
- CD 8%

**Recommended Allocation**

- Municipal 47%
- Agency - Bullet 20%
- Agency - Callable 65%
- Treasury 2%
- CP 0%

**Portfolio Duration Ranges**

- Adjusted Duration (years)
  - Orion Township General
  - Recommended Portfolio

179
Cash/Investments
Water & Sewer-1st Qtr 2019

Oakland County Invest Pool, $520,240.29 2%

Chase, Oxford, $1,398,680.19 6%

Huntington, $22,012,252.49 92%
Orion Township Water & Sewer
Portfolio Summary
As of: 4/8/2019

Portfolio Statistics
- Duration (Adj): 4.76 Years
- Average Life: 5.61 Years
- Yield-to-Worst: 2.50%
- Yield-to-Naturity: 2.97%
- Average Rating: AA

S&P RATINGS
- AA+ 84%
- AA 2%
- A+ 1%
- A- 13%

ASSET ALLOCATION
- Municipal 4%
- Agency - Callable 78%
- CD 18%

RECOMMENDED ALLOCATION
- Municipal 47%
- Agency - Bullet 20%
- CP 10%
- CD 16%
- Treasury 2%
- Mtge-Backed 29%

Portfolio Duration Ranges
- Orion Township Water & Sewer
- Recommended Portfolio

Adjusted Duration (years)
<table>
<thead>
<tr>
<th>Fund Account</th>
<th>Description</th>
<th>Beginning Balance 01/01/2019</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Ending Balance 03/31/2019</th>
</tr>
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Fund 220 TOMMY'S LAKE
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### CASH SUMMARY BY ACCOUNT FOR ORION TOWNSHIP

**FROM 01/01/2019 TO 03/31/2019**

**FUND: ALL FUNDS**

**CASH AND INVESTMENT ACCOUNTS**

<table>
<thead>
<tr>
<th>Fund Account</th>
<th>Description</th>
<th>Beginning Balance 01/01/2019</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Ending Balance 03/31/2019</th>
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<tbody>
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**Fund 401 GENERAL CAPITAL IMPROVEMENT**

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<th>Total Debits</th>
<th>Total Credits</th>
<th>Ending Balance 03/31/2019</th>
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**GENERAL CAPITAL IMPROVEMENT**

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<th>Total Debits</th>
<th>Total Credits</th>
<th>Ending Balance 03/31/2019</th>
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**SAFETY PATH**

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<th>Total Debits</th>
<th>Total Credits</th>
<th>Ending Balance 03/31/2019</th>
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# Cash Summary by Account for Orion Township

**From 01/01/2019 to 03/31/2019**

**Fund: All Funds**

## Cash and Investment Accounts

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<thead>
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<th>Fund Account</th>
<th>Description</th>
<th>Beginning Balance 01/01/2019</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Ending Balance 03/31/2019</th>
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<tr>
<td>120.010</td>
<td>INVESTMENT - Huntington</td>
<td>0.00</td>
<td>22,314,657.93</td>
<td>302,405.44</td>
<td>22,012,252.49</td>
</tr>
<tr>
<td></td>
<td><strong>WATER &amp; SEWER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>300,670.17</td>
<td>48,739,638.63</td>
<td>25,109,135.83</td>
<td>23,931,172.97</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Fund 701 TRUST &amp; AGENCY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001.000</td>
<td>CASH-CHECKING</td>
<td>(86,891.37)</td>
<td>1,235,742.78</td>
<td>1,208,073.23</td>
<td>(59,221.82)</td>
</tr>
<tr>
<td>001.001</td>
<td>FUNDS ON DEPOSIT</td>
<td>20,580.73</td>
<td>49.71</td>
<td>0.00</td>
<td>20,630.44</td>
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<tr>
<td>001.002</td>
<td>DEFERRED PENSION</td>
<td>0.00</td>
<td>2,645,472.58</td>
<td>17,216.44</td>
<td>2,628,256.14</td>
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<td>001.025</td>
<td>CHASE FSA</td>
<td>31,186.04</td>
<td>18.55</td>
<td>11,733.26</td>
<td>19,471.33</td>
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<tr>
<td>003.022</td>
<td>OXFORD FSA</td>
<td>15,721.15</td>
<td>405.80</td>
<td>1,497.76</td>
<td>14,629.19</td>
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<tr>
<td>120.001</td>
<td>INVESTMENT-COMERICA</td>
<td>4,026,595.55</td>
<td>15,133.33</td>
<td>4,041,728.88</td>
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<tr>
<td>120.004</td>
<td>INVESTMENTS - MNB</td>
<td>653,241.30</td>
<td>2,933.30</td>
<td>656,174.60</td>
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<td>120.009</td>
<td>INVESTMENT - Oak Cty Pool</td>
<td>103,397.38</td>
<td>190.54</td>
<td>100,000.00</td>
<td>3,587.92</td>
</tr>
<tr>
<td>120.010</td>
<td>INVESTMENT - Huntington</td>
<td>0.00</td>
<td>4,475,658.14</td>
<td>23,433.44</td>
<td>4,452,224.70</td>
</tr>
</tbody>
</table>
### Cash Summary by Account for Orion Township
**From 01/01/2019 to 03/31/2019**

**Fund: All Funds**

#### Cash and Investment Accounts

<table>
<thead>
<tr>
<th>Fund Account</th>
<th>Description</th>
<th>Beginning Balance 01/01/2019</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Ending Balance 03/31/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Trust &amp; Agency</strong></td>
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</tr>
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<td><strong>Fund 703 Tax Fund</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>003.002</td>
<td>Chase Checking</td>
<td>8,402,806.11</td>
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<td>22,677,785.46</td>
<td>671,726.15</td>
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<tr>
<td>003.004</td>
<td>Oxford Bank Collections</td>
<td>50,844.82</td>
<td>90,325.36</td>
<td>141,160.00</td>
<td>10.18</td>
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<td>003.005</td>
<td>Genisys Credit Union</td>
<td>16,955.54</td>
<td>43,272.18</td>
<td>60,215.00</td>
<td>12.72</td>
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<td></td>
<td><strong>Tax Fund</strong></td>
<td>8,470,606.47</td>
<td>15,080,303.04</td>
<td>22,879,160.46</td>
<td>671,749.05</td>
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<td><strong>Fund 710 Indianwood Lake Improv Board</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001.000</td>
<td>Cash Checking</td>
<td>0.00</td>
<td>1,831.44</td>
<td>800.00</td>
<td>1,031.44</td>
</tr>
<tr>
<td>003.002</td>
<td>Chase Checking</td>
<td>197,917.69</td>
<td>76,250.76</td>
<td>800.00</td>
<td>273,368.45</td>
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<tr>
<td></td>
<td><strong>Indianwood Lake Improv Board</strong></td>
<td>197,917.69</td>
<td>78,082.20</td>
<td>1,600.00</td>
<td>274,399.89</td>
</tr>
<tr>
<td></td>
<td><strong>Fund 399 Gasb 34 Entries</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003.003</td>
<td>Cash Deposits - Oxford</td>
<td>7,235,548.84</td>
<td>0.00</td>
<td>0.00</td>
<td>7,235,548.84</td>
</tr>
<tr>
<td></td>
<td><strong>Total - All Funds</strong></td>
<td>37,473,127.66</td>
<td>111,014,803.79</td>
<td>83,586,416.41</td>
<td>64,901,515.04</td>
</tr>
</tbody>
</table>
The next move is lower for rates. The next move is lower for rates. The next move is lower for rates. The next move is lower for rates.

The drop in interest rates has been driven by the Federal Reserve, which has cut interest rates to near zero and has been purchasing bonds to support the economy. With the U.S. economy struggling, lower interest rates are expected to help stimulate growth. The Federal Reserve has already lowered interest rates multiple times in 2020 to support the economy.

The yield curve is a key indicator of market expectations for interest rates. The steepness of the yield curve can provide insights into the direction of interest rates. A steep yield curve suggests that long-term interest rates are expected to be higher than short-term rates, while a flat yield curve indicates that short-term and long-term interest rates are expected to be similar.

The Federal Reserve's recent actions have been aimed at supporting the economy and reducing the impact of the COVID-19 pandemic. The Federal Reserve has purchased trillions of dollars in Treasury bonds and mortgage-backed securities to keep interest rates low and stimulate economic growth. These actions have helped to support the economy and reduce the negative impact of the pandemic on the economy.
Economic Comments

The Federal Reserve's decision to reduce interest rates has been a surprise to many. We have been highlighting the potential for a slowdown in the economy and have been concerned about the risk of a recession. Last year, the economy grew at a healthy pace, but signs of weakness have emerged in recent months. The question now becomes whether the economy has enough momentum to withstand the risks and whether the Federal Reserve will need to provide additional stimulus.

One positive development is the improvement in the housing market. Home sales have increased, and mortgage rates have remained low. This has helped to support consumer confidence and spending. However, the pace of activity has slowed, and the long-term impact of the trade war remains uncertain.

Another area of concern is the global economy. We have seen signs of slowing in many countries, and there is a risk that this could spill over to the United States. The Federal Reserve will need to monitor these developments closely and be ready to respond if necessary.

In summary, the economy is in a more balanced position than it has been in recent years. While there are risks, there are also opportunities. The Federal Reserve will need to be careful in its decision-making, and it will need to be prepared to act if the economy starts to weaken.

Robinson Leading Economic Index since 1977

Source: Bloomberg, Robinson
Additional Downdate Risk Considerations

For additional downdate risk considerations, please refer to the attached chart and table.
Agenda Item Summary

To: Orion Township Board of Trustees
From: Penny S. Shults, Clerk
Meeting Date: May 6, 2019
Memo Date: April 29, 2019
Subject: Community Service Agreements

REQUEST
Attached please find the 2019 Community Service Agreement for Orion Area Youth Assistance and the North Oakland Community Coalition. Both groups provide programs for the prevention of juvenile delinquency and neglect in the community,

REASON
Orion Township, in partnership with the Oakland County Circuit Court – Family Division, Village of Lake Orion, and Lake Orion Community Schools, funds the administration of the local Orion Area Youth Assistance program. This is the third year that funding for NOCC has been included in the budget.

PROCESS
$22,500.00 has been budgeted in 2019 for support of the Orion Area Youth Assistance ($20,000.00) and North Oakland Community Coalition ($2,500.00) programs. As per the agreements, both NOCC and Youth Assistance have submitted financial information showing how last year’s funds were spent.

BUDGET - Financial Item? Yes x No
<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>101-747-969.2</td>
<td>Youth Assistance</td>
<td>$22,500</td>
<td>$22,500</td>
<td>0</td>
</tr>
</tbody>
</table>

RECOMMENDATION (Motion)
Board action would be to authorize the Supervisor and Clerk to sign the 2019 Community Service Agreements with Orion Area Youth Assistance and the North Oakland Community Coalition, on behalf of the Township, and authorize the distribution of the funds in the amount of $22,500 ($20,000 for Youth Assistance, $2,500 for NOCC), as budgeted and authorized for 2019.
This Agreement is made this ___ day of ____, 2019 between the Charter Township of Orion, County of Oakland, State of Michigan, (hereinafter referred to as "The Township") as one party and Orion Area Youth Assistance as the other party. The parties agree as follows:

1. The Township shall pay to Orion Area Youth Assistance, the sum of $20,000.00, on or before December 31, 2019, $15,000 of which is the annual allocation to administer the local OAYA program, in partnership with the Oakland County Circuit Court – Family Division, Village of Lake Orion, and Lake Orion Community Schools, and $5,000 of which is to specifically fund camp scholarships for qualifying at-risk youth in the Orion community.

2. In consideration of such payment, Orion Area Youth Assistance agrees to provide programs for the prevention of juvenile delinquency and neglect and other similar activities to the residents of Orion Township for the one (1) year period from January 1, 2019 through December 31, 2019.

3. Orion Area Youth Assistance shall comply with all applicable laws, ordinances, codes, and regulations of the Federal, State and local government.

4. No person shall, on the grounds of race, creed, color, sex, or national origin, be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this Agreement.
5. None of the funds, materials, property, or services contributed by the Township to Orion Area Youth Assistance under this Agreement shall be used for any activity to further the election or the defeat of any candidate for public office or the passage or defeat of any ballot issue. No funds, materials, property, or services shall be contributed by the Township if such group is involved in such activity. Furthermore, participation in any such activity by Orion Area Youth Assistance shall constitute a violation of this contract and shall require that any funds, etc., contributed during the year to be returned in full to the Township.

6. There shall be no religious worship, instruction, or proselytization as part of or in connection with the performance of this Agreement.

7. Orion Area Youth Assistance agrees that during the term of this Agreement, it shall defend, indemnify, and save harmless the Township from any and all liability and any and all claims, suits, actions, or damages, consisting of every name and description resulting from any act, omission, or negligence of chargeable to Orion Area Youth Assistance or any employee or volunteer worker thereof arising under or pursuant to this Agreement, and such indemnification shall not be limited by reason of any insurance coverage. Orion Area Youth Assistance agrees to provide the Township with a Certificate of Insurance indicating comprehensive General Liability Coverage of not less than $300,000 C.S.L. and naming the Charter Township of Orion as an additional insured for the term of this contract. Other consideration may be made for non-profit and/or charitable groups doing business with the Township.
8. If this contract is determined by any Court of competent jurisdiction to be contrary to law, all parties, individual or otherwise, are released from the terms hereof and no further liability herein exists.

9. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof. There are no other or further written or oral understandings or Agreements with respect thereto.

IN WITNESS WHEREOF, we the undersigned have set our hand on the day and year recited above:

FOR Orion Township                        FOR Orion Area Youth Assistance

________________________                        __________________________
Chris Barnett, Supervisor

________________________
Penny S. Shults, Clerk

I hereby acknowledge the receipt of Check No._______ in the amount of_________.

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This Agreement is made this ____ day of _____. 2019 between the Charter Township of Orion, County of Oakland, State of Michigan, (hereinafter referred to as "The Township") as one party and North Oakland Community Coalition as the other party. The parties agree as follows:

1. The Township shall pay to North Oakland Community Coalition, the sum of $2,500.00, on or before December 31, 2019.

2. In consideration of such payment, North Oakland Community Coalition agrees to provide programs for the prevention of juvenile delinquency and neglect and other similar activities to the residents of Orion Township for the one (1) year period from January 1, 2019 through December 31, 2019.

3. North Oakland Community Coalition shall comply with all applicable laws, ordinances, codes, and regulations of the Federal, State and local government.

4. No person shall, on the grounds of race, creed, color, sex, or national origin, be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this Agreement.

5. None of the funds, materials, property, or services contributed by the Township to North Oakland Community Coalition under this Agreement shall be used for any activity to further the election or the defeat of any candidate for public office or the passage or defeat of any ballot issue.
No funds, materials, property, or services shall be contributed by the Township if such group is involved in such activity. Furthermore, participation in any such activity by North Oakland Community Coalition shall constitute a violation of this contract and shall require that any funds, etc., contributed during the year to be returned in full to the Township.

6. There shall be no religious worship, instruction, or proselytization as part of or in connection with the performance of this Agreement.

7. North Oakland Community Coalition agrees that during the term of this Agreement, it shall defend, indemnify, and save harmless the Township from any and all liability and any and all claims, suits, actions, or damages, consisting of every name and description resulting from any act, omission, or negligence of chargeable to North Oakland Community Coalition or any employee or volunteer worker thereof arising under or pursuant to this Agreement, and such indemnification shall not be limited by reason of any insurance coverage. North Oakland Community Coalition agrees to provide the Township with a Certificate of Insurance indicating comprehensive General Liability Coverage of not less than $300,000 C.S.L. and naming the Charter Township of Orion as an additional insured for the term of this contract. Other consideration may be made for non-profit and/or charitable groups doing business with the Township.

8. If this contract is determined by any Court of competent jurisdiction to be contrary to law, all parties, individual or otherwise, are released from the terms hereof and no further liability herein exists.
9. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof. There are no other or further written or oral understandings or Agreements with respect thereto.

IN WITNESS WHEREOF, we the undersigned have set our hand on the day and year recited above:

FOR Orion Township

________________________
Chris Barnett, Supervisor

FOR North Oakland Community Coalition

________________________

Penny S. Shults, Clerk

I hereby acknowledge the receipt of Check No._______ in the amount of_________.

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Agenda Item Summary

To: Township Board of Trustees
From: Chris Barnett, Supervisor
Meeting Date: May 6, 2019
Memo Date: April 26, 2019
Subject: Request for Street Light – Waldon Road & Orbit Drive

REQUEST

The Board previously approved requesting a cost estimate for the installation of a street light at Waldon Road and Orbit Drive. Attached is the estimate received from DTE. The cost to install a wooden pole with overhead is $2,206.72, with the annual operating cost being $141.58. Standard practice of the Township is that it will pay the annual operating costs, but the residents must pay the installation cost.

PROCESS

BUDGET - Financial Item? X Yes No If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)

Authorize the Supervisor to order installation of the street light upon receipt of payment from the residents in the amount of $2,206.72.

attachment
April 26, 2019

Charter Township of Orion
2525 Joslyn Rd.
Lake Orion, MI 48360
Attn: Julianne M. Savard

Re: DTE Streetlight Install: Waldon Rd @ Orbit Rd

I have completed the review of your request for the proposed lighting and have prepared a cost estimate for the installation of one (1) new streetlight near the intersection of Waldon Rd and Orbit Rd. There are two cost estimates below. One estimate for an overhead fed streetlight (wood pole). And the other estimate is for an underground fed streetlight (Fiberglass post).

The costs are based on the Option 1 Municipal Street Light rate, where DTE Energy installs, owns, and maintains the lighting system. The rate requires a portion of the construction costs be paid by the customer, which is determined by the following formula.

**Wood Pole Install (Overhead Fed) Waldon Rd @ Orbit Rd.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Operating Costs</td>
<td>$141.58</td>
</tr>
<tr>
<td>Cost to Construct</td>
<td>$2,631.46</td>
</tr>
<tr>
<td>3yr Revenue Credit-New Install Only</td>
<td>($424.74)</td>
</tr>
<tr>
<td><strong>Contribution from the Orion Township</strong></td>
<td>$2,206.72</td>
</tr>
</tbody>
</table>

**Fiberglass Post Install (Underground Fed) Waldon Rd @ Orbit Rd.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Operating Costs</td>
<td>$260.90</td>
</tr>
<tr>
<td>Cost to Construct</td>
<td>$4,140.72</td>
</tr>
<tr>
<td>3yr Revenue Credit-New Install Only</td>
<td>($782.70)</td>
</tr>
<tr>
<td><strong>Contribution from the Orion Township</strong></td>
<td>$3,358.02</td>
</tr>
</tbody>
</table>

The price quoted shall be in effect for a period of six months from the date of this letter, after which these costs will no longer be valid. Payment of the customer contribution must be made prior to the actual start of construction.

Please call if you have questions, 734-397-4017.

Sincerely,

Brandon R. Faron
Brandon R. Faron
Account Manager
Community Lighting
Agenda Item Summary

To: Charter Township Of Orion Board of Trustees
From: Penny S. Shults, Clerk
Meeting Date: May 6, 2019
Memo Date: May 2, 2019
Subject: Second Reading: Amendment to Ord. 132: Parks & Recreation

REQUEST
Board action on changes to the policy document regarding the serving of alcohol at Wildwood Amphitheater.

REASON
Please refer to documentation from your April 15, 2019 meeting packet (following).

PROCESS
First reading was held on April 15, 2019 and the item was advertised in the April 17, 2019 edition of the Lake Orion Review for second reading and possible adoption at the May 6, 2019 meeting.

BUDGET - Financial Item? Yes ☒ No ☐ If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)
Board Action would be to approve the amendment to Ordinance 132; Parks & Recreation.
Agenda Item Summary

To: Township Board Members
From: Chris Barnett, Supervisor
Meeting Date: May 6, 2019
Memo Date: April 25, 2019
Subject: Mill Lake Gardens Private Road Maintenance SAD #4 – Set Public Hearing on Cost Estimate

REQUEST
At a previous meeting the Township Board authorized the preparation of a cost estimate and work plan for private road maintenance in Mill Lake Gardens, which is attached.

PROCESS
The next step is for the Township Board to schedule a public hearing. A resolution to schedule that hearing is also attached.

BUDGET - Financial Item? Yes X No If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)
Adopt the attached resolution scheduling the public hearing for Monday, June 3, 2019, immediately following the 7:00 pm public hearing for the Bunny Run Annex #5 (Portion of) Private Road Maintenance SAD #1.

If you have any questions, please contact my Administrative Assistant, Julie Savard.

attachments
Charter Township of Orion

Mill Lake Gardens Private Road Maintenance SAD #4
Resolution to Set Public Hearing on Cost Estimate

At a regular meeting of the Board of Trustees of the Charter Township of Orion, Oakland County, Michigan, held at the Orion Township Hall, 2525 Joslyn Rd., Lake Orion, Michigan, on Monday, May 6, 2019, the following resolution was offered by __________ and seconded by __________.

Whereas, the Township has prepared a preliminary cost estimate for grading, gravel, chloriding and snow plowing in Mill Lake Gardens (Mahopac, Hill, Hazel & Convair) in Orion Township;

Therefore Be It Resolved,

1. That the preliminary estimate referenced above shall be filed with the Township Clerk.

2. That this Board hereby tentatively declares its intention for grading, gravel, chloriding and snow plowing in Mill Lake Gardens (Mahopac, Hill & Hazel & Convair).

3. That this Board hereby tentatively designates the lands as described below located within the Charter Township of Orion, Oakland County, Michigan, as constituting the Special Assessment District against which the costs of the above-described improvement are to be assessed:

   09-20-104-012  09-20-103-010  09-20-105-025  09-20-106-031  09-20-105-009  09-20-151-055
   09-19-227-014  09-20-104-016  09-20-103-001  09-20-105-019  09-20-106-030  09-20-151-002
   09-20-151-056  09-20-104-015  09-20-105-001  09-20-106-032  09-20-106-034  09-20-151-003
   09-20-151-040  09-20-103-009  09-20-105-021  09-20-106-033  09-20-105-018  09-20-151-041
   09-20-151-021  09-20-103-008  09-20-105-022  09-20-106-026  09-20-105-026  09-20-151-048
   09-20-151-046  09-20-103-007  09-20-105-003  09-20-106-028  09-20-105-023  09-20-151-012
   09-20-151-047  09-20-103-011  09-20-105-004  09-20-106-029  09-20-105-029  09-20-151-042
   09-19-227-013

4. That the Township Board shall, at a regular meeting to be held at the Orion Township Hall, 2525 Joslyn Rd., Lake Orion, Michigan, on Monday, June 3, 2019, immediately following the 7:00 p.m. public hearing for the Bunny Run Annex #5 (Portion of) Private Road Maintenance SAD #1, hear and consider any objections to the above-described improvement and/or the above-described Special Assessment District.

5. That notice of the hearing described in Paragraph 4 shall be given by publishing the notice attached hereto as Exhibit A twice prior to the hearing in the LAKE ORION REVIEW, a newspaper circulating in the Charter Township of Orion, and also by mailing a copy of the notice, by first class mail, to each owner of, or party in interest in, property located within the proposed Special Assessment District, whose name appears upon the last Township tax assessment records, and also to any railroad companies as required by Section 4 of Act 188, Public Acts of 1954, as amended. The first publication and the mailing of the notice shall take place at least ten (10) days prior to the date and time of hearing.

Ayes:
Nays:
Absent:

CERTIFICATION: I, Penny S. Shults, the duly elected Clerk of the Charter Township of Orion, Oakland County, Michigan, hereby certify that the foregoing is a true copy of a Resolution adopted at a regular meeting of the Orion Township Board held on Monday, May 6, 2019 at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360.

__________________________
Penny S. Shults, Clerk
# Mill Lake Gardens Private Road Maintenance SAD #4
## Cost Estimate & Work Plan (Murray Excavating)

### 2020
- **Gravel 21aa limestone 100 tons to be added with one of the gradings ($24 per ton)**: $2,400.00
- **Gravel distribution**: $500.00
- **Grading three times per year (spring, mid-summer & fall, $1,000 per grading)**: $3,000.00
- **Chloridation after each grading ($445.20 each)**: $1,335.60
- **Snowplowing, Seasonal December-March ($350.00 per month)**: $1,400.00
- **SAD Set-up Fees (first year only)**: $687.11
**Total for 2020**: $9,322.71

### 2021
- **Gravel 21aa limestone 100 tons to be added with one of the gradings ($24.75 per ton)**: $2,475.00
- **Gravel distribution**: $500.00
- **Grading three times per year (spring, mid-summer & fall, $1,000 per grading)**: $3,000.00
- **Chloridation after each grading ($474.88 each)**: $1,424.64
- **Snowplowing, Seasonal December-March ($350.00 per month)**: $1,400.00
**Total for 2021**: $8,799.64

### 2022
- **Gravel 21aa limestone 100 tons to be added with one of the gradings ($25.75 per ton)**: $2,575.00
- **Gravel distribution**: $500.00
- **Grading three times per year (spring, mid-summer & fall, $1,000 per grading)**: $3,000.00
- **Chloridation after each grading ($504.56 each)**: $1,513.68
- **Snowplowing, Seasonal December-March ($350.00 per month)**: $1,400.00
**Total for 2022**: $8,899.64

### 2023
- **Gravel 21aa limestone 100 tons to be added with one of the gradings ($26.75 per ton)**: $2,675.00
- **Gravel distribution**: $500.00
- **Grading three times per year (spring, mid-summer & fall, $1,000 per grading)**: $3,000.00
- **Chloridation after each grading ($504.56 each)**: $1,513.68
- **Snowplowing, Seasonal December-March ($350.00 per month)**: $1,400.00
**Total for 2023**: $9,088.68

### 2024
- **Gravel 21aa limestone 100 tons to be added with one of the gradings ($28.00 per ton)**: $2,800.00
- **Gravel distribution**: $500.00
- **Grading three times per year (spring, mid-summer & fall, $1,000 per grading)**: $3,000.00
- **Chloridation after each grading ($504.56 each)**: $1,513.68
- **Snowplowing, Seasonal December-March ($350.00 per month)**: $1,400.00
**Total for 2024**: $9,213.68

### Set-Up Fees Detail

<table>
<thead>
<tr>
<th>Public Hearing on Cost Estimate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>43 window envelopes @ 4c each</td>
<td>1.72</td>
</tr>
<tr>
<td>43 notices @ 12c each</td>
<td>5.16</td>
</tr>
<tr>
<td>43 stamps @ 55c each</td>
<td>23.65</td>
</tr>
<tr>
<td>2 weeks advertising fees (estimate)</td>
<td>266.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Hearing on Proposed Roll</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>43 window envelopes @ 4c each</td>
<td>1.72</td>
</tr>
<tr>
<td>43 notices @ 12c each</td>
<td>5.16</td>
</tr>
<tr>
<td>43 stamps @ 55c each</td>
<td>23.65</td>
</tr>
<tr>
<td>2 weeks advertising fees</td>
<td>266.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notice of Assessment &amp; Right to Appeal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>43 window envelopes @ 4c each</td>
<td>1.72</td>
</tr>
<tr>
<td>43 notices @ 6c each</td>
<td>2.58</td>
</tr>
<tr>
<td>43 stamps @ 55c each</td>
<td>23.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Treasurer's Office – Time to Enter on Tax Roll ($1.50 x 43)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>64.50</td>
</tr>
</tbody>
</table>

**TOTAL SET-UP FEES**: $687.11

---

It is proposed that a special assessment district be created for a period of five (5) years, or until a petition to discontinue the special assessment district is received with signatures that represent a majority of the properties in the district, to pay for the improvement. An annual redetermination of costs is contemplated without a change in the special assessment district boundaries. The projected incremental increases are ten (10%) percent per year for the term of the improvement without additional public hearings.
Estimate

Date 3/28/2019
Estimate # 15

Name / Address
Mill Lake Gardens Homeowners Association
P.O. Box 210224
Auburn Hills MI
48321

Mill Lake Gardens Private Road Maintenance SAD # 4

P.O. #
Terms
Due Date 3/28/2019

2020 Work Plan

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill Lake Gardens 2020 work plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gravel 21aa limestone 100 tons to be added with one</td>
<td>100</td>
<td>24.00</td>
<td>2,400.00</td>
</tr>
<tr>
<td>of the gradings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gravel distribution</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Grading 3 times per year spring, mid summer and fall</td>
<td>3</td>
<td>1,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Chloriding after each grading</td>
<td>3</td>
<td>445.20</td>
<td>1,335.60</td>
</tr>
<tr>
<td>Snowplowing seasonal dec--march</td>
<td>4</td>
<td>350.00</td>
<td>1,400.00</td>
</tr>
</tbody>
</table>

Subtotal $8,635.60
Sales Tax (0.0%) $0.00
Total $8,635.60

Murray Excavating, Inc.
Chrismurray117@yahoo.com 248-628-2457
Murray Excavating, Inc.
P.O. Box 384
Oxford, MI 48371

Date 3/28/2019
Estimate # 16

Name / Address
Mill Lake Gardens Homeowners Association
P.O. Box 210224
Auburn Hills MI
48321

Mill Lake Gardens Private Road Maintenance SAD # 4

P.O. #
Terms

Due Date 3/28/2019
Other

2021 Work Plan

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill Lake Gardens 2021 work plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gravel 21aa limestone 100 tons to be added with one of the gradings</td>
<td>100</td>
<td>24.75</td>
<td>2,475.00</td>
</tr>
<tr>
<td>Gravel distribution</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Grading 3 times spring, mid summer and fall</td>
<td>3</td>
<td>1,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Chloride</td>
<td>3</td>
<td>474.88</td>
<td>1,424.64</td>
</tr>
<tr>
<td>Snowplowing seasonal dec–march</td>
<td>4</td>
<td>350.00</td>
<td>1,400.00</td>
</tr>
</tbody>
</table>

Subtotal $8,799.64
Sales Tax (0.0%) $0.00
Total $8,799.64

Murray Excavating, Inc.
Chrmurray117@yahoo.com 248-628-2457

205
Murray Excavating, Inc.
P.O. Box 384
Oxford, MI 48371

Name / Address
Mill Lake Gardens Homeowners Association
P.O. Box 210224
Auburn Hills MI
48321

Mill Lake Gardens Private Road Maintenance SAD #4

P.O. #

Terms

Due Date 3/28/2019
Other

2022 Work Plan

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill Lake Gardens 2022 work plan</td>
<td>100</td>
<td>25.75</td>
<td>2,575.00</td>
</tr>
<tr>
<td>Gravel 21aa limestone 1000 tons added with one of the gradings</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Grading distribution</td>
<td>3</td>
<td>1,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Grading 3 times spring, mid summer and fall</td>
<td>3</td>
<td>474.88</td>
<td>1,424.64</td>
</tr>
<tr>
<td>Chloride with each grading</td>
<td>4</td>
<td>350.00</td>
<td>1,400.00</td>
</tr>
</tbody>
</table>

Subtotal                                               $8,899.64
Sales Tax (0.0%)                                        $0.00
Total                                                  $8,899.64

Murray Excavating, Inc.
Chrismurray117@yahoo.com 248-628-2457
Name / Address
Mill Lake Gardens Homeowners Assocation
P.O. Box 210224
Auburn Hills MI
48321

P.O. #
Terms
Due Date 3/28/2019
Other

2023 Work Plan

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill Lake Gardens 2023 work plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gravel 21aa limestone 1000 tons added with one of the gradings</td>
<td>100</td>
<td>26.75</td>
<td>2,675.00</td>
</tr>
<tr>
<td>Gravel distribution</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Grading 3 times spring, mid summer and fall</td>
<td>3</td>
<td>1,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Chloride with each grading</td>
<td>3</td>
<td>504.56</td>
<td>1,513.68</td>
</tr>
<tr>
<td>Snowplowing dec-march</td>
<td>4</td>
<td>350.00</td>
<td>1,400.00</td>
</tr>
</tbody>
</table>

Subtotal $9,088.68
Sales Tax (0.0%) $0.00
Total $9,088.68
Murray Excavating, Inc.
P.O. Box 384
Oxford, MI 48371

Date: 3/28/2019
Estimate #: 19

Name / Address
Mill Lake Gardens Homeowners Association
P.O. Box 210224
Auburn Hills MI
48321

Mill Lake Gardens Private Road Maintenance #4

P.O. #
Terms
Due Date: 3/28/2019
Other

2024 Work Plan

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill Lake Gardens 2024 work plan</td>
<td>100</td>
<td>28.00</td>
<td>2,800.00</td>
</tr>
<tr>
<td>Gravel 21aa limestone 1000 tons added with one of the gradings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gravel distribution</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Grading 3 times spring, mid summer and fall</td>
<td>3</td>
<td>1,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Chloride with each grading</td>
<td>3</td>
<td>504.56</td>
<td>1,513.68</td>
</tr>
<tr>
<td>Snowplowing dec-march</td>
<td>4</td>
<td>350.00</td>
<td>1,400.00</td>
</tr>
</tbody>
</table>

Subtotal: $9,213.68
Sales Tax (0.0%): $0.00
Total: $9,213.68

Murray Excavating, Inc.
Chrismurray117@yahoo.com 248-628-2457
Agenda Item Summary

To: Township Board Members
From: Chris Barnett, Supervisor
Meeting Date: May 6, 2019
Memo Date: April 25, 2019
Subject: Bunny Run Annex #5 (Portion of) Private Road Maintenance SAD #1 – Set Public Hearing on Cost Estimate

REQUEST
At a previous meeting the Township Board authorized the preparation of a cost estimate and work plan for private road maintenance in a portion of Bunny Run Annex #5, which is attached.

PROCESS
The next step is for the Township Board to schedule a public hearing. A resolution to schedule that hearing is also attached.

BUDGET - Financial Item?  Yes  X  No  If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)
Adopt the attached resolution scheduling the public hearing for Monday, June 3, 2019, at 7:00 pm.

If you have any questions, please contact my Administrative Assistant, Julie Savard.

attachments
Charter Township of Orion  
Bunny Run Annex #5 (Portion of)  
Private Road Maintenance SAD #1  
Resolution to Set Public Hearing on Cost Estimate

At a regular meeting of the Board of Trustees of the Charter Township of Orion, Oakland County, Michigan, held at the Orion Township Hall, 2525 Joslyn Rd., Lake Orion, Michigan, on Monday, May 6, 2019, the following resolution was offered by _____________ and seconded by ____________.

Whereas, the Township has prepared a preliminary cost estimate for private road maintenance (grading, gravel, plowing, and chloride in a portion of Bunny Run Annex #5 (Old Hickory Lane, Woodfield Drive, Ridge Road, Viefield Drive, Oak Trail and Camilla Blvd.) in Orion Township;

Therefore Be It Resolved,

1. That the preliminary estimate referenced above shall be filed with the Township Clerk.

2. That this Board hereby tentatively declares its intention for private road maintenance (grading, gravel, plowing, and chloride in a portion of Bunny Run Annex #5 (Old Hickory Lane, Woodfield Drive, Ridge Road, Viefield Drive, Oak Trail and Camilla Blvd.).

3. That this Board hereby tentatively designates the lands as described below located within the Charter Township of Orion, Oakland County, Michigan, as constituting the Special Assessment District against which the costs of the above-described improvement are to be assessed:

   09-01-236-007   09-01-236-014   09-01-236-015   09-01-236-012   09-01-236-013   09-01-234-006   09-01-234-011
   09-01-227-017   09-01-227-023   09-01-227-026   09-01-227-025   09-01-227-015   09-01-228-015   09-01-228-005
   09-01-228-019   09-01-228-020   09-01-228-022

4. That the Township Board shall, at a regular meeting to be held at the Orion Township Hall, 2525 Joslyn Rd., Lake Orion, Michigan, on Monday, June 3, 2019, 7:00 p.m., to hear and consider any objections to the above-described improvement and/or the above-described Special Assessment District.

5. That notice of the hearing described in Paragraph 4 shall be given by publishing the notice attached hereto as Exhibit A twice prior to the hearing in the LAKE ORION REVIEW, a newspaper circulating in the Charter Township of Orion, and also by mailing a copy of the notice, by first class mail, to each owner of, or party in interest in, property located within the proposed Special Assessment District, whose name appears upon the last Township tax assessment records, and also to any railroad companies as required by Section 4 of Act 188, Public Acts of 1954, as amended. The first publication and the mailing of the notice shall take place at least ten (10) days prior to the date and time of hearing.

Ayes:
Nays:
Absent:

CERTIFICATION: I, Penny S. Shults, the duly elected Clerk of the Charter Township of Orion, Oakland County, Michigan, hereby certify that the foregoing is a true copy of a Resolution adopted at a regular meeting of the Orion Township Board held on Monday, May 6, 2019, at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360.

Penny S. Shults, Clerk

210
<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Grading (three grades with follow-up grade) - Paint Creek Landscaping Contractors</td>
<td>2,400.00</td>
</tr>
<tr>
<td></td>
<td>Gravel (62 tons 21aa/21ac or equivalent) - Paint Creek Landscaping Contractors</td>
<td>1,985.00</td>
</tr>
<tr>
<td></td>
<td>Snow Plowing (snow removal, salting, 2&quot; trigger) - HC Landscaping</td>
<td>3,500.00</td>
</tr>
<tr>
<td></td>
<td>Chloridng (2 applications) - Road Maintenance Corporation</td>
<td>1,091.92</td>
</tr>
<tr>
<td></td>
<td>SAD Set-up Fees (first year only)</td>
<td>719.24</td>
</tr>
<tr>
<td></td>
<td><strong>Total for 2020</strong></td>
<td><strong>9,696.16</strong></td>
</tr>
<tr>
<td>2021</td>
<td>Grading (three grades with follow-up grade) - Paint Creek Landscaping Contractors</td>
<td>2,400.00</td>
</tr>
<tr>
<td></td>
<td>Gravel (62 tons 21aa/21ac or equivalent) - Paint Creek Landscaping Contractors</td>
<td>2,064.00</td>
</tr>
<tr>
<td></td>
<td>Snow Plowing (snow removal, salting, 2&quot; trigger) - HC Landscaping</td>
<td>3,500.00</td>
</tr>
<tr>
<td></td>
<td>Chloridng (2 applications) - Road Maintenance Corporation</td>
<td>1,169.92</td>
</tr>
<tr>
<td></td>
<td><strong>Total for 2021</strong></td>
<td><strong>9,133.92</strong></td>
</tr>
<tr>
<td>2022</td>
<td>Grading (three grades with follow-up grade) - Paint Creek Landscaping Contractors</td>
<td>2,500.00</td>
</tr>
<tr>
<td></td>
<td>Gravel (62 tons 21aa/21ac or equivalent) - Paint Creek Landscaping Contractors</td>
<td>2,146.00</td>
</tr>
<tr>
<td></td>
<td>Snow Plowing (snow removal, salting, 2&quot; trigger) - HC Landscaping</td>
<td>3,500.00</td>
</tr>
<tr>
<td></td>
<td>Chloridng (2 applications) - Road Maintenance Corporation</td>
<td>1,169.92</td>
</tr>
<tr>
<td></td>
<td><strong>Total for 2022</strong></td>
<td><strong>9,315.92</strong></td>
</tr>
<tr>
<td>2023</td>
<td>Grading (three grades with follow-up grade) - Paint Creek Landscaping Contractors</td>
<td>2,500.00</td>
</tr>
<tr>
<td></td>
<td>Gravel (62 tons 21aa/21ac or equivalent) - Paint Creek Landscaping Contractors</td>
<td>2,232.00</td>
</tr>
<tr>
<td></td>
<td>Snow Plowing (snow removal, salting, 2&quot; trigger) - HC Landscaping</td>
<td>3,600.00</td>
</tr>
<tr>
<td></td>
<td>Chloridng (2 applications) - Road Maintenance Corporation</td>
<td>1,247.92</td>
</tr>
<tr>
<td></td>
<td><strong>Total for 2023</strong></td>
<td><strong>9,579.92</strong></td>
</tr>
<tr>
<td>2024</td>
<td>Grading (three grades with follow-up grade) - Paint Creek Landscaping Contractors</td>
<td>2,500.00</td>
</tr>
<tr>
<td></td>
<td>Gravel (62 tons 21aa/21ac or equivalent) - Paint Creek Landscaping Contractors</td>
<td>2,321.00</td>
</tr>
<tr>
<td></td>
<td>Snow Plowing (snow removal, salting, 2&quot; trigger) - HC Landscaping</td>
<td>3,600.00</td>
</tr>
<tr>
<td></td>
<td>Chloridng (2 applications) - Road Maintenance Corporation</td>
<td>1,247.92</td>
</tr>
<tr>
<td></td>
<td><strong>Total for 2024</strong></td>
<td><strong>9,668.92</strong></td>
</tr>
</tbody>
</table>

### Set-Up Fees Detail

**Public Hearing on Cost Estimate**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>52 window envelopes @ 4¢ each</td>
<td>2.08</td>
</tr>
<tr>
<td>52 notices @ 12¢ each</td>
<td>6.24</td>
</tr>
<tr>
<td>52 stamps @ 55¢ each</td>
<td>28.60</td>
</tr>
<tr>
<td>2 weeks advertising fees (estimate)</td>
<td>266.80</td>
</tr>
</tbody>
</table>

**Public Hearing on Proposed Roll**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>52 window envelopes @ 4¢ each</td>
<td>2.08</td>
</tr>
<tr>
<td>52 notices @ 12¢ each</td>
<td>6.24</td>
</tr>
<tr>
<td>52 stamps @ 55¢ each</td>
<td>28.60</td>
</tr>
<tr>
<td>2 weeks advertising fees</td>
<td>266.80</td>
</tr>
</tbody>
</table>

**Notice of Assessment & Right to Appeal**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>52 window envelopes @ 4¢ each</td>
<td>2.08</td>
</tr>
<tr>
<td>52 notices @ 6¢ each</td>
<td>3.12</td>
</tr>
<tr>
<td>52 stamps @ 55¢ each</td>
<td>28.60</td>
</tr>
</tbody>
</table>

**Treasurer's Office — Time to Enter on Tax Roll ($1.50 x 52)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total set-up fees</td>
<td>719.24</td>
</tr>
</tbody>
</table>

It is proposed that a special assessment district be created for a period of five (5) years, or until a petition to discontinue the special assessment district is received with signatures that represent a majority of the properties in the district, to pay for the improvement. An annual redetermination of costs is contemplated without a change in the special assessment district boundaries. The projected incremental increases are ten (10%) percent per year for the term of the improvement without additional public hearings.
Proposal

Pats cell 248-877-9505

Paint Creek Landscaping Contractors
proper grading and site development
776 Heights RD Lake Orion MI 48362
(248) 652-0316 • (248) 693-4746

Submitted to
Name Camilla Ridge Sub. Sharon Kelly
Street 1367 Woodfield
City Orion
State MI
Phone 248-408-0787

Estimate
Date 4-11-19
Time __________________________
Proposal No. __________________________
Sheet No. __________________________
Work To Be Performed At Camilla Ridge Sub

Proposal

We hereby propose to perform all the labor necessary for the completion of grading and preparation of roads at Camilla Ridge Sub. The work will include: grading, re-shaping/re-crowning roads.

<table>
<thead>
<tr>
<th>Year</th>
<th>Estimate for grading roads three grades with follow-up grade</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$2400.00</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>$2400.00</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>$2500.00</td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td>$2500.00</td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td>$2500.00</td>
<td></td>
</tr>
</tbody>
</table>

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders and, will become an extra charge over and above the estimate. All agreements contingent upon availability of materials, strikes, accidents or delays beyond our control.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted and completed in a substantial workmanlike manner for the sum of $ __________________________

with payments to be made as follows: ______________ down. Balance due upon completion.

Respectfully submitted __________________________

Note —This proposal may be withdrawn by us if not accepted within ____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized
Signature __________________________ Date __________________________

Payment

Deposit $ __________________________
Check No. __________________________ Date __________________________

Balance $ __________________________
Check No. __________________________ Date __________________________

If you have any questions regarding this proposal or work performed, now or in the future, please do not hesitate to call
Paint Creek Landscaping Contractors
Proposal

Paint Creek Landscaping Contractors
proper grading and site development
776 Heights Rd Lakes Orion Mi 48362
(248) 652-0316 • (248) 693-4746

Submitted to
Name Camilla Ridge Sub Sharon Kelly
Street 1367 Woodfield
City Orion
State MI
Phone 248-408-0787

Estimate
Date 4-11-19
Time
Proposal No.
Sheet No.
Work To Be Performed At Camilla Ridge Sub.

Proposal

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of grading with additional grading. Approximately 21,200 tons or equivalent of aggregates which will include:

2020 Estimate for 62 Tons $1985.00
2021 Estimate for 62 Tons $2064.00
2022 Estimate for 62 Tons $2146.00
2023 Estimate for 62 Tons $2232.00
2024 Estimate for 62 Tons $2321.00

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders and, will become an extra charge over and above the estimate. All agreements contingent upon availability of materials, strikes, accidents or delays beyond our control.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted and completed in a substantial workmanlike manner for the sum of $__________

with payments to be made as follows: ___________ down. Balance due upon completion.

Respectfully submitted ____________________________

Note — This proposal may be withdrawn by us if not accepted within ___ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature ____________________________ Date ____________

Payment

Deposit $ ________
Check No. ________
Date ____________

Balance $ ________
Check No. ________
Date ____________

If you have any questions regarding this proposal or work performed, now or in the future, please do not hesitate to call
Paint Creek Landscaping Contractors
# SERVICE QUOTE

HC Landscaping  
611 N. Axford P.O. Box 447  
Lake Orion, MI 48361  
248-613-6222  
HCLawnandlandscape@gmail.com

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<th>LENGTH OF SERVICE</th>
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**Total Discount**

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<tr>
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<td>$17,700</td>
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Quotation prepared by: Cody

**THANK YOU FOR YOUR BUSINESS!**
March 20, 2019

Sharon Kelly  
1367 Woodfield Road  
Lake Orion, MI  48362

A 5 Year estimate for Camilla Sub is as follow:

- 2020—3679 feet @ $.14 per foot plus tax: $515.06 + $30.90 = $545.96
- 2021—3679 feet @ $.15 per foot plus tax: $551.85 + $33.11 = $584.96
- 2022—3679 feet @ $.15 per foot plus tax: $551.85 + $33.11 = $584.96
- 2023—3679 feet @ $.16 per foot plus tax: $588.64 + $35.32 = $623.96
- 2024—3679 feet @ $.16 per foot plus tax: $588.64 + $35.32 = $623.96

We are pricing this at a per application rate.

If you have any questions, please contact our office.

Thank You

Road Maintenance Corp.
Agenda Item Summary

To: Chris Barnett, Township Supervisor
From: Aaron Whatley, Parks & Recreation Director
Meeting Date: May 6, 2019
Memo Date: May 1, 2019
Subject: Approval of Township Sealcoating Projects

REQUEST
Attached please find a list of 2019 asphalt projects for Township properties, including Township Hall, Friendship Park, and Jesse Decker Park.

REASON
At a previous meeting, the Board awarded the paving/sealcoating projects to Diversified Asphalt & Concrete, with the understanding that the board will provide annual project approval.

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RECOMMENDATION (Motion)
Board action would be to approve the attached 2019 asphalt/sealcoating project list, at a total cost of $33,318.10.
2019 Asphalt Projects

Location A: (Township Hall main drive) $3,084.00
1,090 LF of crack sealing @ $.50
Sealcoating
Multiple phases

Location B: (Township Hall baseball field parking) $4,414.50
3,625 LF of cracks @ $.50
Sealcoating

Location C: (Township Hall employee parking) $4,008.00
3,312 LF of cracks @ $.50
Sealcoating

Location I: (Friendship Park main entrance / parking) $13,216.60
Overlay repair in ROW (2) areas totaling 208 Sq. Ft. @ 1.95
4” R&R repair (2) areas totaling 1,440 Sq. Ft. @ $5.00
3,613 LF of cracks @ $.50
Double Sealcoating
Multiple phases

Location J: (Friendship Park main parking lot) $4,569.00
1,930 LF of cracks @ $.50
Sealcoating
Multiple phases

Location K: (Jesse Decker Park upper parking lot) $4,125.00
2,512 LF of cracks @ $.50
Double sealcoating

Totaling: $33,417.10
Budget: $35,000.00
REQUEST
The Fire Department is requesting the Board of Trustees approve the adoption of the Emergency Operations Plan (EOP) as submitted.

REASON
This document is designed to serve as a guide for the Charter Township of Orion, as the Township has elected to incorporate into the County Emergency Management Program and has developed our Support Emergency Operations Plan (EOP) following the Administrative Rules for Section 19, 1976 PA 390, as amended. In accordance with these rules, the Support EOP is consistent with the County Emergency Operations Plan and will become part of the county plan.

PROCESS
This document provides basic guidance for the development of a Support EOP. The attached plant for the Charter Township of Orion contains general information that is adapted to Orion Township. The annexes specify how Orion Township will carry out common emergency support functions.

Also included with this document is the Emergency Management Resolution that appoints the County Emergency Management Coordinator as the Emergency Management Coordinator for the Charter Township of Orion, and outlines how emergency management efforts on the local level are organized in relation to the County Emergency Management Program.

BUDGET - Financial Item? Yes X No If yes, fill out information below:

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<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)
Approve the resolution and adoption of the Emergency Operations Plan (EOP) that incorporates the Charter Township of Orion into the County Emergency Management Program and outlines how emergency management efforts on the local level are organized in relation to the County Emergency Management Program.
CHARTER TOWNSHIP OF ORION, OAKLAND COUNTY, MICHIGAN

A RESOLUTION OF THE CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES TO ADOPT THE CHARTER TOWNSHIP OF ORION EMERGENCY OPERATIONS SUPPORT PLAN.

At a meeting of the Board of Trustees of the Charter Township of Orion, Oakland County, Michigan, held on the 6th day of May, 2019, at Township Hall, located at 2525 Joslyn Road, Lake Orion, Michigan 48360.

The following resolution was offered by ___________and seconded by ___________.

WHEREAS, the Charter Township of Orion elected to be incorporated into the Oakland County Emergency Management Program and that by becoming part of the Oakland County Emergency Management Program, the Charter Township of Orion and Oakland County have certain responsibilities to each other.

WHEREAS, this Emergency Operations Support Plan has been developed to identify the responsibilities between the Charter Township of Orion and Oakland County in regards to emergency management activities.

WHEREAS, the plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, hostile attack, technological incident or other emergency.

WHEREAS, this support plan is to be used in concurrence with Oakland County‘s Emergency Operations Plan as it is a supporting document.

WHEREAS, the support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this plan shall be accomplished every four years.

NOW, THEREFORE, the Charter Township of Orion Board of Trustees hereby adopts this Emergency Operations Support Plan, in support to the Oakland County Emergency Operations Plan.

Certification: I, Penny Shults, Clerk of the Charter Township of Orion, do hereby certify that the foregoing is a true copy of a resolution adopted by the Charter Township of Orion Board of Trustees at a Regular Meeting held on Monday, May 6, 2019, at 7:00 p.m. at Orion Township Hall, 2525 Joslyn Rd., Lake Orion, Michigan 48360.

Penny S. Shults
Clerk
CHARTER TOWNSHIP OF ORION
Oakland County, Michigan

SUPPORT EMERGENCY OPERATIONS PLAN

GUIDE

A GUIDE TO ASSIST MUNICIPALITIES INCORPORATED INTO THE COUNTY EMERGENCY MANAGEMENT PROGRAM TO DEVELOP A SUPPORT EMERGENCY OPERATIONS PLAN
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<td>Emergency Management Resolution</td>
<td>4</td>
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<td>Sample Local Support Emergency Operations Plan</td>
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INTRODUCTION TO THE GUIDE

I. Purpose

This document is designed to serve as a guide for municipalities with a population of 10,000 residents or above that have elected to incorporate into the County Emergency Management Program and need to develop a Support Emergency Operations Plan (EOP) following the Administrative Rules for Section 19, 1976 PA 390, as amended. In accordance with these rules, the Support EOP shall be consistent with the County Emergency Operations Plan and will become part of the county plan.

The preparation of a Support EOP will increase emergency preparedness through the definition of the responsibilities of local departments and agencies. The plan assigns tasks that need to be accomplished when an incident occurs, and describes how local and county emergency management efforts are related. Maintaining a current Support EOP also establishes eligibility to receive Section 19 funding in accordance with Section 19 of 1976 PA 390, as amended. If federal assistance does not become available after the Governor has declared a State of Disaster or Emergency, affected counties and municipalities can be eligible to receive state assistance up to $100,000 or 10% of their operating budget, whichever is less, to cover certain disaster related expenses. To be eligible for Section 19 funding, municipalities with a population of 10,000 and above that do not maintain an independent emergency management program must develop and submit a Support EOP to the county, and implement that plan in a timely manner at the beginning of the incident.

II. Scope

This document provides basic guidance and a template for the development of a Support EOP. The template (Attachment B) contains general information that can be adapted to any municipality. The annexes specify how the municipality will carry out common emergency support functions.

Also included with this document is a sample Emergency Management Resolution (Attachment B) that appoints the County Emergency Management Coordinator as the Emergency Management Coordinator of the municipality, and outlines how emergency management efforts on the local level are organized in relation to the County Emergency Management Program.

If either template is used, it should be reviewed and adjusted to the specific needs of each municipality. Municipalities that do not utilize the templates can develop individual plans or resolutions. Other available guiding materials for the development of EOPs include MSP/EMSHD Pub 201 (Local Planning Workbook) and FEMA Comprehensive Preparedness Guide 101.

III. Maintenance

Pub 204 has been developed by MSP/EMHSD and is maintained to ensure compliance with current national planning standards and relevant state laws pertaining to emergency planning. This document was last updated in August 2015 and supersedes the October 2011 version. It will be updated every four years.

DEVELOPING THE PLAN

All stakeholders that are involved in the community response to emergencies and disasters should be involved in the development of the Support EOP. The County Emergency Management Program should work with the municipality to ensure that the plan is compatible with the County Emergency Operations Plan. A standardized planning approach can be used for the development of the Support EOP.

I. Plan Requirements

The Administrative Rules for Section 19 of 1976 PA 390, as amended, establish four requirements for the development of Support EOPs. In accordance with these requirements, Support EOPs shall:
1. **Describe the relationship between the County Emergency Management Program and the municipality**
   The plan should state that the municipality has chosen to incorporate into the county program, coordinates emergency management related matters with the county program, and has assigned the County Emergency Management Coordinator as the responsible Emergency Management Coordinator for the municipality.

2. **Identify the municipality’s response procedures in relation to the county response procedures**
   The plan should establish annexes that describe common tasks that need to be accomplished when responding to an emergency or disaster, and assign responsibility for these tasks to municipal departments and other local agencies. The annexes should identify the responsible agencies on the local level that coordinate and share information with the county level, and clarify joint responsibilities. Annexes in the Support EOP should also identify which annex or annexes they relate to in the County EOP.

3. **Be maintained in accordance with the standards and correctness of the county plan, be consistent with the county plan**
   The efforts described in local and county plans should be consistent and complement each other. To maintain the Support EOP in correctness with the County EOP, updates to the local plan are necessary whenever the county plan is updated. When the County EOP is updated, the Support EOP should be revised to ensure that it is still compatible with the county plan.

4. **Contain the signature of the Chief Executive Official (CEO) of the municipality, be forwarded to the county**
   After a new Support EOP has been developed or an existing plan has been updated, the signature of the CEO (Mayor, Township Supervisor) needs to be obtained. If a change of the CEO occurs, the plan needs to be reviewed and the signature of the new official obtained. After the plan is signed, a copy must be forwarded to the County Emergency Management Program, where it should be filed with the County EOP.

## II. Plan format

The plan should consist of a Basic Plan section and functional annexes.

The Basic Plan defines the purpose of the plan, provides a community profile, identifies hazards and community vulnerabilities, and describes the relationship between municipality and the County Emergency Management Program.

The annexes identify specific emergency management and response tasks that need to be accomplished before, during and after an incident, and assign responsibility for carrying out these tasks to local agencies. Annexes should be organized by emergency response functions or tasked agencies and can be written in narrative or bulleted style. While municipalities are not required to mirror the format used in the county plan, this can be beneficial. The template included with this document uses a bulleted “Emergency Action Guidelines” format for its annexes.

## III. Planning Process

The following seven step planning process also utilized in County EOP development should be used to develop a Support EOP. For additional information on the process steps, please refer to MSP/EMSHD Pub 201 (Local Planning Workbook).

1. **Form a collaborative planning team**
   The planning team is the group of individuals responsible for designing, developing, and implementing the Support EOP. It should include representatives from all agencies that are committed to participate in emergency response activities within the municipality. Other stakeholders that should be engaged in
the planning process include representation from the municipality’s executive office, the County Emergency Management Program, agencies that can provide insight into necessary accommodations for groups or individuals requiring Functional Needs Support Services (FNSS), schools, etc.

2. **Identify hazards and assess risks**
   The hazard analysis is the foundation upon which the municipality’s emergency planning efforts should be built. It identifies conditions or situations that have the potential to cause harm to people or property in the community. The hazard analysis process involves four steps.

   Step 1: A profile of the community is developed (demographic and economic make-up, geography and land-use, key facilities, etc.).

   Step 2: The development of a community profile is followed by the hazard identification, which should start with a review of the County Hazard Analysis or Hazard Mitigation Plan. Local resources should then be used to identify further hazards that are unique to the community and might not have been included in county documents.

   Step 3: The assessment of risks explores how likely it is that a risk will manifest itself in an incident, how often this might occur, where it might occur, and what the severity of impact would be. Hazards should be ranked based on the expected frequency of occurrence and severity of impact.

   Step 4: The vulnerability determination examines how susceptible citizens, property, infrastructure and critical systems are to the identified hazards.

3. **Determine Goals and Objectives**
   Developing clear goals and objectives will help the municipality to identify problems, issues and opportunities. Establishing goals outlines the vision of what the community wants to achieve. Goals can be pursued in the long-term, but need to be achievable. Objectives are specific and measurable strategies to achieve these goals. Often, multiple objectives will need to be established to support one goal.

4. **Plan Development**
   This step describes the conceptualization of the plan, which includes the generation and comparison of alternate strategies to achieve the established goals and objectives. This involves two tasks: Developing and analyzing courses of actions to be conducted during an incident, and identifying the resources that determine the capability of the municipality to take these actions. Developing actions allows planners to depict how an operation unfolds by building and working through a portrait of a potential event, including key decision points and participant activities. This helps to identify actions that occur and resources that will be required throughout the progression of an event.

   After identifying potential strategies to achieve established goals, an important sub-step in the conceptualization of the plan is the evaluation of actions to ensure that the actions that are selected to be included in the plan are feasible. It is critical to determine if required resources are available or easily obtainable during an incident, and if actions are compliant with laws and regulations, such as local ordinances and resolutions, legal authorities, law enforcement standards, and Governor’s orders and directives.

5. **Plan Preparation, Review and Approval**
   When writing the plan, a simple format should be used. The finished plan must be compatible with the County EOP. This can be achieved by including references to the county plan, utilizing a similar format, or organizing annexes after similar emergency response functions. Feedback should be solicited from all stakeholders that are tasked within the plan, the County Emergency Management Program, and local elected officials. After the review process, necessary adjustments should be implemented. The municipality should adopt the plan by resolution, obtain the signature of the CEO, and forward a signed copy of the plan to the County Emergency Management Program.
6. Plan implementation and update

The last step is to implement, maintain and update the plan. Plan updates are required after change of the CEO or when the County EOP has been updated. Plan reviews should also be considered after plan activations (during incidents or exercises), changes in operational resources, and changes in the community and/or hazard profile of the municipality. Lessons learned from actual events and exercises are essential to the evaluation of a plan’s effectiveness, and help to determine if the plan is:

- Adequate: The concept of operations identifies and addresses critical tasks effectively.
- Feasible: Critical tasks can be accomplished timely and with available resources.
- Acceptable: The needs and demand driven by an event are met, actions meet the expectation of local officials and the public, and are consistent with law.
- Complete: The plan includes all necessary tasks, steps and required capabilities to reach an identified desired end state.
- Compliant: The plan complies with guidance and doctrine to the highest extent possible.

FEMA Comprehensive Preparedness Guide 101 established adequacy, feasibility, acceptability, completeness and compliance as criteria that allow planners and decision makers to determine the efficiency and effectiveness of their plans.

EMERGENCY MANAGEMENT RESOLUTION

In addition to the development of a Support EOP, it is recommended that municipalities adopt a local Emergency Management Resolution (if they have not already done so). The Emergency Management Resolution should appoint the County Emergency Management Coordinator as the Emergency Management Coordinator responsible for the municipality, describe the local emergency management organization and its relationship to the County Emergency Management Program, and provide a means for the local legislative body to exercise the authority vested in them by 1976 PA 390, as amended. Attachment A provides a sample Emergency Management Resolution.
An all-hazards plan supporting the Oakland County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

Adopted 5/6/2019
by the Charter Township of Orion Board of Trustees

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community’s emergency response capabilities.
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## Basic Plan

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## Annexes

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Promulgation Document

Officials of the Charter Township of Orion, in conjunction with County and State Emergency Management (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials with accomplishing their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Chief Executive Official (CEO) of the municipality.

Chris Barnett
Supervisor
Charter Township of Orion
Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how the Charter Township of Orion will handle emergency situations in cooperation with the Oakland County Emergency Management and Homeland Security Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. The Charter Township of Orion will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assisting Oakland County in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.
This plan supersedes all previous plans

Record of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks the date that changes were made, reason for the changes, updated pages, and who made the revision.

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<th>Date</th>
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</table>
Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

<table>
<thead>
<tr>
<th>Title of Recipient</th>
<th>Name of Recipient</th>
<th>Agency</th>
<th>Date</th>
<th>Number of Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Chris Barnett</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
<tr>
<td>Clerk</td>
<td>Penny Schultz</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Donni Steele</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>Brian Birney, Julia Dalrymple, Mike Flood, John Steimel</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>4</td>
</tr>
<tr>
<td>Fire Chief/EM Liaison</td>
<td>Robert Duke</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>1</td>
</tr>
<tr>
<td>Asst. Fire Chief</td>
<td>John Pender</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
<tr>
<td>EMS Coordinator</td>
<td>Chris LaGerould</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
<tr>
<td>Public Services Director</td>
<td>Jeff Stout</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
<tr>
<td>Parks &amp; Recreation Director</td>
<td>Aaron Whatley</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
<tr>
<td>Building Official</td>
<td>David Goodloe</td>
<td>Orion Township</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
<tr>
<td><strong>Oakland County</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Management Coordinator</td>
<td>Thomas Hardesty</td>
<td>Oakland County Homeland Security</td>
<td>5/20/2019</td>
<td>1</td>
</tr>
<tr>
<td>Sheriff Office Substation Commander</td>
<td>Lt. Dan Toth</td>
<td>Oakland County Sheriff’s Office</td>
<td>5/20/2019</td>
<td>2</td>
</tr>
</tbody>
</table>
Basic Plan

Purpose

The Charter Township of Orion has elected to incorporate into the Oakland County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, the Charter Township of Orion and the County Emergency Management Program share joint responsibilities. The Charter Township of Orion Support Emergency Operations Plan (EOP) has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The Charter Township of Orion Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, the Charter Township of Orion continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency
   1. 1976 PA 390, as amended
   2. Charter Township of Orion, local Emergency Management resolution
   3. Charter Township of Orion, adoption of the Support EOP
   4. Executive Directive No. 2005-09, the state adoption of the NIMS
   5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
   6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III

B. References used to develop the Support EOP
   1. NIMS – Adopted by resolution on 10-3-11
   2. NRF
   4. Pub 204, MSP/EMHSD
Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Oakland County EOP, this document was developed in a cooperative, whole community effort between municipal government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or when changes to the County EOP create inconsistencies. After the plan is adopted by resolution by the Charter Township of Orion, Board of Trustees and approved by the CEO, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards and currentness of the Oakland County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality’s preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

B. The Charter Township of Orion has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:

1. The mitigation of potential hazards.
2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under “Organization and Assignment of Responsibilities.”
4. Integration with the Oakland County EOP, Oakland County Hazard Mitigation Plan, MEMP, etc.

C. Community Profile

The Charter Township of Orion is located in the Northeast/Central of Oakland County. The community has a population of approximately 40,000 residents. Approximately 8% of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

D. Hazard and threat analysis:

According to the Oakland County Hazard Mitigation Plan, communities in the county are most vulnerable to: Severe weather, Hazardous materials (Fixed-site or transportation, Natural gas transmission, Power outage, and Fire). Areas within the Charter Township of Orion that are especially vulnerable to these hazards are: Adult day care centers, Nursing homes, Group homes, Childcare centers, and Assisted living centers. Additional hazards that have been identified as unique to Orion Township include: M-24 (Lapeer Road) a heavily traveled road, runs north and south through the Township. Due to the large number of over-the-road semi-tractor trailer trucks traveling this route, the potential for motor vehicle crashes is significant. Additionally, many of these over-the-road trucks transport hazardous materials. The potential for a hazardous material incident at local industrial facilities, as well as on M-24 (Lapeer Road) exists. A gas transmission pipeline turns through the Township. Township officials consider this transmission pipeline to be a potential hazard to the community. Should there be a failure of
this transmission pipeline, the damage to the environment and residents would be significant. There is one (1) large landfill site within the Township. This site is under constant monitoring by Waste Management with reporting to the MDEQ for methane levels that may put it at an increased risk for fire and/or explosion. Failure of the dam on Lake Orion, within the Village of Lake Orion, controls the flow of water under M-24 (Lapeer Road) is of concern to the Village. Should a breach of the dam occur, significant flooding would impact residents and businesses south of the lake and downstream.

Seventeen sites that contain extremely hazardous materials are located in the Charter Township of Orion. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, the Charter Township of Orion has chosen to incorporate into the Oakland County Emergency Management Program. To coordinate emergency management related matters with the County Emergency Management Program, the Charter Township of Orion has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between the Charter Township of Orion and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in the Charter Township of Orion.

B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.

C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.

D. All emergency response agencies within the Charter Township of Orion that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.

E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.

F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.

G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.
Concept of Operations

A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates this Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property, and environment. Pursuant to 1976 PA 390, as amended, the Township Supervisor may declare a local state of emergency for the Charter Township of Orion if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of the Township Supervisor, pursuant to local legislation, the Deputy Supervisor or Appointed Official (Clerk or Treasurer) is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the Township Supervisor to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property, and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

B. The following procedures are conducted and coordinated with the county in response to an incident:

1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.

2. Municipal agencies assess the nature and scope of the emergency or disaster.

3. If the situation can be handled locally, the following guidelines are used:

   a. The Emergency Management Liaison advises the CEO and coordinates all local emergency response actions.

   b. The Emergency Management Liaison activates the EOC. The EOC is located at 2525 Joslyn Road. If this location is unavailable, the alternate EOC location is 1335 Joslyn Road.

   c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.

   d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through Oakland County Sheriff, 9-1-1 Dispatch Center.

   e. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.

   f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.

4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county may also take the following steps:
   a. Activate County EOC and EOP
   b. Respond with county resources
   c. Activate MAA/MOUs to supplement county resources
   d. Notify MSP/EMSHD District Coordinator
   e. Make available incident information to MSP/EMSHD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.

6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.
Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The Charter Township of Orion emergency management organization is comprised of 6 agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.

2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

<table>
<thead>
<tr>
<th>Function</th>
<th>Agency</th>
<th>Primary Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direction, Control, and Coordination</td>
<td>Orion Township Fire Department</td>
<td>Robert Duke, Fire Chief</td>
<td>248.391.0203 ext. 2000</td>
</tr>
<tr>
<td>Communications and Warning</td>
<td>Oakland County Sheriffs 9-1-1 Center</td>
<td>QA Supervisor for Fire &amp; EMS</td>
<td>248.858.4911</td>
</tr>
<tr>
<td>Damage Assessment</td>
<td>Orion Township Building Department</td>
<td>David Goodloe, Building Official</td>
<td>248.319.0203 ext. 6001</td>
</tr>
<tr>
<td>Mass Care, Emergency Assistance, Housing, and Human Services</td>
<td>Orion Township Parks &amp; Recreation</td>
<td>Aaron Whatley, Parks &amp; Recreation Director</td>
<td>248.391.0203 ext. 3500</td>
</tr>
<tr>
<td>Public Health and Medical Services</td>
<td>Orion Township Fire Department</td>
<td>Chris LaGerould, EMS Coordinator</td>
<td>248.391.0304 ext. 2000</td>
</tr>
<tr>
<td>Public Information</td>
<td>Orion Township Administration</td>
<td>Chris Barnett, Township Supervisor</td>
<td>248.391.0304 ext. 1000</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Oakland County Sheriff Office</td>
<td>Substation Commander</td>
<td>248.393.0090</td>
</tr>
<tr>
<td>Public Services</td>
<td>Orion Township DPS</td>
<td>Jeff Stout, DPS Director</td>
<td>248.391.0304 ext. 7000</td>
</tr>
</tbody>
</table>

3. The following table lists the alternates designated to represent the emergency functions.

<table>
<thead>
<tr>
<th>Agency</th>
<th>1st Alternate</th>
<th>2nd Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orion Township Administration</td>
<td>Penny Shults, Clerk</td>
<td>Donni Steele, Treasurer</td>
</tr>
<tr>
<td>Orion Township Fire Department</td>
<td>John Pender, Asst. Chief</td>
<td>Jeff Williams, Fire Marshal</td>
</tr>
<tr>
<td>Orion Township Parks &amp; Recreation</td>
<td>Dave Raftery, Park Superintendent</td>
<td></td>
</tr>
<tr>
<td>Orion Township Building Department</td>
<td>Kristine Sullivan, Office Coordinator</td>
<td>Kirk Larson, Plans Examiner</td>
</tr>
<tr>
<td>Orion Township Public Services</td>
<td>Bill Basigkow, Water and Sewer Superintendent</td>
<td>Mitch McMurray, Crew Leader</td>
</tr>
</tbody>
</table>
The Charter Township of Orion maintains one fulltime fire department. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
   a. Assist in the development, review and maintenance of Support EOP and County EOP.
   b. Report to the local EOC when activated for scheduled exercises or emergencies.
   c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
   d. Maintain a list of resources available through the departments.
   e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
   f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
   g. Train personnel in emergency management functions and NIMS/ICS concepts.
   h. Protect vital records and other resources deemed essential for continuing government functions and each agency’s emergency operations in accordance to procedures and policies.
   i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.

2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.
ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:
Annex A, Direction, Control, and Coordination
Annex B, Damage Assessment
Annex C, Communications and Warning
Annex D, Fire Services
Annex E, Mass Care, Emergency Assistance, Housing, and Human Services
Annex F, Public Health and Medical Services
Annex G, Public Information
Annex H, Public Safety
Annex I, Public Works (Includes Appendix A – Debris Management Guidelines)
ANNEX A

DIRECTION, CONTROL, AND COORDINATION

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#5 - Emergency Management/Information & Planning, ESF#7 - Logistics and Resource Support.

Responsible Agency: Executive Office

Direction, Control, and Coordination Checklist

<table>
<thead>
<tr>
<th>EOC operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.</td>
</tr>
<tr>
<td>Activate the EOC and ensure that appropriate staff is notified.</td>
</tr>
<tr>
<td>Establish a system of coordination, such as ICS (see Figure 1), within the EOC. (Field operations at the ICP are required to utilize ICS.)</td>
</tr>
<tr>
<td>Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.</td>
</tr>
<tr>
<td>Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.</td>
</tr>
<tr>
<td>Coordinate with law enforcement officials for EOC security.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.</td>
</tr>
<tr>
<td>Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.</td>
</tr>
<tr>
<td>Declare a local state of emergency and notify the County</td>
</tr>
<tr>
<td>Issue directives as to travel restrictions on municipal roads.</td>
</tr>
<tr>
<td>Recommend appropriate protective measures to ensure the health and safety of people and property.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistance to other agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.</td>
</tr>
<tr>
<td>Establish communications with and provide support to the Incident Command Post (ICP).</td>
</tr>
<tr>
<td>Provide frequent staff briefings and ensure all groups function as planned.</td>
</tr>
<tr>
<td>Inform legislative body of measures taken.</td>
</tr>
<tr>
<td>Review and authorize the release of information to the public through the Public Information Officer (PIO).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure all resources are made available for response.</td>
</tr>
<tr>
<td>Formulate specific assistance requests to adjacent jurisdictions and the county.</td>
</tr>
<tr>
<td>Activate MAA/MOUs and contracts with other jurisdictions and organizations.</td>
</tr>
<tr>
<td>Provide aid to other communities as provided for in MAA/MOUs.</td>
</tr>
<tr>
<td>Ensure staff maintains logs of actions taken and financial records.</td>
</tr>
</tbody>
</table>
Figure 1. ICS Incident Management Structure
DIRECTION, CONTROL, AND COORDINATION

The following agency is responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orion Township Fire Department</td>
<td>Fire Chief</td>
</tr>
</tbody>
</table>

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Orion Township</td>
</tr>
<tr>
<td>Deputy Supervisor</td>
<td>Orion Township</td>
</tr>
<tr>
<td>Appointed Elected Official</td>
<td>Orion Township</td>
</tr>
</tbody>
</table>

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Chief</td>
<td>Orion Township Fire Department</td>
</tr>
<tr>
<td>Asst. Fire Chief</td>
<td>Orion Township Fire Department</td>
</tr>
<tr>
<td>Fire Marshal</td>
<td>Orion Township Fire Department</td>
</tr>
</tbody>
</table>

The CEO and Emergency Management Liaison are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

<table>
<thead>
<tr>
<th>SIGNATURE OF CHIEF EXECUTIVE OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF EMERGENCY MANAGEMENT LIAISON</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX B

COMMUNICATIONS AND WARNING

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#2 – Communications and Supporting Technologies, ESF#15 – External Affairs and Public Information.

Responsible Agency: Oakland County Sheriff’s Office

<table>
<thead>
<tr>
<th>Communications and Warning Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.</td>
</tr>
<tr>
<td><strong>Communication links</strong></td>
</tr>
<tr>
<td>Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications includes <strong>800MHz radio and Dept. issued cell phones</strong></td>
</tr>
<tr>
<td>Coordinate communications between municipal and county EOC. Available channels for establishing communications include <strong>800MHz radio and Dept. issued cell phones</strong></td>
</tr>
<tr>
<td>Establish communications links with the adjacent communities and higher levels of government.</td>
</tr>
<tr>
<td>Coordinate warning frequencies and procedures with adjacent communities and other government agencies.</td>
</tr>
<tr>
<td><strong>Disaster warning and information</strong></td>
</tr>
<tr>
<td>Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include <strong>800MHz radio, Severe Weather Notification System, HAM Radio, Social Media, &amp; Door to Door communications</strong></td>
</tr>
<tr>
<td>Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.</td>
</tr>
<tr>
<td>Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.</td>
</tr>
<tr>
<td>Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).</td>
</tr>
<tr>
<td>Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.</td>
</tr>
<tr>
<td><strong>Official notification</strong></td>
</tr>
<tr>
<td>Ensure that all necessary officials have been notified and/or updated about the incident.</td>
</tr>
<tr>
<td>Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.</td>
</tr>
</tbody>
</table>
COMMUNICATIONS AND WARNING

The following agency is responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakland County Sheriff’s Office</td>
<td>Captain, Emergency Communications &amp; Operations Division</td>
</tr>
</tbody>
</table>

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant, Emergency Communications &amp; Operations Division</td>
<td>Oakland County Sheriff’s Office</td>
</tr>
<tr>
<td>QA Supervisor for Fire &amp; EMS</td>
<td>Oakland County Sheriff’s Office</td>
</tr>
<tr>
<td>Dispatcher</td>
<td>Oakland County Sheriff’s Office</td>
</tr>
</tbody>
</table>

The Captain, Emergency Communications & Operations Division is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

<table>
<thead>
<tr>
<th>SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
</table>
ANNEX C

DAMAGE ASSESSMENT

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#5 - Emergency Management/Information Planning, ESF#14 – Recovery.

Responsible Agency: Orion Township Building Department

Damage Assessment Checklist

<table>
<thead>
<tr>
<th>Damage assessment</th>
<th>Maintain current list of DA field team members.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMSHD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.</td>
<td></td>
</tr>
<tr>
<td>Activate DA field teams.</td>
<td></td>
</tr>
<tr>
<td>Collect both public and private damage assessment information.</td>
<td></td>
</tr>
<tr>
<td>Record initial information on damages from first responders.</td>
<td></td>
</tr>
<tr>
<td>Augment DA field teams, as the situation dictates.</td>
<td></td>
</tr>
<tr>
<td>Dissemination of DA information</td>
<td>Provide an initial DA to EOC staff.</td>
</tr>
<tr>
<td>Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.</td>
<td></td>
</tr>
<tr>
<td>Prominently display DA information in the EOC, including maps, situation updates and assessment data.</td>
<td></td>
</tr>
<tr>
<td>Provide the PIO with current DA information for release to the public.</td>
<td></td>
</tr>
<tr>
<td>Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS; MICIMS damage assessment data should be entered within 72 hours of incident onset.</td>
<td></td>
</tr>
<tr>
<td>Logistics</td>
<td>Maintain a status list of requested resources.</td>
</tr>
<tr>
<td>Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.</td>
<td></td>
</tr>
</tbody>
</table>

Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
DAMAGE ASSESSMENT

The following agency is responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orion Township Building Dept.</td>
<td>Building Official</td>
</tr>
</tbody>
</table>

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Official</td>
<td>Orion Township Building Department</td>
</tr>
<tr>
<td>Office Coordinator</td>
<td>Orion Township Building Department</td>
</tr>
<tr>
<td>Plans Examiner</td>
<td>Orion Township Building Department</td>
</tr>
</tbody>
</table>

The **Building Official** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

<table>
<thead>
<tr>
<th>SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX D

FIRE SERVICES

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#4 – Firefighting, ESF#9 – Search & Rescue, ESF#10 – Hazardous Materials.

Responsible Agency: Orion Township Fire Department

Fire Services Checklist

<table>
<thead>
<tr>
<th>Response activities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.</td>
<td></td>
</tr>
<tr>
<td>Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Task Force One (MI-TF1) Urban Search and Rescue, MABAS 3201, MABAS 3202, bomb squads, etc.</td>
<td></td>
</tr>
<tr>
<td>Respond to hazardous materials spills.</td>
<td></td>
</tr>
<tr>
<td>Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.</td>
<td></td>
</tr>
<tr>
<td>Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.</td>
<td></td>
</tr>
</tbody>
</table>

Assistance to other agencies

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advise EOC staff about fire and rescue activities.</td>
</tr>
<tr>
<td>Provide communications and other logistical supplies, as needed.</td>
</tr>
<tr>
<td>Assist with evacuations.</td>
</tr>
<tr>
<td>Assist in damage assessment operations.</td>
</tr>
<tr>
<td>Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.</td>
</tr>
<tr>
<td>Assist in salvage operations and debris clearance.</td>
</tr>
</tbody>
</table>
FIRE SERVICES

The following agency is responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>Fire Chief</td>
</tr>
</tbody>
</table>

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Chief</td>
<td>Orion Township Fire Department</td>
</tr>
<tr>
<td>Fire Marshal</td>
<td>Orion Township Fire Department</td>
</tr>
<tr>
<td>On-Duty Command Officer</td>
<td>Orion Township Fire Department</td>
</tr>
</tbody>
</table>

The Fire Chief is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

<table>
<thead>
<tr>
<th>SIGNATURE OF FIRE SERVICES OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX E

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require Functional Needs Support Services, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#2 – Communications and Supporting Technologies, ESF#6 – Mass Care, Shelter and Human Services, ESF#17 – Animal Care.

Responsible Agency: Parks & Recreation Department

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

<table>
<thead>
<tr>
<th>Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disaster-related needs</strong></td>
</tr>
<tr>
<td>Coordinate activities of municipal departments that provide mass care and human services.</td>
</tr>
<tr>
<td>Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.</td>
</tr>
<tr>
<td>Coordinate to provide transportation for disaster survivors and emergency responders.</td>
</tr>
<tr>
<td>Arrange for the provision of crisis counseling to disaster survivors and emergency responders.</td>
</tr>
<tr>
<td>Coordinate procedures for the tracking of family members and reunification of families.</td>
</tr>
<tr>
<td>Identify and account for personal property that may be lost during a disaster.</td>
</tr>
<tr>
<td>Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.</td>
</tr>
<tr>
<td>Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.</td>
</tr>
<tr>
<td><strong>Protective action</strong></td>
</tr>
<tr>
<td>Coordinate the provision of transportation for evacuation.</td>
</tr>
<tr>
<td>Provide staff and resources to manage open shelters.</td>
</tr>
<tr>
<td>Coordinate care for individuals at shelters and for those who have been sheltered-in-place.</td>
</tr>
<tr>
<td>Determine whether shelters must be opened long or short-term.</td>
</tr>
<tr>
<td>Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).</td>
</tr>
<tr>
<td>Pre-identified shelter locations include: Shelter locations; information on pre-identified shelter locations should be available from the County Emergency Management Program or ARC; Orion Center located at 1335 Joslyn Rd.</td>
</tr>
</tbody>
</table>
MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orion Township</td>
<td>Parks &amp; Recreation Director</td>
</tr>
</tbody>
</table>

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Superintendent</td>
<td>Orion Township Parks &amp; Recreation</td>
</tr>
</tbody>
</table>

The Parks & Recreation Director is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

<table>
<thead>
<tr>
<th>SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
</table>
ANNEX F

PUBLIC HEALTH AND MEDICAL SERVICES

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#8 – Public Health and Medical, ESF#17 – Animal Care.

Responsible Agency: Orion Township Fire Department

Public Health and Medical Services Checklist

<table>
<thead>
<tr>
<th>Patient care</th>
<th>Coordinate with medical providers and shelter managers to staff medical personnel at shelters.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers.</td>
</tr>
<tr>
<td></td>
<td>Provide transportation of patients and assist hospitals with transfer of patients.</td>
</tr>
<tr>
<td></td>
<td>Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.</td>
</tr>
<tr>
<td></td>
<td>Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public health</th>
<th>If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.</td>
</tr>
</tbody>
</table>
PUBLIC HEALTH AND MEDICAL SERVICES

The following agency is responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>EMS Coordinator</td>
</tr>
</tbody>
</table>

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Chief</td>
<td>Orion Township Fire Department</td>
</tr>
<tr>
<td>Assistant Chief</td>
<td>Orion Township Fire Department</td>
</tr>
<tr>
<td>On-Duty Command Officer</td>
<td>Orion Township Fire Department</td>
</tr>
</tbody>
</table>

The EMS Coordinator is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

<table>
<thead>
<tr>
<th>SIGNATURE OF HEALTH AND MEDICAL OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
</table>
ANNEX G
PUBLIC INFORMATION

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#15 – External Affairs and Public Information.

Responsible Agency: Orion Township Supervisor

Public Information Checklist

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.</td>
<td>Pre-disaster public education</td>
</tr>
<tr>
<td>Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.</td>
<td>Ensure that written materials/social media are developed for non-English speaking individuals or others who require FNSS.</td>
</tr>
<tr>
<td>Coordinate with the County to develop and release updated EAS messages based on incoming information.</td>
<td>Disaster warning and information</td>
</tr>
<tr>
<td>Coordinate with the County to document which EAS messages have been delivered over radio and television.</td>
<td>Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.</td>
</tr>
<tr>
<td>Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.</td>
<td>Distribute prepared public educational materials.</td>
</tr>
<tr>
<td>Establish and maintain contact with the EOC and/or the ICP.</td>
<td>Media coordination</td>
</tr>
<tr>
<td>Prepare press releases and ensure that all press releases and official information is reviewed by the Township Supervisor.</td>
<td>Establish a Public Information Center as the central point from which municipal news releases are issued at 2525 Joslyn Road.</td>
</tr>
<tr>
<td>Verify that information is accurate before releasing it to the media.</td>
<td>Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media).</td>
</tr>
<tr>
<td>Schedule media briefings.</td>
<td>Coordinate public information activities with the County PIO and the JIC.</td>
</tr>
<tr>
<td>Establish a Public Information Center as the central point from which municipal news releases are issued at 2525 Joslyn Road.</td>
<td>Schedule interviews between the CEO and media agencies.</td>
</tr>
<tr>
<td>Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible</td>
<td></td>
</tr>
</tbody>
</table>

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### PUBLIC INFORMATION

The following agency is responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orion Township</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Supervisor</td>
<td>Orion Township Administration</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>Orion Township Fire Department</td>
</tr>
<tr>
<td>Appointed Elected Official</td>
<td>Orion Township Administration</td>
</tr>
</tbody>
</table>

The **Township Supervisor** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

<table>
<thead>
<tr>
<th>SIGNATURE OF PUBLIC INFORMATION OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX H

PUBLIC SAFETY

The Public Safety function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#13 – Public Safety and Security/Law Enforcement, ESF#17 – Animal Care, ESF#18 – Military/Defense Support to Civil Authorities.

Responsible Agency: **Oakland County Sheriff’s Office**

<table>
<thead>
<tr>
<th>Public Safety Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.</td>
</tr>
<tr>
<td><strong>Response activities</strong></td>
</tr>
<tr>
<td>Provide security and access control at critical facilities and incident sites.</td>
</tr>
<tr>
<td>Implement any curfews ordered by the governor or CEO.</td>
</tr>
<tr>
<td>Enforce evacuation orders and assist in evacuations.</td>
</tr>
<tr>
<td>Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.</td>
</tr>
<tr>
<td>Implement urban search and rescue capabilities, including animals.</td>
</tr>
<tr>
<td>Investigate incident and provide intelligence information to county, state and federal officials.</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
</tr>
<tr>
<td>Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).</td>
</tr>
<tr>
<td>Identify routes that need barricades and signs. Request necessary assistance from Public Works.</td>
</tr>
<tr>
<td>Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.</td>
</tr>
<tr>
<td>Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.</td>
</tr>
<tr>
<td><strong>Assistance to other agencies</strong></td>
</tr>
<tr>
<td>Assist Warning function in warning the public, when necessary.</td>
</tr>
<tr>
<td>Assist the medical examiner with mortuary services.</td>
</tr>
<tr>
<td>Assist families isolated by the effects of the disaster.</td>
</tr>
</tbody>
</table>
PUBLIC SAFETY

The following agencies are responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakland County Sheriff’s Office</td>
<td>Substation Commander</td>
</tr>
</tbody>
</table>

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substation Commander</td>
<td>Oakland County Sheriff’s Office</td>
</tr>
<tr>
<td>Sergeant – Day Shift</td>
<td>Oakland County Sheriff’s Office</td>
</tr>
<tr>
<td>Sergeant – Afternoon Shift</td>
<td>Oakland County Sheriff’s Office</td>
</tr>
</tbody>
</table>

The *Oakland County Sheriff’s Office, Orion Township Substation Commander* is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

<table>
<thead>
<tr>
<th>SIGNATURE OF PUBLIC SAFETY OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
</table>
ANNEX I

PUBLIC WORKS

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#1 – Transportation/Transportation Infrastructure, ESF#3 – Public Works and Engineering and ESF#12 – Energy and Energy Infrastructure.

Responsible Agency: Department of Public Services

Public Works Checklist

<table>
<thead>
<tr>
<th>Response activities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate debris removal activities (see Appendix A for Debris Management Guidelines)</td>
<td></td>
</tr>
<tr>
<td>Coordinate activities designed to control the flow of floodwater.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damage assessment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide engineering expertise to inspect public structures and determine if they are safe to use.</td>
<td></td>
</tr>
<tr>
<td>Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).</td>
<td></td>
</tr>
<tr>
<td>Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.</td>
<td></td>
</tr>
<tr>
<td>Notify law enforcement of the location(s) of disabled vehicles.</td>
<td></td>
</tr>
<tr>
<td>Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistance to other agencies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist in identifying access control areas.</td>
<td></td>
</tr>
<tr>
<td>Assist with urban search and rescue activities, if necessary.</td>
<td></td>
</tr>
<tr>
<td>Maintain contact with local utilities to determine the extent and cause of damage and outages.</td>
<td></td>
</tr>
<tr>
<td>Report this information and restoration schedules to EOC staff.</td>
<td></td>
</tr>
<tr>
<td>Coordinate with utility companies in the restoration of essential services.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logistics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.</td>
<td></td>
</tr>
<tr>
<td>In conjunction with public health, help identify sources of potable water.</td>
<td></td>
</tr>
<tr>
<td>Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.</td>
<td></td>
</tr>
<tr>
<td>Provide emergency generators and lighting.</td>
<td></td>
</tr>
</tbody>
</table>
PUBLIC WORKS

The following agencies are responsible for this annex:

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orion Township</td>
<td>Director of Public Services</td>
</tr>
</tbody>
</table>

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water &amp; Sewer Superintendent</td>
<td>Orion Township Department of Public Services</td>
</tr>
<tr>
<td>DPS Crew Leader</td>
<td>Orion Township Department of Public Services</td>
</tr>
<tr>
<td>DPS Crew Member</td>
<td>Orion Township Department of Public Services</td>
</tr>
</tbody>
</table>

The Director of Public Services is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

<table>
<thead>
<tr>
<th>SIGNATURE OF PUBLIC WORKS OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
</table>
APPENDIX A

Debris Management Guidelines

The Department of Public Services is responsible for debris management activities. The following guidelines represent a checklist of actions that agency officials must consider for providing effective debris management.

Guidelines:

Debris Clearance – Occurs in the first 24-72 hours and generally focuses on clearing roadways for emergency vehicles & rescue operations to have unobstructed routes to critical facilities

a. Maintain detailed record keeping (critical for possible reimbursement)
   i. Document all expenses and time involved in the debris removal process
b. Coordinate with public utilities and waste haulers
c. Consider how to handle access to private property
   i. Right-of-entry, hold-harmless agreements
d. Consider health & safety concerns (obtain detailed safety plans from contractors)
e. Obtain any necessary permits and/or waivers

Debris Removal – The management and disposal of accumulated debris after life-safety has been addressed

f. Consider the following steps in the debris management process:
   i. Removal
   ii. Transportation/hauling routes
   iii. Temporary storage/staging site selection & management
      1. Consider water tables, affected populations, terrain
   iv. Monitoring/load tickets/weights & measures
   v. Sorting/Processing
   vi. Recycling of applicable materials
   vii. Reduction (Chipping, grinding, burning)
   viii. Final disposition/landfill or other

When Trash Removal Providers are Individually Contracted by Residents:

a. If the jurisdiction does not provide trash removal services to residents under normal circumstances, after a large emergency, if the private company is unable or unwilling to remove the debris, it will become the responsibility of the local jurisdiction to ensure health and safety to their residents.
b. Contact local private companies to see what, if any, services they will provide their contracted residents with debris removal caused by an emergency.
c. Track all costs associated with the debris removal.
d. Contact DPW (if applicable) to determine what equipment is owned by the jurisdiction and if any can be used for this purpose.
e. Contact neighboring communities who provide trash removal on a daily basis. If they were unaffected by the disaster, see if they can provide some assistance for equipment, temporary storage locations and/or transport to landfill.
f. Identify a location (possibly parking lot) that can be used for temporary storage site of garbage.
g. Request guidance from DEQ on permits and licenses.
h. Contact landfill to set-up contract, rates and drop off schedule.
i. Set hours and map out pick-up locations of affected areas. Send out public messages regarding the services available and process.

j. Consider requiring residents to drop off debris to one identified site. The jurisdiction won't need the trucks, staff or logistics for curb side removal but will have to load semi-trucks and take to landfill.
Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Supervisor

Meeting Date: May 6, 2019

Memo Date: May 1, 2019

Subject: Approve Background Check Policy

REQUEST

Attached is the proposed Background Check Policy, which will implement guidelines for comprehensive background screening prior to employment for all potential employees and volunteers, 18 years of age and older. Also attached is a review letter from the Township attorney.

RECOMMENDATION (Motion)

Approve the Background Check Policy as presented, for all new employees.

attachments
Guidelines
It is the policy of the Charter Township of Orion that the following guidelines be implemented for comprehensive background screenings prior to employment for potential non-elected, full-time, part-time, seasonal, temporary employees and volunteers, 18 years of age and older.

Who Will Be Screened
The Charter Township of Orion will conduct a national background screening on all potential candidates for employment.

When Will Candidates Be Screened
Each candidate will be screened prior to employment.

Confidentiality
The Charter Township of Orion respects the privacy of the candidate. Information received during a candidate’s screening process will not be disclosed outside of the organization and will be shared within the organization only with those in a management position or those that have direct supervision over the position being considered.

The Charter Township of Orion will ensure that the candidates are screened and results are recorded along with the date. By tracking this information, we will be able to ensure 100% compliance to screening and have a formal record that can be used to defend against any potential litigation in the future.

Criteria for Exclusion from Employment
It is the policy of the Charter Township of Orion that a candidate will be disqualified and prohibited from serving as an employee if the candidate has been found guilty of the following crimes.

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prosse, or dismissal.

Disqualifying Offenses Include the Following:

Sex Offenses
  • All Sex Offenses – Regardless of the amount of time since offense.

Examples include: child molestation, rape, sexual assault, sexual battery, sodomy,
prostitution, solicitation, indecent exposure, etc. Minor situations of indecent exposure may not be considered a disqualifying event at the discretion of management.

**Felonies**
- All Felony Violence – Regardless of the amount of time since offense.  
  Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

- All Felony offenses other than violence or sex within the past ten (10) years.  
  Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

**Misdemeanors**
- All misdemeanor violence offenses within the past seven (7) years.  
  Examples include: simple assault, battery, domestic violence, hit and run, etc.

- All misdemeanor drug and alcohol offenses within the past five (5) years or multiple offenses in the past ten (10) years.  
  Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

- Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer.  
  Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

- All other misdemeanors will be reviewed on a case by case basis by management.

**Felony Pending Cases**
It is the policy of the Charter Township of Orion that anyone who has been charged for any of the disqualifying offenses or for felony cases pending in court should not be employed the official adjudication of the case.

The Background Screening Process is an ongoing process and will be subject to review and change at any time. While the Policy is intended to provide clear criteria and guidelines for disqualification from employment, in rare and/or extraordinary cases, the Township reserves the right on a case by case basis to employ or make an offer of employment to any applicant based upon special circumstances which are not inconsistent with the intent of these guidelines. These guidelines are based upon industry practices in private, public and non-profit sectors.
Agenda Item Summary

To: Township Board of Trustees

From: Chris Barnett, Supervisor

Meeting Date: May 6, 2019

Memo Date: May 2, 2019

Subject: Georgia Investors LLC Grant of Easement

REQUEST

Attached is a letter from the attorney regarding a proposed access easement agreement with Georgia Investors LLC. The easement will provide for a 22’ drive along the eastern edge of the Township’s property for a La-Z-Boy on their property on S. Baldwin Road near Jordan Street.

PROCESS

BUDGET - Financial Item? X Yes No If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)

Approve the Access Agreement between Georgia Investors LLC and the Charter Township of Orion, and authorize the Supervisor to execute same.

attachments
ACCESS EASEMENT AGREEMENT

This Access Easement Agreement ("Agreement") is entered into as of May _____, 2019 by and between Georgia Investors LLC ("Company") and Charter Township of Orion ("Orion Township").

ARTICLE I - BACKGROUND

Company owns real property in Orion Township, Michigan located on South Baldwin Avenue near the intersection thereof and Jordan Street, as generally described or depicted on Exhibit A and legally described on Exhibit B attached hereto and made a part hereof ("Company Property"). Orion Township owns the property on the corner of South Baldwin Avenue at the intersection of Jordan Street, as generally described or depicted on Exhibit A and legally described on Exhibit C attached hereto and made a part hereof ("Adjacent Property"). Company desires to develop the Company Property for commercial purposes, but cannot do so without direct access between the Company Property and Jordan Street. Orion Township and Property Acquisitions LLC executed an Agreement to Grant Access Easement dated January 26, 2019 ("Agreement to Grant Access Easement") pursuant to which they agreed to cooperate on the terms set forth therein to grant Company an access easement and to create an improved driveway between Jordan Street and the Company Property that can also be utilized by the general public to enjoy other improvements to be constructed by Orion Township on the Adjacent Property. Company is the affiliate of Property Acquisitions LLC that acquired the Company Property and is the intended and permitted grantee of the rights herein granted as contemplated in the Agreement to Grant Access Easement. Orion Township acquired the Adjacent Property in compliance with all applicable laws, on or about March 4, 2019, and paid all costs associated with its acquisition of the Adjacent Property. Orion Township and Company execute this Agreement intending to be legally bound, for One Dollar ($1.00) and other valuable consideration, receipt and sufficiency of which is hereby acknowledged.

ARTICLE II - TERMS

2.1. Orion Township as grantor, hereby grants, bargains, sells and conveys to Company, as grantee, a non-exclusive perpetual easement and right of way, in common with Orion Township and others entitled to use the same, for the purpose of ingress and egress of pedestrian and vehicular travel to and from the Company Property between the Company Property and Jordan Street as generally described or depicted on Exhibit A attached hereto and made a part hereof ("Access Easement"). The Access Easement also includes the right of Company to enter upon the Adjacent Property for the purpose of constructing, reconstructing, repairing, replacing and maintaining the Access Easement Improvements (as defined in Section 2.3). The Access Easement shall be appurtenant to and for the benefit of the Company Property. The right to use the Access Easement may be extended by Company to its customers, employees, tenants, subtenants, suppliers, contractors, business invitees and other persons having contact with the activities being conducted on the Company Property. Orion Township and persons using the Adjacent Property shall be permitted to use the Access Easement and Access Easement Improvements to provide access to and from the Adjacent Property.
2.2. No fence or other barrier shall be erected or permitted within or across the Access Easement which would prevent or obstruct the passage of pedestrian or vehicular travel between Jordan Street and the Company Property; provided, however, that the foregoing shall not prohibit the temporary erection of barricades and/or fences which are reasonably necessary for safety purposes in connection with the construction, reconstruction, repair, replacement and/or maintenance of the Access Easement, it being agreed by the parties practical that all such work shall be conducted in the most expeditious manner reasonably possible to minimize the interference with the use of the Access Easement and Jordan Street by the parties hereto, and such work shall be diligently prosecuted to completion.

2.3. In consideration of the grant of the Access Easement, Company (i) shall pay to Orion Township One Dollar ($1.00) and (ii) shall improve the Access Easement with a paved drive area at least 22 feet wide, and at the Township’s discretion, provide either (a) additional paving for parking along the west edge of drive, or (b) landscaping and adequate buffering as agreed, and related improvements ("Access Easement Improvements"), all without cost to Orion Township.

2.4. Company shall maintain, repair and replace the Access Easement Improvements constructed by Company, at its sole cost. When Orion Township commences to use the Adjacent Property and Access Easement for public purposes, Orion Township shall pay one half (1/2) the reasonable costs incurred by Company to maintain, repair and replace the Access Easement roadconstructed by Company.

2.5. The terms of the Access Easement hereby granted are perpetual, except that this Agreement and the Access Easement shall automatically terminate and be of no further force or effect with regard to any portion of the Access Easement that is accepted for public use and maintenance upon the acceptance of the dedication of such portions by Orion Township. Notwithstanding the foregoing, the parties hereto agree to execute and deliver a mutually agreeable agreement in recordable form terminating the easements created herein as may be requested by either party within a reasonable time after the dedication of such public streets. Notwithstanding anything contained herein to the contrary, Company shall have the right to terminate and abandon the easement rights herein granted by recording and delivering to Orion Township an easement termination declaration.

ARTICLE III – MISCELLANEOUS

3.1 Notices. All notices, demands, consents, approvals and other communications which are required or desired to be given by either party to the other hereunder ("Notices") shall be in writing and shall be (i) hand delivered, (ii) sent by United States registered or certified mail, postage prepaid, return receipt requested, (iii) sent by overnight delivery service, (iv) sent by facsimile, or (v) sent by email, addressed to the appropriate party at its address set forth below, or at such other address as such party shall have last designated by notice to the other. Notices shall be deemed given when delivered or three days after mailing; provided, however, that if any Notice shall be sent by fax machine or email, such Notice shall be deemed given at the time and on the date of machine transmittal if the sending party receives a written send verification on its machines and forwards a copy thereof to the other party. Notices may be given by a party’s attorney or other
authorized representative.

To Company: Georgia Investors LLC
1585 Frederick Blvd.
Akron, OH 44320
Phone: (330) 253-6958
Fax: (330) 253-5242
Email: flicata@LRCRealty.com

To Orion Township: Orion Township
2525 Joslyn Road
Lake Orion, MI 48360
Phone: (248) 391-0304
Fax: __________________
Email: __________________

3.2 Interpretation; Exhibits. The parties acknowledge that each party reviewed and had the opportunity to revise this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendment hereof or exhibits hereto. All pronouns and any variations thereof shall be deemed to refer to masculine, feminine or neuter, singular or plural, as the identity of the party may require. The captions in this Agreement are inserted for reference only and in no way define, describe or limit the scope or intent of this Agreement or of any of the provisions hereof. All exhibits attached hereto shall be incorporated by reference as if set out herein in full.

3.3 Additional Agreements; Further Assurances. Subject to the terms and conditions herein, each of the parties hereto shall execute and deliver such documents as the other party shall reasonably request in order to consummate and make effective the transaction contemplated by the parties and this Agreement.

3.4 Relationship of Parties. Nothing contained in this Agreement will be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties.

3.5 No Third-Party Rights. The rights and obligations arising under this Agreement are personal between the parties hereto and their respective successors and assigns and any such rights and obligations will not be enforceable by any third party.

3.6 Provisions Binding. Except as otherwise expressed under this Agreement, the terms and provisions hereof will be binding upon and will inure to the benefit of the successors and assigns, respectively, of the parties. Any liability or obligation of an owner of the Company Property as to future events shall terminate upon the transfer of such ownership interest and the assumption in writing by the transferee of the obligations set forth on the transferring party.
3.7 Integration; Waiver. This Agreement, together with the exhibits hereto, embodies and constitutes the entire understanding between the parties with respect to this subject matter and all prior agreements, understandings, representations and statements, oral or written, are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged or terminated except by an instrument signed by the party against whom the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such instrument. No waiver by either party hereto of any failure or refusal by the other party to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal to so comply.

3.8 Counterparts. This Agreement may be executed by the parties on any number of separate counterparts, and all such counterparts so executed constitute one agreement binding on all the parties, notwithstanding that all the parties are not signatories to the same counterpart. This Agreement may be executed by facsimile signatures or by electronic signatures (such as an executed pdf document emailed by a party), and each counterpart executed and transmitted by facsimile or email shall have the same force and effect as an originally executed document. At the request of any party, a party executing and transmitting a facsimile and/or electronic executed copy of this Agreement will execute and deliver an originally executed copy of the same in recordable form to the requesting party.

(Signatures appear on the following pages)
IN WITNESS WHEREOF, the parties have caused this Agreement to be signed as of the date and year first above written.

COMPANY:

GEORGIA INVESTORS LLC

By:______________________________
Name:____________________________
Title:____________________________

STATE OF OHIO )
) SS:
COUNTY OF SUMMIT )

BEFORE ME, a Notary Public in and for said County and State, personally appeared ________________, known to me to be the ________________ of GEORGIA INVESTORS LLC, an Ohio limited liability company, who acknowledged that he did sign the foregoing instrument for and on behalf of said limited liability company, being thereunto duly authorized that the same is his free act and deed as such officer and the free at and deed of said limited liability company.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at Akron, Ohio this ______ day of ___________________, 2019.

_____________________________
Notary Public
IN WITNESS WHEREOF, the parties have caused this Agreement to be signed as of the date and year first above written.

ORION TOWNSHIP:

CHARTER TOWNSHIP OF ORION

By: ____________________________
Name: Chris Barnett
Its: Township Supervisor

By: ____________________________
Name: Penny Shults
Its: Township Clerk

STATE OF ________________
) SS: ________________________
COUNTY OF ________________
)

BEFORE ME, a Notary Public in and for said County and State, personally appeared ________________, known to me to be the ________________ of __________________________ who acknowledged that he/she did sign the foregoing instrument for and on behalf of said __________________________, being thereunto duly authorized that the same is his free act and deed as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at __________________________, __________________________ this _____ day of __________________________, 2019.

________________________________
Notary Public

270
EXHIBIT A

COMPANY PROPERTY, ADJACENT PROPERTY AND ACCESS EASEMENT
EXHIBIT B

COMPANY LEGAL DESCRIPTION
EXHIBIT C

ADJACENT PROPERTY LEGAL DESCRIPTION

Situated in the Township of Orion, County of Oakland, State of Michigan:

Lots 149 and 150 of Supervisor’s Plat No. 5, according to the plat thereof as recorded in Liber 54A, Page 93 of Plats, Oakland County Records.

Tax ID 09-32-377-001
Commonly known as 4805 S. Baldwin Road
ACCESS EASEMENT AGREEMENT

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3.7 **Integration; Waiver.** This Agreement, together with the exhibits hereto, embodies and constitutes the entire understanding between the parties with respect to this subject matter and all prior agreements, understandings, representations and statements, oral or written, are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged or terminated except by an instrument signed by the party against whom the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such instrument. No waiver by either party hereto of any failure or refusal by the other party to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal to so comply.

3.8 **Counterparts.** This Agreement may be executed by the parties on any number of separate counterparts, and all such counterparts so executed constitute one agreement binding on all the parties, notwithstanding that all the parties are not signatories to the same counterpart. This Agreement may be executed by facsimile signatures or by electronic signatures (such as an executed pdf document emailed by a party), and each counterpart executed and transmitted by facsimile or email shall have the same force and effect as an originally executed document. At the request of any party, a party executing and transmitting a facsimile and/or electronic executed copy of this Agreement will execute and deliver an originally executed copy of the same in recordable form to the requesting party.

(Signatures appear on the following pages)
IN WITNESS WHEREOF, the parties have caused this Agreement to be signed as of the date and year first above written.

COMPANY:

GEORGIA INVESTORS LLC

By: ________________________________
Name: ________________________________
Title: ________________________________

STATE OF OHIO )
) SS:
COUNTY OF SUMMIT )

BEFORE ME, a Notary Public in and for said County and State, personally appeared ____________________, known to me to be the ________________ of GEORGIA INVESTORS LLC, an Ohio limited liability company, who acknowledged that he did sign the foregoing instrument for and on behalf of said limited liability company, being thereunto duly authorized that the same is his free act and deed as such officer and the free act and deed of said limited liability company.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at Akron, Ohio this ______ day of ____________________, 2019.

____________________________________
Notary Public
IN WITNESS WHEREOF, the parties have caused this Agreement to be signed as of the date and year first above written.

ORION TOWNSHIP:

CHARTER TOWNSHIP OF ORION

By: __________________________
Name: Chris Barnett
Its: Township Supervisor

By: __________________________
Name: Penny Shults
Its: Township Clerk

STATE OF ______________
) SS:
COUNTY OF ______________

BEFORE ME, a Notary Public in and for said County and State, personally appeared __________________, known to me to be the __________________ of __________________________ who acknowledged that he/she did sign the foregoing instrument for and on behalf of said __________________________, being thereunto duly authorized that the same is his free act and deed as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at __________________, ______________________ this _____ day of __________________, 2019.

__________________________
Notary Public
EXHIBIT A

COMPANY PROPERTY, ADJACENT PROPERTY AND ACCESS EASEMENT
EXHIBIT B

COMPANY LEGAL DESCRIPTION
EXHIBIT C

ADJACENT PROPERTY LEGAL DESCRIPTION

Situated in the Township of Orion, County of Oakland, State of Michigan:

Lots 149 and 150 of Supervisor’s Plat No. 5, according to the plat thereof as recorded in Liber 54A, Page 93 of Plats, Oakland County Records.

Tax ID 09-32-377-001
Commonly known as 4805 S. Baldwin Road
Agenda Item Summary

To: Township Board Members
From: Chris Barnett, Supervisor
Meeting Date: May 6, 2019
Memo Date: April 29, 2019
Subject: SSH & SSH #1 Private Road Maintenance SAD #3 - Action After Hearing

EXPLANATION

The public hearing on the cost estimate and work plan will be held Monday, May 6, 2019. After the hearing is held, the Board has the following options:

1. Adopt the attached resolution authorizing preparation of the Special Assessment Roll as presented, or
2. Adopt the attached resolution authorizing preparation of the Special Assessment Roll as modified (by removing/adding properties), or
3. Drop the project (for any reason Board chooses).

If you have any questions, please contact my Administrative Assistant, Julie Savard.

attachment
Charter Township of Orion  
SSH & SSH #1 Private Road Maintenance SAD #3  
Resolution

At a regular meeting of the Board of Trustees of the Charter Township of Orion, Oakland County, Michigan, held at the Orion Township Hall, 2525 Joslyn Rd., Lake Orion, Michigan, on Monday, May 6, 2019, the following resolution was offered by __________ and seconded by __________.

Recitals

A. This is the time and date fixed for hearing and considering any objections to the improvement for private road maintenance (grading, gravel, snow removal, ice maintenance, chloride, drainage/ditching, tree and shrub trimming/ removal) in Sunset Hills and Sunset Hills #1 (Kempster, Hill Lawn, Crestmont, Willow, Maple Pt., Elkhorn Lake Rd., Valley Rd., Devon Rd., Cove Ln.) to the Special Assessment District tentatively established thereto.

B. Petitions have been received by the Township signed by record owners of the land whose total percentage constitutes more than 50% of the total road frontage of the proposed Special Assessment District described in this Resolution for the purpose of establishing such District for the improvement described in this Resolution.

C. Plans and specifications for the proposed improvement, including an estimate of cost, have been prepared by the Township.

D. A public hearing has been held as required by law.

Therefore, Be It Resolved:

1. The petitions described in Recital “B” are here by determined to be sufficient to proceed with the improvement.

2. This Board hereby approves the plans and cost estimate for the improvement as prepared by the Township.

3. This Board does hereby determine to proceed with the improvements set forth as described in the plans.

4. This Board does hereby designate a Special Assessment District to be assessed for said improvement, for a period of five (5) years, or until a petition to discontinue the special assessment district is received with signatures that represent a majority of the properties in the district, consisting of the following properties:

   09-10-332-023  09-10-332-009  09-10-332-032  09-10-332-006  09-10-332-005  09-10-332-004  09-10-332-043
   09-10-332-042  09-10-332-051  09-10-332-038  09-10-332-035  09-10-329-007  09-10-329-006  09-10-329-005
   09-10-329-004  09-10-329-009  09-10-328-007  09-10-328-008  09-10-328-002  09-10-328-001  09-10-307-017
   09-10-301-026  09-10-301-027  09-10-301-016  09-10-302-001  09-10-302-013  09-10-302-005  09-10-302-014
   09-10-302-008  09-10-302-009  09-10-302-015  09-10-303-006  09-10-303-007  09-10-303-006  09-10-303-002
   09-10-303-001  09-10-304-001  09-10-305-008  09-10-306-003  09-10-307-001  09-10-307-005  09-10-326-005
   09-10-330-024  09-10-331-014  09-10-331-028  09-10-331-027  09-10-331-022  09-10-331-011  09-10-331-029
   09-10-331-030  09-10-331-025

5. Periodic redeterminations of the cost of the improvement shall be necessary in the future, without a change in the boundaries in said Special Assessment District. The projected incremental increases are ten (10%) percent per year for the term of the improvement without additional public hearings.

6. The Supervisor shall make a Special Assessment District Roll assessing one hundred (100%) percent of the amount contained in the cost estimate for said improvement against the lands in said Special Assessment District, on which Roll shall be entered and described all parcels of land to be assessed with the names of the respective owners thereof, if known, and the total amount to be assessed against each parcel of land, which amount shall be the relative portion of the whole sum to be levied against all parcels of land in said Special Assessment District as the benefit to such parcel of land bears to the total benefit of all parcels of land in said Special Assessment District.
7. When the Supervisor shall have completed said Special Assessment District Roll, he shall affix thereto his certificate, as required by law, and report the same to this Board.

8. The Special Assessment shall be payable in annual installments, which become due at such time as the Board shall hereafter determine.

9. This Board shall meet at a date and time to be set at a future meeting to hear and consider any objections submitted by any interested persons with respect to the Special Assessment Roll. The Township Clerk shall give notice of the hearing by publishing a notice twice prior to the hearing in the LAKE ORION REVIEW, a newspaper circulating in the Charter Township of Orion, and also, by mailing a copy of the notice, by first class mail, to each owner of, or party in interest in, property located within the proposed Special Assessment District, whose name appears upon the last Township tax assessment records, and also to any railroad companies as required by Section 4 of Act 188, Public Acts of 1954, as amended. The first publication and the mailing of the notice shall take place at least ten (10) days prior to the date and time of the hearing.

Ayes:
Nays:
Absent:

Certification
I, Penny S. Shults, the duly elected Clerk of the Charter Township of Orion, Oakland County, Michigan, hereby certify that the foregoing is a true copy of a Resolution adopted at a regular meeting of the Orion Township Board held on Monday, May 6, 2019.

Penny S. Shults
Clerk
To: Township Board Members

From: Chris Barnett, Supervisor

Meeting Date: May 6, 2019

Memo Date: April 29, 2019

Subject: Square Lake Water Quality Control SAD #3B – Action After Hearing

EXPLANATION

The public hearing on the cost estimate and work plan will be held Monday, May 6, 2019. After the hearing is held, the Board has the following options:

1. Adopt the attached resolution authorizing preparation of the Special Assessment Roll as presented, or

2. Adopt the attached resolution authorizing preparation of the Special Assessment Roll as modified (by removing/adding properties), or

3. Drop the project (for any reason Board chooses).

If you have any questions, please contact my Administrative Assistant, Julie Savard.

attachment
Resolution #2

At a regular meeting of the Board of Trustees of the Charter Township of Orion, Oakland County, Michigan, held at the Orion Township Hall, 2525 Joslyn Rd., Lake Orion, Michigan, on Monday, May 6, 2019, the following resolution was offered by [name], seconded by [name].

Recitals

A. This is the time and date fixed for hearing and considering any objections to the improvement of Square Lake and to the Special Assessment District tentatively established thereto.

B. Petitions have been received by the Township signed by record owners of the land whose total percentage constitutes more than 50% of the total land area of the proposed Special Assessment District described in this Resolution for the purpose of establishing such District for the improvement described in this Resolution.

C. Plans and specifications for the proposed improvement, including an estimate of cost, have been prepared by the Township.

D. A public hearing has been held as required by law.

Therefore, Be It Resolved:

1. The petitions described in Recital “B” are here by determined to be sufficient to proceed with the improvement.

2. This Board hereby approves the plans and cost estimate for the improvement as prepared by the Township.

3. This Board does hereby determine to proceed with the improvements set forth as described in the plans.

4. This Board does hereby designate a Special Assessment District to be assessed for said improvement, for a period of five (5) years, or until a petition to discontinue the special assessment district is received with signatures that represent a majority of the properties in the district, consisting of the following properties:

   09-09-283-011 09-09-283-010 09-09-283-009 09-09-283-008 09-09-283-007 09-09-283-006 09-09-278-029 09-09-278-028 09-09-278-027 09-09-278-026 09-09-278-025 09-09-278-024 09-09-278-023 09-09-278-022 09-09-278-021 09-09-278-020 09-09-278-019 09-09-278-018 09-09-278-017 09-09-278-016 09-09-278-015 09-09-278-014 09-09-278-013 09-09-278-012 09-09-278-011 09-09-278-010 09-09-278-009 09-09-278-008 09-09-278-007 09-09-278-006 09-09-278-005 09-09-278-004 09-09-278-003 09-09-278-002 09-09-278-001 09-09-278-000 09-09-278-019 09-09-278-018 09-09-278-017 09-09-278-016 09-09-278-015 09-09-278-014 09-09-278-013 09-09-278-012 09-09-278-011 09-09-278-010 09-09-278-009 09-09-278-008 09-09-278-007 09-09-278-006 09-09-278-005 09-09-278-004 09-09-278-003 09-09-278-002 09-09-278-001 09-09-278-000 09-09-278-019 09-09-278-018 09-09-278-017 09-09-278-016 09-09-278-015 09-09-278-014 09-09-278-013 09-09-278-012 09-09-278-011 09-09-278-010 09-09-278-009 09-09-278-008 09-09-278-007 09-09-278-006 09-09-278-005 09-09-278-004 09-09-278-003 09-09-278-002 09-09-278-001 09-09-278-000 09-09-278-019 09-09-278-018 09-09-278-017 09-09-278-016 09-09-278-015 09-09-278-014 09-09-278-013 09-09-278-012 09-09-278-011 09-09-278-010 09-09-278-009 09-09-278-008 09-09-278-007 09-09-278-006 09-09-278-005 09-09-278-004 09-09-278-003 09-09-278-002 09-09-278-001 09-09-278-000
5. Periodic redeterminations of the cost of the improvement shall be necessary in the future, without a change in the boundaries in said Special Assessment District. The projected incremental increases are ten (10%) percent per year for the term of the improvement without additional public hearings.

6. The Supervisor shall make a Special Assessment District Roll assessing one hundred (100%) percent of the amount contained in the cost estimate for said improvement against the lands in said Special Assessment District, on which Roll shall be entered and described all parcels of land to be assessed with the names of the respective owners thereof, if known, and the total amount to be assessed against each parcel of land, which amount shall be the relative portion of the whole sum to be levied against all parcels of land in said Special Assessment District as the benefit to such parcel of land bears to the total benefit of all parcels of land in said Special Assessment District.

7. When the Supervisor shall have completed said Special Assessment District Roll, he shall affix thereto his certificate, as required by law, and report the same to this Board.

8. The Special Assessment shall be payable in annual installments, which become due at such time as the Board shall hereafter determine.

9. This Board shall meet at a date and time to be set at a future meeting to hear and consider any objections submitted by any interested persons with respect to the Special Assessment Roll. The Township Clerk shall give notice of the hearing by publishing a notice twice prior to the hearing in the LAKE ORION REVIEW, a newspaper circulating in the Charter Township of Orion, and also, by mailing a copy of the notice, by first class mail, to each owner of, or party in interest in, property located within the proposed Special Assessment District, whose name appears upon the last Township tax assessment records, and also to any railroad companies as required by Section 4 of Act 188, Public Acts of 1954, as amended. The first publication and the mailing of the notice shall take place at least ten (10) days prior to the date and time of the hearing.

Ayes:
Nays:
Absent:

Certification
I, Penny S. Shults, the duly elected Clerk of the Charter Township of Orion, Oakland County, Michigan, hereby certify that the foregoing is a true copy of a Resolution adopted at a regular meeting of the Orion Township Board held on Monday, May 6, 2019

Penny S. Shults
Clerk
Agenda Item Summary

To: Charter Township Of Orion Board of Trustees

From: Charter Township Of Orion Planning Commission

Meeting Date: May 6, 2019

Memo Date: May 2, 2019

Subject: PC-2019-15, Breckenridge Townhomes Rezone Request

REQUEST
Board action on PC-2019-15, Breckenridge Townhomes Rezone Request, a request to rezone the Southerly +/-200’ of parcel 09-32-400-055 & the Southerly +/-150’ of 09-32-400-057 (unaddressed parcels) from Single Family Residential 1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D.

REASON
The Planning Commission, at their May 1, 2019 meeting, passed a motion to recommend approval of PC-2019-15, Breckenridge Townhomes Rezone Request.

PROCESS
The Orion Township Board of Trustees declares the first reading was held on May 6, 2019, and if the Board of Trustees concurs with the Planning Commission recommendation to approve, then the motion would be that the first reading was held and approved on May 6, 2019 and directs the Clerk to publish for the second reading and possible approval of PC-2019-15, Breckenridge Townhomes Rezone Request on June 3, 2019.

If the Board of Trustees wishes to deny the first reading then the Board of Trustees declares the first reading was held and denied on May 6, 2019.

BUDGET - Financial Item? Yes x No If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)

May 6, 2019

IF MOTION TO APPROVE FIRST READING:
Motion to declare that the Orion Township Board of Trustees held and approved the first reading on May 6, 2019, for PC-2019-15, Breckenridge Townhomes Rezone Request, a request to rezone the Southerly +/-200’ of parcel 09-32-400-055 & the Southerly +/-150’ of 09-32-400-057 (unaddressed parcels) from Single Family Residential 1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D, and directs the Clerk to advertise for second reading and possible approval on June 3, 2019.
OR

IF MOTION TO DENY FIRST READING:
Motion to declare the first reading was held and denied on May 6, 2019, for PC-2019-15, Breckenridge Townhomes Rezone Request, a request to rezone the Southerly +/-200’ of parcel 09-32-400-055 & the Southerly +/-150’ of 09-32-400-057 (unaddressed parcels) from Single Family Residential 1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D for the following reasons:

*(Motion maker to insert reasons)

June 3, 2019
IF MOTION TO APPROVE SECOND READING:
Motion to declare that the Orion Township Board of Trustees held and approved the second reading on June 3, 2019, for PC-2019-15, Breckenridge Townhomes Rezone Request, a request to rezone the Southerly +/-200’ of parcel 09-32-400-055 & the Southerly +/-150’ of 09-32-400-057 (unaddressed parcels) from Single Family Residential 1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D for the following reasons:

*For the reasons given in the recommendation of approval by the Planning Commission on May 1, 2019
* (Motion maker to insert any additional reasons)

OR

IF MOTION TO DENY SECOND READING:
Motion to declare that the Orion Township Board of Trustees held and denied the second reading on June 3, 2019, for PC-2019-15, Breckenridge Townhomes Rezone Request, a request to rezone the Southerly +/-200’ of parcel 09-32-400-055 & the Southerly +/-150’ of 09-32-400-057 (unaddressed parcels) from Single Family Residential 1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D, for the following reasons:

*(Motion maker to list reasons)
TO: Charter Township of Orion Board of Trustees
FROM: Charter Township of Orion Planning Commission
DATE: May 2, 2019
RE: PC-2019-15, Breckenridge Rezone Request

The applicant, Pulte Homes of Michigan, is requesting approval for PC-2019-15, Breckenridge Townhomes Rezone Request, requesting to rezone the Southerly +/-200’ of parcel 09-32-400-055 & the Southerly +/-150’ of 09-32-400-057 (unaddressed parcels) from Single Family Residential 1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D.

The Planning Commission held a public hearing on May 1, 2019 and at the regularly scheduled Planning Commission meeting the same evening took the following action:

Moved by Vice Chairman Gross, seconded by Trustee Steimel, that the Planning Commission forwards a recommendation to the Township Board to approve PC-2019-15, Breckenridge Townhomes to rezone the Southerly +/-200-ft. parcel 09-32-400-055 & the Southerly +/-150-ft of 09-32-400-057 (unaddressed parcels) from Single Family Residential (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D. The area of rezone is as shown on sheet 3 of 7 of the survey from Diffin-Umlor date stamped received 3/21/19. This recommendation to approval is based on the following findings of facts:

- even though the proposed rezoning to (BIZ) is inconsistent with the Future Land Use plan, which is a guide, the unique location of the parcel and the natural barrier that inhibits its development, within it current zoning district provides an avenue to connect the parcels under the requested rezoning designation aligning the potential development closer to the Master Plan goals and objectives for the broader area

- the proposed rezoning is consistent with the adjacent land uses and zoning districts to the south and west and is separated from its parent parcel by the utility easement which diverses a southern portion of the property

- this recommended rezoning is based upon representation that the properties will be consolidated and combined into a single development and a single legal description.

Public comment on Motion:

Mr. McNabb, 2981 Judah Road, inquired whether the Planning Commission could grant the ability for the remaining parcel areas to be under 5-acers to avoid the need to go to the ZBA in the future.

Chairman Dunaskiss, did not think that they had the ability to do that.
Planner Lewan stated by removing the land it is not creating a non-conforming situation, (R-1) zoning requires 14,000 sq. ft. and they have that. He went on to state that the Planning Commission does not have the authority to do what he is suggesting anyway.

Mr. Stec commented that he is concerned with staff having not followed legal procedures for 300-ft. notifications and public hearing notice in the newspaper.

Planner Lewan stated he has seen this type of question in the past, and that the Planning Commission should proceed with the deliberation.

Mr. Stec questioned whether Planning Commission Members could produce proof the proper notification had occurred.

Planning Lewan replied staff will verify the proper procedure was followed and if it was discovered that proper notification was not done, the Planning Commission would have to conduct another public hearing with proper notice.

Vice Chairman Gross pointed out that there will be another Public Hearing with the Township Board.

Mr. Stec expressed his concern that the Planning Commission was forwarding a recommendation, to the Township Board, when knowing there is a question whether proper procedure was followed.

Roll call vote was as follows: Gross, yes; Walker, no; Garris, yes; Steimel, yes; Dunaskiss, yes. Motion carried 4-1

Please note, during the public hearing two citizens questioned whether proper procedures were followed regarding public notice (300-foot notices and newspaper notice). On the morning of May 2, 2019, I verified that the 300-foot notices were properly sent to residents within 300 feet of both parcels using the parcel boundaries and that the Public Hearing Notice was published in the Lake Orion Review. The newspaper Public Hearing Notice, a map showing the properties within 300 feet, and a copy of the Lake Orion Review publication are contained within your provided documentation.

Included in your packet are review letters, the rezone application, a survey of the properties showing existing and proposed, a plan showing a proposed use the land (under separate application to the Planning Commission), the Public Hearing Notice, a graph showing the public hearing notice area, a copy of the hearing notice in the Lake Orion Review and letters received from the public. Due to the short time frame from the Board of Trustees packet preparation and the Planning Commission meeting on 5/1/19, the regular meeting minutes and Public Hearing Minutes will be forwarded to the Board of Trustees as available. If you have any questions, please feel free to contact me at (248) 391-0304 x 5000.
Charter Township of Orion Planning & Zoning Department
2525 Joslyn Rd., Lake Orion MI 48360
P: (248) 391-0304 ext. 5000; Fax (248) 391-1454

Charter Township of Orion Planning Commission
Rezoning Application

30.04, Amendments to the Zoning Ordinance: Map amendments may be initiated by any governmental body or any persons having a freehold interest in the subject property, or a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest, or an exclusive possessory interest entitled to exclusive possession or which is specifically enforceable.

Project Name: Breckenridge Townhomes

Applicant
Name: Pulte Homes of Michigan, LLC (Attn: Chris Plumb)
Address: 100 Bloomfield Hills Parkway, Suite 150
City: Bloomfield Hills
State: MI
Zip: 48304
Phone: 248.249.4611
Cell: 
Fax: 
Email: Chris.Plumb@PulteGroup.com

Name: CP Ventures LP
Address: 12955 23 Mile Road
City: Shelby Township
State: MI
Zip: 48315
Phone: 
Cell: 
Fax: 
Email: 

*If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided.
Name: Atwell, LLC (Attn: Matthew Bush)
Address: 311 N. Main Street
City: Ann Arbor
State: MI
Zip: 48104
Phone: 743.994.4000
Cell: 810.923.6878
Fax: 
Email: mbush@atwell-group.com

Plan Preparer Firm/Person
Name: Chris Plumb
Address: 100 Bloomfield Hills Parkway, Suite 150
City: Bloomfield Hills
State: MI
Zip: 48304
Phone: 248.249.4611
Cell: 313-945-5280
Fax: 
Email: Chris.Plumb@PulteGroup.com
Sidwell Number(s): Southerly +/-200' of parcel 09-32-400-055 & Southerly +/-150' of 09-32-400-057

Location or Address of Property: 313 Brown Road, Lake Orion, MI 48359

Side of Street: North Nearest Intersection: Brown Road & Baldwin Road

Acreage: 19.2 +/- Current Use of Property: Industrial / Mining

Frontage (in feet): 225 +/- Depth (in feet): 1,500 +/-

Subject Property Zoning: R-1 Adjacent Zoning: N. R-1 S. BIZ E. R-1 W. BIZ

Is the complete legal description printed on the site plan?  X Yes  □ No (if no please attach to the application)

Requested Zoning Classification: BIZ

Existing Use of Property: Industrial / Mining Proposed Use of Property: Residential (Multi-Family)

Explain why the rezoning is necessary for the preservation and enjoyment of the rights of usage commonly associated with property ownership:

The rezoning of the 2.75 acres is requested by the owner. See below.

Explain why the existing zoning classification is no longer appropriate:

The proposed rezoning designation is consistent with 3 sides of the proposed split parcel to be rezoned. The parcel to be rezoned is adjacent to the BIZ zoned property to the south and separated from the R-1 zoning to the north by an existing gas easements as shown on the enclosed survey.

Explain why the proposed rezoning will not be detrimental to surrounding properties:

The proposed rezoning designation is consistent with 3 sides of the proposed split parcel to be rezoned. The parcel to be rezoned is adjacent to the BIZ zoned property to the south and separated from the R-1 zoning to the north by an existing gas easements as shown on the enclosed survey.
I/We, the undersigned, do hereby submit this application for Rezoning, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance; No. 78, Section 30.04 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.

Signature of Applicant: (must be original ink signature) [Signature] Date: 3/20/19

Print Name: [Print Name]

I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings. I also grant permission to the Planning Commission members to visit the property, without prior notification, as is deemed necessary.

Signature of Owner: (must be original ink signature) [Signature] Date: 3/20/19

Print Name: [Print Name]
Charter Township of Orion
Planning & Zoning Department
2525 Joslyn Rd., Lake Orion MI 48360
P: (248) 391-0304 ext. 5002; Fax (248) 391-1454

Project Name: Breckenridge Townhomes
PC# ________________ Parcel(s) 09-32-400-058

Please select an option below:

☑ Permission to Post on Web Site
By signing below as applicant and on behalf of my consultants, we agree to allow the plans for the above named project, in which approval is being sought by the Planning Commission and/or Township Board, to be posted on the Township website.

[Signature]
Signature of Applicant

[3/20/19]
Date

[Printed Name]
Printed Name of Applicant
Land Use and Zoning Analysis
For
Charter Township of Orion, Michigan

Applicant: Pulte Homes of Michigan, LLC

Project Name: Breckenridge Townhomes

Location: North side of Brown Road, east of Baldwin Road.

Existing Zoning: R-1, Single Family Residential

Action Requested: Split/combine portion of parcel that is divided by existing gas easement and rezone portion to BIZ, Brown Road Innovation District, to match the rest of the new parcel.

PROJECT SITE AND DESCRIPTION

The applicant, Pulte Homes of Michigan, requests to rezone a portion of two parcels (#09-32-400-055 and #09-32-400-057) that are south of Judah Road, and east of Baldwin Road. The subject sites have an existing division where they straddle a ninety-nine (99) foot easement, that is unbuildable. The southern portion of the parcels, and areas requested for rezoning, are proposed to be combined with a larger six (6) parcel development area that borders Brown Road, to the south.

The submitted application includes the split and combination of the two parcels, totaling approximately 2.75 acres in size, and the requested rezoning of the new parcel to conform to the parcels to the south and west. The rezoning would uniformly reassign the subject area to the BIZ, Brown Road Innovation Zone District, and provide a logical boundary via the ninety-nine (99) foot utility easement, from the remaining R-1, single-family residential district, to the north.

The applicant is proposing a multi-family residential development on the new parcel consisting of one hundred and twelve (112) units over 19.21 acres, if approved.

Figure 1 on the following page depicts an aerial photograph of the existing parcels and illustrates the proposed lot split/combination.
The Future Land Use Map designates the subject site as Single-Family Medium Density, and the remainder of the proposed, new site as Industrial/Commercial/Residential Mixed Use. This residential land use designation is intended for areas with existing moderate density development and areas most capable of supporting development due to adequate utility services (municipal sewer and water) and paved roads. While this designation is fully appropriate for the remainder of the site, the portion to the south of the utility easement is disconnected from this use and larger district. Figure 2 depicts the future land use designations of the subject site and surrounding area.

The proposed rezoning is consistent with the surrounding zoning district. The BIZ district is planned to provide a mix of industrial, commercial and residential uses in the area near Brown Road between Baldwin and Joslyn. The intent is a mix of industrial, residential, commercial, medical and office uses and ancillary commercial uses within a well-planned business setting. The rezoning request is consistent with this district’s intent and location within the Township.
The master plan provides the following objectives and policies related to the Brown Road Innovation Zone and the broader Brown Road Sub Area:

- The sub area and BIZ district encourage mixed industrial and commercial uses, and supporting ancillary uses, within large-scale planned developments.

- The Brown Road Area is also intended to encourage collaboration between adjacent property owners in the form of shared access and lot combinations.

- Special consideration should be given to projects that provide an attractive transition between residential and non-residential properties, and projects which feature a mixture of uses in a well-designed land use arrangement.

**CWA Findings:** The proposed rezoning to BIZ is inconsistent with the future land use map; however, the unique location of the parcel and the natural barrier that inhibits its development within its current district, provides an avenue to connect the parcels under the requested rezoning designation, aligning the potential development closer to the Master Plan’s goals and objectives for the broader area.

**EXISTING ZONING AND LAND USE**

The subject parcel is bordered by single family residential to the west, Menards to the east, and the utility easement to the north. Further to the north is area that has been used for sand and gravel excavation/mining. The following figure illustrates zoning patterns within the vicinity of the subject site.

**Figure 3.** – Zoning

- **Area of proposed rezoning:**
  - 2.75 acres from two existing parent parcels.
  - Current zoning: R-1
  - Requested zoning: BIZ

- **New, proposed parcel (after split and combination):**
  - 19.21 acres
  - Zoned: BIZ

- **Existing Utility Easement (unbuildable):**
  - 99 ft. wide
  - Buried Gas Main location

- **R-1 Single Family Residential (14,000 sq. ft.)**
- **BIZ Brown Road Innovation Zoning District**

The combination of the parcels and proposed rezoning to BIZ, Brown Road Innovation Zone district eliminate a potentially isolated single-family residential parcel in an area that is currently zoned for a more
intense use. Because of the location of the utility easement, we believe that the Planning Commission should consider the compatibility with adjacent land uses and zoning districts, and how the proposed split/combination could better delineate the overall BIZ district and allow the increase of residential density in an appropriate area.

**CWA Findings:** Planning Commission consideration of consistency with adjacent land uses and zoning districts.

**DEVELOPMENT POTENTIAL**

This area of eight (8) parcels was previously identified in the master plan as a potential cluster of parcels that should be considered in consolidation for redevelopment. An intent of the BIZ district is to “encourage collaboration between adjacent property owners in the form of shared access and lot combinations.” Linking the parcels together through the proposed combination and subsequent development would actively work to further the intention of the master plan. Although the subject parcel for this requested rezoning is not included in the identified redevelopment plan, the natural barrier to the north by way of the utility easement, provides a strategic area of delineation.

The existing R-1 Zoning Designation could accommodate approximately 7 single-family parcels. As planned for BIZ the applicant proposed that this same area could accommodate approximately 11 multi-family units. It should also be noted that once rezoned any use permitted in the BIZ District could ultimately be allowed on this parcel as a part of a larger development.

**CWA Findings:** 1) The subject parcels are adjacent to an area identified for collaboration and potential lot combinations. 2) Increased development potential of the property and consideration of all BIZ permitted uses.

**NATURAL FEATURES**

The subject parcel is sparsely wooded with a significant slope (due to excavation) from the south to the north. The site plans don’t identify any landmark trees. There are no wetlands on site.

**CWA Findings:** Natural resources will be further analyzed at the time of site plan review.

**TRAFFIC AND SITE ACCESS**
Pending the rezoning approval, the subsequent proposed development shows access from Brown Road. RCOC approval will be required for improvements and access to Brown Road. Traffic impact and site access will be reviewed during final site plan review. The proposed rezoning will create a minimal traffic increase or site circulation issues when compared to the overall combined parcel.

**CWA Findings:** Traffic impact and site access will be evaluated during site plan review.

**ESSENTIAL FACILITIES AND SERVICES**

Essential facilities and services, including water, sanitary sewer, and stormwater management, will be reviewed during the site plan stage.

**CWA Findings:** Essential facilities and services will be evaluated during site plan review.

**FINDINGS OF FACT**

In the case of a zoning map change (re-zoning) the Planning Commission shall make a finding based on evidence presented with respect to the following matters:

a. The objectives of the Master Plan

b. Existing uses of property within the general area of the property in question.

c. The zoning classification of property within the general area of the property in question.

d. The suitability of the property in question to the uses permitted under the existing zoning classification.

e. The trend of development in the general area of the property in question, including any changes which have taken place in the zoning classification.

**SUMMARY OF FINDINGS**

The comments of this rezoning analysis should be addressed to the satisfaction of the Planning Commission prior to making a recommendation on this matter to the Township Board. Our comments are summarized below:

1. The proposed rezoning to BiZ is inconsistent with the future land use map; however, the unique location of the parcel and the natural barrier that inhibits its development within its current district, provides an avenue to connect the parcels under the requested rezoning designation, aligning the potential development closer to the Master Plan’s goals and objectives for the broader area.

2. Consideration of consistency with adjacent land uses and zoning districts.
Breckenridge Townhomes – Rezoning
April 22, 2019

3. The subject parcels are adjacent to an area identified for collaboration and potential lot combinations.

4. Increased development potential of the property and consideration of all BIZ permitted uses.

5. Natural resources will be further analyzed at the time of site plan review.

6. Traffic impact and site access will be evaluated during site plan review.

7. Essential facilities and services will be evaluated during site plan review.

__________________________  ____________________________
CARLISLE/WORTMAN ASSOC., INC.    CARLISLE/WORTMAN ASSOC., INC.
Douglas J. Lewan, AICP            Lauren Carlson
Executive Vice President          Planner

cc: Tammy Girling, Planning and Zoning Director
    Chris Barnett, Township Supervisor

Chris Plumb, Chris.plumb@pultegroup.com
To:            Tammy Girling  
               Planning & Zoning Director  

From:       Jeffery T. Stout  
               Director, Department of Public Services  

Date:       April 1, 2019  

Re:         PC-2019-15 Breckenridge Townhomes Rezone  

Dear Tammy,

After reviewing the above documents, Public Services has no objections for this proposed developmental action.

If you have any questions, please contact me.

Respectfully Submitted,

Jeffery T. Stout  
Director  
Department of Public Services
**NOTICE OF PUBLIC HEARING**

The Charter Township of Orion Planning Commission will hold a Public Hearing on Wednesday, May 1, 2019 at 7:05 p.m. in the lower level of the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360, on the following matter:

Public Hearing At 7:05 p.m: PC-2019-15, Breckenridge Townhomes Rezone, Request to rezone the Southerly +/-200' of parcel 09-32-400-055 and the Southerly +/-150' of 09-32-400-057 (unaddressed parcels) from Single Family Residential 1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D.

If you are not able to attend, you may send correspondence to the Orion Township Hall, addressed to the Planning Commission to express your concerns and comments. A copy of the proposed Conditional Rezone is on file in the Planning & Zoning Department office and the Township Clerk’s office and may be examined during normal business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday until the date of the public hearing.

Orion Township will provide necessary and reasonable auxiliary aids, and services for individuals with disabilities at the public hearing upon advance notice by writing or calling Penny S. Shults, Township Clerk, 2525 Joslyn Road, Lake Orion, Michigan 48360; (248) 391-0304, ext. 4001. Please contact the Clerk’s office at least 72 hours in advance of the public hearing.

Justin Dunaskiss
Planning Commission

Penny S. Shults
Township Clerk
Make smarter buying decisions when shopping local with a large number of Classified ads in The Lake Orion Review. Call and order a one-year subscription delivered weekly by US Mail. 248-693-8331.
May 1, 2019

RE: Breckenridge Townhomes Rezone Request PC-2019-15

Dear Planning Commissioners,

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Concern #1: The Township's Master Plan for Future Land Use designates the future use of the subject parcels as Single Family Medium Density which is planned to allow 1.2 dwelling units per acre, with a range of 1-3 units per acre. Therefore, the request to rezone the subject parcels to the BIZ district is inconsistent with the Master Plan and will allow a higher density than what is contemplated for the area.

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Respectfully Submitted,

[Signature]

3084 Judah
May 1, 2019

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[Signature]

2456 Judah
Orion Mi 48359

RECEIVED
MAY 01 2019
Orion Township Planning & Zoning
May 1, 2019

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Respectfully Submitted,  
Herb Gitter 3050 Judah Rd

RECEIVED
MAY 01 2019
Orion Township Planning & Zoning
May 1, 2019

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Respectfully Submitted,

Misti Soderlet
2942 Judah Rd
Orion Mi 48359
May 1, 2019

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[Signature]

2700[Redacted]
ORION, 48359

RECEIVED
MAY 01 2019
Orion Township Planning & Zoning
May 1, 2019

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[Handwritten Signature]

[Handwritten Name]

2780 Judah Rd
May 1, 2019

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[Signature]

[Date Stamp] 2720 JU 01 19

MAY 01 2019

Orion Township
Planning & Zoning
May 1, 2019

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May 1, 2019

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[Signature]

[Address]
May 1, 2019

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Amy Ash
3060 Judah Rd.
Lake Orion MI 48359

RECEIVED
MAY 01 2019
Orion Township
May 1, 2019

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[Signature]

[Signature]

Resident at 2671 Judah Rd.
May 1, 2019

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2665 Judah Rd.
Lake Orion, MI 48359
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Concern #3: If this rezoning request is approved at this time, what ground will the Township have to stand on to deny future similar requests to rezone property to the BIZ classification that is not within the designated Brown Road Innovation Zone? Further, how can rezoning properties to the BIZ use groups that are not within the Brown Road Sub Area as depicted in the Township Master Plan be justified?

Concern #4: Has the developer proven that there are no other properties available within the BIZ boundary to include in their development proposal instead of requesting to rezone the R-1 property.

I am not opposed to the development occurring along Brown and Baldwin Roads. What I do oppose is approving a rezoning request that is contrary to the Master Plan. Therefore, I would like to go on record as being opposed to the requested rezoning, and would ask that the Planning Commission uphold the Master Plan that all members of the community including residents, investors, and developers rely on when deciding to live and/or invest in Orion Township.

Respectfully Submitted,

Nathan Lee Hill
2701 Judah Rd
Orion
May 1, 2019

RE: Breckenridge Townhomes Rezone Request PC-2019-15

Dear Planning Commissioners,

I would like to express a few concerns regarding the request to conditionally rezone portions of parcels 09-32-400-055 and 057 from the current designation of R-1 Single Family Residential to the Brown Road Innovation Zone (BIZ) use groups A, C, & D.

Concern #1: The Township’s Master Plan for Future Land Use designates the future use of the subject parcels as Single Family Medium Density which is planned to allow 1.2 dwelling units per acre, with a range of 1-3 units per acre. Therefore, the request to rezone the subject parcels to the BIZ district is inconsistent with the Master Plan and will allow a higher density than what is contemplated for the area.

Concern #2: The Brown Road Innovation Zone (BIZ) and Brown Road Redevelopment Plan both show the southern property lines of the parcels subject to rezoning to be the boundary line of the BIZ district and Redevelopment Plan. I would request that the Planning Commission practice good planning and stick to the boundaries as presented in the Master Plan.

Concern #3: If this rezoning request is approved at this time, what ground will the Township have to stand on to deny future similar requests to rezone property to the BIZ classification that is not within the designated Brown Road Innovation Zone? Further, how can rezoning properties to the BIZ use groups that are not within the Brown Road Sub Area as depicted in the Township Master Plan be justified?

Concern #4: Has the developer proven that there are no other properties available within the BIZ boundary to include in their development proposal instead of requesting to rezone the R-1 property.

I am not opposed to the development occurring along Brown and Baldwin Roads. What I do oppose is approving a rezoning request that is contrary to the Master Plan. Therefore, I would like to go on record as being opposed to the requested rezoning, and would ask that the Planning Commission uphold the Master Plan that all members of the community including residents, investors, and developers rely on when deciding to live and/or invest in Orion Township.

Respectfully Submitted,

[Signature]

[Stamp: RECEIVED MAY 01 2019 Orion Township Planning & Zoning]
PROPOSED PARCEL SPLIT SURVEY
SHEET 2 OF 7

* = SET IRON
O = FOUND IRON OR MONUMENT


BASIS OF BEARINGS: HELD BEARING OF NBB*330°7'0" ALONG THE SOUTH LINE OF SECTION 22 PER "HIGHLAND FARMS", A PLATTED SUBDIVISION AS RECORDED IN L-35, PAGE 9, OAKLAND COUNTY RECORDS.

ERROR OF CLOSURE: 1/10,000+

OVERALL EASEMENTS & PROPERTY CORNER INFO.
FOR EXISTING PARCELS

CLIENT:
Pulte Homes of Michigan, LLC
100 Bloomfield Hills Pkwy, Suite 300
Bloomfield Hills, MI 48304

SE 1/4 OF SECTION 32
TOWN & NORTH, RANGE 10 EAST
ORION TOWNSHIP
OAKLAND COUNTY, MICHIGAN

Date: 02-06-2019
Project No.: 181208

Diffin-Umlor

Civil Engineering - Surveying - Landscaping - Construction Services
49287 WEST ROAD, WIXOM, MI 48393
PH: (248) 773-7656, FAX: (866) 690-4307

NORTH
PROPOSED PARCEL SPLIT SURVEY
SHEET 6 OF 7

LEGAL DESCRIPTION PER CHICAGO TITLE INSURANCE CO. TITLE COMMITMENT NO. MI-1400054:

Parcel 1 - Tax I.D. #09-32-400-024:
Lot 2B, Highland Farms Subdivision, according to the plot thereof as recorded in Liber 70, Page 9 of Plats, Oakland County Records.

Parcel 2 - Tax I.D. #09-32-400-058:
That part of the South 1/2 of the Southeast 1/4 of Section 32, Town 4 North, Range 10 East, lying West and North of Highland Farms Subdivision. Except the South 200 feet thereof, which exception is also described as: Part of the Southeast 1/4 of Section 32, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, more particularly described as follows: Beginning at a point in the North and South 1/4 of Section 32, North 00 deg. 41' East 460.05 feet from the South 1/4 corner of Section 32, and running thence North 00 deg. 41' East 200.00 feet; thence North 89 deg. 53' 50" East 433.29 feet; thence South 00 deg. 03' 50" East 200 feet; thence South 89 deg. 53' 50" West 433.29 feet to the point of beginning.

Parcel 3 - Tax I.D. #09-32-400-021:
Lot 30 Except the South 400 feet, Highland Farms Subdivision, according to the plot thereof as recorded in Liber 70, Page 9 of Plats, Oakland County Records.

Parcel 4 - Tax I.D. #09-32-400-022:
Lot 29 Except the South 400 feet, Highland Farms Subdivision, according to the plot thereof as recorded in Liber 70, Page 9 of Plats, Oakland County Records.

LEGAL DESCRIPTION PER CHICAGO TITLE INSURANCE CO. TITLE COMMITMENT NO. MI-147760:
Tax I.D. #09-32-400-056: Land Situated in the Township of Orion, County of Oakland, State of Michigan: Part of the Southeast 1/4 of Section 32, Town 4 North, Range 10 East, more particularly described as follows: Beginning at a point in the North and South 1/4 line of said Section 32, distant North 00 degrees 41 minutes 41 seconds East, 460.05 feet from the South 1/4 corner of said Section; running thence North 00 degrees 41 minutes 41 seconds East, 200.00 feet; thence North 89 degrees 53 minutes 50 seconds East, 433.29 feet; thence South 00 degrees 03 minutes 50 seconds East, 200.0 feet; thence South 89 degrees 53 minutes 50 seconds West, 433.29 feet to the Point of Beginning.

LEGAL DESCRIPTION PER CHICAGO TITLE INSURANCE CO. TITLE COMMITMENT NO. MI-150297:
Tax I.D. #09-32-400-023: The Land is described as follows: A parcel of land situated in the South 1/2 of the Southeast 1/4 of Section 32, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, further described as follows: the South 400 feet of Lots 29 and 30, "Highland Farms", according to the plot thereof, as recorded in Liber 70, Page 9, of plats, Oakland County Records, Oakland County, Michigan.

LEGAL DESCRIPTION PER PGP TITLE, INC. "OWNERSHIP & ENCUMBRANCE REPORT" NO. MI-004513-2—ANC:
Tax I.D. #09-32-400-055 & #09-32-400-057: Lot 11, except the North 535 feet, Lot 12 and the southerly 588 feet of Lots 13 and 14, Mt. JUDAH FARMS, a subdivision of the North Half of the Southeast Quarter of Section 32, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, according to the plot thereof as recorded in Liber 14 of Plats, Page 57, Oakland County Records.


BASE OF BEARINGS: HELD BEARING OF NAV 83'SY'S ALONG THE SOUTH LINE OF SECTION 32 PER HIGHLAND FARMS, A PLATTED SUBDIVISION AS RECORDED IN L-90, PAGE 6, OAKLAND COUNTY RECORDS.

ERROR OF CLOSURE: 170,000

EXISTING LEGAL DESCRIPTIONS
CLIENT:
Pulse Homes of Michigan, LLC
100 Bloomfield Hills Plaza - Suite 300
Bloomfield Hills, MI 48304

DE 1/4 OF SECTION 32
TOWN 4 NORTH; RANGE 10 EAST
ORION TOWNSHIP
OAKLAND COUNTY, MICHIGAN

Date: 02-06-2019
Project No.: 181208

DFFIN-UMLOR
& ASSOCIATES
Civil Engineering • Surveying • Landscaping • Construction Services
49287 WEST ROAD, WIXOM, MI 48393
PH: (248) 773-7656, FAX: (866) 690-4307
PROPOSED PARCEL SPLIT SURVEY

PROPOSED PARCEL: Part of Lots 11, 12, 13 & 14 of "Mt. Judah Farms", a platted subdivision as recorded in Lib 14, Page 57 of Plats, Oakland County Records, being more particularly described as: Commencing at the South 1/4 Corner of Section 32, T4N-R10E, Orion Township, Oakland County, Michigan; thence N00°35'51"E, along the North-South 1/4 line of said Section 32, 1427.79 feet to the Southwest corner of said Lot 14, said point also being the Point of Beginning; thence continuing N00°35'51"E 203.52 feet to the Southerly line of "Mt Gas Storage Co. Eastem Route" as recorded in L-2738, P-38 & 41 and L-9714, P-598 thru 619, as field located; thence along said Southerly line of easement route the following (2) courses: S82°10'26"W 189.58 feet and S83°02'52"E 517.18 feet; thence S00°17'44"E 139.47 feet to the South line of said "Mt. Judah Farms"; thence N88°22'49"W, along the South line of said "Mt. Judah Farms", 704.47 feet to the Point of Beginning. Said parcel contains 2.75 acres of land and is subject to any and all easements which may or may not be of record.

PROPOSED REMAINDER PARCEL: "A": Part of Lots 12, 13 & 14 of "Mt. Judah Farms", a platted subdivision as recorded in Lib 14, Page 57 of Plots, Oakland County Records, being more particularly described as: Commencing at the South 1/4 Corner of Section 32, T4N-R10E, Orion Township, Oakland County, Michigan; thence N00°35'51"E, along the North-South 1/4 line of said Section 32, 1631.31 feet to a point on the West line of said Lot 14, said point also being the Point of Beginning; thence continuing N00°35'51"E 384.65 feet; thence S88°02'49"E 366.02 feet to a point on the West line of said Lot 12; thence N00°15'13"W, along said West line of Lot 12, 797.49 feet to a point on the Northwest right-of-way line of Judah Road (66' wide), said point also being the Northwest corner of said Lot 12; thence S85°50'47"E, along said Southerly right-of-way line, 164.63 feet to the Northeast corner of said Lot 12; thence S00°01'41"E, along the East line of said Lot 12, 1225.80 feet to the Southeast corner of said "Mt Gas Storage Co. Eastem Route" as recorded in L-2738, P-38 & 41 and L-9714, P-598 thru 619, as field located; thence along said Southerly line of easement route the following (2) courses: N83°02'21"W 351.17 feet and N82°10'29"W 185.58 feet to the Point of Beginning. Said parcel contains 8.03 acres of land and is subject to any and all easements which may or may not be of record.

PROPOSED REMAINDER PARCEL: "B": Part of Lot 11 of "Mt. Judah Farms", a platted subdivision as recorded in Lib 14, Page 57 of Plots, Oakland County Records, being more particularly described as: Commencing at the South 1/4 Corner of Section 32, T4N-R10E, Orion Township, Oakland County, Michigan; thence N00°35'51"E, along the North-South 1/4 line of said Section 32, 1427.79 feet to the Southwest corner of said "Mt. Judah Farms"; thence N88°02'49"E, along the South line of said "Mt. Judah Farms", 704.47 feet; thence N00°17'44"W 139.47 feet to the Southerly line of "Mt Gas Storage Co. Eastem Route" as recorded in L-2738, P-38 & 41 and L-9714, P-598 thru 619, as field located; said point also being the Point of Beginning; thence, along said Southerly line of easement route, N83°02'21"W 165.01 feet to a point on the West line of said Lot 11; thence N00°16'41"W, along said West line of Lot 11, 689.19 feet; thence S86°50'47"E 165.09 feet to a point on the East line of said Lot 11; thence S00°17'44"E, along said East line of Lot 11, 697.21 feet to the Point of Beginning. Said parcel contains 2.62 acres of land and is subject to any and all easements which may or may not be of record.

PROPOSED COMBINATION OF TAX L.D.'s 09-32-400-021, 09-32-400-022, 09-32-400-023, 09-32-400-024, 09-32-400-058, 09-32-400-059 & Proposed Split Parcel: Lots 28, 29 & 30 of "Highland Farms", a platted subdivision as recorded in Lib 70, Page 9 of Plats, Oakland County Records. AND -- that parcel of the South 1/2 of the Southeast 1/4 of Section 32, T4N-R10E, lying West and North of said "Highland Farms". AND -- Part of Lots 11, 12, 13 & 14 of "Mt. Judah Farms", a platted subdivision as recorded in Lib 14, Page 57 of Plots, Oakland County Records. ALL BEING MORE PARTICULARLY DESCRIBED AS: Commencing at the South 1/4 Corner of Section 32, T4N-R10E, Orion Township, Oakland County, Michigan; thence N00°35'51"E, along the North-South 1/4 line of said Section 32, 460.05 feet to the Point of Beginning; thence continuing N00°35'51"E 961.74 feet to the Southwest corner of said "Mt. Judah Farms"; thence continuing N00°35'51"E 203.52 feet along the West line of said "Mt. Judah Farms" to the Southerly line of "Mt Gas Storage Co. Eastem Route" as recorded in L-2738, P-38 & 41 and L-9714, P-598 thru 619, as field located; thence along said Southerly line of easement route the following (2) courses: S82°10'26"W 189.58 feet and S83°02'52"E 517.18 feet; thence S00°17'44"E 139.47 feet to a point on the South line of said "Mt. Judah Farms"; thence N88°22'49"W, along the South line of said "Mt. Judah Farms" and the North line of said "Highland Farms", 53.89 feet to the Northeast corner of said Lot 28 of said "Highland Farms"; thence S00°04'23"E, along the East line of said Lot 28, 1344.28 feet to the Southeast corner of said Lot 26, said point also lies on the Northerly right-of-way line of Brown Road (120' wide); thence S86°53'30"W, along said right-of-way line, 224.99 feet to the Southwest corner of said Lot 30; thence N00°35'51"W, along the West line of said Lot 30, 400.00 feet; thence S89°53'40"W 436.35 feet to the Point of Beginning. Said parcel contains 19.21 acres of land and is subject to any and all easements which may or may not be of record.


Basis of Bearings: Held Bearing of N85°30'00"E Along the South Line of Section 32 Per "Highland Farms", a Platted Subdivision as Recorded in L-38, Page 9, Oakland County Records.

Error of Closure: ±0.00-

Proposed Parcel to be Rezoned (R1 to BIZ)
The Charter Township of Orion Planning Commission held a Public Hearing Wednesday, May 1, 2018 at 7:05pm at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360.

**PLANNING COMMISSION MEMBERS PRESENT:**
- Justin Dunaskiss, Chairman
- John Steimel, BOT Rep to PC
- Don Walker, PC Rep to ZBA
- Don Gross, Vice Chairman
- Todd Garris, Commissioner

**PLANNING COMMISSION MEMBERS ABSENT:**
- Joe St. Henry, Secretary
- Scott Reynolds, Commissioner

**CONSULTANTS PRESENT:**
- Doug Lewan (Township Planner) of Carlisle/Wortman Associates, Inc.
- Mark Landis (Township Engineer) of OHM Advisors
- Tammy Girling, Township Planning & Zoning Director

**OTHERS PRESENT:**
- Debra Walton
- Mike Polecski
- Suzan Miller
- Misti Siterlet
- Susan Stec
- Faith Siterlet
- Mark Stec
- Lauren Kennedy
- Megan Spielbusch
- Tim Finney
- Josh Spielbusch
- Lori Soma
- Eugene McNabb
- Kevin Town
- Jack Warren
- Terry Moran
- Wade Sullivan
- Phil Christi
- Nick Loper

PC-2019-15, Breckenridge Townhomes Rezoning, Request to rezone the Southerly +/-200 ft. of parcel 09-32-400-055 & the Southerly +/-150ft. of 09-32-400-057 (unaddressed parcels) from Single Family Residential 1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D.

Chairman Dunaskiss invited the applicant to make a presentation.

Mr. Chris Plumb, representing Pulte Homes of Michigan, Director of Land, 150 Bloomfield Hills Parkway, Bloomfield Hills, MI, the applicant presented. This item on the agenda is a pre-curser for the Site Plan presentation he has later. This is a rezoning proposal for the contiguous 2.75 acres south of the gas pipeline, contiguous to their proposed development. All their proposed development is zoned (BIZ) with the sub classes noted. This is to capture the orphan parcel from the pipeline, because if you look at the parcel boundaries they extend beyond, so there is no way for anything to be connected because of the said pipeline. He didn’t have a formal presentation for the rezoning, so he referred to the Commission.

Mr. Chris Plumb added the rezoning impacts the 2.75 acres south of the pipeline. It is part of the two parcels that front Judah Rd., parts of Dan’s Excavating project. There is a massive topography swing from north to south, the pipeline being a part of that as well. There is no real connectivity as it stands today between the rezoning proposals and the parcels that front Judah.

Chairman Dunaskiss invited member from the public to come up and comment.

Ms. Susan Stec, 3084 Judah Road, stated she had several concerns about this rezoning. She didn’t believe that this was properly noticed. She is outside of the 300-foot radius that is required by the Zoning
Enabling Act.; however, she saw the big sign so she contacted the Township offices and the information that she was provided shows that the notice only went to the southern side of Judah Rd. and only went to 5 particular properties. Per the Zoning Enabling Act, Section 125.3103, regarding the notice it should be given to all persons whom real property is accessed within 300-ft. of the property. Based on what she was given it looks like it was done from the center of the property and not the property lines, and a significant number of people would have been left out of that notice. Furthermore, a quick search of the online archives show that there is nothing in the Lake Orion Review under their public notices, which she supposed that it was possible that it got missed from the electronic version of the Newspaper, but it would be nice to see if there was an affidavit that accompanies that publication, as there should be. Additional concerns she had was, when concerning rezoning’s, they are supposed to look at the other properties, whether or not it is suitable and she wanted to point out that there are 14 other properties that are currently zoned Brown Innovation Zone (BIZ) that are immediately adjacent to this proposed project. It totals out to be approximately 5 acres which is more than what they are requesting. There is approximately 11 units she thinks that could go into this section. There is no reason that it needs to intrude upon the currently residentially zoned district. As your Planner pointed out in the review letter, that it is inconsistent with the Master Plan and the Future Land Use Plan that is outline. Considering the Master Plan is only 4 years old she thinks it is a little early to start giving away the farm in terms of allowing rezoning’s that are contrary to the Master Plan. They just did it back in January with a property across from Baldwin Road at Morgan’s; she thinks that this is an opportunity for everyone to get back to adhering to the Master Plan or possibly amending your Master Plan if that is the direction that they want to go. One of the things that the planning review letter states is that it talks about how the (BIZ) Brown Innovation Zone district it encourages collaboration between adjacent property owners for the purpose of shared parking and access. She believes the spirit of that part of the Ordinance is to encourage shared parking and access between properties that are currently in that (BIZ) zone. Finally, about the findings of the Planner, almost all those findings discuss, the (BIZ) district but they neglect to discuss or acknowledge the other properties in the adjacent zoning areas and feels that whole thing needs to be paid attention to.

Mr. Mark Stec, 3084 Judah Road, he wanted to reiterate the importance of verifying, that it was notified and that there should be an affidavit of publication. There should be a list of who received the notifications, because if you make a decision based upon that as you understand it would be a legal decision; as a Board please look into that first. Considering there is a Site Plan that involves this property that is not zoned properly that would not allow for that development to go on. He thinks that it is a bit presumptive for the developer to have included this property prior to getting the property rezoned in a Site Plan that is before them on the same night, and the rezoning will go to Township Commission, so he felt that this is putting the cart before the horse. He wanted to add the importance of the Master Plan, the Master Plan is designed to present to the public, the developers, so they have some certainty and understanding of how the development patterns will occur in their community and the Master Plan clearly has a line that was drawn there along that ridge line to designate that this was all going to remain Single Family. What is happening on Brown Road is great, the development is awesome and is clearly working out greatly for our community, as far as the interest and investment that is going there. His point was, let it go within the Master Plan, don’t go against what this community had said in 2015 or 2017 when they did the Master Plan, don’t go against the Master Plan. If this Board does want to entertain this rezoning request, he thinks that they should go back and revisit the Master Plan before they rezone property that was Master Plan for Single Family Residential. A major concern of his with this, it is not against the development, his concern is if you approve this rezoning of this property, how are they going to say no to a future rezoning to extend this zoning district further or along any of the adjacent parcels, you will basically be tying your hands to say no. As the Planning Commission you need to uphold the Master Plan, or go back and revisit the Master Plan, so that everybody can look for assurances as to what is occurring in our community and the future. He also emailed letters that were signed, it was a form letter, and was given to the Planning Director as well as the City Clerk, hopefully they have received those letters, he gave 8 more form letters to the Board. This is contrary to the Master Plan to the communities Master Plan which they all rely on to give them assurances as to what is going to occur in their community, please stick to it.
Mr. Eugene McNabb, 2981 Judah, stated he has been at enough meetings that he knows that they are going to do whatever they want, regardless of what the people say. He owns lot #10 and he has a problem back there because he doesn’t know how they are going to make a grade. This is residential, both sides, and according the Ordinance #78 or #87 it says it must be a 4:1 grade on residential property. Ordinance #99 says it must be a 4:1 grade. He knows that they gave them extra permission on Menards and cut it down steep. He doesn’t know how they are going to make that grade at the corner of his property, on the southwest corner. They can look at it all they want, he got their maps and the maps didn’t show the contour lines of the map that he got from the Township, he can’t read that, so he doesn’t know what the grade is. He does know at one time when they were mining, he was told that they made a mistake and got a little bit onto him, as far as taking his dirt. He didn’t have a concern over it at that time because the previous owners had always said that they intend to take the pipeline out and lowering the ground, that has never happened. He has a problem up there if the material was taken off that corner of his property, he doesn’t know where the stake is so he can’t argue this, or if it is erosion, but regardless of what it was, it should be taken care of. Is there going to be a buffer back there? He doesn’t want to walk along his property and have someone out there riding a 4-wheeler and run right off the hill; Menards has a fence. The way they are cutting it down, if there is no kind of buffer it is just going to be a steep grade off his property, and he expects a decent grade off his property.

Suzan Miller, 3066 Judah Road, said she is a Single Family on Judah Road. She felt t-boned by this, this wasn’t in the 20-year plan, it wasn’t in the 10-year plan; not a lot of them got notices. There is no other plan once they say ok to A, B, C, D, this deal falls through and another one comes up we now compromised our whole little neighborhood. It is not a good plan, it wasn’t the Master Plan, and she feels like they are going to get stuck with their bad decisions. You allow tenants in or apartment complexes, or Pulte goes under, or if something didn’t perk properly, they became uninterested in it. Once we rezone it, we’re cooked, anything can go in there, and we would have lost what we were promised in the Master Plan and hopes that it would stay Single Family homes. Lots of other things happen when you dump traffic on Judah Rd., they have put up with it for 30 years from the gravel pit and now to have it opening out onto Judah Rd., it is not really fare to them. She just wants them to take that into consideration when they consider rezone a residential area that they have all loved for many years and want it to stay that way. She feels they were should think about that when they entertained the idea of trying to change it to a different plan.

Kevin Town, 3185 Judah Rd., commented his concern was with the gravel-trains going up and down Judah Road they are destroying the road and no matter how much gravel is put down they beat it up pretty good. He asked that they motion to those that are using the gravel pit and the road for traffic, that they take care of the road, and they upkeep it. There is poor drainage on Judah Road, and when the semi’s come through there they just wash out any of the soft spots. They have lakes, every 500-ft. they have lakes of puddles and are constantly crossing lanes to avoid the puddles.

Ms. Lori Soma, 3071 Judah Road, noted she wanted to go on record that she does oppose the rezoning change; it was her families farm. It is an emotional thing and doesn’t see where making a multiple townhouses 119-120 units is going to benefit the single, family homes.

Chairman Dunaskiss stated that they had 6 form letters of opposition that were received as part of the record as well as there were several more that were received, and they were going to tally them up and get a number.

Chairman Dunaskiss asked the applicant back up to make any comments on what was heard from the public.

Mr. Plumb said the Judah Road traffic concern, there are no connectivity to Judah Road, only on Jordan Road and Brown Road. In terms of the grading, they are grading to standard, there are technical levels that they must meet, so they can look at that when the time comes. Regarding the barrier or fencing, they have a full landscaping plan and are looking at that currently.
A comment from the public, asked how they all could get notified, this affects all of them and they would like to be notified on Judah Road.

Chairman Dunaskiss replied the Planning Department, if you notify them, they can let them know their protocol with regards and how they can keep up to date. If you follow up with the Planning Department regarding the dates and let them know your interest to be notified.

A comment from the public, questioned how comfortable the Planning Department is talking to them individually explaining more of what is going on and feels really disconnected with this whole procedure.

Chairman Dunaskiss, said that this is the Public Hearing portion of the rezoning, as the Planning Commission they are brought these plans once the applicant has submitted them to the Department, sometimes there is pre-planning meetings sometimes there is not. Anyone can submit at any given time then it goes through the process, it is posted in the Ordinance which is online. Before we go into deliberation, he will have one of the consultants give some feedback as well and will have more deliberation on this matter shortly.

A comment from the public, asked how did it get from them submitting an application to it coming in front of the Board without anyone knowing about that? Is that a question for the Building Department?

Chairman Dunaskiss answered they have a standard process for how notices go out, and letters, the signs and how it is posted in the newspapers, you can get copies of who it was sent to.

Jack Warren, the owner of the property in question, said the pipeline has a 75-ft easement on each side plus 75-ft where the pipeline is at. Where the pipeline is at from 75-ft is to the bottom of the hill which is included in the acres that they are buying, so they are not actually buying two acres because part of it is the pipeline easement. Nothing can be built once they start their Townhouses from that point back, because there isn’t enough clearance there for anything. He doesn’t see a problem with it. Going to the west is where they are building the condos at right now, along the pipeline. On the west side of the property is where Menards is at along the pipeline. What this property is in the middle of the two projects that is already going on. This piece here has no effect for the people on Judah Road. The property from Judah Road comes up over the pipeline and stops at the property coming off Brown Road. They just want to extend the property from Brown Road up to the pipeline which 75-ft. of it is the pipeline easement anyway. They are getting screwed because they are buying at 150-ft. of property that they can’t use because that is where the pipeline is at.

Mr. Stec, 3084 Judah Rd., added looking at that land and how the develop patterns are occurring, it is much more dense development patterns that can occur in the (BIZ) district including car dealerships. The notification said something about a contract zoning, so he was unclear as to whether the community is looking into a contract zone, and if there was, any terms of that contract zone? If you look at your notification it says Conditional Rezoning. Looking at that where the pipeline is, since the (BIZ) district is right there, from a planning perspective to keep the separation to the high intensity development that is going to occur in the (BIZ) district, from a planning perspective, he doesn’t think that there would be anything that could prevent that developer from utilizing that land. They are getting over 100 units in this, there is plenty of money to be made, if they can put that aside to create a green buffer between those properties and that pipeline, since those will be orphan parcels back there. From a planning perspective that would be a great thing for you to consider separating the higher intensity to the much lower intensity development.

Ms. Faith Siterlet, 2956 Judah Road, said she has been there here for 40 years and she would like to keep the Master Plan the way it is and not make changes to it. They have a lot of wildlife and she asks that they don’t change it.
There were no other comments from the public. Chairman Dunaskiss closed the Public hearing at 7:30pm.

Respectfully submitted,

Debra Walton  
PC/ZBA Recording Secretary  
Charter Township of Orion  

Planning Commission Approval Date
The Charter Township of Orion Planning Commission held a regular meeting on Wednesday, May 1, 2019 at 7:00pm at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360.

**PLANNING COMMISSION MEMBERS PRESENT:**
Justin Dunaskiss, Chairman
Don Gross, Vice Chairman
John Steimel, BOT Rep to PC

**PLANNING COMMISSION MEMBERS ABSENT:**
Joe St. Henry, Secretary with notice
Scott Reynolds, Commissioner with notice

1. **OPEN MEETING**
Chairman Dunaskiss opened the meeting at 7:00pm

2. **ROLL CALL**
As noted

**CONSULTANTS PRESENT:**
Doug Lewan, (Township Planner) of Carlisle/Wortman Associates, Inc.
Mark Landis, of Orchard, Hiltz, and McCliment, Inc., Township Engineer
Tammy Girling, Township Planning & Zoning Director

**OTHERS PRESENT:**
Debra Walton
Suzan Milles
Susan Stec
Mark Stec
Megan Spielbusch
Josh Spielbusch
Eugene McNabb
Jack Warren
Wade Sullivan
Nick Loper
Mike Polecski
Misti Siterlet
Faith Siterlet
Lauren Kennedy
Tim Finney
Lori Soma
Kevin Town
Terry Moran
Phil Christi

3. **MINUTES**
4-17-19, Planning Commission Regular Meeting Minutes
4-17-19, PC-2019-09, Tommy’s Car Wash, Special Land Use Hearing Minutes
4-17-19, PC-2019-10, Stadium Ridge Commercial, Special Land Use Hearing Minutes
4-17-19, PC-2019-11, Firestone Complete Auto Care, Conditional Rezone Hearing Minutes

Moved by Vice Chairman Gross, seconded by Commissioner Walker, to approve all sets of minutes as presented. **Motion carried**

4. **AGENDA REVIEW AND APPROVAL**
Moved by Vice Chairman Gross, seconded by Commissioner Walker, to approve the agenda as presented. **Motion carried**

5. **BRIEF PUBLIC COMMENT – NON-AGENDA ITEMS ONLY**
None
Chairman Dunaskiss recessed the regular meeting and opened the Public Hearing for PC-2019-15, Breckenridge Townhomes, Conditional Rezone Request at 7:05pm.

Chairman Dunaskiss closed the Public Hearing at 7:30pm.

7. NEW BUSINESS

PC-2019-15, Breckenridge Townhomes Rezone, request to rezone part of parcels 09-32-400-055 & 09-32-400-057 from R-1 to BIZ (use groups, A, C, & D).

Chairman Dunaskiss asked the applicants if they had anything further to add.

Mr. Chris Plumb stated he understands the concerns and the arguments being made and he didn’t have anything to add.

Planner Lewan went through his review, date stamped April 22, 2019.

Chairman Dunaskiss noted that they had received a letter from the Department of Public Works Director saying they have not objections to the proposed action developmental plan.

Trustee Steimel said this is a rezoning but part of the application is splitting the lots. Are they actually looking at the properties that exists that they are going to rezone the southern piece? He would like to hear from Tammy on how they did the notifications. He wanted to make sure that they followed all of the right procedures.

Planning & Zoning Director Girling stated as with any application that comes in, if it involves any alteration to the property lines then she always suggests as part of the motion, if the motion is to recommend approval to the Township Board is contingent upon the land division or the boundary adjustment, this is a boundary adjustment occurring and combining all the parcels involved. It is two parcels and it is a boundary adjustment to move the boundary to the north so it becomes part of the southern property. It could be one of the conditions, understandably doing a boundary adjustment without knowing whether the Township is going to accept the rezone, so it could be one of the conditions. She didn’t see any problem with the boundary adjustment if and when they applied for it.

Planning & Zoning Director Girling added that as far as the notices, she does not see the word “condition” anywhere. She thought maybe they looked at her suggested motion and she always gives the Board the different motions, whichever one they choose, and she may have said “conditioned on the land alteration”, so maybe there was confusion there. Without running the program to look at the 300-ft. notice, she couldn’t say for sure but she did look at the map and looked at property gateway, realizing that the width of Judah Rd. coming off the property, the very first property that is across the street from it is 100-ft. wide so you hit 300-ft. really fast. She counted 9 or 10 notices that went to properties on Judah Road, but would have to double check it with the program upstairs, but it appears at the notices were done correctly.
Chairman Dunaskiss said looking at the parcel, with the gas-line, you first have to look at the natural features around there and the easement that comes along with that, as well as the topography. The development to the east, west and south along the (BIZ) district, being part of the Master Plan, and now coming up on the 5-year review, they always looked at the parcels being the line and didn’t really look at the gas-line as being a feature. Normally with the Master Plan it goes with the parcel lines and given how much depth was there. They also always thought that with connecting in so they don’t have land-locked parcels, as well as given the multi product that is going on to the west. They have to consider that this is rezoning that portion, whatever goes in those use groups could come forth. They do have a little inside amnesty of what the next item is and what they are probably going to put there, so that is helpful. Given the factors now that the unknown variables are there now with to the east now with Menards and what is happening to the west, how these parcels will be land-locked if something else would go forth, he thinks that there are some reason to looking at deviating from what the original Master Plan was put four years ago considering they are just looking at that parcel line and now how that is developed, he doesn’t have much concern that it is going to spark or have a case for above and north of the gas-line to have the (BIZ) district expand and going into this area. With those reasons he is more comfortable to bring this in-line with what the development pattern is, the intent of the (BIZ) for this property.

Vice Chairman Gross asked if someone provide him with the information as to where is the proposed zoning line lay, is it in the middle of the gas-line or is it at the edge of the easement? If it is at the edge of the easement there is an additional 75-ft. of setbacks and buffer.
Mr. Plumb replied that it is at the southern edge of the easement.

Vice Chairman Gross questioned so it does not include the easement from the gas-line?

Mr. Plumb answered yes.

Vice Chairman Gross said typically when they see easements being placed and utilities being placed, they try to follow the property lines. In this case it divides a parcel and it leaves part of the property almost undevelopable from any standpoint. He thinks that it is logical to attach it to the property to the south so that it can be developed with the property, having access only to Brown Rd. or to Jordan Rd. and not access onto Judah Rd., because the zoning would not permit access through the parent property up to Judah Rd. It is being used primarily for density purposes and not for major development. The Master Plan is a guide it is not supposed to reflect property lines, like a zoning map would do, it does provide them with guidance and some direction. He is tending to think that there is a relationship of this southern piece to the Brown Rd. property as opposed to the Judah Rd. property.

Mr. Steimel stated he wished they had a little more detail to look at, so he knew for sure what he was approving, on where the line is going to be and how that relates. He thinks that it has been a few years since he has been out to that area, he seems to remember that it is a hill.

Vice Chairman Gross said it is is about 50-ft.

Mr. Steimel added even now the way it is, looking at a map, it is not inconceivable that someone could put an access drive to the north. Granted, because of the topography it doesn’t make much sense, but they could do that. So even saying that they are not going to use the rest of that property and put a drive in there, they can’t guarantee that. They can’t guarantee it now if they own the property.

Vice Chairman Gross said they can for non-residential property, for non-residential access.

Mr. Steimel stated even now they could potentially, if they bought a lot to the north, they could try to continue through. We say right now with that topography it is almost impossible to connect the southern portion with the northern, but never say impossible, they could do that now potentially. It is a little disconcerting and yet he does understand the uniqueness of it where they can move the line along with the gas-line and the topography change it doesn’t seem like on the surface. It is always hard when you are looking at something like this and never actually seen that area with topo lines. It wasn’t clear to him that they were proposing that, that it was going to be split off, he wasn’t sure that was going to make a big difference, but he doesn’t like splitting properties with zoning. Whenever they have that it is a problem, everywhere they have that it is a problem. It sounds like the concept is to move the boundaries and combine them they would be separate, that still doesn’t necessarily guarantee anything, but he said from experience that they tend to not want to split properties, like this, so the southern third would be one zoning and the northern 2/3 would be a zoning, that is not something that we really want. There are places that they are like that and it has been problematic. They try to avoid that like the plague, if they are consciously doing it, that is why when they do the Master Plan and zoning maps, they try to follow it as best they can with the existing property lines to make it is easier to go with.

Planner Lewan asked if the applicant happened to have sheet 2 that they could pull up on the computer?

Chairman Dunaskiss asked the parcel split drawings?
Planner Lewan said that it shows the topo and addresses some of the questions John is raising.

Mr. Plumb pulled up the split drawing.

Mr. Steimel stated he looks at something like this, and if he doesn’t have enough recognizable land marks shown, he doesn’t really know where that is unless he goes out there and can see the stakes.

Mr. Plumb said he didn’t have a digital copy of the topography.

Mr. Steimel noted that the topo lines didn’t change that much in height, it sounds like the line is actually toward the base of the hill, verses where the gas-line is. There was only 2-4-foot drop in that area, from their property line, what they are calling now onto their Site Plan there was not much of an elevation change. They have told us that gas-line is not going away anytime soon, it is in their long-range plan to have that gas-line in there. They just dump some more money to fix some stuff so they are definitely not going to abandon that one.

Mr. Steimel added there is the one property that cuts into their property to the east a little bit, so it would be that section at the base of the hill, where the property line comes down is where the first residential property is to the northeast.

Engineer Landis noted the portion of the property that they are looking to rezone, it’s a current use, is part of active Ordinance No. 99 permit, for Pontiac Crush Concrete so it is being utilized as part of the property that fronts Brown Rd. in it’s current use. The crushing equipment actually overlaps into this property currently.

Vice Chairman Gross asked so that is reflected on this areal photograph outlined in blue? Everything to the north is currently being used, even though it is zoned residential, currently?

Mr. Steimel asked isn’t that whole property to the north of Ordinance No. 99?

Engineer Landis replied he would have to see where the Ordinance No. 99 cuts off, but to the north it is part of the Pontiac Crush Ordinance No. 99 permit.

Chairman Dunaskiss said given that it is a rezoning combination split meaning they are combining and uniformly lining up the rezoning with where the parcel lines are as Mr. Steimel mentioned they do tend to prefer that, as it does make things easier and brings things all under one parcel verses having split zoning on different parcels.

Mr. Steimel said with that lot split and re-combo that is not really part of this. They will probably do that, but in essence we are still just rezoning just a piece.

Chairman Dunaskiss stated that they can make that part of the motion to make that contingent upon. Can they make it contingent?

Planner Lewan said that would be a better condition to the Site Plan. Unless they combine those parcels, there would be a bunch of setback issues. It if they don’t combine those parcels, they would need a bunch of variances, which wouldn’t make a lot of sense.

Moved by Vice Chairman Gross, seconded by Trustee Steimel, that the Planning Commission forwards a recommendation to the Township Board to approve PC-2019-15, Breckenridge Townhomes, to rezone a Southerly +/-200-ft. parcel 09-32-400-055 & the Southerly +/-150-ft of
09-32-400-057 (unaddressed parcels) from Single Family Residential (R-1) to Brown Road Innovation Zone (BIZ) use groups A, C, & D. The area of rezone is as shown on sheet 3 of 7 of the survey from Diffin-Umlor date stamped received 3/21/19. This recommendation to approval is based on the following findings of facts:

- even though the proposed rezoning to (BIZ) is inconsistent with the Future Land Use plan, which is a guide, the unique location of the parcel and the natural barrier that inhibits its development, within it current zoning district provides an avenue to connect the parcels under the requested rezoning designation aligning the potential development closer to the Master Plan goals and objectives for the broader area

- the proposed rezoning is consistent with the adjacent land uses and zoning districts to the south and west and is separated from its parent parcel by the utility easement which diverses a southern portion of the property

- this recommended rezoning is based upon representation that the properties will be consolidated and combined into a single development and a single legal description.

Public comment on Motion:

Mr. McNabb, 2981 Judah Road, inquired whether the Planning Commission could grant the ability for the remaining parcel areas to be under 5-acers to avoid the need to go to the ZBA in the future.

Chairman Dunaskiss, did not think that they had the ability to do that.

Planner Lewan stated by removing the land it is not creating a non-conforming situation, (R-1) zoning requires 14,000 sq. ft. and they have that. He went on to state that the Planning Commission does not have the authority to do what he is suggesting anyway.

Mr. Stec commented that he is concerned with staff having not followed legal procedures for 300-ft. notifications and public hearing notice in the newspaper.

Planner Lewan stated he has seen this type of question in the past, and that the Planning Commission should proceed with the deliberation.

Mr. Stec questioned whether Planning Commission Members could produce proof the proper notification had occurred.

Planner Lewan replied staff will verify the proper procedure was followed and if it was discovered that proper notification was not done, the Planning Commission would have to conduct another public hearing with proper notice.

Vice Chairman Gross pointed out that there will be another Public Hearing with the Township Board.

Mr. Stec expressed his concern that the Planning Commission was forwarding a recommendation, to the Township Board, when knowing there is a question whether proper procedure was followed.

**Roll call vote was as follows:** Gross, yes; Walker, no; Garris, yes; Steimel, yes; Dunaskiss, yes. **Motion carried 4-1**
Agenda Item Summary

To:  Charter Township Of Orion Board of Trustees
From:  Penny S. Shults, Clerk
Meeting Date:  May 6, 2019
Memo Date:  April 30, 2019
Subject:  Second Reading: PC-2019-01, Parcel B-1 Rezone Request

REQUEST
Board action on PC-2019-01, Parcel B-1 Rezone Request, requesting to rezone unaddressed parcel (09-32-301-012) located at the nw corner of Morgan and Baldwin Roads and part of 3400 Morgan Rd. (09-32-301-011) from Single Family Residential-1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, B, and C.

REASON
Please refer to documentation from your March 4, 2019 meeting packet (following).

PROCESS
First reading was held on March 4, 2019 and the item was advertised in the April 17, 2019 edition of the Lake Orion Review for second reading and possible adoption at the May 6, 2019 meeting.

BUDGET - Financial Item?  Yes  x  No  If yes, fill out information below:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)

IF MOTION TO APPROVE SECOND READING:
Motion to declare that the Orion Township Board of Trustees held and approved the second reading on May 6, 2019, for PC-2019-01, Parcel B-1 Rezone Request, requesting to rezone unaddressed parcel (09-32-301-012) located at the nw corner of Morgan and Baldwin Roads and part of 3400 Morgan Rd. (09-32-301-011) from Single Family Residential-1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, B, and C for the following reasons:

*For the reasons given in the recommendation of approval by the Planning Commission on January 16, 2019
* (Motion maker to insert any additional reasons)

OR

IF MOTION TO DENY SECOND READING:
Motion to declare that the Orion Township Board of Trustees held and denied the second reading on May 6, 2019, for PC-2019-01, Parcel B-1 Rezone Request, requesting to rezone unaddressed parcel (09-32-301-012) located at the nw
corner of Morgan and Baldwin Roads and part of 3400 Morgan Rd. (09-32-301-011) from Single Family Residential-1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, B, and C, for the following reasons:

*(Motion maker to list reasons)*
The applicant, Grand Management & Development, is requesting approval for PC-2019-01, Parcel B-1 Rezone Request, requesting to rezone unaddressed parcel (09-32-301-012) located at the nw corner of Morgan and Baldwin Roads and part of 3400 Morgan Rd. (09-32-301-011) from Single Family Residential-1 (R-1) to Brown Road Innovation Zone (BIZ) use groups A, B, and C.

The Planning Commission held a public hearing on January 16, 2019 and at the regularly scheduled Planning Commission meeting the same evening took the following action:

Moved by Commissioner Reynolds, seconded by Trustee Steimel, that the Planning Commission forwards a recommendation to the Township Board to approve PC-2019-01, Parcel B-1, a request to rezone unaddressed parcel (09-32-301-012) located at the nw corner of Morgan and Baldwin Roads and part of 3400 Morgan Rd (09-32-301-011) from Single-Family Residential-1 (R-1) to Brown Road Innovation Zone, use groups A, B, and C; this recommendation to approve is based on the following findings of fact:

- The objectives of the Master Plan indicates this use as Institutional which would still be compatible with the proposed BIZ zoning; and
- both the BIZ district, which was newly created after the creation of the Master Plan, and the renovations to the Baldwin Road Corridor that affect this parcel, would be compatible with the Village Center Master Planning to the north; the adjacent properties to the east are established BIZ currently.

Commissioner Reynolds amended the motion, Trustee Steimel re-supported, to add that this recommendation is contingent upon the boundary adjustment as shown on the application.

Roll call vote was as follows: Walker, yes; Reynolds, yes; St. Henry, yes; Steimel, yes; Garris, yes; Gross, yes. Motion carried 6-0 (Dunaskiss absent)

Included in your packet are the consultant review letter, the rezone application, a rezoning plan, and the Planning Commission minutes and Public Hearing minutes from January 16, 2019. If you have any questions, please feel free to contact me at (248) 391-0304 x 5000.
Charter Township of Orion Planning Commission

Rezoning Application

30.04, Amendments to the Zoning Ordinance: Map amendments may be initiated by any governmental body or any persons having a freehold interest in the subject property, or a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest, or an exclusive possessory interest entitled to exclusive possession or which is specifically enforceable.

Project Name: PARCEL B-1 REZONING - BALDWIN RD

Applicant

Name: Jason Kishmich
Grand Management & Development
Address: 40203 Southfield Ute 250, City: Beverly Hills, State: MI, Zip: 48025
Phone: (248) 217-1234
Email: jkishmich@grandmd.com

*Property Owner(s)

Name: Shalom Baptist Church
Address: 3400 Morgan Rd, City: Orion Twp, State: MI, Zip: ___________
Phone: 248-789-6312
Email: ballegroup@comcast.net

Plan Preparer

Name: LA CHIENZA ARCHITECTS
Address: 40200 Warrenfield Ute 216, City: Clinton Twp, State: MI, Zip: 48038
Phone: (586) 297-5519
Email: chicagoarch@bogglobal.net

Project Contact Person

Name: Jason Kishmich
Address: 40203 Southfield Ute 250, City: Beverly Hills, State: MI, Zip: 48025
Phone: (248) 217-1234
Email: jkishmich@grandmd.com
Proposed Parcel B-1

Part of:

Sidwell Number(s): 09-22-801-011 & 09-22-801-012

Location or Address of Property: Mortran No Address at this time

Side of Street: Baldwin Nearest Intersection: Baldwin & Moran

Acreage: 1.26 Current Use of Property: Vacant

Frontage (in feet): 693.02 Depth (in feet): 376.04 & 541.10

Subject Property Zoning: R-1 Adjacent Zoning: N. UP S. CB E. R-1 W. R-1

Is the complete legal description printed on the site plan? Yes ☑ No ☐

Requested Zoning Classification: 212/Brown Rd. Innovation

Existing Use of Property: Vacant Proposed Use of Property: 212 A.R.C.

Explain why the rezoning is necessary for the preservation and enjoyment of the rights of usage commonly associated with property ownership: The proposed New Zoning for Parcel B-1 would be consistent with the zoning directly east (across Baldwin Rd.) of the parcel & provide the same transition to the future Village Center.

Explain why the existing zoning classification is no longer appropriate: The existing zoning as R-1 is not compatible to the new road improvements & widening along Baldwin for whole family use.

Explain why the proposed rezoning will not be detrimental to surrounding properties: The proposed zoning would be consistent to the surrounding zoning for the current zoning map, as well as, the future land use.
I/We, the undersigned, do hereby submit this application for Rezoning, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance; No. 78, Section 30.04 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.

Signature of Applicant: [Signature]  Date: 12-18-13
Print Name: JOHN KOHMICH

I, the **property owner**, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings. I also grant permission to the Planning Commission members to visit the property, without prior notification, as is deemed necessary.

Signature of Owner: [Signature]  Date: 12/17/18
Print Name: DAVID M. CARR
Land Use and Zoning Analysis
For
Orion Township, Michigan

Applicant: Grand Management and Development
Project Name: Parcel B-1 Rezoning
Location: Southeast corner of Baldwin and Morgan Roads
Zoning: R-1 Single-Family Residential
Action Requested: Rezoning from R-1 Single-Family Residential to B12 Brown Road Innovation Zone
Required Information: Any deficiencies are noted in the sections below.

SITE/PROJECT DESCRIPTION

The applicant proposes to split and rezone 7.25 acres of a larger existing 16 acre parcel located on the southeast corner of Baldwin and Morgan Roads. The existing 16 acre parcel is the current home of the Shalom Baptist Church. The proposed 7.25 acre parcel is east of the church and is vacant with 627.77 feet of frontage on Baldwin Road.

NEIGHBORING ZONING AND LAND USE AND MASTER PLAN

Neighboring zoning, land use, and current master plan designation are summarized in the following chart.

As noted, the current site is zoned R-1 Single-Family Residential (approximately three units per acre) and is planned for Institutional land use. The current church use of the property fits under
the current zoning (special land use) and the Master Plan. The applicant incorrectly notes that the site is Master Planned Industrial/Commercial Residential Mixed Use.

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<thead>
<tr>
<th></th>
<th>North</th>
<th>South</th>
<th>East</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning</td>
<td>SF Suburban Farms</td>
<td>GB General Business</td>
<td>BIz</td>
<td>R-1 SF Residential</td>
</tr>
<tr>
<td>Land Use</td>
<td>Vacant</td>
<td>Commercial</td>
<td>Commercial</td>
<td>SF Residential</td>
</tr>
<tr>
<td>Master Plan</td>
<td>Village Center</td>
<td>General Commercial</td>
<td>Industrial/Commercial</td>
<td>Residential – Mixed Use</td>
</tr>
</tbody>
</table>

The Township Master Plan calls for the current site to be Institutional. As noted in the Master Plan, the Institutional classification is located where existing schools, churches, public buildings and cemeteries are currently found. In this case, an existing church and associated school are located on this site.

As the church is selling the eastern 7.25 acres with Baldwin Road frontage, it is clear that they do not intend to expand the institutional use. The division of this property in effect creates a change in condition since the current Master Plan was adopted in 2015. The split of the property as well as the ongoing improvements to Baldwin Road create conditions more conducive to a commercial or mixed-use designation as proposed north and east of the subject site.

Due to the proposed land division creating a vacant parcel on Baldwin Road, the changes to Baldwin Road, the existing zoning and Master Plan designations of surrounding properties, we believe it is acceptable to look beyond the current institutional Master Plan designation of this parcel. The Village Center and the Industrial/Commercial/Residential Mixed-Use categories would be Master Plan designations that would fit this area.

**Items to be Addressed:** Planning Commission consideration of proposed zoning inconsistency with current Master Plan.

**NATURAL RESOURCES**

Aerial photography, the Natural Features maps of the Master Plan, as well as the USDA Soil Survey were used to help determine the following:

- **Topography:** Steep slopes are not indicated on the subject site.
- **Woodlands:** Existing mature trees are found along the Baldwin Road frontage.
- **Wetlands:** None indicated.
- **Soils:** The USDA Soil Survey indicates 3 primary types of soil on-site: Oakvill fine sand, Marlette Sand Loam, and Udipsamments.

Soil suitability for commercial development ranges from “not limited” to “very limited”. Very limited means one or more features that would
Parcel B-1 Rezoning
January 10, 2019

require major soil reclamation or special design. The "very limited" soils are concentrated near the northern portion of the subject site.

Other: The Master Plan does not indicate any additional natural or cultural features on site.

Items to be Addressed: 1) Future development should be considerate of the existing mature trees in the eastern portion of the site. 2) Future development should be aware of possible soil constraints for commercial development.

DEVELOPMENT POTENTIAL

As currently zoned (R-1) the proposed 7.25 acre parcel could be used primarily as single-family residential. We note that a number of special land uses are possible (including churches) within this district. When 20% (rule of thumb) of the site is taken away for roadways, stormwater, etc. we calculate that approximately 5.8 acres could be developed in lots. The R-1 zone allows 3.1 units/acre; thus, we calculate as zoned the subject parcel could accommodate approximately 18 parcels. As noted through the special land use process, the R-1 District could also allow other non-residential uses including schools, churches, cemeteries, public recreational facilities, convalescent homes, Bed & Breakfast, and Day care. Each of the uses would have a variety of impacts on the surrounding properties specifically and Township generally.

As proposed, the applicant would like consideration to be rezoned Brown Road Innovation Zoning District (BIZ) including use groups A, B, and C. While all the specific uses of the BIZ District can be found in Section 34.01, table 34-1 we provide each of the use groups and its associated heading:

Use Group A – Residential, Child Care, Health Care, and Public Uses
Use Group B – Commercial
Use Group C – Regional Commercial
Use Group D – Research and Development/Industrial

The BIZ District is a true mixed-use zoning district with a wide variety of potential land uses depending on the use group designation applied to the property. In this case only use group D is being excluded from the rezoning request. Use group D allows more intensive land use including industrial uses that may not be appropriate in this location.

The property to the east that faces the subject property (across Baldwin Road) is zoned BIZ with primarily use groups A, B, and C, similar to that proposed by the applicant. A small area of BIZ with use groups A and B directly face the northern part of the subject parcel.

A rezoning to BIZ with use groups A, B, and C would allow a significantly greater development potential than the existing underlying R-1 zoning district. That said, it should be considered that the uses allowed would be similar to those found directly to the south and to the east. We also note that property directly to the north is zoned for the mixed-use Gingellville Village Overlay District.
Parcel B-1 Rezoning
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Items to be Addressed: 1) Consideration of increased development potential over the existing zoning. 2) Consideration of compatibility with existing zoning and land use to the south and east.

TRAFFIC IMPACT AND SITE ACCESS

Due to the wide variety of uses that may be permitted in the BIZ district, it is hard to estimate traffic impacts. It would, however, be safe to say traffic impacts for a rezoning to BIZ would be substantially greater than an 18-parcel single-family development. By way of example, we offer the following comparison of trip generation by land use (per the ITE trip generation manual).

<table>
<thead>
<tr>
<th>Use</th>
<th>Trips per day</th>
<th>Unit</th>
<th>Total trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td>9.52</td>
<td>1 home</td>
<td>*171.4</td>
</tr>
<tr>
<td>General Office</td>
<td>11.03</td>
<td>1000 s.f.</td>
<td>**522.5</td>
</tr>
<tr>
<td>Shopping Center</td>
<td>42.70</td>
<td>1000 s.f.</td>
<td>**2022.7</td>
</tr>
<tr>
<td>*Assumes 18 homes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>**Assumes 47,371 s.f. building (15% lot coverage)</td>
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<td></td>
</tr>
</tbody>
</table>

Items to be Addressed: Consideration of increase in traffic if rezoned to BIZ.

ESSENTIAL FACILITIES AND SERVICES

Similar to traffic impacts, the impacts to essential facilities is difficult to gauge when the variability of potential uses are so high. Once a development proposal is submitted, essential facilities and services would be reviewed in detail. We do note that according to the Township Master Plan, sanitary sewer is adjacent to this site along Baldwin Road, as well as municipal water. We also note that while traffic impacts could be significantly greater than the currently zoned district that Baldwin Road is currently being improved to better accommodate traffic and overall circulation.

Items to be Addressed: None at this time.

FINDINGS OF FACT AND RECOMMENDATION

In the case of a zoning map change (re-zoning) the Planning Commission shall make a finding based on evidence presented with respect to the following matters:

a. The objectives of the Master Plan

   CWA comment: See our comments above regarding the Master Plan. In Summary, based on the proposed land division, uses within the area and the improvements to Baldwin Road, conditions have changed since the 2015 Master Plan was adopted.

b. Existing uses of property within the general area of the property in question.

   CWA comment: We address the surrounding uses in detail in the sections above. In summary, the subject property is found within a mixed-use area of BIZ to the east and the Gingellville Village Center to the north and a large shopping center to the south.
BIZ zoning at this location does not seem out of character with the surrounding area. We also note that the existing church will provide a buffer to the residential property to the west.

c. The zoning classification of property within the general area of the property in question.

CWA comment: See above comments.

d. The suitability of the property in question to the uses permitted under the existing zoning classification.

CWA comment: We note as currently zoned, we could expect up to 18 single-family homes. The desirability of developing single-family homes at this particular location should be considered.

e. The trend of development in the general area of the property in question, including any changes which have taken place in the zoning classification.

CWA comment: As noted above, Baldwin Road is in the final stages of a major upgrade. Further, new commercial development has occurred directly across Baldwin Road and substantial new development is occurring nearby along Brown Road.

In making a recommendation to the Township Board, the Planning Commission should consider the comments and items to be addressed found within this analysis as well as the specific findings of fact noted above and found in Section 30.04(D)(4).
Parcel B-1 Rezoning  
January 10, 2019

Our items to be addressed include:

1. Planning Commission consideration of proposed zoning inconsistency with current Master Plan.

2. Future development should be considerate of the existing mature trees in the eastern portion of the site.

3. Future development should be aware of possible soil constraints.

4. Consideration of increased development potential over the existing zoning.

5. Consideration of compatibility with existing zoning and land use to the south and east.

6. Consideration of increase in traffic if rezoned to BIZ.

CARLISLE/WORTMAN ASSOC., INC.  
Douglas J. Lewan, AICP  
Executive Vice President

#218-1826
The Charter Township of Orion Planning Commission held a public hearing on Wednesday, January 16, 2019 at 7:05pm at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan 48360.

**PLANNING COMMISSION MEMBERS PRESENT:**
Don Gross, Vice Chairman
Joe St. Henry, Secretary
John Steimel, BOT Rep to PC

Don Walker, PC Rep to ZBA
Scott Reynolds, Commissioner
Todd Garris, Commissioner

**PLANNING COMMISSION MEMBERS ABSENT:**
Justin Dunaskiss

**1. OPEN MEETING**
Vice Chairman Gross opened the meeting at 7:04pm

**2. ROLL CALL**
As noted

**CONSULTANTS PRESENT:**
Doug Lewan, (Township Planner) of Carlisle/Vortman Associates, Inc.
Tammy Girling, Township Planning & Zoning Director

**OTHERS PRESENT:**
Bill Ballard
Nathan Heatherly
Dr. David M. Carr

Matt Rama
Kellie McDonald
Lynn Harrison

Ron Chiesa, RA Chiesa Architects, the architect for the proposed rezoning presented. He explained they have a 7.25 acre parcel they would like to rezone from R-1, its current zoning, to BIZ - they are trying to be consistent with what is in the area. With the new road improvements and the majority of this property being split off from another to be on Baldwin Road, it doesn't lend itself to single family anymore – based on the road being widened and the type of traffic that would generate. It was his opinion it would be tough to develop as traditional single-family homes.

Mr. Chiesa said they looked at the zoning across the street which retail/multifamily and felt that was compatible with something they would like to entertain. The subject property would also be an entryway to the Village Center, just like it is across the street. It was their opinion this request was the best rezoning for the property. He commented they have limited the Use Groups to A, B, and C and was not including any of the more intense uses that are in the D Use Group.

Mr. Chiesa then referred to their displayed rendering. He noted that according to the Future Land Use, the parcel is zoned Institutional. The subject parcel was split from an existing parcel which was circled on their presentation slide, the piece they want to rezone to BIZ. If approved, the subject parcel would be BIZ, to the west would be Institutional, and to the east would be BIZ. The BIZ piece to the east, going north, goes into the Village Center District as would their piece if rezoned. It was their opinion it is rezoning the subject property to BIZ is compatible. They didn't feel General Commercial was the way to go - de hoped the Commissioners agreed.

Vice Chairman Gross opened the public hearing for comments.

Matt Rama, 4579 Peppermill Ct., commented that his backyard is in the northwest corner that butts up against the church. He came tonight hoping to see more of a plan but knows the applicant is not obligated
to tell the Township what the development will be. He did not have too much concern with the request but would obviously like it to be residential because then it would flow with his neighborhood. However, he understands with the development on Baldwin Road, this makes sense. What he questioned was the additional piece of property the applicant showed they wanted to add on. That piece would cut more into the greenspace there now that they enjoy as buffer from Baldwin Road. There are some woods and trees there now and is a direct line from his backyard to Baldwin Road. He wanted to know what that additional piece of property was.

There were no other comments from the public.

Vice Chairman Gross closed the public hearing at 7:09pm.

Respectfully submitted,

Lynn Harrison
PC/ZBA Recording Secretary
Charter Township of Orion

Planning Commission Approval Date
Moved by Trustee Steimel, seconded by Commissioner Walker, to **approve** both sets of minutes as presented. **Motion carried**

5. **AGENDA REVIEW AND APPROVAL**
Moved by Trustee Steimel, seconded by Commissioner Reynolds, to **approve** the agenda as presented. **Motion carried**

6. **BRIEF PUBLIC COMMENT – NON-AGENDA ITEMS ONLY**
None

7. **CONSENT AGENDA**
None

8. **NEW BUSINESS**
A. PC-2019-01. Parcel B-1 Rezone Request, a request to rezone unaddressed parcel (09-32-301-012) located at the nw corner of Morgan and Baldwin Roads and part of 3400 Morgan Rd. (09-32-301-011) from Single Family Residential-1 (R-1) to Brown Road Innovation Zone (BIZ) use group A, B, and C

Vice Chairman Gross asked Planner Lewan to go over Carlisle Wortman’s review dated January 10, 2019.

Planner Lewan explained this is a rezoning request for the east half of the Shalom Baptist Church property, 7.25 acres. He noted that the current zoning is R-1 which equates to about 3 units per acre. The applicant is requesting a rezone to BIZ with A, B, and C designation which is a mixed-use designation that allows a pretty wide variety of uses.

Planner Lewan pointed out that the current Master Plan designation for this site is Institutional which was placed on the property because of an existing facility like such as the church. At the time the Master Plan was developed in 2015, this was all one piece of property.

Since that time, the 7.25 acres to the east has been split off and is no longer associated with the church. The subject piece is located along Baldwin Road. The review did note that the requested rezoning is not consistent with the Master Plan, however, everyone needs to recognize that the subject property is no longer associated with the church - at least as far as the property line goes. The Commissioners may want to consider this a changed condition from when the Master Plan was initially adopted in 2015. Planner Lewan also pointed out the improvements to Baldwin Road and how that is now functioning, that could also be considered different from when the Master Plan was adopted.

Planner Lewan commented that with the above being said, he believed it would be appropriate for the Planning Commission to discuss inconsistency with the current Master Plan and if they believe conditions have changed on the property – that could lend itself to allow the Planning Commission to overlook the Master Plan. It is ok to not always follow the Master Plan in a lot split. However, if the Master Plan is not followed, there should be a note of that in the motion to approve so there is consistency should someone else come in with a project that doesn’t meet the Master Plan.

Planner Lewan noted there are 3 different soil types on the property. He would hope that if the applicant comes back with a development proposal, they will consider the existing trees and the soils. According to the USDA soil survey, there are some limitations. The northern part of the site has some "severe limitations" to soil for commercial buildings. That doesn’t mean it can’t be
built on, but it is possible a substantial soil reclamation would have to take place. This information is more raised for the applicant’s information at this point.

Regarding Development Potential – he first looks at development potential for the site as it is currently zoned and then for the proposed zoning. The property is zoned R-1, is 7.25 acres and per his rule of thumb, about 20% of the site is usable. That is outside of roads, storm water detention, etc. This equals about 5.8 acres of developable property. Multiplying that by the density comes out to about 3.1 units per acre. He estimates the applicant could get about 18 parcels on this property if developed as zoned.

Next, looking at what could happen under the new zoning - the BIZ zone is a mixed use and wide variety of uses would be permitted. The use groups the applicant is proposing are A, B, and C. Those were outlined in his review on page 3. He noted that the applicant is not proposing use group D which is Research and Development. He explained that if this rezoning is approved, it would extend the BIZ district across Baldwin Road - the first property zoned BIZ on the other side of Baldwin Road.

Planner Lewan commented the Commissioners need to recognize that development potential, if rezoned, could be substantially greater than 18 single-family homes. This is something he wanted the Commissioners to think about during deliberation – a possible increase in intensity that the rezoning could bring to this site.

Planner Lewan then went over Traffic Impact and Access on page 4 of the review noting that as the zoning moves away from single-family residential, the number of trips can get quite high.

Planner Lewan commented that Essential Facilities and Services will be addressed more in detail during a final site plan. However, the Master Plan does show that utilities and water & sewer are available to the site.

Lastly, according to the zoning ordinance, there are also some specific items, Findings of Fact, that the Planning Commission is supposed consider. Those were on pages 4 and 5 of his review. In conclusion, it was his opinion that rezoning the subject property to BIZ at that location does not seem out of character with the surrounding area.

Planner Lewan noted that the existing church would provide a buffer to the subject property to the west.

Vice Chairman Gross asked for comments or questions from the Commissioners.

Commissioner Reynolds said, after reviewing the current zoning and the Master Plan, he is not against going opposite of the Master Plan and in favor of the BIZ district. Use groups A, B, and C are favorable. The residential that is there is buffered by the church and it appears that precedent has been set along Joslyn Road – that BIZ is both east and west of Joslyn Road.

Trustee Steimel pointed out that appropriate buffering would be taken care of once a site plan is submitted. He said that it (the rezoning) would seem to flow and that section of property definitely is not staying Institutional as the church is selling the property. He agreed that the area has changed quite a bit.

Secretary St. Henry agreed that they treat the Master Plan as a “guideline”. The property has stood the way it is for a long time. Now there is a definite different use being that the church has decided to sell it. It (BIZ) would be compatible with everything else going in around it - in
that part of the Township. He said that when there is a development proposal in front of them, he assured the residents of Peppermill that they would make sure there is adequate buffering.

Commissioner Walker concurred with the previous comments from the Commissioners. His major concerns would be addressed during the actual development stage.

Vice Chairman Gross asked Planner Lewan if there is a minimum parcel size for Regional Commercial? His concern was if use group C was appropriate.

Secretary St. Henry then asked Planner Lewan for an idea of what a Regional Commercial development might be. Planner Lewan responded, something like a Meijer or a Walmart. Trustee Steimel reminded them that Regional Commercial could also be other things.

The applicant, Ron Chiesa with RA Chiesa Architects, asked to clarify a couple of things. He commented that the 7.25 acres is the gross acreage and they are losing 137 ft. for the Baldwin Road area - they really only net out just over 5 acres. With that 5 acres, the property is dissected by an 80 ft. gas easement. The site, if developed as small retail, they would be looking at maybe 35,000 sq. ft. broken up into two sections because of the easement. There could not be a regional shopping center like a Meijer which would require a square footage of 6-figures. He said development would be more consistent with what the Township is looking to do in the Village Center, but possibly a little more intense. He noted that within use group C, there could be medical, a hotel, an auto dealership. He commented that in regards to the residential property that is there, their property is about 500 ft. away - there would still be that 500 ft. buffer remaining as Institutional zoning - that is quite a large buffer.

Jason Kishmish with Grand Management & Development, spoke. He explained his vision for the property to the Commissioners. He has been looking at the site for a year and marketing it. He explained the site has been challenging to secure users and needs the flexibility because no users have been secured yet. He commented that what they will net out from a depth standpoint after the right-of-way is taken out, is about 300 ft. for more than half of the site. With 300 ft. of depth, it is very hard to do something significant such as a regional shopping center, a larger building, or even a car dealership. What he sees here most likely will be small types of retail and/or possibly a medical building that would take advantage of the deeper part of the property. For this reason, they went back to the church to ask for a little bit more land towards the north end. The depth of the property will pose its own constraints as what can go on the property. He said he included use group C because he needs the flexibility, without it he could be losing a user that could be complementary to the site and to the area. There are already design restrictions within BlZ and a site plan will go through its own scrutiny once there is one. He said he is working with a blank canvas and just needs the tools to put something together.

Planner Lewan commented that he found in the zoning ordinance for BlZ that use group C has a 40,000 sq. ft. minimum lot size.

Moved by Commissioner Reynolds, seconded by Trustee Steimel, that the Planning Commission forwards a recommendation to the Township Board to approve PC-2019-01, Parcel B-1, a request to rezone unaddressed parcel (09-32-301-012) located at the nw corner of Morgan and Baldwin Roads and part of 3400 Morgan Road (09-32-301-011) from Single-Family Residential-1 (R-1) to Brown Road Innovation Zone, use groups A, B, and C; this recommendation to approve is based on the following findings of fact:

- The objectives of the Master Plan indicates this use as Institutional which would still be compatible with the proposed BlZ zoning; and
both the BIZ district, which was newly created after the creation of the Master Plan, and the renovations to the Baldwin Road Corridor that affect this parcel, would be compatible with the Village Center Master Planning to the north; the adjacent properties to the east are established BIZ currently.

Commissioner Reynolds amended the motion. Trustee Steimel re-supported, to add that this recommendation is contingent upon the boundary adjustment as shown on the application.

Roll call vote was as follows: Walker, yes; Reynolds, yes; St. Henry, yes; Steimel, yes; Garris, yes; Gross, yes. Motion carried 6-0 (Dunaskiss absent)

9. UNFINISHED BUSINESS
None

10. PUBLIC COMMENTS
None

11. COMMUNICATIONS
Memo from Planning & Zoning Director Girling regarding DeHaan Orthodontics, Admin Review
Michigan Planner Magazine

12. COMMITTEE REPORTS
None

13. PUBLIC HEARINGS
None

14. CHAIRMAN'S COMMENTS
Vice Chairman Gross wished everyone a Happy New Year; and was looking forward to a good year.

15. COMMISSIONERS’ COMMENTS
Trustee Steimel commented he was happy there were more Commissioners tonight than at the last meeting; welcomed everyone back and wished everyone a Happy New Year; and it looks like we will again be fairly busy this year.

Commissioner Walker commented that Vice Chairman Gross did a fine job as acting Chair; and reminded everyone that the Friends of the Library are having one of their great sales next week.

Commissioner Garris wished everyone a Happy New Year and that it is good to be back.

16. ADJOURNMENT
Moved by Commissioner Reynolds, seconded by Trustee Steimel, to adjourn the meeting at 7:46pm. Motion carried.

Respectfully submitted,

Lynn Harrison
PC/ZBA Recording Secretary
Charter Township of Orion
To: Orion Township Board of Trustees
From: Jeff Stout
Meeting Date: May 6, 2019
Memo Date: May 1, 2019
Subject: Safe Routes To School

REQUEST
To accept and approve the attached resolution for the approval of two traffic control devices at Waldon Road, just west of Joslyn, and Scripps Road, just east of M-24.

REASON
The installation is part of the Safe Routes To School Grant

PROCESS
Required per Grant

BUDGET - Financial Item? Yes no No If yes, fill out information below:

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RECOMMENDATION (Motion)
Adopt the resolution
CHARTER TOWNSHIP OF ORION  
COUNTY OF OAKLAND, STATE OF MICHIGAN

RESOLUTION:

For Approval of Agreement for a Traffic Control Device with the Road Commission for Oakland County for the Transportation Alternatives Program (TAP) Safe Routes to School (SRTS) Grant

At a regular meeting of the Charter Township of Orion Board of Trustees held on Monday, May 6, 2019, the following Resolution was offered by _________________________ and supported by _________________________.

NOW, THEREFORE, BE IT RESOLVED, that the CHARTER TOWNSHIP OF ORION, Michigan, does hereby accept the terms of the Agreement for two Traffic Control Devices, Signal Number #1541 and #1543 with the Road Commission for Oakland County (RCOC), and that the CHARTER TOWNSHIP OF ORION does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds to purchase, as per bid in the construction project, and maintain the Rectangular Rapid Flash Beacon solar powered pedestrian signs (RRFB) for the project.
2. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

AYES:

NAYS:

ABSENT:

________________________________________________________

Certification: I, Penny S. Shults, duly elected Clerk of the Charter Township of Orion, do hereby certify that the foregoing is a true copy of a resolution adopted by the Charter Township of Orion Board of Trustees at a Regular Meeting held Monday, May 6, 2019, at 7:00 p.m. at Orion Township Hall, 2525 Joslyn Rd., Lake Orion, Michigan 48360.

Signed: _______________________________________
Penny S. Shults, Clerk
Charter Township of Orion

Date: _______________________________________

366
STATE OF MICHIGAN
BOARD OF COUNTY ROAD COMMISSIONERS
OAKLAND COUNTY
AGREEMENT FOR TRAFFIC CONTROL DEVICE

Type of Work: Traffic Signal Installation and Maintenance

Location: Scripps Road 1,535 Feet East of M-24 (Lapeer Road), RRFB
Scripps Elementary School

Signal No: 1543
Date Effective:

Under authority of state law and by virtue of resolution formally adopted by their respective governing bodies, the under-signed hereby agree to participate in the cost of installation, maintenance and operation of the above traffic control device on the basis of the following division of costs. (Title to equipment shall remain with the purchasing agency, unless purchased for roads not under the jurisdiction of the Board of County Road Commissioner.) The proportionate share of all costs are to be billed monthly. This agreement is terminable on thirty days written notice by any party.

DIVISION OF COSTS

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It is further agreed that the agency responsible for payment of energy billings and/or leased line interconnection billings included in maintenance costs, shall be the ROAD COMMISSION FOR OAKLAND COUNTY.

It is further agreed that the agency responsible for making original and replacement installations and performing maintenance shall be the ROAD COMMISSION FOR OAKLAND COUNTY.

"In the event the traffic control device referred to in this agreement is located on a road or street that is not under the jurisdiction of the Road Commission for Oakland County, the authority having the jurisdiction over the road or street hereby agrees to save harmless, indemnify, represent, and defend the Road Commission for Oakland County from any and all claims, demands, or suits arising out of or relating to the installation, maintenance and operation of the traffic control device which is the subject matter of this agreement."

"In the event the traffic control device referred to in this agreement is located on a road or street that is under the jurisdiction of the Road Commission for Oakland County and by virtue of this agreement will be maintained by an agency other than the Road Commission for Oakland County, then and in that event the said agency hereby acknowledges that it is undertaking the Road Commission for Oakland County's duty to maintain the said traffic control device and further agrees to provide insurance coverage protecting the Road Commission for Oakland County."

APPROVED:

ROAD COMMISSION FOR OAKLAND COUNTY
Date____________________
By________________________
Danielle Deneau, P.E.
DIRECTOR OF TRAFFIC-SAFETY
Title of Authorized Official

CHARTER TOWNSHIP OF ORION
Date____________________
By________________________
Title of Authorized Official

*Certified copy of resolution must be submitted with this form for new installations.
STATE OF MICHIGAN
BOARD OF COUNTY ROAD COMMISSIONERS
OAKLAND COUNTY
AGREEMENT FOR TRAFFIC CONTROL DEVICE

Type of Work: Traffic Signal Installation and Maintenance

Location: Waldon Road 1,325 Feet West of Joslyn Road, RRFB
       Waldon Middle School

Under authority of state law and by virtue of resolution formally adopted by their respective governing bodies, the under-signed hereby agree to participate in the cost of installation, maintenance and operation of the above traffic control device on the basis of the following division of costs. (Title to equipment shall remain with the purchasing agency, unless purchased for roads not under the jurisdiction of the Board of County Road Commissioner.) The proportionate share of all costs are to be billed monthly. This agreement is terminable on thirty days written notice by any party.

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APPROVED:  
ROAD COMMISSION FOR OAKLAND COUNTY  
By ___________________________
Danielle Deneau, P.E.
DIRECTOR OF TRAFFIC-SAFETY  
Title of Authorized Official

APPROVED:  
CHARTER TOWNSHIP OF ORION  
By ___________________________

*Certified copy of resolution must be submitted with this form for new installations.*
Agenda Item Summary

To: Township Board of Trustees
From: Dave Goodloe, Building Official
Meeting Date: May 6, 2019
Memo Date: May 2, 2019
Subject: Private Contract for Building Department Services

REQUEST
I am requesting to engage in a contract for Building Inspector Services.

REASON
Due to recently losing one of my Building Inspectors, I need to make sure my department is covered for inspections until I find a replacement.

PROCESS

BUDGET - Financial Item?

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RECOMMENDATION (Motion)

I move to approve the Supervisor to enter into a contract for building inspection services.
May 2, 2019

Mr. Dave Goodloe
Building Official
Orion Township
2525 Joslyn Rd
Lake Orion Mi 48360

Subject: Draft Agreement for Building Inspector Services

Dear Mr. Goodloe:

Thank you for your inquiry on McKenna’s professional inspection services.

TALENT
McKenna offers licensed, effective, insured, and courteous building and code inspection services from McKenna professionals with background checks, using the latest tools and techniques to achieve immediate and long-term City goals.

DEPTH
McKenna currently provides inspections for communities with populations close to 400,000. We also conduct department evaluations and management plans. Permit activity fluctuates dramatically, however, with a growing roster of licensed inspectors available, McKenna has the depth of resources to assist during the most active permit cycles, but if we are not needed, we (and the cost) are not there.

BUSINESS/CITIZEN FRIENDLY
Communities that rise above the normal create a competitive advantage for investment in their town and a timely and complete inspection process is part of the higher level of service which increases investment attraction. McKenna inspectors’ business/citizen friendly approach (which includes frequent satisfaction surveys) insures the high service standard.

SUCCESS
Ten years ago a municipality urged McKenna to step in and manage its Building Department. Since then, the City Manager and others say building department quality is significantly upgraded and the City’s long-time administrative and personnel problems have disappeared in terms of: citizen complaints, unexpected medical leave, Monday/Friday “sick” days, grievances, etc. Results include increased service quality with negligible problems. Although each community is different, McKenna can now confidently propose almost trouble-free service.

AVAILABILITY
Our skilled and licensed inspectors are available to start immediately upon your authorization.

I understand that Orion Township has an immediate need for a full-time Building Inspector, and would also like a proposal to provide all trade inspection services.
Professional Qualifications

Our inspiring and environmentally conscious office spaces reflect McKenna’s commitment to our people, our communities, sustainable design.

McKenna Associates is a corporation formed under the laws of Michigan on May 2, 1978. The firm has offices in Northville, Detroit, Kalamazoo, and Grand Rapids, Michigan.

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At McKenna, we help make communities for real life. From street festivals, traffic jams, roundabouts, downpours, downspouts, and storefronts, to parking spots, coffee shops, and farmers markets, we want you to thrive. No matter the obstacles, no matter the scope, we get down in the weeds with you to plan, design, and build your municipality into a perfectly livable community.
Public Participation (IAP2 and NCI Certified)
- Hands-on Workshops
- Focus Groups
- Surveys (Telephone, Web, Mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes NCI

Community Development
- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Landscape Architecture
- Residential Development Plans
  (single family detached/attached; multi-family, elderly, mixed use, townhouses)
- Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA approved)
- Arborist Services (Tree Surveys and Maintenance Plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design
  - Greenways, Bikeways, Streetscapes
  - Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
  - Sustainable Landscape Design

Design
- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (Residential, Retail, Office, Public, Institutional) Design
- Public Art

Sustainability Plans
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors
Past Involvement with Similar Projects

**EXAMPLES OF RECENT PLAN REVIEWS/INSPECTIONS**
McKenna’s professional inspection team has reviewed a wide range of commercial, office, institutional and industrial projects including over 100 reviews a month in each discipline. Some recent examples include:

- Target
- Home Depot
- Westland Mall
- Verizon Regional Headquarters
- Garden City Hospital
- Hampton Inn
- White Castle Corporation
- BP – Gas Stations
- Surgical Facilities
- St. Peter and Paul Church (Westland)
- International Extrusions
- Raleigh Movie Studios (Pontiac)
- Crestwood Dodge
- Beaumont Medical Office Building
- Michigan First Credit Union
- Renaissance Festival

The Pearl
85,350 SF
5 story mixed use $15.5M

The Sheridan
4 story senior complex
$15.076M

Forefront
3 Story mixed use
$6.9M

Brookside
5 story residential

Forest Elm
5 story mixed use
50,849 SF
$5.6M

The Woodward
3 Story restoration

Palladium
5 story renovation
$6.8M
MUNICIPAL DEPARTMENT MANAGEMENT AND STAFF AUGMENTATION SERVICES
McKenna professionals are skilled in providing services in municipal offices as permanent or interim support for positions such as Building Official, Planning Director, Zoning Administrator, Community Development Director, DDA/TIFA or Economic Development Director, and Building Department Administrator, and similar positions. In some communities McKenna provides all of these functions.

MUNICIPAL ADMINISTRATION SERVICES
McKenna currently provides or has recently provided department administration services including planning, zoning, building, code enforcement and CDBG in the following communities, among others:

- Garden City, Michigan
- Clawson, Michigan
- Williamston, Michigan
- Williamstown Twp., Ingham Co., Michigan
- Rochester, Michigan
- Richmond, Michigan
- Rochester Hills, Michigan
- Royalton Twp., Berrien Co., Michigan
- South Lebanon, Ohio
- Van Buren Charter Twp., Wayne Co., Michigan
- Walled Lake, Michigan
- Fenton, Michigan
- Dearborn Heights, Michigan
- Saybrook Twp., Ashtabula Co., Ohio
- Delhi Charter Twp., Ingham Co., Michigan
- Medina, Ohio
- Oxford, Michigan
- Hudson, Ohio
- Hazel Park, Michigan
- Hartland Twp., Livingston Co., Michigan
- Kalamazoo Charter Twp., Kalamazoo Co., Michigan
- Lake Orion, Michigan
- Lincoln Park, Michigan
- Lyon Charter Twp., Oakland Co., Michigan
- Plymouth Charter Twp., Wayne Co., Michigan
- Oshtemo Charter Twp., Kalamazoo Co., Michigan
- Webberville, Michigan
- Westland, Michigan
- Ypsilanti, Michigan

Management Consulting: Building, Zoning and Code Enforcement
- Brighton Charter Township, Livingston Co., Michigan
- Kalamazoo Charter Township, Kalamazoo Co., Michigan
- Ecorse, Michigan
- Royal Oak Charter Township, Oakland Co., Michigan

Shared Services Analysis
- Van Buren County, Michigan
occasion, issue stop-work orders. Our team of certified building professionals is available for timely inspections so projects stay on track and be completed in a timely manner.

2. Site Inspections. Conduct open hole and final grade demolition inspections. Participate in enforcement activities regarding non-compliant work.

3. Safety Inspections. Evaluate existing structures for safety and health issues, necessity of permits for work performed, hazardous or unsafe conditions, or other violations, including declarations of emergencies and emergency demolition orders. We will also enforce the Township’s Dangerous Building Code and blight ordinances.

4. Permit Status. Monitor expiring permits, open inspection findings and noncompliant correction notices and contact property owners to schedule follow-up inspections; provide information to the Township on status of expirations, non-compliant inspections; and facilitate scheduling of same.

5. Rental Registration Program Administration. Building Official will conduct rental property inspections as required under the program. We will perform the initial inspection and re-inspections required and/or related to the Rental Registration Program and to confirm compliance with the Property Maintenance Code. Among the tasks to be performed are:
   a. Prepare correspondence to property owners regarding the inspection, scheduling of inspections, violation notices, and follow-up inspections.
   b. Support the Township with enforcement-related support documentation.
   c. Provide monthly reports at the end of each month itemizing units inspected (date, property address, type of inspection, name of inspector, etc.) in both paper and electronic form.
   d. Receive and answer all letters of inquiry and telephone questions regarding problems relative to the program.

PROPOSED FEE

We are proposing to provide these Building Inspector services for a rate of $75.00 per hour.

McKenna will provide a licensed/certified Building Inspector/Plan Reviewer on-site in Orion Township five full days per week or according to a mutually agreeable schedule that provides a high level of customer service based on the level of activity. The schedule can be adjusted to accommodate heavy or light levels of activity.

AUTHORIZATION
If you find the above services and terms acceptable, please sign this agreement letter, and return one copy for our files.

ACCEPTED BY AUTHORIZED PERSON:

s/_________________________________________  Date _________________________

Name_________________________________________  Title__________________________

Organization or Person Responsible for Payment

376
Oakland County Sheriff's Office
Orion Township Substation

Weekly "Calls for Service" Summary:

**Time period: 4-8-2019 to 4-14-2019**

- Calls for service - 375
- Felony Arrests - 1
- Misdemeanor Arrests - 2
- Accidents - 13

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**19-66977  4/10/19  4:17 PM  911- CPR /Death Investigation**

Deputies and the Orion Township Fire Department responded to the 10 block of Hummingbird Drive on a report of a male subject who was not conscious and not breathing. The subject, a 55 year old male, had been found by family members on his front lawn and was last seen by family members that morning. The Orion Township Fire Department conducted life saving measures but were unsuccessful in reviving the subject. The subject had ongoing medical issues. A Detective responded to investigate. There were no signs of foul play or suspicious trauma and Detective’s located a witness who saw the man alive just 20 minutes prior to family members returning home. The Medical Examiner’s Office reviewed the investigation released the deceased to the family.

**19-68540  4/12/19  6:07 PM  Felonious Assault in-progress Arrest**

Deputies responded to the 7 block of Eagle Vista Lane on the report of a female chasing a male with a butcher knife around a home. Upon arrival, Deputies separated both parties and made the scene safe. The male subject advised Deputies that he and his girlfriend had recently broken off their relationship and he had returned to their shared residence to retrieve his personal belongings after learning his ex-girlfriend was now trying to sell his property on-line. When the male, who still possessed an entry key, entered the residence, the female chased him outside threatening him with a large kitchen knife. The male, who was in fear of his life, retreated outside of the residence where his friend who had driven him to the residence was waiting. The friend who had driven the male to the residence was
a valid CPL holder. When the female, who was still in possession of the knife began to advance towards him, he lifted his shirt to show that he had a holstered firearm. The female then stopped advancing towards him and went back inside the residence. Deputies stood by as the ex-boyfriend removed his belongings from the residence. The female was arrested for Felonious Assault and was lodged at the Oakland County Jail pending the issuance of criminal charges. The Prosecutors Office authorized a two-count complaint for Felonious Assault against 27-year-old Rosetta Bell. Bell was arraigned in front of 52-3 District Court, Magistrate Soma who set a $15,000 bond pending the next court date.

19-69478 4/14/2019 8:55 AM Thefts from Unlocked Automobiles

Deputies responded to the 300 block of Gan Eden, 800 block of Wildbrook, and the 300 block of Indianridge for three separate reports of a Larceny from Automobiles. Property owners reported unknown persons entered unlocked vehicle’s during the previous night time hours searching for items of value left unsecured. There were no signs of forced entry to the vehicle’s. This incident is under investigation and investigators are following up on leads.

Safety Reminder & Tips:

Property Crimes & Vandalism: Thefts and vandalism increase with the temperatures during spring & summer months. Most crimes are crimes of opportunity, meaning those responsible are out after dark looking for unlocked vehicles, garages, sheds which are easy targets. The following basic safety tips can prevent many crimes and help the police catch the bad guys:

✓ Be aware of your surroundings at all times and report suspicious persons, vehicles and circumstances immediately. Do not hesitate to call the police at #248 858-4911 or 911 depending on circumstances.

✓ Do not leave valuables in plain view inside vehicles.

✓ Make it a Rule: Lock your vehicle at all times, regardless of the location or circumstances.

Key Message: Lock your vehicles and garages at all times and keep valuables out of sight!

Anyone with information or crime tips regarding these incidents are encouraged to contact the Orion Township Sheriff's Office Substation at 248 393-0090 for tips, or our Dispatch Center at 248 858-4911 for crimes in-progress. Tipsters can remain anonymous.
Oakland County Sheriff's Office
Orion Township Substation
Weekly "Calls for Service" Summary:

Time period: 4-22-2019 to 4-28-2019

- Calls for service - 352
- Felony Arrests - 2
- Misdemeanor Arrests - 4
- Accidents - 15

19-71635 4/17/2019 2:58 PM Retail Fraud Arrest
Deputies responded to Kohl’s Department Store, 4872 Baldwin Road for a Retail Fraud. Loss prevention advised they had a female in custody for retail fraud. An investigation revealed a 21-year-old resident of Flint selected $950.00 worth of merchandise and Loss prevention observed the suspect hide the items into a baby carrier. The suspect entered the woman’s fitting room and removed several security devices from the merchandise. The suspect passed all points of purchase, leaving the department store when Loss Prevention approached the suspect outside the store and identified himself and the suspect returned to the Loss prevention office. The 21 year old female was lodged at the Oakland County Jail pending retail fraud charges. Deputies are seeking a warrant for Felony Retail Fraud I, and Misdemeanor removing anti-theft device through the prosecutor’s office.

19-76587 4/24/2019 5:18 PM Larceny from Auto Report
Deputies responded to the 500 block of Brown Rd (Warren Aggregates) for a report of Larceny from an Automobile. The complainant stated that $2050 was taken from the vehicle. The complainant stated that the vehicle was left unlocked and there was no damage. There was no security video in the area, and no suspect(s) at this time. Detectives will be investigating.
Deputies and the Orion Township Fire Department responded to the 700 block of Kimberly Drive on the report of an apparent suicide. Family members hadn’t seen or spoken to the individual since Monday and were concerned for her welfare. The individual, a 61-year-old female, had recently moved to Michigan. When family entered the apartment, they found the individual lying on the couch and not breathing. Family members attempted to administer lifesaving measures, but the individual was beyond help. Paramedics from Star EMS provided telemetry to McLaren-Oakland Hospital where a physician pronounced the victim deceased. Deputies discovered numerous empty pill bottles near the deceased and a handwritten note indicating that she had taken her own life. There were no signs of trauma or foul play. A Detective and an Investigator from the Oakland County Medical Examiner’s Office responded to the scene to begin their investigations. The Medical Examiner’s Office assumed custody of the deceased. An autopsy has been scheduled. The incident remains under investigation.

Deputies responded to 4872 S Baldwin Rd, Kohls, for a retail fraud. Dispatch informed Deputies that Kohl’s loss prevention had a female in the loss prevention office for a retail fraud. An investigation revealed that a 57 year old female resident of Ortonville walked into the Kohls, grabbed a shopping cart and placed her purse inside the cart. The suspect grabbed items off the rack and placed them in the cart. The suspect wrapped tin foil around the security devices and put the items in her purse. The suspect removed her purse out of the shopping cart, left the shopping cart, pass all points of purchase and exited the store. Loss prevention stopped the suspect in the parking lot and escorted her back to their office until Deputies arrived. Deputies are seeking a warrant through the Prosecutor’s Office for Retail Fraud II & Possession of Device to Shield from Detection.

A Deputy on routine patrol spotted a vehicle wanted in connection of a Hit and Run Property Damage Accident that occurred earlier in Orion Township in which the The Deputy initiated a traffic stop on the vehicle. The driver of a black 2007 Chevrolet Equinox failed to yield to the Deputy’s signal and a short pursuit ensued. The Deputy activated his emergency lights and siren and executed a Precision Immobilization Technique (PIT Maneuver) which disabled the vehicle and ended the pursuit. The driver of the Chevrolet Equinox, a 22-year-old male resident of the City of Grand Blanc, was taken into custody. Deputies determined that the driver was Operating a Motor Vehicle While Intoxicated. There were no injuries reported. The driver was transported to McLaren-Oakland Hospital for a voluntary blood draw and for a medical clearance. He was then
transported to the Oakland County Jail where he was lodged pending the issuance of criminal charges.

19-78719  4/27/2019  5:10  PM  Retail Fraud II

Dispatched to 2600 Lapeer the Home Depot for a possible retail fraud in progress. Responding Deputies were advised by dispatch that the suspect was leaving in a silver Chevy Malibu and possibly heading north bound on Lapeer. Witnesses provided the suspect’s license plate number. The suspect was described as a white male wearing a blue sweatshirt and blue jeans. Deputies located the suspect’s vehicle heading south bound on Lapeer at Waldon Rd. Deputies initiated a traffic stop on the Chevy Malibu on Lapeer just north of Silverbell. The driver was identified as a 29 year old male resident of Holly. A LEIN computer check revealed the driver had a suspended driver’s license. An investigation revealed the suspect was observed taking a power drill $169.00 and exiting Home Depot without paying. The item was recovered in the parking lot by Home Depot and returned to the store. Deputies are seeking charges through the prosecutor’s office for Retail Fraud II & Driving on a Suspended License.

19-75541  4/27/2019  8:30  PM  Larceny from an Automobile

An 18 year old male resident of Clarkston came into the substation to report he was the victim of a Larceny that occurred in the 3800 block of Lapeer Rd. The victim reported having $4500 in the glove compartment of his vehicle. The victim reported he unlocked his vehicle at about 11:30 am when the he brought the vehicle inside the carwash area for detailing. At approximately 12:30 pm after the car wash, he parked the vehicle at the same parking area and locked his car and placed his keys in the used car office, which is accessible to all other employees. The victim noticed the money stolen at 6:00pm. This incident is under investigation.

Anyone with information or crime tips regarding these incidents are encouraged to contact the Orion Township Sheriff’s Office Substation at 248 393-0090 for tips, or our Dispatch Center at 248 858-4911 for crimes in-progress. Tipsters can remain anonymous
CHARTER TOWNSHIP OF ORION
FIRE DEPARTMENT
FIRE CHIEF ROB DUKE, EFO

Total Response to calls for 2019 – 936
April 10, 2019 to April 28, 2019

Medicals – 112
Personal Injury Accidents – 7
Fires (Structure, Vehicle, Outdoor) - 4
Burning Complaints - 4
Citizen Assists - 14
Good Intent – 4
Other - 10

April 10, 2019

At approximately 10:39am, the fire department responded to an odor investigation.
At approximately 2:50pm, the fire department responded to a person that fell.
At approximately 4:17pm, the fire department responded to a deceased person.
At approximately 10:43pm, the fire department responded to a sick person.
At approximately 11:38pm, the fire department responded to a smoke investigation.

April 11, 2019

At approximately 4:01am, the fire department was requested for mutual aid.
At approximately 7:50am, the fire department responded to a vehicle accident.
At approximately 8:25am, the fire department responded to an unconscious person.
At approximately 8:30am, the fire department responded to an unconscious person.
At approximately 9:49am, the fire department responded to a sick person.
At approximately 11:48am, the fire department responded to a sick person.
At approximately 1:06pm, the fire department responded to a person that fell.
At approximately 10:27pm, the fire department responded to a suicidal person.
At approximately 11:20pm, the fire department responded to a person that fell.

April 12, 2019

At approximately 00:29am, the fire department responded to a lift assist.
At approximately 6:54am, the fire department responded to a sick person.
At approximately 11:07am, the fire department responded to person with abdominal pain.
At approximately 11:09am, the fire department was requested for mutual aid.
At approximately 1:13pm, the fire department responded to a person choking.
At approximately 2:09pm, the fire department responded to a lift assist.
At approximately 2:20pm, the fire department responded to a sick person.
At approximately 2:57pm, the fire department responded to a sick person.
At approximately 3:15pm, the fire department responded to a sick person.
At approximately 7:36pm, the fire department responded to a diabetic problem.
At approximately 8:03pm, the fire department responded to a person with abdominal pain.
At approximately 8:21pm, the fire department responded to a medical alarm.
At approximately 9:05pm, the fire department responded to a burn complaint.

April 13, 2019

At approximately 7:34am, the fire department responded to a lift assist.
At approximately 12:44pm, the fire department responded to a person with breathing difficulty.
April 13, 2019, continued

At approximately 1:30pm, the fire department responded to a wire down.
At approximately 2:37pm, the fire department responded to a sick person.
At approximately 2:45pm, the fire department responded to a person that fell.
At approximately 4:35pm, the fire department responded to a vehicle accident.
At approximately 5:20pm, the fire department responded to a person with breathing difficulty.
At approximately 7:36pm, the fire department responded to a fire alarm.
At approximately 10:34pm, the fire department responded to an outdoor fire.
At approximately 11:00pm, the fire department responded to a sick child.

April 14, 2019

At approximately 9:05am, the fire department responded to a person with breathing difficulty.
At approximately 1:30pm, the fire department responded to a person with back pain.
At approximately 1:47pm, the fire department responded to a wire down.
At approximately 2:04pm, the fire department responded to a sick person.
At approximately 2:12pm, the fire department responded to a lift assist.
At approximately 3:02pm, the fire department responded to an unconscious person.
At approximately 3:27pm, the fire department responded to a person having a possible stroke.
At approximately 8:27pm, the fire department responded to an unconscious person.
At approximately 8:41pm, the fire department responded to a sick person.

April 15, 2019

At approximately 7:29am, the fire department responded to a person having a possible stroke.
At approximately 10:36am, the fire department responded to a person that fell.
At approximately 12:12pm, the fire department responded to a person with chest pain.
At approximately 12:42pm, the fire department responded to a person with a diabetic problem.
At approximately 1:22pm, the fire department responded to a person that fell.
At approximately 1:45pm, the fire department responded to an unresponsive person.
At approximately 6:53pm, the fire department responded to a vehicle accident.
At approximately 7:48pm, the fire department responded to a sick person.
At approximately 9:38pm, the fire department responded to a person with breathing difficulty.

April 16, 2019

At approximately 10:28am, the fire department responded to a lift assist.
At approximately 5:11pm, the fire department responded to an unresponsive person.
At approximately 8:22pm, the fire department responded to a suicidal person.

April 17, 2019

At approximately 9:16am, the fire department responded to a person with chest pain.
At approximately 11:07am, the fire department responded to an unconscious person.
At approximately 11:57am, the fire department responded to an overdose.
At approximately 1:20pm, the fire department responded to a person with a heart problem.
At approximately 1:42pm, the fire department responded to an injured person.
At approximately 3:08pm, the fire department responded to an unresponsive person.
At approximately 3:22pm, the fire department responded to a confused person.
At approximately 6:50pm, the fire department responded to a person having a seizure.
At approximately 8:03pm, the fire department responded to an unconscious person.
At approximately 10:48pm, the fire department responded to an unconscious person.

April 18, 2019

At approximately 2:09am, the fire department responded to a sick person.
At approximately 3:34pm, the fire department responded to a lift assist.
April 19, 2019

At approximately 3:29am, the fire department responded to an injured person.
At approximately 4:20am, the fire department responded to an unconscious person.
At approximately 12:30pm, the fire department responded to an unconscious person.
At approximately 6:50pm, the fire department responded to a person that fell.
At approximately 7:11pm, the fire department was requested for mutual aid.
At approximately 8:02pm, the fire department responded to an unresponsive person.
At approximately 10:18pm, the fire department responded to a sick person.
At approximately 11:18pm, the fire department responded to a sick person.

April 20, 2019

At approximately 4:39am, the fire department responded to a lift assist.
At approximately 6:34pm, the fire department responded to an outside fire.
At approximately 8:54pm, the fire department responded to a deceased person.
At approximately 11:33pm, the fire department responded to a sick person.

April 21, 2019

At approximately 1:06am, the fire department responded to a person with a diabetic problem.
At approximately 9:58am, the fire department responded to a person having a possible stroke.
At approximately 1:07pm, the fire department responded to a medical alarm.
At approximately 3:06pm, the fire department responded to a sick person.
At approximately 4:22pm, the fire department responded to a gas leak.
At approximately 5:41pm, the fire department responded to a vehicle accident.
At approximately 9:17pm, the fire department responded to a person that fell.

April 22, 2019

At approximately 00:14am, the fire department responded to an intoxicated person.
At approximately 7:13am, the fire department responded to a person having a seizure.
At approximately 9:39am, the fire department responded to a person that fell.
At approximately 6:30pm, the fire department responded to a lift assist.
At approximately 6:42pm, the fire department responded to a lift assist.
At approximately 7:07pm, the fire department responded to a burn complaint.
At approximately 7:14pm, the fire department responded to a person with chest pain.
At approximately 7:59pm, the fire department responded to a burn complaint.

April 23, 2019

At approximately 4:01am, the fire department responded to a sick person.
At approximately 5:42am, the fire department responded to a person that fell.
At approximately 11:58am, the fire department responded to an unconscious person.
At approximately 1:32pm, the fire department responded to a person having a seizure.
At approximately 2:04pm, the fire department responded to an unconscious person.
At approximately 2:14pm, the fire department responded to a sick person.
At approximately 3:59pm, the fire department responded to a sick person.
At approximately 4:03pm, the fire department responded to an unconscious person.
At approximately 6:28pm, the fire department responded to a person that fell.
At approximately 8:03pm, the fire department responded to a person with breathing difficulty.
At approximately 8:52pm, the fire department responded to a person with heart problems.
April 24, 2019

At approximately 1:04am, the fire department responded to a sick person.
At approximately 9:01am, the fire department responded to a lift assist.
At approximately 9:31am, the fire department responded to an injured person.
At approximately 9:38am, the fire department responded to a person having a possible stroke.
At approximately 9:40am, the fire department responded to a medical alarm.
At approximately 10:51am, the fire department responded to a person with breathing difficulty.
At approximately 10:55am, the fire department responded to a person with a diabetic problem.
At approximately 12:21pm, the fire department responded to a person with chest pain.
At approximately 4:30pm, the fire department responded to a medical alarm.

April 25, 2019

At approximately 3:34am, the fire department responded to a person with breathing difficulty.
At approximately 8:26am, the fire department responded to an injured person.
At approximately 8:39am, the fire department responded to a sick person.
At approximately 9:40am, the fire department responded to a sick person.
At approximately 10:43am, the fire department responded to a burn complaint.
At approximately 11:46am, the fire department responded to an unconscious person.
At approximately 1:21pm, the fire department responded to a medical alarm.
At approximately 3:00pm, the fire department responded to a lift assist.
At approximately 3:43pm, the fire department responded to a deceased person.
At approximately 4:21pm, the fire department responded to a medical alarm.
At approximately 4:46pm, the fire department responded to a sick person.

April 26, 2019

At approximately 4:46am, the fire department responded to a lift assist.
At approximately 5:01am, the fire department responded to a deceased person.
At approximately 11:08am, the fire department responded to a person having a seizure.
At approximately 1:33pm, the fire department responded to a medical alarm.
At approximately 1:07pm, the fire department responded to a vehicle accident.
At approximately 2:14pm, the fire department responded to a person having a possible stroke.
At approximately 2:27pm, the fire department responded to a sick person.
At approximately 4:42pm, the fire department responded to a fire alarm.
At approximately 5:32pm, the fire department responded to a lift assist.
At approximately 6:07pm, the fire department responded to a vehicle accident.
At approximately 8:30pm, the fire department responded to a lift assist.
At approximately 9:17pm, the fire department responded to an injured person.

April 27, 2019

At approximately 5:15am, the fire department responded to a child having a seizure.
At approximately 6:23am, the fire department responded to a sick person.
At approximately 6:58am, the fire department responded to a person with a heart problem.
At approximately 12:11pm, the fire department responded to a structure fire.
At approximately 12:47pm, the fire department responded to an unconscious person.
At approximately 3:09pm, the fire department responded to a sick person.

April 28, 2019

At approximately 1:40am, the fire department was requested for mutual aid.
At approximately 2:59am, the fire department responded to a co investigation.
At approximately 4:57am, the fire department responded to an outside fire.
At approximately 5:00am, the fire department responded to a fire alarm.
At approximately 3:43pm, the fire department responded to a sick person.
At approximately 8:35pm, the fire department responded to an unresponsive person.
April 16, 2019

Dear Clerk:

Oakland County recently published its 2018 Financial Summary. The Summary was developed to provide a report of County finances and activities in non-technical terms for use by County residents. I am enclosing a copy for your information and an additional office copy for review by interested residents. Anyone wishing to obtain a copy can view and print it from the County’s website or submit a written request to:

Oakland County
Management and Budget Bldg 41W
Fiscal Services Division
2100 Pontiac Lake Road
Waterford, MI 48328-0403

Thank you for your assistance in this matter.

Sincerely,

Lynn Sonkiss
Manager, Fiscal Services Division
Agenda Item Summary

To: Chris Barnett

From: Jeff Stout & Bill Basigkow

Meeting Date: May 6, 2019

Memo Date: April 30, 2019

Subject: Clinton-Oakland Sewage Disposal System Rates

REQUEST

To receive and file Clinton-Oakland Sewage Disposal System 2019-20 Rate Change.

REASON

PROCESS

Yearly notification of sewage disposal charge from GLWA for 2019-20 Clinton Oakland Sewage Disposal System. The overall annual charge to communities increased by .8%. Orion Twp monthly charge decreased from $323,477.84 to $315,033.42 in addition to a monthly True-Up Charge of $842.61. The monthly charges will be part of the sewer rate calculation for 2019-20, which will be effective July 1, 2019.

BUDGET - Financial Item? Yes No

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Account No.</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Cost</th>
<th>Remaining Budget</th>
</tr>
</thead>
</table>

RECOMMENDATION (Motion)

To receive and file Clinton-Oakland Sewage Disposal System 2019-20 Rate Change.
9:00 – 10:00  Tour of Township Hall, Meet the Staff
10:00 – 10:30 Lt. Toth – Safety and Vehicle Demonstration
10:30 – 11:00 Bathroom Break, Parent Time
11:00 – 12:00 Fire Truck Visit
12:00 – 1:30 LUNCH
1:30 – 2:00 Visit the Orion Center
2:00 – 3:00 Camp Agawam Playground
3:00 – 3:15 Bathroom Break
3:15 – 3:45 Scavenger Hunt
4:00 – 4:30 Participant Questionnaire, Parent Time