



CHARTER TOWNSHIP OF WATERFORD

5200 Civic Center Drive

Waterford, Michigan 48329

January 12, 2026

6:00 P.M.

AGENDA

1. Call To Order
2. Roll Call
3. Pledge Of Allegiance To The Flag Of The United States Of America
4. Approve Agenda
5. Announcements
  - 5.I. Office Closing - January 19, 2026

Township Offices and the Library will be closed on Monday, January 19, 2026, in observance of Martin Luther King, Jr. Day. All emergency services will be available.

Documents:

[MARTIN LUTHER KING JR DAY CLOSING.PDF](#)

5.II. Oakland County Animal Shelter Launches New Dog Licensing Program

Oakland County is making it easier for residents to license their dogs and keep pets safe with the launch of a new, modern licensing program in partnership with DocuPet, a pet registration and lost-pet recovery service.

The new system streamlines dog licensing through an easy-to-use online platform while providing added protection if a pet becomes lost. Every dog license, which is good for 365 days from the purchase date, includes a DocuPet ID tag and access to HomeSafe®, a 24/7 lost-pet recovery service designed to help reunite pets with their families quickly, often before they ever enter a shelter. For more information please visit [OAKLANDMICH.DOCUPET.COM](http://OAKLANDMICH.DOCUPET.COM) or call 248-674-6220.

Documents:

[OC DOG LICENSE DOCUPET.JPG](#)  
[OC DOG LICENSE HOME SAFE.JPG](#)

5.III. Winter Property Taxes

Winter property taxes are payable without penalty through Tuesday, February 17, 2026. Tax bills were mailed on December 1st. For more information or to pay your

taxes online, please visit [WWW.WATERFORDMI.GOV/TAXES](http://WWW.WATERFORDMI.GOV/TAXES).

Documents:

[TAXES DUE \(8.5 X 5.5 IN\).PDF](#)

#### 5.IV. Annual State Of The Township Breakfast

The annual State of the Township Breakfast will be held on Wednesday, February 25, 2026, at 7:30 a.m. at Overtyme Grill & Taproom, 4724 Dixie Hwy. Tickets will be available for purchase from the Waterford Area Chamber of Commerce website, [WWW.WATERFORDCHAMBER.ORG](http://WWW.WATERFORDCHAMBER.ORG).

Documents:

[CHAMBER - STATE OF THE TOWNSHIP.PDF](#)

#### 5.V. Do You Need A Passport For Spring Break?

Are you traveling for Spring Break and need a passport? Book your passport appointment now with the Waterford Township Clerk's Office. The current processing time is 6 to 8 weeks. If you need it sooner, an additional \$60.00 will be charged. Passport Photos are also available at the Township Clerk's Office for \$15.00. If you are traveling soon, don't delay; book your appointment today. For more information, visit [WWW.WATERFORDMI.GOV/PASSPORTS](http://WWW.WATERFORDMI.GOV/PASSPORTS) or call 248-674-6266.

Documents:

[PASSPORT FAQ FLYER 062525.PDF](#)

6. Public Comment: Board Agenda Items Only Limited To Three (3) Minutes Per Person.  
After being recognized by the Supervisor, individuals in the audience may address the Township Board. The speaker shall go to the podium and identify themselves with name and address. Please note that this is a public comment period, not a question-and-answer period.

#### 7. Consent Agenda

*Board Members may remove items from the Consent Agenda for discussion purposes or for the purpose of voting in opposition. Public comment for items removed from the consent agenda may be received in the same manner immediately following the Consent Agenda.*

##### 7.I. December 10, 2025, Meeting Minutes

Documents:

[M12-10-25.PDF](#)

##### 7.II. December 10, 2025, Work Session Meeting Minutes

Documents:

[121025 WORK SESSION MINUTES.PDF](#)

7.III. January 12, 2026, Bill Payment

7.IV. Receive The Clerk's Office November 2025 Report

Documents:

[MONTHLY REPORTS- CLERKS - NOV 2025.PDF](#)

7.V. Receive The Department Of Public Works December 2025 Report

Documents:

[DPW MONTHLY UTILITY WORK ORDER REPORT- DEC 2025.PDF](#)

7.VI. Receive The Treasurer's Office November 2025 Report

Documents:

[TREASURER NOV 25.PDF](#)

8. Board Liaison Reports (Verbal)

9. Introduction

9.I. Possible Introduction Of Ordinance 2026-001; Non-Emergency Cost Recovery Ordinance Amendment

Documents:

[2026-01\\_NON-EMERGENCY COST RECOVERY.PDF](#)

9.II. Possible Introduction Of Zoning Ordinance 2026-Z-001; Rezoning 5761 Cooley Lake Rd From C-3, General Business And R-1E, Single-Family Attached Residential (Split Zoned) To C-3, General Business (Entirely)

Documents:

[2\\_2026-Z-001.PDF](#)

9.III. Possible Introduction Of Zoning Ordinance 2026-Z-002; Rezoning 6205/6215 Highland Rd From HT-2, High Tech Industrial & Office To C-3, General Business

Documents:

[2026-Z-002.PDF](#)

10. New Business

10.I. Appointment Of Nikki Tippet To Administrative Coordinator - Supervisor/HR Dept.

Documents:

[TIPPITT MEMO TO THE BOARD.PDF](#)  
[NT-REDACTED.PDF](#)

10.II. Approval Of Flock-Safety OS-Plus – 3 Year Agreement

Documents:

[FLOCK OS BOARD APPROVAL - 3 YEAR AGREEMENT SIGNED.PDF](#)

- 10.III. Resolution Approving The Waterford Youth Assistance New Board Of Directors Member And Election Results

Documents:

[BOARD RESOLUTION\\_2026\\_WYA JUNE 2025 ELECTIONS.PDF](#)

- 10.IV. 2026 North Oakland Household Hazardous Waste Consortium (NO HAZ) Program Interlocal Agreement And Resolution

Documents:

[BOARD MEMO.PDF](#)

[2026 NOHAZ INTERLOCAL RESOLUTION.PDF](#)

[2026 FINAL NOHAZ INTERLOCAL AGREEMENT.PDF](#)

- 10.V. Amendment To Procedure To Consider Township's Participation In A Road Commission Special Assessment District

Documents:

[20260106104539991.PDF](#)

- 10.VI. 2026 Resolution To Adopt Application And Policy For Poverty Exemption

Documents:

[LETTER FOR TOWNSHIP BOARD FOR 2026 RESOLUTION.PDF](#)

[2026 HARDSHIP PROCEDURES\\_POLICIES.PDF](#)

[2026 RESOLUTION TO ADOPT APPLICATION AND POLICY.PDF](#)

- 10.VII. Public Comment Limited To Three (3) Minutes Per Person.

After being recognized by the Supervisor, individuals in the audience may address the Township Board. The speaker shall proceed to the podium and identify themselves with their name and address. Please note that this is a public comment period, not a question-and-answer period.

11. Adjourn



**TOWNSHIP OFFICES WILL BE  
CLOSED ON MONDAY,  
JANUARY 19, 2026,  
IN OBSERVANCE OF  
MARTIN LUTHER KING JR. DAY.**

**EMERGENCY SERVICES WILL BE AVAILABLE.**



**"If you can't fly, then run. If you can't run, then  
walk. If you can't walk, then crawl, but  
whatever you do, you have to keep moving."**

**-Martin Luther King, Jr.**



# How to license

## Online

[oaklandmich.docupet.com](http://oaklandmich.docupet.com)

## In Person

Oakland County Animal Shelter and Pet

# Your pet, your info, o

Each tag links to your pet's profile that features contact, care instructions, and medical info to help finders return you faster.

## Free HomeSafe® 24/7 lost pet service

Every license tag includes HomeSafe®, a 24/7 lost pet service, linking finders to your pet's profile and dispatch team.





# PROPERTY TAXES DUE



**Waterford Township Treasurer's Office**  
**5200 Civic Center Drive, Waterford, Michigan 48329**  
**248-674-6220 \* [www.waterfordmi.gov/taxes](http://www.waterfordmi.gov/taxes)**



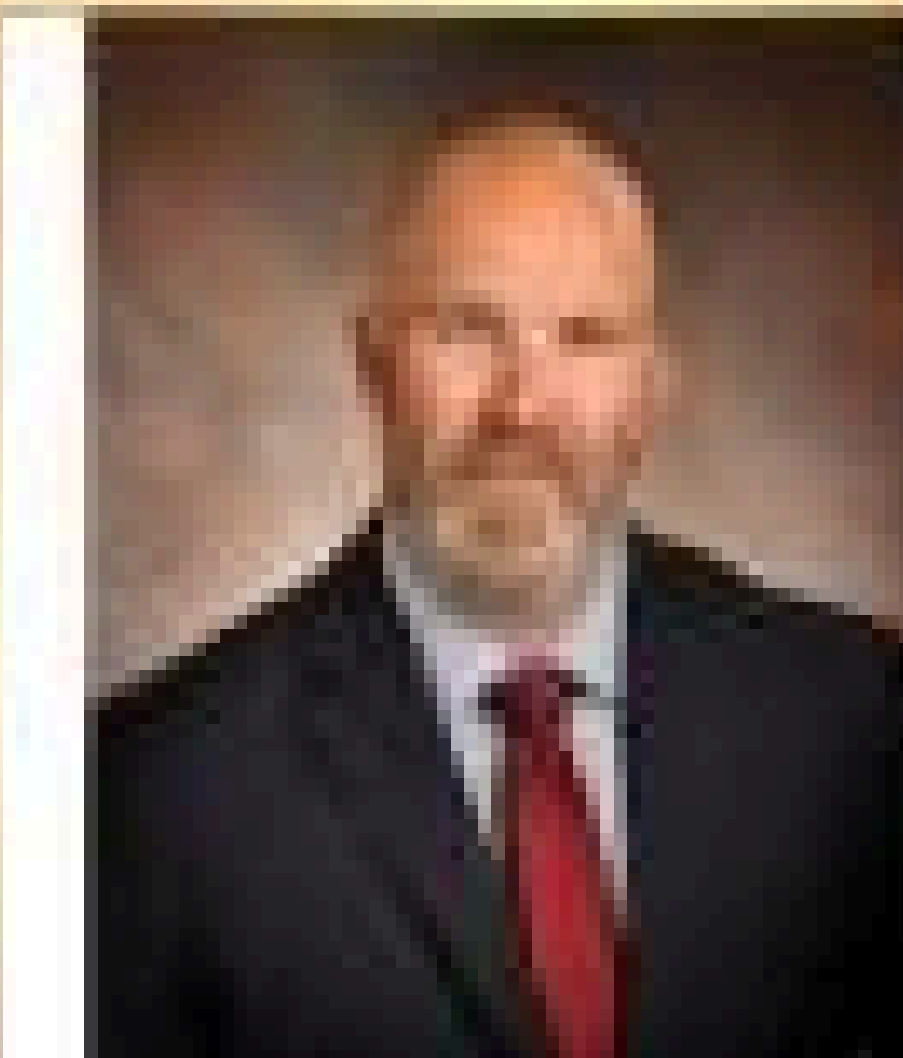
# STATE <sup>of</sup> <sub>the</sub> TOWNSHIP ADDRESS



**Anthony Bartolotta**  
Waterford Township  
Supervisor



**Peter Provenzano**  
Oakland Community College  
Chancellor



**Adam Martin**  
Waterford School District  
Superintendent

**FEBRUARY 25, 2026 | 7:30-9:15 AM**  
**OVERTIME GRILL & TAPROOM**  
**4724 DIXIE HIGHWAY**

visit [www.waterfordchamber.org](http://www.waterfordchamber.org) or call 248-666-8600 for more information.

# APPLYING FOR A NEW PASSPORT



## FORMS

- COMPLETE FORM DS-11
- PROOF OF CITIZENSHIP (ORIGINAL DOCS)
- VALID IDENTIFICATION
- PASSPORT PHOTO (2X2) AVAILABLE AT OUR OFFICE
- PASSPORT FEES-
  - PAYABLE TO U.S. DEPARTMENT OF STATE  
**(CHECK OR MONEY ORDER)**
- ACCEPTANCE FEE
  - PAYABLE TO WATERFORD TOWNSHIP  
TWP FEES: CASH, CREDIT/DEBIT CARD, MONEY ORDER -  
NO PERSONAL CHECKS

## ACCEPTANCE FEE:

- ACCEPTANCE FEE: \$35.00
- PHOTO: \$ 15.00

**PAYABLE TO WATERFORD TWP.**

## 1ST TIME ADULT PASSPORT (16+)

- Passport Book: \$130.00
- Passport Card: \$ 30.00
- Expedite Fee: \$ 60.00
- 1-2 Day Delivery: \$ 22.05

**ONE CHECK PAYABLE TO U.S. DEPT. OF STATE**

## FEES

### MINOR PASSPORT (UNDER 16)

- Passport Book: \$100.00
- Passport Card: \$ 15.00



## OTHER INFO

### APPOINTMENTS

Schedule an appointment at [www.waterfordmi.gov/passports](http://www.waterfordmi.gov/passports)

### RENEWAL

Use Form - DS-82:

Some qualify to renew online. Visit [www.travel.state.gov](http://www.travel.state.gov) to see if you qualify.

**The Clerk's Office cannot process renewals unless issued over 15 years ago.**

### MORE INFO?

Visit [www.waterfordmi.gov/passports](http://www.waterfordmi.gov/passports), [Travel.State.Gov](http://Travel.State.Gov), or call 248-674-6266



CLERK'S OFFICE

WATERFORD TOWNSHIP

5200 CIVIC CENTER DRIVE - 2ND FLOOR, WATERFORD, MICHIGAN 48329

WWW.WATERFORDMI.GOV/PASSPORTS \* 248-674-6266

**BOARD MEMBERS PRESENT:**

Anthony Bartolotta, Supervisor  
Kim Markee, Clerk  
Steve Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee

**OTHERS PRESENT:**

Jeff Mazur  
Grant Smith, WYA  
Derek Diederich  
Julie Schaefer  
Fred Ogg  
Terry Gilmore  
Mary Lonneberger

Lorraine Frasca  
Barb Miller  
Lila Ball  
Terry Ball  
Justin Makin  
Art Frasca  
Edgar Tarchalski

Jen Thom  
Alison Swanson  
Robert Stempien  
Shelly Schloss  
Jim Stock

1. **Supervisor Bartolotta called the meeting to order at 6:00 p.m.**

2. **Supervisor Bartolotta asked for a moment of silence and led the Pledge of Allegiance.**

3. **A roll call vote was taken.** All board members were present.

4. **APPROVE AGENDA**  
4.1 **December 10, 2025**

Moved by Hauswirth,  
Seconded by Markee, RESOLVED, to approve the December 10, 2025, agenda as printed. A roll call vote was taken.

Motion carried unanimously.

5. **Announcements**

- 5.1 The Waterford annual "Shop with a Hero" on Saturday, December 13, 2025, from 8:00 a.m. to 12:00 p.m. at the Waterford Meijer at 4200 Highland Road. Volunteers are needed to help wrap presents and other small tasks. Please sign up using the link in the online agenda packet. Monetary Donations are needed. Please call the Waterford Community Coalition at 947-229-7140 to have your donation picked up. Your donation is tax-deductible, and 100% of your contribution will go directly to the event.
- 5.2 Waterford Township Administrative Offices and the Library will be closed on Wednesday, December 24th, and Thursday, December 25th, for the Christmas Holiday and Wednesday, December 31st, and Thursday, January 1st, in observance of the New Year's Holiday. Emergency services remain available during these administrative closures. On behalf of all of us on Team Waterford, we wish you a safe, happy, and healthy holiday season.

- 5.3 Waterford Township residential curbside waste collection customers will continue to receive weekly services under a new 5-year contract with Priority Waste beginning April 1, 2026. What's Staying or Improving?

- Your trash day stays the same
- A single annual rate for everyone
- Unlimited yard waste (in season)
- Universal recycling for all customers
- Annual billing on your Winter taxes
- Weekly "cart plus" collection

For more details, check out the Township Newsletter at [waterfordmi.gov/trash](http://waterfordmi.gov/trash), in your Winter tax bill, at various locations throughout Town Hall, or at the Department of Public Works.

- 5.4 The Waterford Recreation Center is closed. All Parks & Recreation programs have been relocated to the Leggett Campus (Waterford Senior Center), located at 3621 Pontiac Lake Road and other Township facilities to ensure uninterrupted services until the opening of the new Waterford Community Center in January 2028. For additional information or updates, please contact: Waterford Parks & Recreation Department by calling 248-674-5441 or visit [waterfordmi.gov/parks](http://waterfordmi.gov/parks)

- 5.5 Attention all "Snowbirds"! Don't forget to do a few important items before you leave town for your seasonal home away from Waterford. Please contact the Waterford Assessing Department with your forwarding address if you are leaving town for the Winter. Even though you may have your mail forwarded by the U.S. Post Office, property tax bills and assessment notices are not forwarded and are returned to the Township. Please call 248-674-6270 to let us know your Winter address. In the alternative, you may submit an Address Change online.

## 6 Public Comments – Agenda Items Only, Limited to Three (3) Minutes Per Person

*After being recognized by the Supervisor, individuals in the audience may address the Township Board. Please go to the podium and provide name and address. This is a public comment period, not a question-and-answer period.*

Jeff Mazur, 4945 Chipman Dr., spoke against the trash services increase and adding to the taxes.

Edgar Tarchalski, 415 Rivard, discussed trash services and the lack of snowbird discount. He also shared concerns of the Rec Center closing and the lack of pickle ball courts.

## 7 Consent Agenda

- 7.1 November 24, 2025, Meeting Minutes
- 7.2 November 24, 2025, Work Session Minutes
- 7.3 December 10, 2025, Bill Payment
- 7.4 Receive the Clerk's Office October 2025 Report
- 7.5 Receive the Department of Public Works November 2025 Report
- 7.6 Receive the 51st District Court's November 2025

Moved by Markee,

Seconded by Thomas, RESOLVED, to approve consent agenda items 7.1 through 7.6 as presented. A roll call vote was taken.

Motion carried unanimously.



**8 Board Liaison Reports (Verbal)****Trustee Gilbert**

Trustee Gilbert attended a bid opening for the Drayton Plains Nature Center and they are reviewing the bids.

Saturday was the Holiday Extravaganza, and Linda Zabek, and her team does a fabulous job. Four (4) talented students received a \$5,000 scholarship from the Fran and Russ Anderson Family Legacy Fund.

**Clerk Markee**

The biggest news at the library this month is the ongoing mural in the Children's area being painted. If you take a peek at our Facebook page you can see the progress! It's amazing and the public is loving the whole thing.

The two outgoing advisory committee members were presented with certificates of appreciation signed by Tony and Julie for the service and time on the Advisory Committee at the December meeting. That was for Joann Kohler and Dana Sharp.

Beginning in January, the two new members approved at the November Trustee meeting will begin their 3 year terms. (Steve Chisnell and Melissa Connolly)

Finally the library will be ending the chat service that they had for several years to allow patrons to text in their questions as of January 1, 2026. This service is lightly used and the cost per year did not justify its use.

Patrons can contact the library in other ways such as phone, email, social media messages, or in person.

**Supervisor Bartolotta**

Supervisor Bartolotta acknowledged for delivering turkey dinners on Thanksgiving.

- Yoga Blast and Dukes Southeast Grill at 533 N. Williams Lake Rd, delivered 400 turkey dinners
- Pops Family Diner at 3330 Highland Rd., delivered 110 turkey dinners

If you are interested in serving on the Board of Review or Planning Commission, please submit your resume to the Supervisors Office.

A Menorah lighting will be held at 440 Elizabeth Lake Rd, at 6:00 p.m.

Megan Blest was a recipient of the \$5,000 scholarship from the Fran and Russ Anderson Legacy Fund. She was an intern at the 51<sup>st</sup> District Court, and did a fantastic job, a 4.0 GPA, and congratulated her on a job well done.

**Trustee Wall**

Today was the last blast at the Recreation center was for the annual Senior Christmas Luncheon. Kids from local schools made Christmas cards for each Senior. The first luncheon was held in 1947. It was a great send off for a local facility.

**9 New Business****9.1 Fiscal Year 2026 Budget Presentation**

Derek Diederich, Twp. Budget Director and DPW Admin. Superintendent, and Barb Miller, Asst. Twp. Budget Director and Twp. Accounting Manager, presented the 2026 Fiscal Year Budget Presentation, and answered the Board of Trustees questions.

The presentation focused on the General, Police, and Fire Funds, and the P&F Special Assessment Fund. The information presented does not include other funds including the Library, Cable Commission, Economic Development Corp., Bike Path, Improvement & Revolving, Parks and Rec. Fund, Senior Services Fund, Water & Sewer, and Youth Assistance.

The millage rate is set at 13.5124 mills. An increase of .5061 mills due to:

-0.1800 – Police & Fire SAD (Twp. Board Adjustment)  
-0.1631 – Headlee Roll Back: (General Fund, Police Dept #1&2, F.D. #1,2,&3, Library, & Parks and Rec.)  
+0.8492 – Community Center Bond; New for 2026  
0.5061

Estimated revenues/expenses for General, Police and Fire Funds are:

Revenues: \$67,563,044

Expenses: \$66,945,570

State Shared Revenue went down by \$117,000 due to changes at the State Level. If the 2001 local revenue sharing received inflationary increases every year, the 2026 local revenue sharing the \$7.6 million would be about \$14.6 million. It is a significant reduction in real purchasing power.

Waterford Township retains an estimated 25 cents of each local property tax dollar.

Potential new increases are 'capped' at 5% or the rate of inflation whichever is lower. The Headlee Amendment causes concern as Headlee has not a control mechanism on downward changes. In 2010 there was a -17.79%, and between 2008 and 2013 there was a net -3.84% change in residential taxable value.

Retiree Health Care is above the State Statutory Mandate of 40% funding level required by Public Act 202 of 2017. As of year-end 2024 Waterford was funded at 72.10% which is 22 years ahead of schedule.

Buildings and Pedestrian Pathways will need additional attention in the short and intermediate future. The inflation that has occurred with Fire Apparatus has been alarming, and the purchase cost has nearly doubled in the last half dozen years.

Copy of the budget is on the Township website, and a hard copy is available at the Township Clerk's Office for public reference.

Trustee Harris read an email he received from Mark Smith, 4465 Forest Ave., that was sent to Trustee Harris in an email regarding the budget, and requested a condensed version in an excel format.

**9.2 Public Hearing – Fiscal Year 2026 Budget Hearing**

Supervisor Bartolotta opened the public hearing at 6:44 p.m. No one addressed the Board and Supervisor Bartolotta closed the public hearing at 6:45 p.m.

### 9.3 2026 General Appropriations Act

The following Resolution was presented and read by Clerk Markee.

**Charter Township of Waterford  
Oakland County, Michigan**

**2026 General Appropriations Act**

**Whereas**, according to the Uniform Budgeting and Accounting Act, Public Act 2 of 1968 as amended, the Waterford Township Supervisor is Chief Administrative Officer with the authority to prepare the budget and control expenditures there under; and

**Whereas**, the Notice of Public Hearing of the Townships proposed budget was published in the Oakland Press on November 30, 2025; and

**Whereas**, the Waterford Township Board of Trustees held a Public Hearing on its budget on December 10, 2025; and

**Whereas**, the proposed 2026 tax rate to be levied by the Charter Township of Waterford is 13.5124 mills; and

**Whereas**, the estimated 2026 revenues and expenses for the Charter Township of Waterford are as follows:

	<b>2026 REVENUES</b>	<b>2026 EXPENSES</b>
GENERAL FUND	26,542,615	26,425,298**
POLICE FUND	18,341,611	18,209,366
FIRE FUND	27,825,353	27,457,441
LIBRARY FUND	3,443,648	3,372,680
<u>PARKS &amp; REC. AND SENIOR SERVICES FUNDS</u>	<u>3,613,210</u>	<u>3,755,880</u>
TOTAL REVENUES & OPERATING EXPENSES	79,766,437	79,220,665
NOT INCLUDING THE WATER AND SEWER FUND		
<b>OTHER FUNDS</b>	<b>2026 REVENUES</b>	<b>2026 EXPENSES</b>
POLICE RESTRICTED	39,450	0
CEMETERY CARE	84,211	0
CABLE FUND	365,344	427,274
IMPROVEMENT & REVOLVING	2,899,523	4,303,082
LIBRARY DONATIONS	20,000	117,000
CAPITAL PROJECT	1,664,753	1,170,000
WORKER'S COMPENSATION	54,041	200
DEBT SERVICE FUND (COMM. CTR)	3,239,201	2,432,166
<u>CONSTRUCTION FUND (COMM. CTR)</u>	<u>14,750,100</u>	<u>14,591,100</u>
TOTAL OTHER FUNDS	23,116,623	23,040,822
<b>TOTAL ALL FUNDS – (EXCLUDING WATER- SEWER)</b>	<b>TOTAL REVENUE</b>	<b>TOTAL EXPENSES</b>
	<b>102,883,060</b>	<b>102,261,487</b>

**\*\*GENERAL FUND  
EXPENDITURES**

TOWNSHIP BOARD	68,490
DISTRICT COURT	3,307,784
SUPERVISOR & ASSESSING	1,457,676
COMMUNICATIONS	68,931
ELECTIONS	583,139
CLERK	1,099,183
FISCAL & HUMAN RESOURCES	464,827
GENERAL SERVICES	4,248,235
RETIREE BENEFITS	848,150
TREASURER	1,010,792
INFORMATION SYSTEMS	631,617
FACILITIES & OPERATIONS	1,643,914
DEVELOPMENT SERVICES	2,075,875
COMMUNITY PROMOTIONS	63,250
SCHOOL CROSSING GUARDS	54,902
TRANSFERS TO OTHER FUNDS- POLICE, FIRE, ETC.	8,798,533

**Now, therefore be it resolved,** that the 2026 Budget of the Charter Township of Waterford is hereby adopted by reference.

**Be it further resolved,** that the Board of Trustees of the Charter Township of Waterford adopts the 2026 fiscal year budget by cost center, except for the District Court which is by line item, and that the Township officials responsible for the expenditures authorized in the budget, with the exception of the District Court, may expend township funds up to the total appropriation authorized for each cost center and may make transfers among the various line items contained in the cost center appropriation.

**Be it further resolved,** that appropriations will be deemed maximum authorizations to incur expenditures. The supervisor shall exercise oversight and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

Ayes: Bartolotta, Markee, Thomas, Gilbert, Harris, Hauswirth, and Wall

Nays: None

Absent: None

I hereby certify that this resolution was adopted by the Charter Township of Waterford Board of Trustees by the roll call vote indicated at a regular meeting of the Board on December 10, 2025.

Charter Township of Waterford

December 10, 2025

Kimberly Markee, Township Clerk

2026 General Appropriations Act Continued.

Moved by Markee,  
Seconded by Hauswirth, RESOLVED, to approve 2026 General Appropriations Act. A roll call vote was taken.

Motion carried unanimously.

9.4 **2026 Water and Sewer Fund Special Appropriations Act and Budget Approval Resolution**

The following Resolution was presented and read by Clerk Markee.

**CHARTER TOWNSHIP OF WATERFORD  
OAKLAND COUNTY, MICHIGAN**

**2026 WATER AND SEWER FUND SPECIAL APPROPRIATIONS ACT AND BUDGET  
APPROVAL RESOLUTION**

**WHEREAS**, the Township's proposed budget for the 2026 fiscal year that begins January 1, 2026, includes the Township's Water and Sewer Fund, which is an enterprise fund; and

**WHEREAS**, under the Uniform Budgeting and Accounting Act, Public Act No. 2 of 1968, as amended, although budgets for enterprise funds are not part of the budget that is approved by a general appropriations act, they may be approved by a special appropriations act; and

**WHEREAS**, on December 10, 2025, the Township Board of Trustees held a public hearing on its proposed budget for the 2026 fiscal year, notice of which was published in the Oakland Press on November 30, 2025, and

**WHEREAS**, the proposed 2026 Water and Sewer Fund Budget, which does not require or provide for money to be raised by taxation or new bond issues to meet proposed expenditures, and necessary supporting schedules provides for:

1. Expenditures of \$30,348,494 that include \$373,618 of debt interest expenses.
2. Debt principal payments of \$2,145,561 included in the \$30,348,494 of expenditures.
3. Anticipated income (revenue) of \$29,626,058
4. An estimated (1-1-2026) beginning fund balance of \$26,069,297 and estimated end of year (12-31-2026) fund balance of \$25,346,861; and

**WHEREAS**, the proposed 2026 Water and Sewer Fund Budget includes supporting schedules for the information in the Budget.

**IT IS THEREFORE RESOLVED** that the proposed 2026 Water and Sewer Fund Budget as described in this Resolution is approved and adopted.

**IT IS FURTHER RESOLVED** that appropriations are hereby made for the expenditures in the approved Budget, which are maximum authorizations for responsible and authorized Township officials to incur expenditures within each of the cost centers.

2026 Water and Sewer Fund Special Appropriations Act and Budget Approval Resolution Continued.**CERTIFICATION**

I hereby certify that this Resolution was adopted by the Charter Township of Waterford Board of Trustees at a regular meeting on December 10, 2025.

Charter Township of Waterford

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kimberly Markee, Township Clerk

Moved by Markee,  
Seconded by Hauswirth, RESOLVED, to approve the 2026 Water and Sewer Fund Special Appropriations Act and Budget Approval Resolution. A roll call vote was taken.

Motion carried unanimously.

**9.5 Year 2025 - Year End Budget Amendments**

The following memo was received by Derek Diederich, Twp. Budget Director and DPW Admin. Superintendent, and Barb Miller, Assit. Twp. Budget Director and Twp. Accounting Manager

After review of the Township operational budget accounts and the need to post some one time revenue and accrual adjustments, we recommend the following (2025) year-end adjustments and amendments for the Township Board's review and action.

**One-Time Revenue Receipts for 2025 Budget Year:**

Waterford Township received a few 'one-time' revenues that need to be incorporated into the 2025 Budget. Waterford received a rebate from its General Liability Carrier – Michigan Municipal Risk Management Authority (MMRMA) in the amount of \$563,000 in 2025. While this is good news, this revenue source is a one-time adjustment made by our carrier to account for loss experience and required assets on hand compared against the insurance carrier's exposure as derived by their accountants and actuaries. In short, this is the type of revenue that cannot be considered permanent. As we have discussed previously, we do not believe in attaching reoccurring annual expenses to one-time revenue events, which is a conservative budgetary practice.

**Township Board Budget Adjustment #1 Motion Requested:**

General Fund Line Item (10101-68700) was originally budgeted at \$150,000. At this time, we would ask the Township Board to approve a budget adjustment to the Township's General Fund Revenue Line Item: (10101-68700) 'Refunds and Rebates' of \$466,438 to recognize the General Fund portion of the refund and to adjust for some differences between budget vs. actual for smaller expected refund sources. The allocation to the Water-Sewer Fund is \$96,562 to account Refunds and Rebates (59003-68700) to approximate Water-Sewer's share of this rebate.

Year 2025 - Year End Budget Amendments Continued.**Professional Services Amendment #2 Motion Requested**

We originally budgeted \$165,000 in expense line item: (12480-84500) – Services Professional in the General Fund. We expect year-end to be closer to \$50,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$115,000.

**Computer Licensing and Consulting Amendment #3 Motion Requested**

We originally budgeted \$162,000 in expense line item: (12480-86800) – Computer Licensing and Consulting in the General Fund. We expect year-end to be closer to \$30,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$132,000.

**Professional Services – Treas. Office Amendment #4 Motion Requested**

We originally budgeted \$45,000 in expense line item: (12530-84500) – Professional Services in the Treasurer's Office in the General Fund. We expect year-end to be closer to \$12,785. Therefore, we recommend the Board approve a budget decrease adjustment of \$32,215. This is based on the timing of bringing on board a consultant to assist with PA 20 Investments.

**Services Consulting – Dev. Services Office Amendment #5 Motion Requested**

We originally budgeted \$50,000 in expense line item: (14100-84300) – Services Consulting in the Development Services Office in the General Fund. We expect year-end to be closer to \$0. Therefore, we recommend the Board approve a budget decrease adjustment of \$50,000. This is based on the coding of our part-time engineer's salary to a different line item.

**Services Other Prof. – Dev. Services Office Amendment #6 Motion Requested**

We originally budgeted \$115,000 in expense line item: (14100-84500) – Services Other Professional in the Development Services Office in the General Fund. We expect year-end to be closer to \$40,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$75,000. This is based on 3<sup>rd</sup> party engineering services coming in lower than expected.

**Senior Services Amendment #7 Motion Requested**

We originally budgeted \$0 in expense line item: (17470-87500) – Senior Services under the Community Promotions in the General Fund. We expect year-end to be closer to \$87,500. Therefore, we recommend the Board approve a budget increase adjustment of \$87,500. This is based on a grant program with a revenue offset. The expense activity which centers around helping seniors with house/property maintenance was not originally budgeted in 2025.

**School Crossing Guards Amendment #8 Motion Requested**

We originally budgeted \$61,351 in expense line item: (17480-70300) – Wages Part Time Crossing Guards in the General Fund. We expect year-end to be closer to \$30,850. Therefore, we recommend the Board approve a budget decrease adjustment of \$30,501. This is based on the number of community members involved in this program coordinated by the Township Police Department.

Year 2025 - Year End Budget Amendments Continued.**District Court – Visiting Judges Amendment #9 Motion Requested**

We originally budgeted \$0 in expense line item: (11360-84150) – Visiting Judges in the General Fund. We expect year-end to be closer to \$16,175. Therefore, we recommend the Board approve a budget increase adjustment of \$16,175. This is based on the need for visiting judges for 2025 based on staffing availability.

**Development Services Salaries Amendment #10 Motion Requested**

We originally budgeted \$949,931 in expense line item: (14100-70200) – Salaries – Dev. Services. We expect year-end to be closer to \$1,035,484. Therefore, we recommend the Board approve a budget increase adjustment of \$85,553. This is based on salary trends.

**Contract R&M Computer Amendment #11 Motion Requested**

We originally budgeted \$358,000 in expense line item: (12480-92140) – Contract R&M Computer. We expect year-end to be closer to \$275,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$83,000. This is based on projects coming in under budget.

**Building Permits Amendment #12 Motion Requested**

We originally budgeted \$450,000 in revenue line item: (10101-46300) – Building Permits. We expect year-end to be closer to \$620,000. Therefore, we recommend the Board approve a budget increase adjustment of \$170,000. This is based on conservative budgeting and revenues coming in stronger than originally anticipated.

**Federal Grants Amendment #13 Motion Requested**

We originally budgeted \$0 in revenue line item: (10101-53300) – Federal Grants. We expect year-end to be closer to \$68,508. Therefore, we recommend the Board approve a budget increase adjustment of \$68,508. This is based on grants being received that weren't originally anticipated.

**State Revenue Sharing Amendment #14a Motion Requested**

We originally budgeted \$7,380,519 in revenue line item: (10101-57401) – State Rev. Share – Sales Tax. We expect year-end to be closer to \$7,696,316. Therefore, we recommend the Board approve a budget increase adjustment of \$315,797. This is based on original estimates by the State for consumer spending which generates sales tax receipts that are shared by the State in this revenue category.

**State Revenue Sharing - CVTRS Amendment #14b Motion Requested**

We originally budgeted \$9,359 in revenue line item: (10101-57407) – State Rev. Share – CVTRS. We expect year-end to be closer to \$172,401. Therefore, we recommend the Board approve a budget increase adjustment of \$163,042. This is based on a formula from the state based on Taxable Values, Weighted Populations, Yield Payment and a Public Safety component.



Year 2025 - Year End Budget Amendments Continued.**Charge Admin. Fee – Trash Collection Amendment #15 Motion Requested**

We originally budgeted \$1,500 in revenue line item: (10101-62825) – Charge Admin. Fee Trash Collection. We expect year-end to be closer to \$58,690. Therefore, we recommend the Board approve a budget increase adjustment of \$57,190. This is based on the contracts and timing of the 3<sup>rd</sup> party residential curbside trash collection in the Township.

**District Court – Fines/Fees Amendment #16 Motion Requested**

We originally budgeted \$1,050,000 in revenue line item: (10101-65600) – Fines/Fees District Court. We expect year-end to be closer to \$1,130,575. Therefore, we recommend the Board approve a budget increase adjustment of \$80,575. This is based on trends of this revenue category.

**Township Board Budget Adjustment #17 Motion Requested:**

The following budget amendments are requested in the interest revenue category to more adequately reflect expected year-end actual earnings. These are related to the operational funds invested by the Treasurer's Office governed by the confines of Public Act 20.

<u>Revenue Line:</u>	<u>Name:</u>	<u>Rev. Budget:</u>	<u>Est. Y.E.:</u>	<u>Req. Amd:</u>
10101-66401	Inter Rev. Gen. Fund	\$684,752	\$1,190,000	\$505,248
20601-66400	Interest Rev. Fire	\$268,557	\$ 365,000	\$ 96,443
20701-66400	Interest Rev. Police	\$234,136	\$ 440,000	\$205,864
24601-66400	Interest Imp. Revolving	\$144,891	\$ 625,000	\$480,109
27001-66400	Interest Library Fund	\$ 78,811	\$ 189,000	\$110,189
28001-66400	Interest Parks & Rec.	\$ 59,765	\$ 148,000	\$ 88,235
28201-66400	Interest Fed. Grant	\$ 5,000	\$ 11,000	\$ 6,000
59003-66400	Interest Water-Sewer	\$ 984,725	\$1,068,000	\$ 83,275

**State Grant - Police Amendment #18 Motion Requested**

We originally budgeted \$129,224 revenue line item: (20701-56700) – State Grant Police. We expect year-end to be closer to \$154,619. Therefore, we recommend the Board approve a budget increase adjustment of \$25,395. This is based on trends of this revenue category.

**Police – Salaries Amendment #19 Motion Requested**

We originally budgeted \$7,604,783 in this expense line item: (20730-70200) – Salaries - Police. We expect year-end to be closer to \$6,415,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$1,189,783. This is based on trends of this expense category.

**Police – FICA Amendment #20 Motion Requested**

We originally budgeted \$634,934 in this expense line item: (20730-71000) – FICA - Police. We expect year-end to be closer to \$545,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$89,934. This is based on trends of this expense category and relates to the salary trends.

Year 2025 - Year End Budget Amendments Continued.**Police – Health Insurance Amendment #21 Motion Requested**

We originally budgeted \$1,000,500 in this expense line item: (20730-71100) – Health Ins. - Police. We expect year-end to be closer to \$770,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$230,500. This is based on trends of this expense category and relates to the salary trends.

**Police – Retiree Health Insurance Amendment #22 Motion Requested**

We originally budgeted \$1,945,000 in this expense line item: (20730-71150) – Retiree Health Ins. - Police. We expect year-end to be closer to \$2,500,000. Therefore, we recommend the Board approve a budget increase adjustment of \$555,000. This is based on trends of this expense category.

**Police – Legal Amendment #23 Motion Requested**

We originally budgeted \$200,000 in this expense line item: (20730-84100) – Legal - Police. We expect year-end to be closer to \$160,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$40,000. This is based on trends of this expense category.

**Police – Contract R&M Vehicle Amendment #24 Motion Requested**

We originally budgeted \$80,000 in this expense line item: (20730-92130) – Contract R&M Vehicle - Police. We expect year-end to be closer to \$20,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$60,000. This is based on trends of this expense category.

**Police – Capital Vehicle Amendment #25 Motion Requested**

We originally budgeted \$210,000 in this expense line item: (20730-92136) – Capital Vehicle - Police. We expect year-end to be closer to \$153,012. Therefore, we recommend the Board approve a budget decrease adjustment of \$56,988. This is based on trends of this expense category.

**Fire – Contract for Service Amendment #26 Motion Requested**

We originally budgeted \$10,235,042 in this expense line item: (20601-62704) – Charge – Fire Protect Contract Pontiac. We expect year-end to be closer to \$10,357,672. Therefore, we recommend the Board approve a budget increase adjustment of \$122,630. This is based on the new negotiated contract and the agreed upon schedule.

**Fire – Salaries Amendment #27 Motion Requested**

We originally budgeted \$10,295,312 in this expense line item: (20630-70200) – Salaries - Fire. We expect year-end to be closer to \$10,165,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$130,312. This is based on trends.

**Fire – Overtime Amendment #28 Motion Requested**

We originally budgeted \$1,157,500 in this expense line item: (20630-70900) – Overtime - Fire. We expect year-end to be closer to \$1,400,000. Therefore, we recommend the Board approve a budget increase adjustment of \$242,500. This is based on trends.

Year 2025 - Year End Budget Amendments Continued.**Fire – Worker’s Comp Amendment #29 Motion Requested**

We originally budgeted \$142,500 in this expense line item: (20630-71600) – Worker’s Comp - Fire. We expect year-end to be closer to \$50,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$92,500. This is based on trends.

**Fire Truck Adjustment #30 Motion Requested:**

The Budget for 2025 included the purchase of two new Fire trucks for the Fire Department, as well as one Ambulance. These units have been ordered but due to the long manufacturing lead-time involved in building it, it will not be delivered until 2026 or beyond. For accounting purposes, it is therefore recommended to reduce 20630-97136 by \$2,170,655 and make a corresponding increase to 20630-99901 – Capital Project Allocation. An increase is also needed for Capital Project 33001-67410-Fire for \$2,170,655, so that the purchase of this truck can be made using account 33090-97136-Fire.

**Water-Sewer Amendment #31 Motion Requested**

We originally budgeted \$6,850,000 in revenue line item: (59001-64500) – Water Sales - DPW. We expect year-end to be closer to \$7,100,000. Therefore, we recommend the Board approve a budget increase adjustment of \$250,000. This is based on trends and customer demand.

**Water-Sewer Amendment #32 Motion Requested**

We originally budgeted \$19,639,515 in revenue line item: (59002-65012) – Sewer Usage - DPW. We expect year-end to be closer to \$19,800,000. Therefore, we recommend the Board approve a budget increase adjustment of \$160,485. This is based on trends and customer demand.

**Water-Sewer Amendment #33 Motion Requested**

We originally budgeted \$0 in revenue line item: (59003-69200-PFAS) – Legal Settlements - DPW. We expect year-end to be closer to \$137,532. Therefore, we recommend the Board approve a budget increase adjustment of \$137,532. This is based on Waterford’s distribution of a class action settlement and the ensuing legal outcomes.

**Water-Sewer Amendment #34 Motion Requested**

We originally budgeted \$465,673 in expense line item: (59043-76900) – Supplies Meter Materials - DPW. We expect year-end to be closer to \$325,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$140,673. This is based on trends and need for meter replacement products.

**Water-Sewer Amendment #35 Motion Requested**

We originally budgeted \$358,000 in expense line item: (59044-71150) – Retiree Health - DPW. We expect year-end to be closer to \$425,000. Therefore, we recommend the Board approve a budget increase adjustment of \$67,000. This is based on trends in this expense category.

Year 2025 - Year End Budget Amendments Continued.**Water-Sewer Amendment #36 Motion Requested**

We originally budgeted \$255,000 in expense line item: (59044-84500) – Services Other Professional - DPW. We expect year-end to be closer to \$236,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$19,000. This is based on trends in this expense category.

**Water-Sewer Amendment #37 Motion Requested**

We originally budgeted \$1,889,150 in expense line item: (59045-97010) – Capital Infrastructure Preservation - DPW. We expect year-end to be closer to \$163,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$1,726,150. This is based on this cast iron water main replacement project carrying over to 2026.

**Water-Sewer Amendment #38 Motion Requested**

We originally budgeted \$10,362,515 in expense line item: (59054-81000) – Sewer Treatment - DPW. We expect year-end to be closer to \$10,050,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$312,515. This is based on metered flow data from Oakland County for the Township's wastewater treatment.

**Library Amendment #39 Motion Requested**

We originally budgeted \$355,000 in expense line item: (27790-97106) – Capital Bldg. Improvement - Library. We expect year-end to be closer to \$5,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$350,000. This is based on a roof project that was not completed in 2025, but will be combined with other township buildings in a subsequent year for economy of scale pricing of a combined project.

**Library Amendment #40 Motion Requested**

We originally budgeted \$120,000 in expense line item: (27790-97200) – Capital Books Ref. Materials - Library. We expect year-end to be closer to \$90,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$30,000. This is based on trends in this expense category.

**Parks and Rec. Amendment #41 Motion Requested**

We originally budgeted \$620,145 in expense line item: (28090-70200) – Salaries - Parks. We expect year-end to be closer to \$510,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$110,145. This is based on trends in this expense category.

**Parks and Rec. Amendment #42 Motion Requested**

We originally budgeted \$160,000 in expense line item: (28090-70300) – Part Time - Parks. We expect year-end to be closer to \$100,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$60,000. This is based on trends in this expense category.

Year 2025 - Year End Budget Amendments Continued.**Parks and Rec. Amendment #43 Motion Requested**

We originally budgeted \$129,377 in expense line item: (28090-70325) – Part Time – Seasonal - Parks. We expect year-end to be closer to \$170,000. Therefore, we recommend the Board approve a budget increase adjustment of \$40,623. This is based on trends in this expense category.

**Parks and Rec. Amendment #44 Motion Requested**

We originally budgeted \$140,200 in expense line item: (28090-92190-M9510) – Contract R&M Wat. Rec. Ctr. - Parks. We expect year-end to be closer to \$40,000. Therefore, we recommend the Board approve a budget decrease adjustment of \$100,200. This is based on trends in this expense category which involves shuttering and eventually closing this facility.

**General Fund Amendment #45 Motion Requested**

We recommend an additional \$500,000 in expense line item: (19650-99911) – Transfer – Improvement Revolving Fund – General Fund. As you know, the Improvement Revolving Fund is where the Township codes and conducts much of its Governmental Public Infrastructure. As we all know, these types of projects (Buildings, Sidewalks, Drain Improvements) are very expensive and the Township has multiple projects to consider going forward. An additional allocation to this category gives some flexibility to the board moving forward.

**General Fund Amendment #46 Motion Requested**

We recommend a decrease of \$1,600,000 in expense line item: (19650-99904) – Transfer – Police Fund – from General Fund. As well as the corresponding decrease in the Police revenue line of (20701-67402). The General Fund in Waterford makes large transfers to public safety. The Police Fund was not at full staffing complement in 2025, so these resources were unspent. We recommend that the General Fund retain this portion at this time. This permits the General Fund to make some strategic allocations to permit the Township Board and the community some flexibility moving forward. Additionally, the Police Fund has a healthy Fund Balance which we believe helps to accommodate this recommendation.

**Commitment of Township Resources on Financial Statements –  
Board Resolution (Adjustment #47):**

In light of the 'one-time' revenues and amendments outlined above, as well as analyzing year-end projected results we believe, that the Township has an opportunity to commit some of the one-time resources above to Waterford's 'Budget Stabilization Fund.' The Township Board created this Fund in 2013 as a set aside for large unforeseen events. The bond rating agencies (Standard and Poor's, Moody's and Fitch) as well as our auditors like to see such allocations made. During our last Bond Rating review in Summer of 2025 Standard and Poor's did take note of the Budget Stabilization Fund that was created by Waterford Township. Bond ratings are a good measurement of a municipality's financial health and are very important when issuing debt to receive the most favorable interest rates and financing available. We feel that a further contribution is in Waterford's best interest.

The commitment of the funds takes a board action (resolution) to commit the funds. Also, if the funds are to be used in the future, a subsequent board action (resolution) would be required to utilize the funds. We have checked with our auditors, and this action is permitted and, in the spirit, and accordance with the Governmental Accounting Standards Board (GASB-54) rule, as

Year 2025 - Year End Budget Amendments Continued.

well as PA 30 of 1978 as amended in Sept. of 2016. We believe that this move would be a sound and conservative action to take with one-time non-reoccurring revenues and other adjustments possible this year. We recommend that the Board allocate \$610,000 to the Committed Budget Stabilization Fund at this time. While not a large allocation considering the magnitude of the operations, we believe this is a prudent and conservative action that merits consideration. This commitment would bring Waterford to a fully funded Budget Stabilization level (\$4,385,811) as of 12-31-25 if approved. Please see attached **Appendix A** for the resolution that we ask the Board to consider regarding this recommendation at this time.

**Senior Fund Amendment #48 Motion Requested**

We originally budgeted \$0 in revenue line item: (28101-60141-N7030) – Donations – Congregate Meals - Senior. We expect year-end to be closer to \$44,000. Therefore, we recommend the Board approve a budget increase adjustment of \$44,000. This is based on trends in this expense category and that this was a new activity for 2025.

**Senior Fund Amendment #49 Motion Requested**

We originally budgeted \$0 in revenue line item: (28101-60141-N7031) – Donations – Home Delivered Meals - Senior. We expect year-end to be closer to \$42,250. Therefore, we recommend the Board approve a budget increase adjustment of \$42,250. This is based on trends in this expense category and that this was a new activity for 2025.

**Senior Fund Amendment #50 Motion Requested**

We originally budgeted \$0 in revenue line item: (28101-60142-N7040) – Fees Encore - Senior. We expect year-end to be closer to \$141,736. Therefore, we recommend the Board approve a budget increase adjustment of \$141,736. This is based on trends in this expense category and that this was a new activity for 2025.

**Senior Fund Amendment #51 Motion Requested**

We originally budgeted \$0 in revenue line item: (28101-67406) – Contributions Donations – Senior. We expect year-end to be closer to \$230,000. Therefore, we recommend the Board approve a budget increase adjustment of \$230,000. This is based on trends in this expense category and that this was a new activity for 2025.

**Senior Fund Amendment #52 Motion Requested**

We originally budgeted \$150,000 in revenue line item: (28101-67410) – Contribution – Other - Senior. We expect year-end to be closer to \$0. Therefore, we recommend the Board approve a budget decrease of \$150,000. This is based on trends in this expense category and that this was a new activity for 2025.

**Parks Fund Amendment #53 Motion Requested**

We originally budgeted \$0 in expense line item: (28090-89000) – Utilities - Comm. Ctr. on OCC Property. We expect year-end to be closer to \$95,000. Therefore, we recommend the Board approve a budget increase of \$95,000. This is based on the Twp's relative share of utilities for the new community center.

Year 2025 - Year End Budget Amendments Continued.**District Court Amendment #54 Motion Requested**

The Court had two employees that retired in 2025. These employees had paid leave time on the books that was paid out when they separated. We recommend a budget increase to 11360-70200 in the amount of \$24,985.00

**Appendix A****Budget Stabilization Fund Resolution****Resolution # 1 Budget Stabilization Fund Committed Designation:**

A Resolution to approve commitment of Fund Balance in Accordance with GASB Statement No. 54.

**Whereas**, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions, which redefines fund types and changes the terminology used for fund balance reporting on balance sheets of Governmental Funds, AND;

**Whereas**, the Charter Township of Waterford's Township Board has reviewed the new terminology, AND;

**Whereas**, the Charter Township of Waterford Budget and Assistant Budget Directors recommend that a portion of the General Fund Refunds and Rebates and regular fund balance for Budget Year 2025 be received and committed by this resolution in the amount of \$610,000 to the 'Budget Stabilization Fund.'

**Whereas**, the purpose of these committed funds would be to balance a subsequent budget in future years, or to meet the needs of a large unforeseen event.

**Now, Therefore, Be It Resolved** that the Charter Township of Waterford Township Board accepts the aforementioned recommendation.

Moved by Markee,  
Seconded by Gilbert, RESOLVED, approve 2025 Year End Budget amendments as presented. A roll call vote was taken.

Motion carried unanimously.

Moved by Markee,  
Seconded by Hauswirth, RESOLVED, approve the resolution for Budget Stabilization Fund Resolution. A roll call vote was taken.

Motion carried unanimously.

## 9.6 Community Center Project Update – Robert Stempien, Plante Moran Real Pointe

Robert Stempien, Plante Moran Real Pointe, Jim Stock and Kirk Ryder, Frank Rewald and Son's, addressed the Board of Trustees and provided an update on the Community Center Project. The construction documents would be available in May 2026, with the guaranteed maximum price, and construction will begin June 2026. Much discussion was held regrading courts, parking, splash pad's, and other amenities.

### The Highlights:

#### Building Amenities

- 56,628 sf Building Size
- Bistro Seating for approx. 140 Congregate Meal Participants
- Community Event Seating for approx. 215 attendees
  - (Combined Bistro and Community Events Room)
- (4) Multi-Purpose Rooms• Community Room can be used as a Multi-Purpose Room if needed)
- New Commercial Kitchen• Serving over 200 Meals on Wheels Daily
- Demonstration Kitchen
- Dedicated Game Room• Reservable Community Conference Room
- Dedicated Room for Medical Device Rentals
- Two Exercise Rooms
- Locker Rooms for Men, Women and Families
- Gymnasium
- 3-Lane Elevated Running / Walking Track
- High School Size Basketball Court with 2 Cross Courts
- 4 Pickle Ball Courts
- Volleyball Court

- Bleacher Seating for 250 people
- Two Cardio and Fitness areas
- Dedicated Administrative Office Space for Recreation Staff
- Flexible Exterior Community Courtyard Space
- Stand-Alone Facility with Separate Utility Feeds

#### Site Amenities

- 209 Parking Spaces in close proximity to New Building
- (4) Pickleball Courts at former High Oaks Hall Site• Space for Future Tennis Courts
- (2) Basketball Courts
- Maintenance / Storage Building with Public Toilets
- Space for Future Playground
- Space for Future Splash pad
- Existing Softball Field to remain
- Dog Park
  - One Fenced Area for Smaller Dogs
  - One Fenced Area for Larger Dogs
- 257 Additional Parking Spaces near Softball Field and Site Amenities
- Overflow Parking Spaces available on Lawn Areas if Needed

• Student Center Renovation + Addition:	\$17,410,881
• Adjacent Building Site Development:	\$ 4,073,661
• Pickle Ball Courts at Former High Oaks Site:	\$ 290,884
• West Campus Site Development:	\$ 1,635,987
• Building Demolition:	\$ 1,465,302
• <u>Construction Manager Fees:</u>	<u>\$ 3,007,959</u>
Preliminary Cost of Work	\$27,884,674



**9.6.1 Proposed vote to approve the design development documents and grant permission for Neumann Smith to continue on to the construction document phase of the Community Center project.**

Moved by Gilbert,

Seconded by Harris, RESOLVED, to approve the Design Development documents and grant permission for Neumann Smith to continue on to the construction document phase of the Community Center project. A roll call vote was taken.

Motion carried unanimously.

**9.7 Recommendation to Hire Justin Makin as the Department of Public Works Engineer**

The following memo was received by Mark Similar, Human Resources Director/Risk Manager.

The interview team committee, consisting of Justin Westlake, Kris Goetz and myself, conducted interviews for the position of Department of Public Works Engineer.

After careful consideration, the team selected Justin Makin for the role.

Justin's qualifications, as outlined in his attached resume and cover letter, demonstrate a strong technical expertise and commitment. We are confident that he will make a valuable contribution to the Department of Public Works and support the department's mission effectively.

It is my recommendation that the Board approve the appointment of Justin Makin to the Administrative & Management position of Engineer in the Department of Public Works.

This position is budgeted for a Grade 8, Step 1 \$83,221 and progressing every 6 months until a grade 5 has been reached.

Please let me know if you have any questions.

Moved by Markee,

Seconded by Gilbert, RESOLVED, to appoint Justin Makin to the Administrative & Management position of Engineer in the Department of Public Works at a Grade 8, Step 1 \$83,221 and progressing every 6 months until a grade 5 has been reached.. A roll call vote was taken.

Motion carried unanimously.

**9.8 Proposed Three-Year Contract with the Teamsters, Local 214**

The following memo was received by Mark Similar, Human Resources Director/Risk Manager.

Attached please find the ratified Tentative Agreement between the Charter Township of Waterford and the Teamsters Local 214.

This proposed three-year contract will begin January 1, 2026, and expire December 31, 2028.

Proposed Three-Year Contract with the Teamsters, Local 214 Continued.

I believe the terms and conditions of this agreement are fair and reasonable to the hardworking employees of the Teamsters Local 214 and allow the Township to continue providing excellent services to the citizens of Waterford Township.

I appreciate the Boards consideration of this request and respectfully ask that you approve this three-year contract.

Mark Similar, addressed the Board and answered their questions.

Moved by Markee,

Seconded by Bartolotta, RESOLVED, to approve the proposed three (3) year contract with the Teamsters, Local 214. A roll call vote was taken.

Motion carried unanimously.

Moved by Thomas,

Seconded by Wall, RESOLVED, to authorize a budget amendment to the Fiscal Year 2026 Budget in the amount of \$274,573 to accommodate the financial portion of the 2026 Labor Contract between Waterford Township and the Teamsters Local 214 Bargaining Unit. Staff is authorized to amend the budget from the appropriate contingency lines per operating fund outlined in the attached worksheet prepared by the Township Budget Department. A roll call vote was taken.

Motion carried unanimously.

## 9.9 **OnBase Annual Maintenance & Support**

The following memo was received by Frank Fisher, Assistant Director of Information Technology/DPW SCADA & GIS Manager.

Waterford Township currently utilizes OnBase by Hyland Software as our enterprise-wide Content Management System (CMS). The solution is used in various Township departments for storage and retrieval of official Township records, including current and historical scanned and electronically produced documents. OnBase is a critical software that helps us manage our documents and streamline our workflows. It is essential that we maintain and support this software to ensure that it continues to function optimally.

The application is critical to the operation of many of the Township departments and as such, the vendor is on the Township Board approved Single Source List. The vendor is the sole source for purchasing maintenance and support of the application.

Due to the cost of the quote, it is still necessary for the Township board to approve the purchase of the 2026 OnBase Annual Maintenance and Support. This will allow access to the latest version of the software and access to Hyland Support, should any outages or issues arise.

OnBase Annual Maintenance & Support Continued.**Requested Board Action:**

Approve the attached invoice for Annual Maintenance & Support from Hyland Software, Inc. in the amount of \$63,915.29.

Moved by Hauswirth,  
Seconded by Markee, RESOLVED, to approve the invoice for Annual Maintenance & Support from Hyland Software, Inc. in the amount of \$63,915.29. A roll call vote was taken.

Motion carried unanimously.

**9.10 2026 Single Source Vendors**

The following memo was received by Pam Lyman, Staff Accountant/Purchasing Agent.

I have attached a list of Single Source Vendors from all Departments within the Township for your approval.

This list follows the Township Procurement Policy for Single Source Vendors – Section 3 Procurement Methods - 1.3 Single Source Purchase.

The list is alphabetized by Vendor, listing the Department(s), type of product or service and explanation code(s) for each.

A short discussion followed regarding single source vendors.

Moved by Markee,  
Seconded by Thomas, RESOLVED, to approve the 2026 Single Source Vendor list. A roll call vote was taken. A copy of the 2026 Single Source Vendor list is attached to these minutes.

Motion carried unanimously.

**9.11 Liquor License Transfer – 5328 Highland Road**

The Clerk's office presented the following Liquor License Resolution.

**STATE OF MICHIGAN, OAKLAND COUNTY  
CHARTER TOWNSHIP OF WATERFORD**

**RESOLUTION APPROVING LIQUOR LICENSE AND PERMITS TRANSFER**

At a regular meeting of the Charter Township of Waterford Board of Trustees, called to order by Supervisor Bartolotta on December 10, 2025, at 6:00 P.M, the following resolution was offered:

Liquor License Transfer – 5328 Highland Rd Continued.

Moved by \_\_\_\_\_ and Supported by \_\_\_\_\_ to approve:

The Request to Transfer Ownership of the Class C License with Sunday Sales (AM/PM) Permit and Outdoor Service Area Permit from Oakland Athletics, Inc. (Business ID NO. 2157) Located at 5328 Highland Rd, Waterford, Oakland County, to Yard Café, LLC; Request to Redefine Licensed Premises, Add 2 Outdoor Service Areas, Add 4 Additional Bar Permits, New Dance-Entertainment Permit, New Extended Hours Permits (Dance/Entertainment, New Specific Purpose (Food and Sporting Events) Permit and New SDM License with SDM Sunday Sales Permit (PM).

**APPROVAL**

Yeas:  
Nays:  
Absent:

**DISAPPROVAL**

Yeas:  
Nays:  
Absent:

**CERTIFICATION**

I hereby certify that by the majority vote indicated above, this Resolution was adopted by the Charter Township of Waterford Board of Trustees on December 10, 2025.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kimberly Markee, Township Clerk  
5200 Civic Center Drive, Waterford, MI 48329

Moved by Hauswirth,  
Seconded by Gilbert, RESOLVED, to approve the request to Transfer Ownership of the Class C License with Sunday Sales (AM/PM) Permit and Outdoor Service Area Permit from Oakland Athletics, Inc. (Business ID NO. 2157) Located at 5328 Highland Rd, Waterford, Oakland County, to Yard Café, LLC; Request to Redefine Licensed Premises, Add 2 Outdoor Service Areas, Add 4 Additional Bar Permits, New Dance-Entertainment Permit, New Extended Hours Permits (Dance/Entertainment, New Specific Purpose (Food and Sporting Events) Permit and New SDM License with SDM Sunday Sales Permit (PM). A roll call vote was taken.

Motion carried unanimously.

9.12 **Resolution in Support of the Application for the Detroit Institute of Arts' Partners in Public Art Program**

**CHARTER TOWNSHIP OF WATERFORD  
RESOLUTION IN SUPPORT OF THE APPLICATION FOR  
THE DETROIT INSTITUTE OF ARTS' PARTNERS IN PUBLIC ART PROGRAM**

**WHEREAS**, Waterford Township supports the addition and expansion of public art in our community; and

**WHEREAS**, the Detroit Institute of Arts collaborates on a program known as "Partners in Public Art" which provides funding and support for outdoor murals painted in public places; and

**WHEREAS**, Waterford Township has identified Hess Hathaway Park, one of the largest parks in Waterford Township, as a location well suited for public art; and

Resolution in Support of the Application for the Detroit Institute of Arts' Partners in Public Art Program Continued.

**WHEREAS**, Waterford Township understands that if selected, the partnership between the DIA and Waterford Township shall include a guarantee of a minimum ten-year commitment to keep and maintain the public art.

**NOW THEREFORE BE IT RESOLVED**, the Waterford Township Board of Trustees supports the application for participation in the Partners in Public Art program and agrees to maintain the public art per the program requirements if selected.

I, the undersigned, the Clerk of the Charter Township of Waterford, County of Oakland, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Township Board of said Township held on the 10<sup>th</sup> day of December, 2025, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act. MCL 15.261 et. seq.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 10<sup>th</sup> day of December, 2025.

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Kimberly Markee, Township Clerk  
Charter Township of Waterford

Moved by Hauswirth,  
Seconded by Markee, RESOLVED, to approve the Resolution in Support of the Application for the Detroit Institute of Arts' Partners in Public Art Program. A roll call vote was taken.

Motion carried unanimously.

**9.13 Public Comment is limited to three (3) minutes per person.**

No one addressed the Board of Trustees.

**10 Adjournment**

Moved by Wall,  
Seconded by Markee, RESOLVED, to adjourn the meeting at 8:08 p.m. A roll call vote was taken.

Motion carried unanimously.

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Kimberly Markee, Clerk

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Anthony Bartolotta, Supervisor

12/03/2025 10:51 |WATERFORD TOWNSHIP  
llievois |AP CHECK RECONCILIATION REGISTER

|P 1  
|apchkrcn

FOR CASH ACCOUNT: 70000 01000

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
2968099	12/10/2025	PRINTED	011016 GREAT LAKES ACE HARDWARE	98.98			
2968100	12/10/2025	PRINTED	011021 ADI	72.83			
2968101	12/10/2025	PRINTED	011129 ACCESS EQUIPMENT INC	650.00			
2968102	12/10/2025	PRINTED	011130 ADCS LLC	396.00			
2968103	12/10/2025	PRINTED	011730 ARROW PRINTING	515.85			
2968104	12/10/2025	PRINTED	013764 SANDRA ASPINALL	2,002.23			
2968105	12/10/2025	PRINTED	014472 ALPHA DIRECTIONAL BORING	5,400.00			
2968106	12/10/2025	PRINTED	020007 ROBERTO A BIHAR	208.53			
2968107	12/10/2025	PRINTED	021082 BETTS EXCAVATING INC	2,000.00			
2968108	12/10/2025	PRINTED	021379 BCM HOME IMPROVEMENT LLC	5,725.00			
2968109	12/10/2025	PRINTED	021380 BILLS PLBG & SEWER SERV I	642.63			
2968110	12/10/2025	PRINTED	021862 BIG TIME DOORS	7,385.00			
2968111	12/10/2025	PRINTED	023883 BUSINESS INFORMATION SYST	724.84			
2968112	12/10/2025	PRINTED	030571 FOUNDATION SYSTEMS OF MI-	200.00			
2968113	12/10/2025	PRINTED	030774 SARAH WELSH	100.00			
2968114	12/10/2025	PRINTED	031330 J HAMMOND LLC	3,782.50			
2968115	12/10/2025	PRINTED	031880 ERIC WELSH	152.00			
2968116	12/10/2025	PRINTED	032864 VIP RESTORATION LLC	100.00			
2968117	12/10/2025	PRINTED	038428 C&G CEMENT CONTRACTOR	600.00			
2968118	12/10/2025	PRINTED	039411 IMPACT MEDIA INC	100.00			
2968119	12/10/2025	PRINTED	041184 CEC	444.00			
2968120	12/10/2025	PRINTED	041192 CDW GOVERNMENT INC	3,840.43			
2968121	12/10/2025	PRINTED	043376 CINTAS CORP	2,125.71			
2968122	12/10/2025	PRINTED	051025 DMC TECHNOLOGY GROUP INC	300.00			
2968123	12/10/2025	PRINTED	051445 DLZ MICHIGAN, INC	12,044.15			
2968124	12/10/2025	PRINTED	053389 LUNGHAMER GMC INC	386.33			
2968125	12/10/2025	PRINTED	053562 JACK DOHENY COMPANIES INC	183.00			
2968126	12/10/2025	PRINTED	063476 ELECTROCOMM-MICHIGAN, INC	130.00			
2968127	12/10/2025	PRINTED	064008 ELECTRONIC MONITORING SYS	38.50			
2968128	12/10/2025	PRINTED	083373 FIRESTONE TIRE & SERV CTR	678.52			
2968129	12/10/2025	PRINTED	091086 GFL ENVIRONMENTAL	1,444.98			
2968130	12/10/2025	PRINTED	093025 CENGAGE LEARNING INC/GALE	523.42			
2968131	12/10/2025	PRINTED	093583 WKHS-WWC	100.00			
2968132	12/10/2025	PRINTED	093594 GOOSE BUSTERS	455.00			
2968133	12/10/2025	PRINTED	093705 GRAINGER	1,430.73			
2968134	12/10/2025	PRINTED	093823 GREEN MEADOWS LAWNSCAPE,	21,472.00			
2968135	12/10/2025	PRINTED	093863 GREAT LAKES WATER AUTHORI	3,645.13			
2968136	12/10/2025	PRINTED	100050 MICHAEL HATTY	435.00			
2968137	12/10/2025	PRINTED	101950 HYDRO CORP	9,265.00			
2968138	12/10/2025	PRINTED	103015 HAGOPIAN CLEANING SERVICE	3,588.00			
2968139	12/10/2025	PRINTED	103018 DERWOOD HAINES JR	96.00			
2968140	12/10/2025	PRINTED	103238 HELPNET EAP	5,364.54			
2968141	12/10/2025	PRINTED	103841 HUTCHINSONS ELECTRIC INC	608.48			
2968142	12/10/2025	PRINTED	113177 IDEAS FOR YOU	36.41			
2968143	12/10/2025	PRINTED	113542 INGRAM LIBRARY SERVICES	5,317.13			
2968144	12/10/2025	PRINTED	121003 POWER PLAN	22.33			
2968145	12/10/2025	PRINTED	121300 JGM VALVE CORP	45,222.00			
2968146	12/10/2025	PRINTED	143250 KELLER CUSTOM PAINTING LL	21,333.00			
2968147	12/10/2025	PRINTED	143586 KONE INC	760.80			
2968148	12/10/2025	PRINTED	153109 LAKES AREA MARTIAL ARTS	623.10			
2968149	12/10/2025	PRINTED	153240 LESLIE TIRE	2,880.00			
2968150	12/10/2025	PRINTED	153367 LIBRARY NETWORK, THE	4,717.29			

FOR CASH ACCOUNT: 70000      01000

FOR:   Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
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2968151	12/10/2025	PRINTED	153859 LUIGI FERDINANDI & SON CE	35,730.90			
2968152	12/10/2025	PRINTED	161135 MEGAN MCCOY	445.65			
2968153	12/10/2025	PRINTED	161379 MCD ARCHITECTS	9,448.75			
2968154	12/10/2025	PRINTED	161434 PHYLLIS MCMILLEN	1,758.20			
2968155	12/10/2025	PRINTED	163082 HYLAND SOFTWARE, INC	6,425.99			
2968156	12/10/2025	PRINTED	163095 MAZZA AUTO PARTS INC	289.33			
2968157	12/10/2025	PRINTED	163371 MICHIGAN COURT SERV INC	2,256.00			
2968158	12/10/2025	PRINTED	163508 FERGUSON WATERWORKS #3386	6,607.00			
2968159	12/10/2025	PRINTED	183021 NATIONAL TRAILS	3,264.00			
2968160	12/10/2025	PRINTED	183611 NOVA TESTING, LLC	138.00			
2968161	12/10/2025	PRINTED	183952 NYE UNIFORM COMPANY	2,600.06			
2968162	12/10/2025	PRINTED	193041 OAKLAND COMMUNITY HEALTH	55,538.84			
2968163	12/10/2025	PRINTED	193277 ACI PAYMENTS, INC	257.06			
2968164	12/10/2025	PRINTED	193280 OFFICE PRIDE BILLING SERV	7,040.00			
2968165	12/10/2025	PRINTED	193713 ORKIN, LLC	458.00			
2968166	12/10/2025	PRINTED	213288 PERSONNEL EVALUATION INC	75.00			
2968167	12/10/2025	PRINTED	223149 ROBERTA BALLARD	90.00			
2968168	12/10/2025	PRINTED	223152 ANDREW STROMBECK	110.00			
2968169	12/10/2025	PRINTED	223153 HALEY LOVE	100.00			
2968170	12/10/2025	PRINTED	241008 RKA PETROLEUM COMPANIES,	9,578.06			
2968171	12/10/2025	PRINTED	251006 SHRADER TIRE & OIL OF MIC	5,131.42			
2968172	12/10/2025	PRINTED	251308 SHI INTERNATIONAL CORP	4,396.62			
2968173	12/10/2025	PRINTED	251964 RS TECHNICAL SERVICES INC	336.40			
2968174	12/10/2025	PRINTED	253533 SMART BUSINESS SOURCE	9,411.01			
2968175	12/10/2025	PRINTED	263255 EUROFINS ENVIRONMENT TEST	414.00			
2968176	12/10/2025	PRINTED	263360 THOMPSON CREATIVE PRODUCT	226.25			
2968177	12/10/2025	PRINTED	273533 UNIFIRST CORP	339.14			
2968178	12/10/2025	PRINTED	274551 ROWERDINK INC	669.37			
2968179	12/10/2025	PRINTED	283247 VESCO OIL CORP	220.00			
2968180	12/10/2025	PRINTED	291365 LINDE GAS & EQUIPMENT INC	264.27			
2968181	12/10/2025	PRINTED	293605 WORLDWIDE INTERPRETERS IN	2,444.60			
2968182	12/10/2025	PRINTED	304500 WATERFORD TOWNSHIP PARKS	330.00			
2968183	12/10/2025	PRINTED	500502 ASSURED TRUCK REPAIR INC	165.00			
85 CHECKS                      CASH ACCOUNT TOTAL				346,926.29	.00		

Already Mailed Advance Checks  
Nov 25 → Dec 3

12/03/2025 10:58 | WATERFORD TOWNSHIP  
llievois | AP CHECK RECONCILIATION REGISTER

| P 1  
| apchkrcn

FOR CASH ACCOUNT: 70000 01000

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
2968027	11/25/2025	PRINTED	011790 AT&T	1,393.88			
2968028	11/25/2025	PRINTED	011790 AT&T	1,919.20			
2968029	11/25/2025	PRINTED	030991 BRYAN PERUSKI	400.00			
2968030	11/25/2025	PRINTED	030992 SQUARE ONE EATS & TREATS	600.00			
2968031	11/25/2025	PRINTED	030993 ASHTIN MCGILLVIRAY	100.00			
2968032	11/25/2025	PRINTED	030994 FIVE STAR PROPERTY SERVIC	600.00			
2968033	11/25/2025	PRINTED	030995 MIREK CONSTRUCTION INC	600.00			
2968034	11/25/2025	PRINTED	030996 K&M BUILDING INC	600.00			
2968035	11/25/2025	PRINTED	030997 WA LEE CHENG	100.00			
2968036	11/25/2025	PRINTED	030998 BIG POPPA'S PIZZERIA	600.00			
2968037	11/25/2025	PRINTED	030999 COMPLETE SOLAR INC	100.00			
2968038	11/25/2025	PRINTED	031000 I SWITCH ROOFS	600.00			
2968039	11/25/2025	PRINTED	043364 AT&T MOBILITY	444.54			
2968040	11/25/2025	PRINTED	043364 AT&T MOBILITY	5,027.45			
2968041	11/25/2025	PRINTED	043364 AT&T MOBILITY	90.34			
2968042	11/25/2025	PRINTED	053215 DELTA DENTAL	56,496.32			
2968043	11/25/2025	PRINTED	053964 DYNAMIC HVAC INC	16,978.00			
2968044	11/25/2025	PRINTED	075036 MIKE LEMIRANDE	24.00			
2968045	11/25/2025	PRINTED	083449 FOX FORD LLC	161,195.00			
2968046	11/25/2025	PRINTED	093610 JUSTIN GRAY	343.66			
2968047	11/25/2025	PRINTED	113485 IMLAY CITY FISH FARM INC	1,280.00			
2968048	11/25/2025	PRINTED	113603 INKPRESSIONS, LLC	1,900.43			
2968049	11/25/2025	PRINTED	151764 LAKEVIEW LAWN SERVICE & L	10,080.00			
2968050	11/25/2025	PRINTED	163204 MEDIA NETWORK OF WATERFOR	53,750.00			
2968051	11/25/2025	PRINTED	174159 STATE OF MICHIGAN	7,595.00			
2968052	11/25/2025	PRINTED	174860 MICHIGAN DEPT MGMT & BUDG	8,614.67			
2968053	11/25/2025	PRINTED	193074 21C ADVERTISING	3,258.60			
2968054	11/25/2025	PRINTED	204040 OAKLAND COUNTY TREASURER	53,473.52			
2968055	11/25/2025	PRINTED	204060 OAKLAND COUNTY ANIMAL CON	2,495.00			
2968056	11/25/2025	PRINTED	204910 OAKLAND CNTY TREASURERS O	35,471.79			
2968057	11/25/2025	PRINTED	251361 SIGNS NOW	6,066.42			
2968058	11/25/2025	PRINTED	263907 2M CONSTRUCTION LLC	280.00			
2968059	12/02/2025	PRINTED	023129 THE BAIT SHOP, LLC	1,200.00			
2968060	12/02/2025	PRINTED	030017 SUPREME DECK INC	100.00			
2968061	12/02/2025	PRINTED	030572 BCM HOME IMPROVEMENT	100.00			
2968062	12/02/2025	PRINTED	030591 REV DAN HOLDINGS LLC	1,000.00			
2968063	12/02/2025	PRINTED	030714 SERVPRO OF NW GENESEE	100.00			
2968064	12/02/2025	PRINTED	030990 MICHIGAN INTERIOR RESTORA	600.00			
2968065	12/02/2025	PRINTED	030999 COMPLETE SOLAR INC	100.00			
2968066	12/02/2025	PRINTED	031158 SANDRA CAPTON	400.00			
2968067	12/02/2025	PRINTED	031159 BRIXNSTONE LLC	100.00			
2968068	12/02/2025	PRINTED	031197 D&W WINDOWS & SUNROOMS	100.00			
2968069	12/02/2025	PRINTED	031260 EASTERSEALS MORC	1,000.00			
2968070	12/02/2025	PRINTED	031300 KELLY GRUBAUGH	100.00			
2968071	12/02/2025	PRINTED	031410 HARRELL BUILDING COMPANY	100.00			
2968072	12/02/2025	PRINTED	031505 PDV CONSTRUCTION LLC	100.00			
2968073	12/02/2025	PRINTED	031520 A1 SIGNS	100.00			
2968074	12/02/2025	PRINTED	031680 OSCAR M SOTELO	100.00			
2968075	12/02/2025	PRINTED	031870 ROBERT WHARTON	200.00			
2968076	12/02/2025	PRINTED	032310 4 TECH SIGNS	200.00			
2968077	12/02/2025	PRINTED	032410 KHALED SIGNS & AWNINGS	100.00			
2968078	12/02/2025	PRINTED	032438 BELLA DECKS LLC	100.00			



FOR CASH ACCOUNT: 70000      01000

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
2968079	12/02/2025	PRINTED	032489 MAMMOTH CONSTRUCTION	200.00			
2968080	12/02/2025	PRINTED	032492 THAMER ZAYTUNA	600.00			
2968081	12/02/2025	PRINTED	032674 IMAGE 360	100.00			
2968082	12/02/2025	PRINTED	036833 TANNER BUILDING INC	100.00			
2968083	12/02/2025	PRINTED	036873 VISION RESTORATION BLDG	100.00			
2968084	12/02/2025	PRINTED	053580 DOORS OF PONTIAC	885.00			
2968085	12/02/2025	PRINTED	073113 JAMES BOOTH	225.00			
2968086	12/02/2025	PRINTED	073259 KEVIN FLETCHER	225.00			
2968087	12/02/2025	PRINTED	073539 SCOTT D MCGRADY	117.00			
2968088	12/02/2025	PRINTED	073780 JEREMY SUYDAM	748.00			
2968089	12/02/2025	PRINTED	073923 JUSTIN WESTLAKE	117.00			
2968090	12/02/2025	PRINTED	073952 CHRISTINE WHITE	65.04			
2968091	12/02/2025	PRINTED	073988 NOLAN TAYLOR	2,200.00			
2968092	12/02/2025	PRINTED	075037 ZACHARY ROBINSON	150.00			
2968093	12/02/2025	PRINTED	100044 DENISE HARRIS-FIEMS	100.00			
2968094	12/02/2025	PRINTED	103050 THE HARTFORD	6,282.26			
2968095	12/02/2025	PRINTED	143707 KRONOS SAASHR, INC	967.54			
2968096	12/02/2025	PRINTED	204040 OAKLAND COUNTY TREASURER	684.00			
2968097	12/02/2025	PRINTED	271764 U S POSTMASTER	500.00			
2968098	12/02/2025	PRINTED	293355 WILBUR WHITE JR	2,670.00			
72 CHECKS      CASH ACCOUNT TOTAL				455,413.66	.00		

## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
POLICE	11026	A.P.C. GLOBAL SERVICES	UPS COMPUTER SYSTEM	4
IT	13111	ABACUS IT	ANTI-MALWARE SOFTWARE	4 & 5
CABLE	13171	ADVANCED LIGHTING & SOUND	CABLE TRUCK & AUDITORIUM SERVICE	4
DPW	11173	ADVANCED REHABILITATION TECHNOLOGY	SEWER & LINING CLEANING SERVICE	2,3,4,6
DEVELOPMENT SERVICES	500354	ADVENTURE READY (WAS: TENDER CORPORATION)	INSECT REPELLENT	7
FIRE	11198	ALADTEC INC	ONLINE EMPLOYEE SCHEDULING & WORKFORCE MANAGEMENT SYSTEM	2
DPW / F&O	13452	ALEXANDER CHEMICAL	CHLORINE FOR WTP'S	2
LIBRARY	14471	ALLDATA	SOURCE PROPRIETARY ELECTRONIC DATABASE. (DISCOUNTED PRICE NEGOTIATED THROUGH-MCLS)	8
PARKS	11295	ALLPLAY CONSTRUCTION LLC	PLAYGROUND EQUIPMENT (CONSISTANCY & REPLACEMENT)	4
DPW / F&O	14472	ALPHA DIRECTIONAL BORING	EMERGENCY SERVICE LINE INSTALL	3 & 6
LIBRARY	11525	ANCESTRY.COM	SOURCE OF PROPRIETARY ELECTRONIC DATABASE FOR GENEALOGY RESEARCH. (DISCOUNTED PRICE NEGOTIATED THROUGH-MCLS)	8
FIRE	13666	APOLLO FIRE APPARATUS	FIRE APPARATUS	2,3,4
FIRE	13365	APOLLO FIRE EQUIPMENT CO	FIRE EQUIPMENT	2,3,4
DPW / F&O	13690	AQUASIGHT	ENERGY CONSUMPTION STUDY (WATER STUDY)	1 & 6
F&O	11700	AQUA-WEED	TOWNSHIP CAMPUS POND	3
LIBRARY	11761	ASI MODULEX	SOURCE OF SIGNAGE THROUGHOUT BUILDING WITH SPECS FOR OUR SIGNS ON FILE	4
DPW/GEN SERV	500502	ASSURED TRUCKING	REPAIR SERVICE HEAVY DUTY VEHICLES	3,6
POLICE	13801	AT&T	INTERNET, FIRSTNET AIRCARDS	4
DPW / F&O	13780	AUTODESK INC	AUTOCAD	4
LIBRARY	11029	AWE INC	SOURCE OF PROPRIETARY ELECTRONIC DATABASE FOR CHILDRENS EDUCATIONAL COMPUTERS/SOFTWARE (DISCOUNTED PRICE NEGOTIATED THROUGH-MCLS)	4
POLICE	13932	AXON ENTERPRISES, INC	TASER/BWC/IN CAR CAMERA, RELATED SOFTWARE SUPPORT	4
DPW / F&O	13995	AZTECA SYSTEMS INC	CITYWORKS	4
DPW/GEN SERV	23125	BAKER TILLY	RATE STUDIES & BOND GUIDANCE	6
DPW/GEN SERV		BENDZINSKI & CO	FINANCIAL ADVISOR	6
PARKS	23367	BIANCO TOURS	TOURS FOR PARKS	3
DPW / F&O	21090	BLR	SAFETY MGMT SOFTWARE	4
PARKS	23481	BLUE LAKES CHARTERS	TOURS FOR PARKS	3
FIRE	23592	BOSTICK TRUCK CENTER LLC	REPAIR SERVICE HEAVY DUTY VEHICLES	3 & 6
DEV SERV	21092	BS&A SOFTWARE	SOFTWARE FOR DEVELOPMENT SERVICES	6
GENERAL	21093	BSB COMMUNICATIONS INC	PHONE SYSTEM	4
COURT	23883	BUSINESS INFORMATION SYSTEMS, INC	COURT REPORTING EQUIPMENT AND SUPPORT	1,4
PAYROLL&CARD BENEFITS	43134	CAMBRIDGE	INSURANCE AGENT/CONSULTANT	4
PARKS	41006	CARR'S MOTORCOACH, LLC	TOURS FOR PARKS	3

## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
POLICE	41192	CDWG	COMPUTER SUPPLY	7,8
POLICE	43215	CELLEBRITE	CELL PHONE FORENSICS	4
DPW	43233	CEMIFY	CEMETERY SOFTWARE	4
LIBRARY	93025	CENGAGE LEARNING	SOURCE OF PROPRIETARY REFERENCE MATERIALS IN BOTH PRINT & ELECTRONIC FORMATS	4 & 8
IT	111122	CIVIC PLUS	WEB SITE HOSTING	4
DEVELOPMENT SERVICES	43489	CLARKE MOSQUITO CONTROL	MOSQUITO TABLES	7
POLICE	204040	CLEMIS	RMS/CAD PROVIDER	4
FIRE	41460	CLYDE'S FRAME & WHEEL	REPAIR SERVICE HEAVY DUTY VEHICLES	3 & 6
DPW / F&O	41460	CLYDES FRAME AND WHEEL	DOT INSP & BRAKE REPAIR LARGE TRUCKS	3 & 6
PARKS	43565	COLLETTE VACATIONS	SENIOR TRAVEL	3
CABLE	500012	COMCAST BUSINESS (WIRELESS)	BUSINESS WIRELESS REMOTE	3
FIRE	500012	COMCAST BUSINESS (WIRELESS)	BUSINESS WIRELESS REMOTE SITES	3
DPW / F&O	500012	COMCAST BUSINESS (WIRELESS)	ISP AT WELL COURSES/REMOTE FACILITIES	3
FIRE	44062	CONTROLNET	HEATING & COOLING CONTROLS	4
DPW	43836	CUMMINS BRIDGEWAY	GENERATORS.	3
IT	111538	CYBERFORCE Q	FIREWALL SYSTEM & CYBERSECURITY SERVICES	4,6
FIRE/POLICE		CYNERGY	EMERGENCY LIGHTING, RADIO INSTALL & SUPPLIES	4
DPW	53045	D'ANGELO BROTHERS	EXCAVATION OF WATER & SEWER ASSETS	3,4,6,8
DPW/F&O	51237	DE-CAL INC *	MECHANICAL CONTRACTORS	3 & 6
POLICE	53324	DELL COMPUTER	LAPTOPS, CAD	4,7,8
PARKS	53237	DETROIT ELEVATOR	MAINTENANCE ELEVATOR (REC CENTER)	4 & 6
PARKS	30615	DIAMOND TOURS	SENIOR TRAVEL	3
GEN		DICKENSON WRIGHT	BOND COUNSEL	3,6
DEVELOPMENT SERVICES/DPW/F&O	53406	DIXON ENGINEERING	ENGINEERING CONSTRUCTION INSPECTION SERVICES	6
DPW / F&O	53419	DIGITAL HIGHWAY INC	SCADA COMMUNICATION MODEMS	4
IT	51440	DLT SOLUTIONS	AUTOCAD RELATED SOFTWARE	4
DEVELOPMENT SERVICES/DPW/F&O	51445	DLZ MICHIGAN, INC.	ENGINEERING, PLANNING, CONSTRUCTION & INSPECTION SERVICES	3, 6
FIRE	53580	DOORS OF PONTIAC	EQUIPMENT AND SERVICE- DOORS	2,3,4,6
POLICE	51017	DSS CORPORATION	TELEPHONE/RADIO SYSTEM	4 & 6
DPW	43331	DUBOIS (FORMERLY CHEMCO)	PHOSPHATE	3
DPW	TBD	EGANIX INC	ASSIST WITH FOG INSPECTION PROGRAM	6, 8
DPW	63025	EJ USA INC (EAST JORDON)	HATCHES FOR SEWERS STATIONS/COVERS	3
DPW	63363	ELENIS CONTRACTING, LLC	WATER TREATMENT PLANT - MEDIA FILTERS & SYSTEMS	3, 4, 6
POLICE	63496	EMERGENCY CALLWORKS	ECW PUBLIC SAFETY SYSTEM HARDWARE & SUPPORT	4
FIRE	63488	EMERGENY VEHICLE PLUS	LARGE SPECIALITY VEHICLE PURCHASES, MAINTENANCE & PARTS	4
DPW / F&O	63555	ENTRANCE TECHNOLOGIES INC	DOOR ACCESS SYSTEM AND EQUIPMENT	3,4
FIRE		EMS/MC	BILLING SERVICE	5

## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
LIBRARY	500498	ENVISIONWARE	SYSTEM FOR PUBLIC INTERNET ACCESS WORKSTATIONS, BOTH USER-SCHEDULING & PRINT MANAGEMENT (DISCOUNTED PRICING THROUGH TLN)	4 & 8
CLERK	161029	ELECTION SOURCE	PRINTING SUPPLIES OF ELECTION MATERIALS	3 & 6



## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
IT	61775	ESRI	GIS SOFTWARE	4
DPW / F&O	61775	ESRI	GIS	4
LIBRARY	63888	EVANCED SOLUTIONS	INTERACTIVE ONLINE CALENDAR EVENTS (DISCOUNTED PRICING THROUGH TLN)	4 & 8
DPW	63941	EXCEL INDUSTRIAL ELECTRONICS	DRIVES THAT OPERATE WATER AND SEWER PUMPS	3, 4, 6
PARKS	63947	EXCITE TOURS	SENIOR TRAVEL	3
DPW / F&O	163508	FERGUSON ENTERPRISES INC (MI METER)	METERS AND METER TECHNOLOGY	4
HR	83432	FIFER INVESTIGATIONS LLC	AGENT FOR TOWNSHIP -FOR NEW HIRES	6
PAYROLL&BENEFITS	83466	FLEX ADMIN	FSA / DPA/ COBRA AGENT/CONSULTING SERVICE	4
POLICE	81466	FLOCK SAFETY	ALR PLATFORM/SERVICE	4
ASSESSING	83715	FROHM & WIDMER	APPRAISAL FOR ASSESSING DEPT	2
ASSESSING	83838	FULLER APPRAISAL	APPRAISAL FOR ASSESSING DEPT	2
DPW / F&O	93242	GE INTELLIGENT PLATFORMS INC (DIGITAL)	SCADA	4
PARKS	93233	GETAWAY TOURS	SENIOR TRAVEL	3
DPW/F&O	93608	GOYETTE MECHANICAL	HVAC	3,4,6
PARKS	93769	GREAT LAKES RECREATION COMPANY	PLAYGROUND EQUIPMENT (CONSISTANCY & REPLACEMENT)	4
DPW / F&O	93833	GUARDIAN ENVIRONMENTAL	GAS HEATER REPAIRS - CAMPUS HEAT & COOLING SYSTEMS	3 & 6
GENERAL SERVICES	93873	GUIDEHOUSE	FEDERAL GRANT GUIDANCE & GRANT MANAGEMENT	6, 7
DPW	91835	GUNNERS METER & PARTS	TAPPING SUPPLIES	2
DPW / F&O	103005	HACH	WTP INSTRUMENTATION	4
POLICE		HAIVISION	DISPATCH VIDEO WALL	3,4,5
FIRE	103031	HALT FIRE INC	PIERCE FIRE TRUCK REPAIRS	2
HR	153604	HAROLD LOVE	PRE-EMPLOYMENT SERVICES - PUBLIC SAFETY	6
CLERK	103141	HART INTERCIVIC	REQUIRED ELECTION EQUIPMENT	3 & 6
DPW	103059	HARTWELL CEMENT COMPANY	CEMENT	3, 6
HR	103238	HELPNET EAP	HR - EMPLOYEE SERVICE	4
DPW / F&O	103023	HESCO	WTP CHLORINATOR PARTS (STOCK)	2
DPW	101835	HUBBELL, ROTH & CLARK	ENGINEERING, PLANNING, CONSTRUCTION & INSPECTION SERVICES	3, 6
DPW / F&O	103841	HUTCHINSON ELECTRIC	ELECTRICAL WORK	2, 3, 4, 6
DPW	101950	HYDRO CORP	CROSS-CONNECTION INSPECTIONS	3,4,6,8
IT	163082	HYLAND SOFTWARE	DOCUMENT MANAGEMENT SOFTWARE	4
DPW / F&O	163082	HYLAND SOFTWARE	ONBASE	4
IT	53963	INACOMP	SERVER EQUIP	4,6
POLICE		INDIGITAL	911 EQUIPMENT	4,8
LIBRARY	111002	INFOUSA MARKETING (Was:INFOGROUP 5)	SOURCE OF PROPRIETARY ELECTRONIC DATABASE. (DISCOUNTED	8
DPW	153400	INLINER SOLUTIONS (Was: LIQUI-FORCE SERVICES WHICH BECAME GRANITE INLINER 8/22)	SEWER & LINING CLEANING SERVICE	2
DPW / F&O	113591	INNOVYZE	MODELING WATER	6
LIBRARY	114543	INTERNATIONAL CODE COUNCIL	SOURCE OF PROPRIETARY REFERENCE MATERIALS	6

## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
IT	113701	IRON MOUNTAIN	OFFSITE BACKUP TAPE VAULT	4

## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
DPW	113803	ISLE INC	TAG MEMBERSHIP	4
FIRE	121011	J&B MEDICAL SUPPLY	EMS MEDICAL SUPPLIES	2,3,4
DPW / F&O	533562	JACK DOHENY CO	SEWER JET TRUCK - REPAIRS	3 & 6
DPW	123216	JET SEALCOATING	SEALCOATING	3 & 6
DPW / F&O	121240	JETT PUMP & VALVE	SEWER & PUMP STATION - REPAIRS	3 & 6
DPW / F&O	121300	JGM VALVE CORP	PUMPS FOR STATIONS	3 & 6
DPW / F&O	143228	JJ KELLER & ASSOC	SAFETY MGMT SOFTWARE	4
FIRE	253913	JOHNSON CONTROLS SECURITY SOLUTIONS (WAS: TYCO SECURITY SYS)	BUILDING SECURITY	4
LIBRARY	253913	JOHNSON CONTROLS SECURITY SOLUTIONS (WAS: TYCO SECURITY SYS)	BUILDING SECURITY	4
DPW / F&O	253913	JOHNSON CONTROLS SECURITY SOLUTIONS (WAS: TYCO SECURITY SYS)	BUILDING SECURITY	4
DPW/F&O	141440	K&K MAINTENANCE	HOIST SERVICES	6
DPW / F&O	143233	KENNEDY INDUSTRIES	SEWER PUMPS	3 & 6
ASSESSING	143246	KENT COMMUNICATIONS (KCI)	ASSESSMENT NOTICE/PERSONAL PROPERTY STATEMENT PRINTING	3, 6
IT	143542	KNOWBE4, INC	PHISH TESTING & SECURITY TRAINING	4 & 6
PARKS	143586	KONE	ELEVATOR SERVICE AT REC CTR	4,6
LIBRARY	143707	KRONOS	SOURCE OF PROPRIETARY TIME & ATTENDANCE HARDWARE & SOFTWARE	4
IT	143707	KRONOS INC	TIME & ATTENDANCE SOFTWARE	4
DPW / F&O	143707	KRONOS INC	PAYROLL SYSTEM - TIMECLOCK	4
DPW / F&O	153130	LATITUDE GEOGRAPHICS	GEOCORTEX	4
IT	153130	LATITUDE GEOGRAPHICS GROUP LTD	GIS SOFTWARE	4
LIBRARY	153651	LIBRARYMARKET	ONLINE CALENDAR OF EVENTS/MEETING ROOMS	3,4
LIBRARY	153412	LIBRARY DESIGN	FURNITURE, LIBRARY SPECIFIC ITEMS	3,6
DPW	153400	LIQUI-FORCE SERVICES	SEWER & LINING CLEANING SERVICE	2
HR/PAYROLL&BENEFITS	---	LOCKTON MICHIGAN	BENEFIT CONSULTING	3 & 6
TREASURER/COURT	93840	LOOMIS FARGO & CO	SECURITY TRANSPORT	2
FIRE	151001	LTM AUTO TRUCK & TRAILER	AUTO & TRAILER REPAIRS	3 & 6
DPW / F&O	161055	M TECH COMPANY	NEW GAPVAX TRUCK SERVICE	3 & 6
GENERAL SERVICES	161700	MMRMA	GENERAL LIABILITY INSURANCE	3,6
DPW	163423	MACALLISTER RENTAL-MICHIGAN CAT	SPECIALIZES IN BYPASS PUMPING	2, 3, 6
DPW	164228	MACK INDUSTRIES	WATER/SEWER EQUIPMENT	1,3
COST CENTER ACCOUNTING	164254	MAXIMUS INC	COST ALLOCATION PLAN SERVICES	1
CABLE	30236	MEDIA NETWORK	PROFESSIONAL MEDIA SERVICES	6
DPW/GEN SERV	161134	METRO SIGNS & LIGHTING	EQUIPMENT AND SERVICE-SIGNAGE	4
PARKS	163493	MICHIGAN RECREATIONAL CONTRUCTION	PLAYGROUND EQUIPMENT (CONSISTANCY & REPLACEMENT)	4
LIBRARY	163368	MIDWEST CONSORTIUM FOR LIBRARY SERVICES (MCLS)	MEMBERSHIP - ELIGIBLE FOR NEGOTIATED DISCOUNTS ON ACCESS TO ELECTRONIC DATABASES	8



## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
LIBRARY	163476	MIDWEST TAPE	ACCESS TO DOWNLOADABLE ECONTENT TO LEND	8
FIRE/POLICE	43662	Mobile Communications America(Comsource)	RADIO INSTALL & SUPPLIES	4
DEVELOPMENT SERVICES	161570	MONTGOMERY & SONS, INC	CODE ENFORCEMENT COMPLIANCE BOARD-UPS & CLEAN-UPS	3
POLICE	161720	MOTOROLA	RADIO INSTALL & SUPPLIES	4, 8
DPW / F&O	161027	MSDS ONLINE	PRODUCT SAFETY DATA SHEETS	2
DPW / F&O	163858	MUNIS (TYLER TECHNOLOGIES INC)	TOWNSHIP COMPTER SYSTEM	4
IT	163858	MUNIS DIVISION (TYLER)	FINANCIAL SYSTEM SOFTWARE (ERP)	4
PARKS	500678	NATIONAL CENTER FOR SAFETY INITIATIVES	COACH & VOLUNTEER BACKGROUND CHECKS	3,6
PARKS	183021	NATIONAL TRAILS, INC.	SENIOR TRAVEL	3
DEVELOPMENT SERVICES		NEIGHBORLY SOFTWARE	HOUSING, ECONOMIC AND COMMUNITY DEV. SOFTWARE	1,3,6
DPW		NEPTUNE TECHNOLOGY GROUP	METERS AND METER TECHNOLOGY	4
DPW / F&O	183289	NETWORK FLEET (VERIZON)	FLEET TRACKING	5
ACCOUNTING/PAYROLL&B	183869	NYHART	ACTUARIAL SERVICES & PROFESSIONAL SERVICES FOR RELATED MATTERS	6
TREASURER/ASSESSING	204040	OAKLAND COUNTY	BSA TAX SUPPORT & CITRIX	1,3,6
PARKS	227178	OAKLAND COUNTY PARKS	TOURS FOR PARKS	3
DEVELOPMENT SERVICES	193302	OHM	ENGINEERING, PLANNING, CONSTRUCTION SERVICES	3, 6
DPW / F&O	193026	OPTO 22	SCADA SUPPLIES	4
DPW / F&O	193663	OPTO SOLUTIONS	SCADA SUPPLIES	4
DPW / F&O	131085	OSCAR W LARSON CO	FUEL ISLAND & UNDERGROUND TANKS	2
LIBRARY	193882	OVERDRIVE	ONE OF 2 VENDORS CURRENTLY PROVIDING ACCESS TO LIBRARIES FOR DOWNLOADABLE ECONTENT TO LEND (DISCOUNTED PRICE THROUGH TLN)	8
FIRE	191884	OVERHEAD DOOR	EQUIPMENT AND SERVICE-DOORS	2,3,4,6
POLICE	193933	OXYGEN FORENSICS	CELL PHONE FORENSICS	4
DPW / F&O	213274	PEERLESS MIDWEST INC	WELL/PUMP SERVICE	3 & 6
DPW / F&O	213211	PERCEPTIVE CONTROLS INC	SCADA SUPPORT	4
POLICE		PENINSULA FIBER NETWORK	911 DELIVERY	4,8
FIRE	161200	PHYSIO CONTROL	EKG, MONITORS, EMS APPRATUS	4
FIRE	213370	PIERCE MANUFACTURING	FIRE TRUCKS, MAINTENANCE & PARTS	4
DPW / F&O	213406	PIPELOGIX INC	CAMERA TRUCK SOFTWARE SERVICE	4
DPW	213406	PIPELINE MANAGEMENT CO	SPECIALTY SEALING SERVICE - TO PREVENT WATER INFILTRATION (PIPES, MANHOLES, ETC)	1, 3, 8
ACCOUNTING	211460	PLANTE MORAN	AUDIT & PROFESSIONAL SERVICES FOR FINANCIAL MATTERS	6
ACCOUNTING		PLANTE MORAN REAL POINT	CONSULTANTS-REAL ESTATE	3,6
DPW / FIRE	211017	PM TECHNOLOGIES	GENERATOR AND EQUIPMENT REPAIR	3, 6
POLICE	211579	POWERDMS INC	TIMECARD/SCHEDULE SOFTWARE	4
DPW / F&O	121003	POWER PLAN (AIS)	BACKHOE REPAIRS & PARTS	4
POLICE	213625	POWER TECHNIQUES INC	BUILDING UPS VENDOR	4
PARKS	213781	PREMIER WORLD DISCOVERY	SENIOR TRAVEL	3



## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
LIBRARY	213716	PROQUEST	SOURCE OF PROPRIETARY ELECTRONIC DATABASE (DISCOUNTED PRICE THROUGH TLN)	8
CLERK	211005	PSI	PRINTING SUPPLIES OF ELECTION MATERIALS	3,6
PARKS	241968	R.C. SYSTEMS INC	PARKS SOFTWARE	4
PARKS	241969	R&D DRYWALL	DRYWALL AND FACILITY REPAIRS	3
TREASURER	243348	ROBINSON CAPITAL	INVESTMENT ADVISOR	3 & 8
PARKS	243656	ROOF MANAGEMENT	RECREATION CENTER ROOF REPAIRS/MAINTENANCE	3,4,6
SUPERVISOR'S	123606	ROSATI, SCHULTS, JOPPICH & AMTSBEUCHLER, PC	PROFESSIONAL SERVICES FOR LEGAL MATTERS	6
DPW	31733	S&B PLUMBING	PLUMBING, WATER & SEWER SYSTEMS	3 & 6
DPW / F&O	251044	SAFEGUARD FIRE PROTECTION	FIRE PROTECTION SYSTEM EQUIPMENT AND SERVICE	3,4,6
DPW		SAK CONSTRUCTION LLC	SEWER LINING SERVICES	6, 8
POLICE	253129	SCHINDLER ELEVATOR	ELEVATOR REPAIR & MAINTENANCE	4 & 6
DPW / F&O	251239	SERVICE HEATING & PLUMBING	MAINTAIN & SERVICE ALL UNITS ON CAMPUS	3 & 6
POLICE	151013	SF MOBILE-VISION INC	CAR CAMERAS & MAINTENANCE AGREEMENT	4 & 6
PARKS	253347	SHORELINE TOURS	SENIOR TRAVEL	3
DPW / F&O	251006	SHRADER TIRE	TIRES & OIL SUPPLIER	2
DPW / F&O	251451	SLC METER SERVICE INC	METER PARTS/DISTRIBUTION SUPPLIES	4
DPW / F&O	253526	SMART UTILITY SYSTEMS	UTILITY BILLING WATER LEAK APP	4
DPW/F&O		STANLEY ACCESS TECHNOLOGIES	QUALITY PRODUCT/DOORS AND SERVICE	3,4,6
FIRE	254843	STAR EMS	BILLING SERVICE	5
FIRE	254839	STRYKER SALES CORP	FIRE/EMS APPARATUS	4
POLICE	253954	SYMBOL ARTS	UNIFORMS & BADGES FOR OFFICERS	4 & 6
POLICE	263006	TASER INTERNATIONAL	TASER EQUIPMENT	4
LIBRARY	153367	THE LIBRARY NETWORK (TLN)	LIBRARY COOPERATIVE - STATE AID, NEGOTIATED DISCOUNTS ON MATERIALS, ACCESS TO ELECTRONIC DATABASES & SUPPLIES. COST-SHARING SERVICES	8
DPW / F&O	263735	THE TRAING NETWORK	SAFETY TRAINING	6
PARKS	333570	TRAVEL TREASURES & TOURS	SENIOR TRAVEL	3
DPW / F&O	263779	TRIHEDRAL ENGINEERING LIMITED	SCADA SOFTWARE	4
DPW	261106	T&M ASPHALT PAVING	ROAD PAVING- ASPHALT, CONCRETE	3, 6
DPW/F&O	273565	UNIQUE STILE CABINETRY	MILLWORK	3,6
DPW / F&O		UST TRAINING	UNDERGROUND STORAGE TANK TRAINING	6
DPW / F&O	281262	VESTA COMPANIES/TRINITY	MILLWORK	3,6
DPW / F&O	161027	VELOCITYEHS	MSDS ONLINE, SAFETY TRAINING	3,4,6
DPW / F&O	283384	VISUAL IMAGINE RESOURCES	CAMERA TRUCK SOFTWARE SERVICE	4
PARKS	304778	WATERFORD SCHOOL DISTRICT (BUSINESS SERVICES)	PRINTING OF PARKS BROCHURES	5
DPW	293114	WATERTAP	INSTALLS VALVES ON LIVE WATER MAINS	1, 3, 6
FIRE	293236	WEST SHORE SERVICES	STATION PLEXTONS/INFORMER	4
DPW	293348	WHITLOCK BUSINESS SYSTEMS	ENVELOPES/POSTAGE/UTILITY BILLS	3
TREASURER/COURT	293348	WHITLOCK BUSINESS SYSTEMS	ENVELOPES/POSTAGE/TAX BILL PRINTING	3

## SINGLE SOURCE VENDOR LIST 2026

DEPARTMENT	VENDOR#	VENDOR	TYPE OF PRODUCT OR SERVICE	SOURCE CODE
LIBRARY		WORLD BOOK ENCYCLOPEDIA	SOURCE OF PROPRIETARY REFERENCE MATERIALS IN BOTH PRINT & ELECTRONIC FORMATS	6

**Explanation codes for single source list:**

- 1) Only source for good or service
- 2) Regional source for good or service due to geographic boundaries of company
- 3) Quality, reliability and performance of product or service that is important or critical to Township or department
- 4) Compatibility with current equipment or system for maintenance, support, replacement, auxiliary system and/or upgrade
- 5) Cost of changing to new vendor outweighs cost savings
- 6) Expertise and/or institutional knowledge
- 7) Vendor on approved list for 3rd party program
- 8) Discounted or negotiated price through 3rd party program

**BOARD MEMBERS PRESENT:**

Anthony Bartolotta, Supervisor  
Kim Markee, Clerk  
Steve Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee

**OTHERS PRESENT:**

Shelly Schloss	Debbie Wertz
Kyle Saffron	Joellen Shortley

**Opioid Settlement Funds**

Joellen Shortley, Attorney, provided an update on what she is working on for providing opioid funds to organizations in Waterford. Trustee Hauswirth mentioned another non-profit organization called The Jamie Daniels Foundation that gives funding for education to prevent drug overdoses in children. Clerk Markee said we have \$250,000 to contribute. She thinks we should give funds to the Waterford Community Coalition and maybe some to the Waterford Youth Assistance, although they are not sure how much help they can provide since they do other things. Ms. Shortley said we have to put out a Request for Proposal (RFP) and have organizations apply for the funds. The Police Department wants some funds for their Social Worker Position, and the Fire Department wants funds for AEDs. Supervisor Bartolotta said we should take care of our own departments first and then spend money on drug prevention with organizations located in Waterford. Trustee Hauswirth wants these funds to go towards drug prevention.

Per Debbie Wertz, Community Coalition Program Director, the schools are very particular as to who they let in. Are the schools willing to let this organization into their schools? Some of the discussions can be very heavy with grieving parents, and sometimes the schools have social workers available to help with the difficult discussions regarding drug overdoses and death. The Serenity Club is a place for AA meetings, and the Oasis at Mt Zion has a program for harm reduction and prevention.

Community Coalition is licensed by the State of Michigan, and Debbie Wertz is licensed. Dawn Flood is with the Student Leadership Services, which is located in the building across from Mott High School (Covert Building), and is all over the State. They receive grants to continue their programs.

It was suggested to have people from different areas of the community be included with the decision-making team as to who is selected to receive the funds. Trustee Harris said, have someone from the schools, such as Superintendent Adam Martin, and someone from the Township, such as Shelly Schloss, on the decision-making board. Trustee Wall said, "It was the Township that filed the paperwork with the attorney for us to get the money for the community."

### **Road Funding**

The trustees discussed increasing the Township incentive for road funding from 10% to 20% to see if we get more residents interested in redoing their roads.

Shelly Schloss said it would be good to have a sliding scale allocation. Trustee Gilbert suggested assessing everyone on the road the same amount of money, because parcels on corner lots usually have the largest increase because of their road frontage. Maybe we have everyone pay the same. Trustee Harris said, "Kim and Ben from Independence Township did a per-unit cost, and it did not matter how many lineal feet each homeowner had."

Trustee Hauswirth suggested we increase the incentive amount to 25%. Overall, the trustees thought 20% was a good incentive amount.

Trustee Harris asked about offering PA188 like Independence Township offers to its residents. Clerk Markee said she is not opposed to offering PA188 and thinks that whatever it takes for residents to redo their roads, the Township should support programs and offer them. Trustee Gilbert is concerned that the residents be made aware of the differences in the product between the RCOC plan and the PA188 plan, including the differences in extended warranties. Trustee Wall thought we should continue with PA246, which is the RCOC plan. Supervisor Bartolotta will set up a meeting with the Road Commission of Oakland County for them to attend a work session with the Board members.

### **Township of Excellence**

Clerk Markee informed the Trustees about the Township of Excellence, and what would be involved, and Supervisor Bartolotta asked her to send out information to the Trustees as to what is required for us to do this.

### **Decoy Sting Operations**

Debbie Wertz said the State of Michigan and Oakland County operate a decoy sting operation. We had over a 55% failure rate in Waterford. Another team from the Waterford Police Department is going out, and right now, we are at an 11% fail rate with vape, alcohol, tobacco, and chewing tobacco shops allowing minors to purchase these items. The Glass House has been a repeat offender for selling to minors.

The meeting adjourned at 5:45 p.m.



# WATERFORD TOWNSHIP - Clerk's Report - November 2025

FUND #	FUND DESCRIPTION	BUDGET (FULL YEAR NET)		ACTUAL (YEAR TO DATE)				Budget Revenue Available For Anticipated Expenses (Total Budget Revenues Minus Actual YTD Expenses & Encumb.)
		ORIGINAL (Overbudget)	REVISED (Overbudget)	REVENUES	EXPENSES	ENCUMBRANCES	NET POSITION (Approximate Operating Cash Position)	
101	GENERAL (Net Fire/Police/Parks Support Transfers)	115,278	(2,853,795)	21,895,143	(19,570,705)	(218,297)	2,106,142	(551,851)
206	FIRE	29,952	(99,616)	25,733,189	(23,652,456)	(1,217,074)	863,658	890,297
207	POLICE	89,103	48,276	18,296,643	(14,643,220)	(417,828)	3,235,595	3,099,919
270	LIBRARY	(126,424)	(130,024)	3,355,321	(2,561,179)	(52,570)	741,571	639,023
280	PARKS & RECREATION	40,700	(407,835)	2,414,077	(1,985,639)	(198,875)	229,563	244,122
Sum Of Major Governmental Operating Funds		148,609	(3,442,994)	71,694,373	(62,413,199)	(2,104,645)	7,176,529	4,321,509
590	WATER/SEWER Operations	6,200,028	5,960,777	24,848,891	(18,696,750)	(433,385)	5,718,756	9,505,035
590	WATER/SEWER Capital Improve Operating	(3,716,400)	(5,430,646)	n/a	(2,750,164)	(525,147)	(3,275,311)	(2,155,335)
Sum Of Major Enterprise Fund Operations		2,483,628	530,131	24,848,891	(21,446,914)	(958,532)	2,443,445	7,349,700
599	WATER/SEWER Capital Improve DWRP/SRF Bond	n/a	Bond Proceeds-->			n/a	n/a	n/a

Index Of Financial Summary Details By Fund			Report Page	Charts and Graphs		Report Page
101	GENERAL FUND		2	Actual YTD Revenues vs. Actual YTD Expenses		9
590-99	WATER/SEWER FUNDS		3	General Fund Revenue Source		10
206	FIRE DEPARTMENT FUND		4	Actual Revenue vs. Budget Revenue & Actual Expenses vs. Budget Expenses		11
207	POLICE DEPARTMENT FUND		4	Total Actual vs. Total Budget		12
208	POLICE RESTRICTED USE FUND		4	<div style="text-align: center;"> <h2>CLERK'S FINANCIAL REPORT</h2> <h3>For Period Ending</h3> <h2>Nov-25</h2> </div>		
209	CEMETERY PREP. CARE FUND		4			
210	POLICE & FIRE SPECIAL ASSESSMENT		4			
215	WORKERS COMPENSATION FUND		4			
243	ECONOMIC DEVELOPMENT		5			
244	BROWNFIELD REDEVELOPMENT FUND		5			
246	IMPROVEMENT REVOLVING FUND		5			
250	CABLE COMMISSION FUND		5			
260	COMM. DEVL. BLOCK GRANT FUND		5			
267	MICHIGAN INDIGENT DEFENSE FUND		6			
270	LIBRARY FUND		6			
271	LIBRARY DONATION FUND		6			
280	PARKS & RECREATION FUND		6			
282	GRANT FUNDS - MAJOR GRANTS		6			
316	UNEMPLOYMENT INS FUND		7			
330	CAPITAL PROJECT FUND		7			
360	MOTOR POOL FUND		7			
715	YOUTH ASSISTANCE FUND		7			
718	NATURE CENTER FUND		7			
844-851	LAKE BOARD REVENUES		8			
				as of:	1/6/2025	
				Prepared By:	Barb Miller, Assistant Budget Director & Accounting Manager	
				Approved By:	Kim Markee, Township Clerk	

### WATERFORD TOWNSHIP - Clerk's Report - November 2025

FUND #	FUND DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	FISCAL YEAR TO DATE	CURRENT MONTH TO DATE	CURRENT MONTH BEGINNING	ENCUMBRANCES	AVAILABLE BUDGET BALANCE
<b>101</b>	<b>GENERAL FUND</b>							
10101	GENERAL FUND REVENUES	24,701,702	25,033,685	27,691,678	868,203			(2,657,993)
	GENERAL FUND EXPENSES:							
11010	TOWNSHIP BOARD	67,054	68,490	60,886	4,891	55,995		7,604
11360	DISTRICT COURT	3,338,693	3,432,869	2,930,859	266,371	2,664,488	15,148	486,862
11710	SUPERVISOR/ASSESSING	1,334,153	1,355,080	1,201,897	88,032	1,113,864	6,989	146,194
11910	ELECTIONS - CLERK	315,290	315,290	139,090	62,790	76,300	8,243	167,957
12160	CLERK'S OFFICE	1,062,277	1,064,830	929,855	67,340	862,515	4,765	130,210
12260	HUMAN & FISCAL RESOURCES	438,035	438,035	375,136	26,894	348,242	314	62,585
12480	GENERAL SERVICES	3,362,856	3,432,186	2,759,407	193,388	2,566,019	49,857	622,922
12490	RETIREE BENEFITS	775,850	775,850	729,683	68,850	660,833		46,167
12530	TREASURER'S OFFICE	966,248	973,554	834,426	66,463	767,963	10,373	128,755
12550	INFORMATION SERVICES	627,903	627,903	560,968	43,684	517,285	213	66,721
12650	FACILITIES & OPERATIONS	1,651,853	1,679,875	1,415,054	101,356	1,313,698	114,971	149,850
14100	DEVELOPMENT SERVICES	1,831,164	1,831,164	1,647,936	126,790	1,521,146	1,858	181,370
17470	COMMUNITY PROMOTIONS	82,350	82,350	130,810	10,864	119,946	5,565	(54,025)
17480	SCHOOL CROSSING GUARDS	66,162	66,162	29,443	3,804	25,639		36,719
19650	TRANSFERS TO OTHER FUNDS	8,666,536	11,743,842	11,621,791		11,621,791		122,051
	<b>TOTAL GENERAL EXPENSES</b>	<b>24,586,424</b>	<b>27,887,480</b>	<b>25,367,240</b>	<b>1,131,517</b>	<b>24,235,723</b>	<b>218,297</b>	<b>2,301,944</b>



# **WATERFORD TOWNSHIP - Clerk's Report - November 2025**

FUND #	FUND DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	FISCAL YEAR TO DATE	CURRENT MONTH TO DATE	CURRENT MONTH BEGINNING	ENCUMBRANCES	AVAILABLE BUDGET BALANCE
<b>590</b>	<b>WATER/SEWER FUND</b>							
	<b>WATER/SEWER REVENUES:</b>							
59001	WATER REVENUES	7,296,250	7,296,250	6,358,573	927,045	5,431,528		937,677
59002	SEWER REVENUES	19,265,625	19,805,140	16,930,532	1,984,487	14,946,045		2,874,608
59003	GENERAL REV. (Inc. 59901/59902 Rev. Offsets)	1,533,780	1,533,780	1,559,785	172,253	1,387,532		(26,005)
59901	FUND 599- PROJECT REVENUES SOURCE (Combined With Org. 59003)							
59902	FUND 599- PROJECT REVENUES SOURCE (Combined With Org. 59003)							
	<b>TOTAL WATER/SEWER REVENUES</b>	<b>28,095,655</b>	<b>28,635,170</b>	<b>24,848,891</b>	<b>3,083,786</b>	<b>21,765,105</b>		<b>3,786,279</b>
	<b>WATER/SEWER EXPENSES:</b>							
<b>OPERATIONAL ACTIVITY:</b>								
59041	PUMPING & TREATMENT	2,370,588	2,487,110	2,116,058	97,281	2,018,778	159,236	211,816
59042	WATER DISTRIBUTION	868,761	977,848	778,443	77,713	700,729	24,140	175,265
59043	WATER SERVICES	814,545	814,545	464,384	39,081	425,303	116,025	234,136
59044	WATER/SEWER GEN. ADMIN.	5,743,390	5,752,464	5,087,522	294,683	4,792,839	108,874	556,068
59046	WATER DEBT - INTEREST & MISC FEES*	104,601	104,601	104,600		104,600		1
59048	WATER ELECTRICAL	271,981	271,981	249,454	24,509	224,945		22,527
59054	SEWER O & M	10,743,569	11,287,652	8,990,759	945,610	8,045,149	25,110	2,271,783
59056	SEWER DEBT - INTEREST & MISC FEES*	424,436	424,436	439,469	53,474	385,995		(15,033)
59057	HARDSHIP	14,000	14,000	11,950	11,950			2,050
59058	ENGINEERING SERVICES	539,756	539,756	454,110	26,715	427,396		85,646
59061	2003 BOND DEBT SERVICE							
	<b>Total Water Sewer Operating Activity</b>	<b>21,895,627</b>	<b>22,674,393</b>	<b>18,696,750</b>	<b>1,571,016</b>	<b>17,125,734</b>	<b>433,385</b>	<b>3,544,258</b>
<b>CAPITAL ACTIVITY:</b>								
59045	WATER CAPITAL IMPROVEMENT.	1,997,150	2,288,689	318,131	204,045	114,086	456,930	1,513,628
59055	SEWER CAPITAL IMPROVEMENT.	1,719,250	3,141,957	2,432,033	321,102	2,110,931	263,244	446,680
59991	FUND 599-WATER IMPROVEMENT							
59992	FUND 599-SEWER IMPROVEMENT							
	<b>Total Water Sewer Capital Improvement Activity</b>	<b>3,716,400</b>	<b>5,430,646</b>	<b>2,750,164</b>	<b>525,147</b>	<b>2,225,017</b>	<b>720,174</b>	<b>1,960,308</b>
	<b>TOTAL WATER/SEWER EXPENSES</b>	<b>25,612,027</b>	<b>28,105,039</b>	<b>21,446,914</b>	<b>2,096,162</b>	<b>19,350,751</b>	<b>1,153,559</b>	<b>5,504,566</b>
<i>*INDICATES THAT DEBT/PRINCIPAL PAYMENTS ARE NOT REFLECTED AS EXPENSES</i>								

**WATERFORD TOWNSHIP - Clerk's Report - November 2025**

FUND #	FUND DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	FISCAL YEAR TO DATE	CURRENT MONTH TO DATE	CURRENT MONTH BEGINNING	ENCUMBRANCES	AVAILABLE BUDGET BALANCE
<b>206</b>	<b><i>FIRE DEPARTMENT FUND</i></b>							
20601	FIRE DEPARTMENT REVENUES	24,990,373	25,759,828	25,733,189	218,473	25,514,716		26,639
20630	FIRE DEPARTMENT EXPENSES	24,960,421	25,859,444	23,652,456	1,544,069	22,108,387	1,217,074	989,913
<b>207</b>	<b><i>POLICE DEPARTMENT FUND</i></b>							
20701	POLICE DEPARTMENT REVENUES	17,813,740	18,160,967	18,296,643	364,140	17,932,503		(135,676)
20730	POLICE DEPARTMENT EXPENSES	17,724,637	18,112,691	14,643,220	1,227,041	13,416,179	417,828	3,051,643
<b>208</b>	<b><i>POLICE RESTRICTED USE FUND</i></b>							
20801	POLICE RESTRICTED USE REVENUES			419,036	174,358	244,678		(419,036)
20830	POLICE RESTRICTED USE EXPENSES		210,000	531,268	45,803	485,465	195,698	(516,966)
<b>209</b>	<b><i>CEMETERY PREP. CARE FUND</i></b>							
20901	CEMETERY REVENUES	74,308	74,308	100,683	4,993	95,690		(26,375)
20927	CEMETERY EXPENSES							
<b>210</b>	<b><i>POLICE &amp; FIRE SPECIAL ASSESSMENT</i></b>							
21001	P&F SAD REVENUES	7,912,582	7,912,582	8,031,843	1,513	8,030,330		(119,261)
21030	P&F SAD EXPENSES	7,889,308	7,889,308	7,888,446	3	7,888,443		862
<b>215</b>	<b><i>WORKERS COMPENSATION FUND</i></b>							
21501	WORKERS COMP. REVENUES	9,908	9,908	53,653		53,653		(43,745)
21530	WORKERS COMP. EXPENSES	200	200					200



# **WATERFORD TOWNSHIP - Clerk's Report - November 2025**

FUND #	FUND DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	FISCAL YEAR TO DATE	CURRENT MONTH TO DATE	CURRENT MONTH BEGINNING	ENCUM- BRANCES	AVAILABLE BUDGET BALANCE
<b>243</b>	<b>ECONOMIC DEVELOPMENT</b>							
24301	EDC REVENUES	3,714	3,714	16,047	513	15,534		(12,333)
24370	EDC EXPENSES	46,260	46,260	45,000	45,000			1,260
<b>244</b>	<b>BROWNFIELD</b>							
24401	BROWNFIELD REVENUES	33,494	33,494	449,400	2,257	447,143		(415,906)
24470	BROWNFIELD EXPENSES	16,500	16,500	7,595	7,595			8,905
<b>246</b>	<b>IMPROVEMENT REVOLVING FUND</b>							
24601	IMPROVEMENT REVL. REVENUES	6,424,041	2,424,041	2,761,371	96,157	2,665,214		(337,330)
24602	IMPROVEMENT REVL. REVENUES	1	1					1
24690	IMPROVEMENT REVL. EXPENSES	6,841,600	8,327,495	2,774,537	194,763	2,579,774	454,369	5,098,589
24692	IMPROVEMENT REVL. EXPENSES	1	1	1,099		1,099		(1,098)
<b>250</b>	<b>CABLE COMMISSION FUND</b>							
25001	CABLE COMMISSION REVENUES	383,770	383,770	444,221	100,804	343,418		(60,451)
25090	CABLE COMMISSION EXPENSES	401,886	401,886	359,233	67,742	291,491	241	42,412
<b>260</b>	<b>COMM. DEVL. BLOCK GRANT FUND.</b>							
<b>CDBG ACTIVITY</b>								
26350	CDBG REVENUES			256,816		256,816		(256,816)
26351	CDBG - HOUSING REHAB			152,102	19,572	132,530	12,492	(164,594)
26352	CDBG - PROG ADMIN			65,863	3,983	61,880		(65,863)
26354	CDBG - PUBLIC IMPROVEMENTS							
26355	CDBG - PUBLIC SERVICES			4,950				(4,950)
26358	CDBG - CODE ENFORCEMENT			166,896	12,417	154,479	537	(167,433)
<b>NSP ACTIVITY</b>								
26340	NSP - REVENUES							
26341	NSP - EXPENSES							

# **WATERFORD TOWNSHIP - Clerk's Report - November 2025**

FUND #	FUND DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	FISCAL YEAR TO DATE	CURRENT MONTH TO DATE	CURRENT MONTH BEGINNING	ENCUM- BRANCES	AVAILABLE BUDGET BALANCE
<b>267</b>	<b><i>MI INDIGENT DEFENSE FUND</i></b>							
26701	MI INDIGENT DEFENSE - REVENUES	582,467	582,467	178,549		178,549		403,918
26760	MI INDIGENT DEFENSE - EXPENSES	578,936	578,936	268,574	40,463	228,111	3,750	306,612
<b>270</b>	<b><i>LIBRARY FUND</i></b>							
27001	LIBRARY REVENUES	3,252,772	3,252,772	3,355,321	14,691	3,340,630		(102,549)
27790	LIBRARY EXPENSES	3,379,196	3,382,796	2,561,179	251,477	2,309,703	52,570	769,047
<b>271</b>	<b><i>LIBRARY DONATION FUND</i></b>							
27101	LIBRARY DONATION REVENUES	20,000	20,000	24,307	350	23,957		(4,307)
27190	LIBRARY DONATION EXPENSES	138,500	185,490	60,515	2,594	57,921	19,767	105,208
<b>280</b>	<b><i>PARKS &amp; RECREATION FUND</i></b>							
28001	PARKS & RECREATION REVENUES	2,428,636	2,428,636	2,414,077	30,042	2,384,035		14,559
28090	PARKS & RECREATION EXPENSES	2,387,936	2,836,471	1,985,639	151,232	1,834,407	198,875	651,957
<b>281</b>	<b><i>SENIOR SERVICES FUND</i></b>							
28101	SENIOR SERVICES REVENUE	1,244,340	1,244,340	2,023,276	37,232	1,986,044		(778,936)
28190	SENIOR SERVICES EXPENSES	1,249,769	1,249,769	1,220,028	35,416	1,184,612	84,200	(54,459)
<b>282</b>	<b><i>GRANT FUND-MAJOR GRANTS</i></b>							
28201	GRANT FUND REVENUE	5,000	5,000	10,276	1,060	9,215		(5,276)
28290	GRANT FUND EXPENSES							
<b>284</b>	<b><i>OPIOD SETTLEMENT FUND</i></b>							
28401	OPIOD SETTLEMENT FUND REVENUE	100,000	100,000	55,942				44,058
28490	OPIOD SETTLEMENT FUND EXPENSES	46,500	46,500	18,356				28,144

# **WATERFORD TOWNSHIP - Clerk's Report - November 2025**

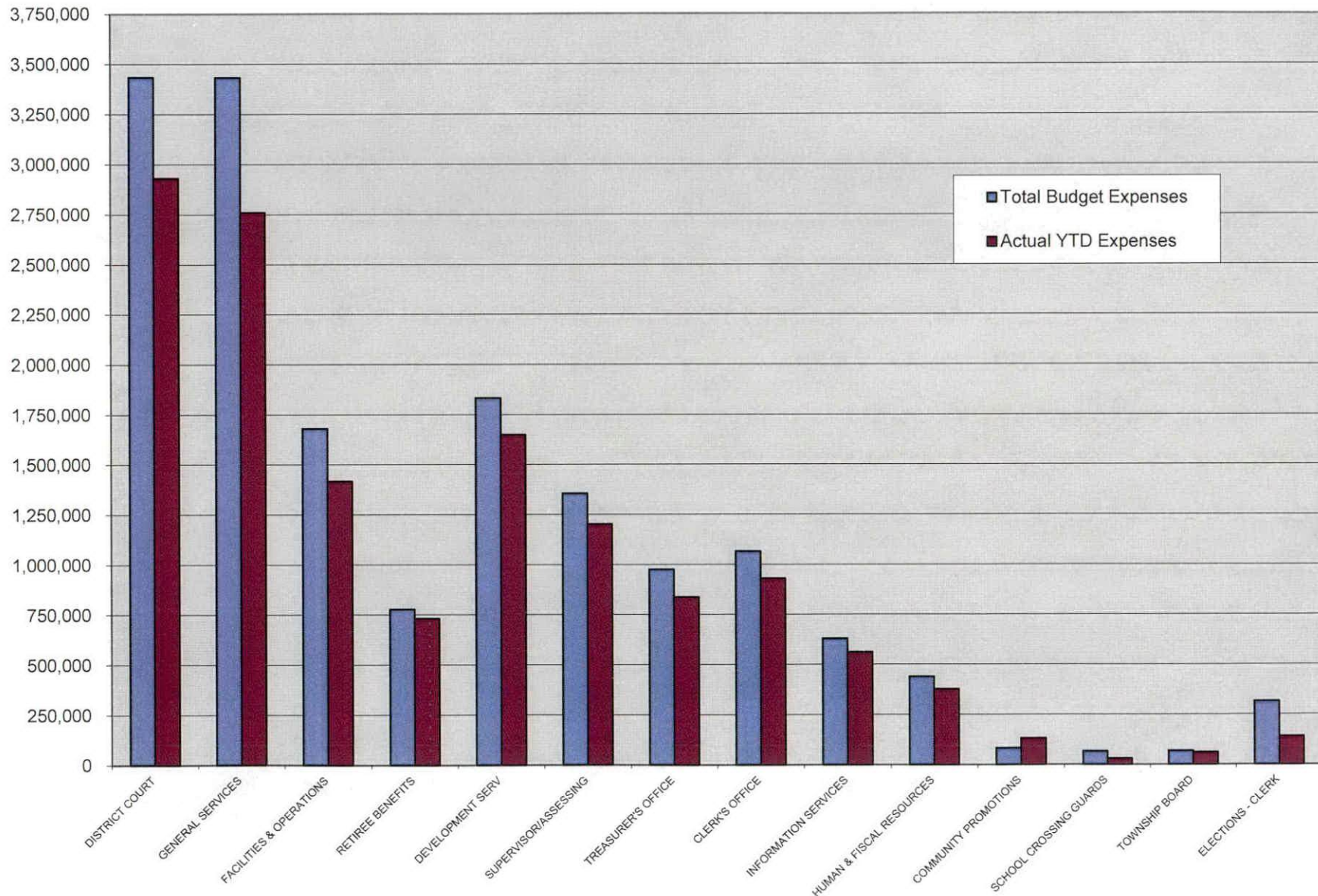
FUND #	FUND DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	FISCAL YEAR TO DATE	CURRENT MONTH TO DATE	CURRENT MONTH BEGINNING	ENCUM- BRANCES	AVAILABLE BUDGET BALANCE
<b>330</b>	<b><i>CAPITAL PROJECT FUND</i></b>							
33001	CAPITAL PROJECT REVENUES	1,664,753	1,664,753	2,223,365	76,145	2,147,220		(558,612)
33030	CAPITAL PROJECT EXPENSES	170,000	1,476,425	1,318,256	1,208,605	109,651		158,169
<b>360</b>	<b><i>MOTOR POOL FUND</i></b>							
36001	MOTOR POOL FUND REVENUES	26,675	26,675	41,998	1,880			(15,323)
36090	MOTOR POOL FUND EXPENSES	28,650	28,650	6,217	1,674	4,543		22,433
<b>406</b>	<b><i>COMMUNITY CENTER CONSTRUCTION FUND</i></b>							
40600	CAPITAL PROJECTS FUND		159,000					159,000
40601	CAPITAL PROJECTS REVENUE		2,887,346	13,435,253	27,803			(10,547,907)
40690	BOND - CAPITAL PROJECT		108,910	6,559,957	81,233		301,981	(6,753,027)
<b>715</b>	<b><i>YOUTH ASSISTANCE FUND</i></b>							
71501	YOUTH ASST. REVENUES	30,325	30,325	30,030	482	29,548		295
71570	YOUTH ASST. EXPENSES	46,126	46,126	21,138	3,414	17,725	761	24,226
<b>718</b>	<b><i>NATURE CENTER</i></b>							
71801	NATURE CENTER REVENUES			30,247		30,247		(30,247)
71890	NATURE CENTER EXPENSES							
<b>750</b>	<b><i>PAYROLL FUND</i></b>							
				-279.95				280



# **WATERFORD TOWNSHIP - Clerk's Report - November 2025**

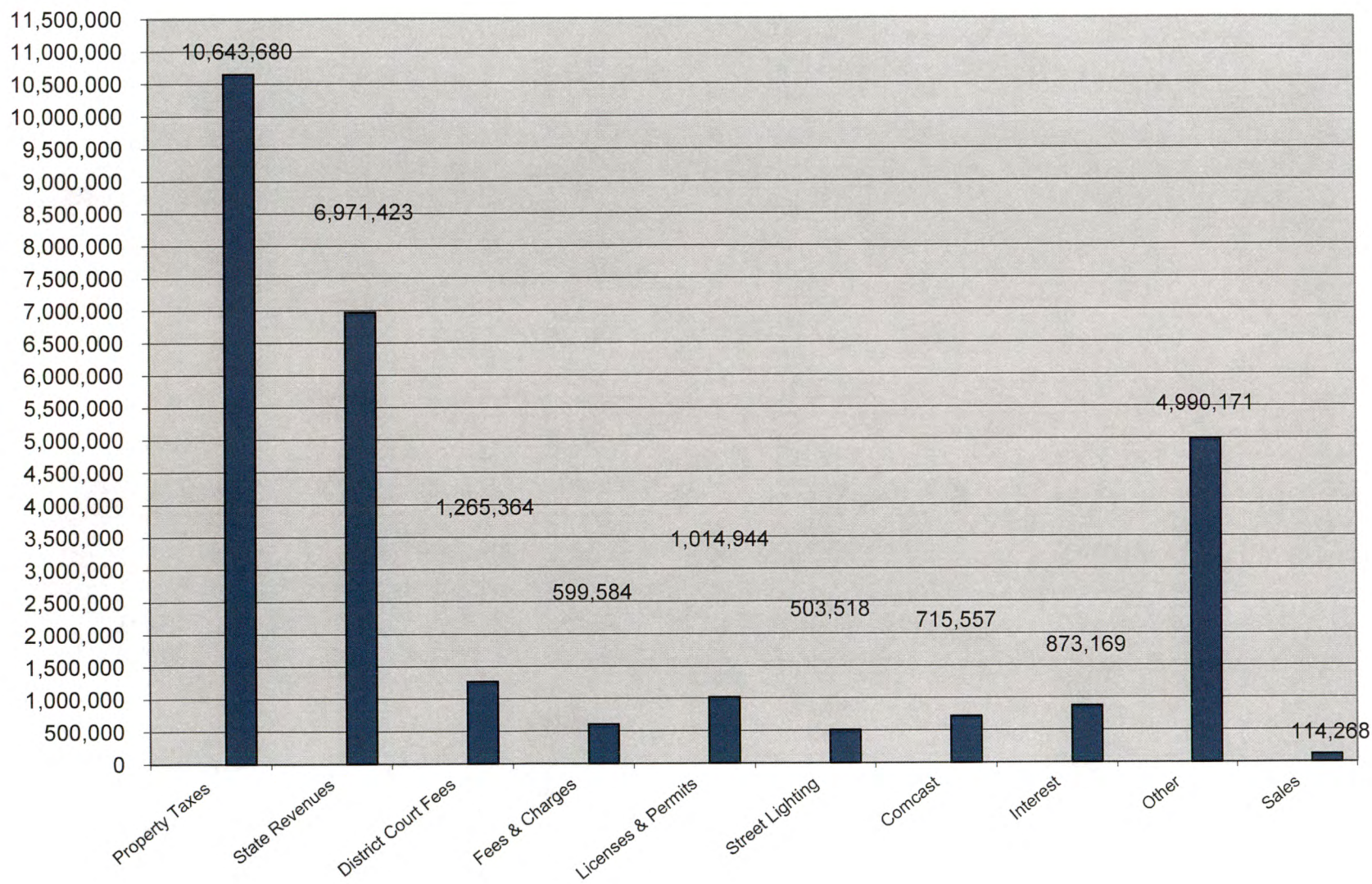
FUND #	FUND DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	FISCAL YEAR TO DATE	CURRENT MONTH TO DATE	CURRENT MONTH BEGINNING	ENCUMBRANCES	AVAILABLE BUDGET BALANCE
<b>844-851</b>	<b>LAKE BOARD REV/EXP</b>							
84401	LAKE OAKLAND LIB REVENUES			103,002		103,002		(103,002)
84480	LAKE OAKLAND LIB EXPENSES			88,890		88,890		(88,890)
84501	RAINBOW LAKE LIB REVENUES			3,000		3,000		(3,000)
84580	RAINBOW LAKE LIB EXPENSES			3,000		3,000		(3,000)
84601	SCOTT LAKE LIB REVENUES			26,200		26,200		(26,200)
84680	SCOTT LAKE LIB EXPENSES			22,787	2,776	20,010		(22,787)
84701	WATKINS LAKE LIB REVENUES			55,230		55,230		(55,230)
84780	WATKINS LAKE LIB EXPENSES			64,014		64,014		(64,014)
84801	HUNTOON LAKE LIB REVENUES			24,497		24,497		(24,497)
84880	HUNTOON LAKE LIB EXPENSES			18,160	623	17,537		(18,160)
84901	VAN NORMAN LAKE LIB REVENUES			46,758		46,758		(46,758)
84980	VAN NORMAN LAKE LIB EXPENSES			38,903		38,903		(38,903)
85001	EAGLE LAKE LIB REVENUES			22,926		22,926		(22,926)
85080	EAGLE LAKE LIB EXPENSES			16,228	1,300	14,928		(16,228)
85101	WILLIAMS LAKE LIB REVENUES			37,046		37,046		(37,046)
85180	WILLIAMS LAKE LIB EXPENSES			41,156		41,156		(41,156)
85201	CRESCENT LAKE LIB REVENUES			12,100				(12,100)
85280	CRESCENT LAKE LIB EXPENSES			11,914				(11,914)

**Waterford Township  
Clerk's Report  
November 2025  
General Fund Department Expenses vs Total Budget**



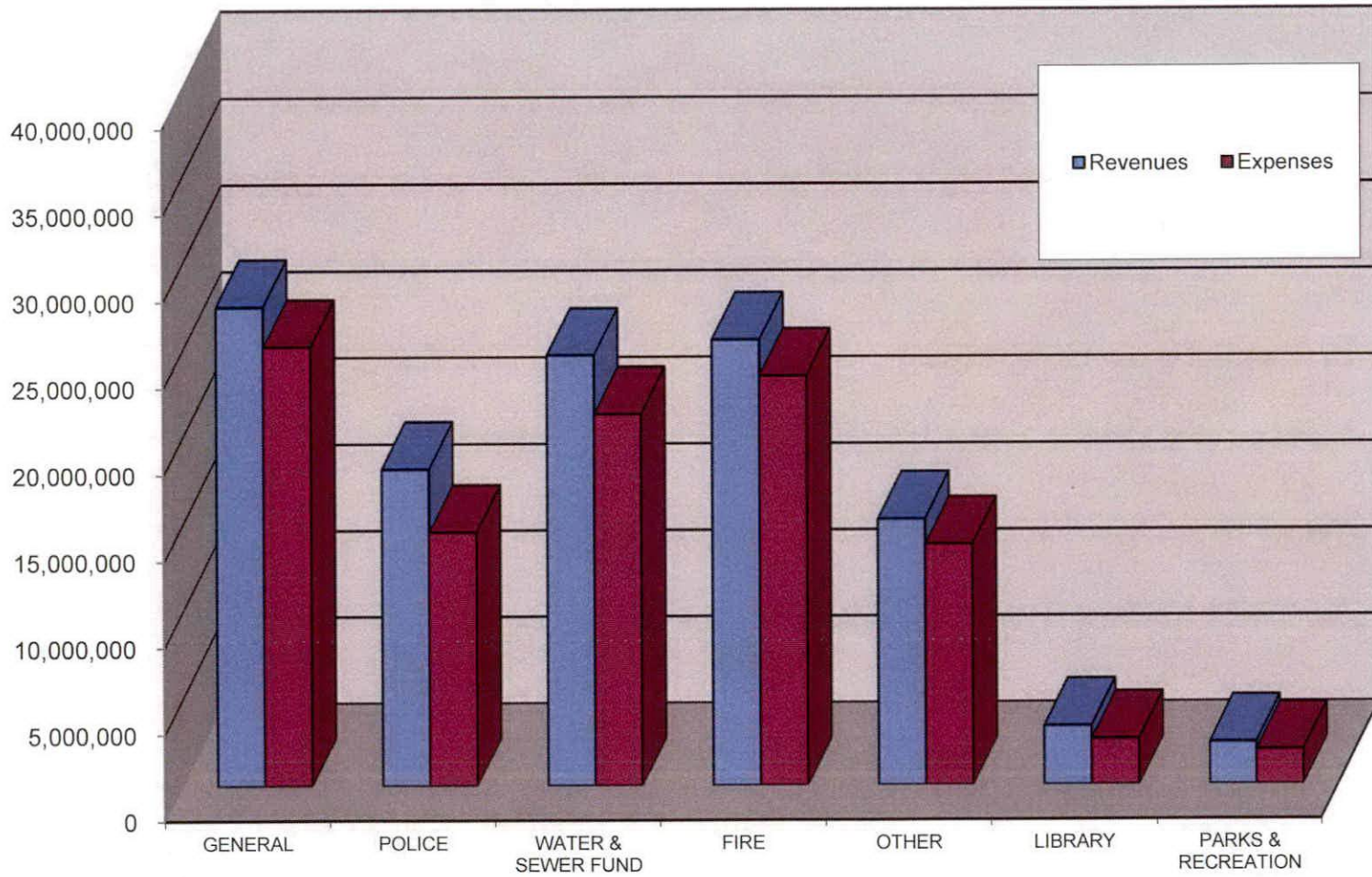


**Waterford Township  
Clerk's Report  
November 2025  
General Fund Revenue Source**

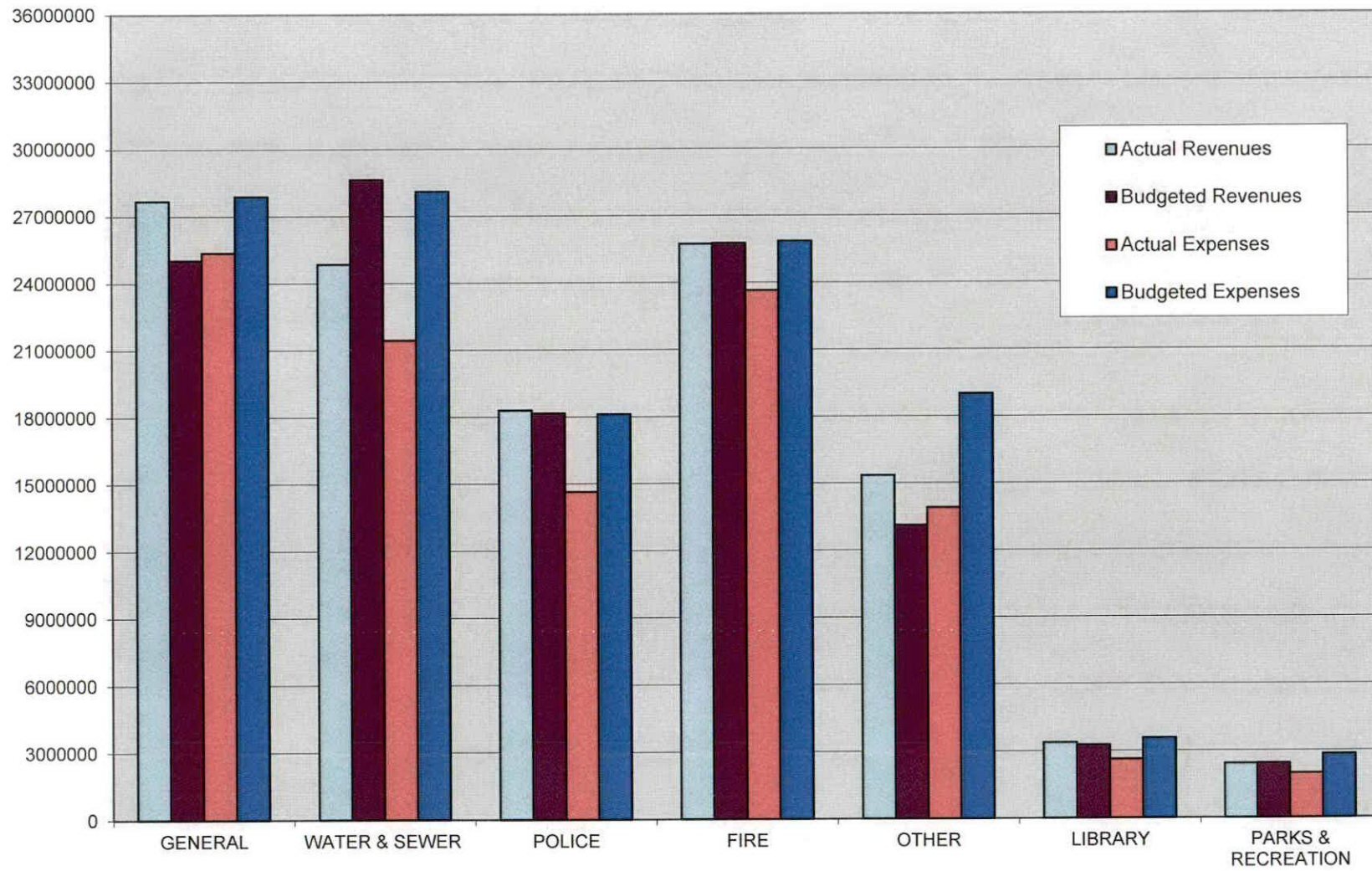




Waterford Township  
Clerk's Report  
November 2025  
Actual YTD Revenues vs Actual YTD Expenses



**Waterford Township  
Clerk's Report  
November 2025  
Actual Expenses vs Budgeted Expenses**





Charter Township Of Waterford  
Department Of Public Works

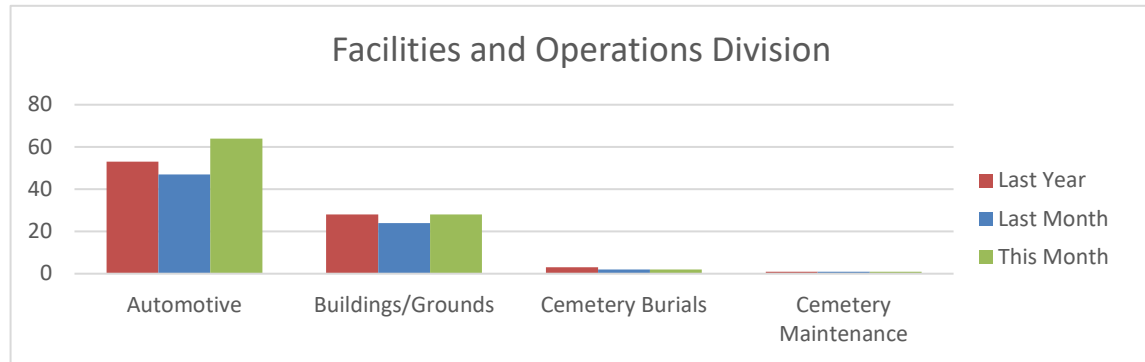
Monthly Utility Report:  
December-25

**Daily Work**

**Facilities and Operations Division**

Automotive	64
Buildings/Grounds	28
Cemetery Burials	2
Cemetery Maintenance	1

**Division Total 95**

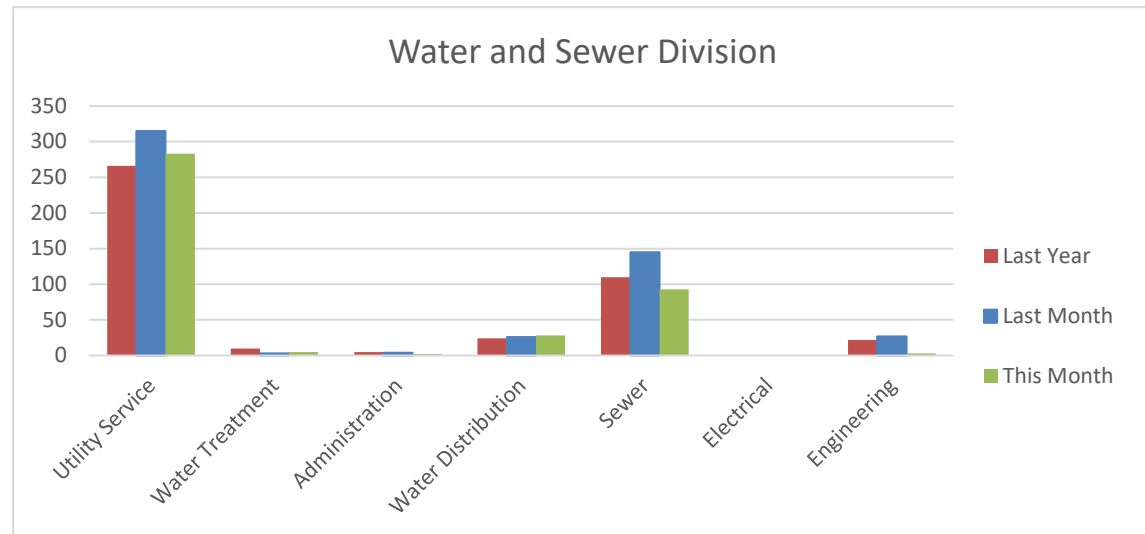


**Water and Sewer Division**

Utility Service	283
Water Treatment	5
Administration	2
Water Distribution	28
Sewer	93
Electrical	0
Engineering	3

**Division Total 414**

**Department Total 509**



**After Hours Work**

\*Note: After Hours Work Orders are included in the above totals, this is done because some of the normal work carries over to after hours and many after hours emergencies have additional tasks that are completed during the regular work day.\*

Operations Division	90
Water and Sewer Division	248

**After Hours Total 338**



## TREASURER'S REPORT

**Nov-25**

FUND	BANK	ENDING BAL	ENDING BAL
<b>CHECKING</b>		October	
DISBURSEMENT	CHASE	75,096.32	75,086.29
DISBURSEMENT-SWEEP	CHASE	42,384.52	46,149.55
RECEIVING	CHASE	88,520.83	75,086.29
RECEIVING -SWEEP	CHASE	371,447.35	412,100.53
PAYROLL	CHASE	15,510.18	10,789.48
PENSION PAYROLL	CHASE	1,093,952.08	1,099,194.06
TAX	CHASE	83,422.62	75,086.29
TAX-SWEEP	CHASE	277,840.78	287,743.15
WATER & SEWER	CHASE	85,563.76	75,752.29
W & S SWEEP	CHASE	287,964.77	333,691.86
CMTY CTR BONDS	CHASE	10,012.84	10,011.51
CMTY CTR BONDS SWP	CHASE	34,314.96	62,106.10
<b>MONEY MARKET</b>			
INVESTMENT	CHASE	41,297.36	151,608.81
INVESTMENT U.S. SEC	CHASE	1,144,988.06	1,255,169.23
GENERAL	OAKLAND CO GOVT.POOL	11,016,979.78	11,050,850.74
TAX	OAKLAND CO GOVT.POOL	185.27	185.82
WATER & SEWER	OAKLAND CO GOVT.POOL	6,571,558.94	6,591,356.96
WATER & SEWER*	GENISYS CREDIT UNION	275.15	275.15
WATER & SEWER	FLAGSTAR	1,190,398.91	1,193,228.15
WATER & SEWER	FIFTH THIRD BANK	90,665.38	90,950.93
GENERAL	MICHIGAN CLASS	6,247,967.27	6,268,882.01
WATER & SEWER	MICHIGAN CLASS	6,304,995.42	6,326,101.06
<b>THIRD PARTY</b>			
WORKER'S COMP	FLAGSTAR	18,021.68	29,532.06
FLEXIBLE BENEFIT	FLAGSTAR	267,391.96	261,642.73

**BOARD OF TRUSTEES**  
Anthony M. Bartolotta, Supervisor  
Kim Markee, Clerk  
Steve Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
www.waterfordmi.gov

**DEVELOPMENT SERVICES  
DEPARTMENT**

Jeffrey M. Polkowski, AICP  
Director

Rick Hutchinson  
Superintendent of Building  
Division

Scott Alef  
CDBG Coordinator

## **MEMORANDUM**

Date: January 2, 2026  
To: Honorable Township Board Members  
From: Jeffrey Polkowski, Director of Development Services  
RE: Ordinance No. 2026-001  
Non-Emergency Cost Recovery

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The proposed Cost Recovery Ordinance Amendment adds a new Division 3 – Non-Emergency Cost Recovery to Chapter 14 of the Waterford Charter Township Code. The amendment establishes a framework allowing the Township to recover costs associated with excessive non-emergency responses by Fire Department personnel, particularly those originating from elder care facilities.

Over recent years, the Township has experienced a measurable increase in calls for Fire Department assistance that do not involve emergency medical conditions. These calls commonly include lift assistance, non-emergency transport, and false alarms from personal alarm devices.

While the Fire Department appropriately responds to all calls for service, repeated non-emergency responses divert personnel and equipment away from emergency readiness and other essential public services. In many cases, these calls involve situations that could reasonably be addressed through facility staffing, internal protocols, or contracted care services rather than emergency responders.

The Township finds that continued reliance on Fire Department resources for routine, non-emergency assistance creates an inequitable use of public resources and places unnecessary strain on emergency operations. As such this ordinance amendment:

- Establishes clear definitions related to non-emergency responses, elder care facilities, false alarms, and lift assistance.
- Creates a threshold for excessive non-emergency requests, defined as five (5) or more qualifying calls from the same facility within a calendar year.
- Authorizes the Township to recover documented costs associated with excessive non-emergency responses, including personnel time, equipment use, administrative costs, and related expenses.
- Clarifies that **individual residents are not responsible** for these charges, liability rests solely with the facility owner or responsible legal entity.
- Provides a structured billing, appeal, and waiver process, ensuring due process and administrative oversight.
- Allows for cost recovery through invoicing, civil enforcement, and lien placement, consistent with existing Township procedures.
- Requires facilities with repeated excessive responses to submit a corrective action plan outlining steps to reduce future non-emergency calls.

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boundaries**

This amendment is not intended to discourage legitimate emergency calls or delay emergency response in any way. Rather, it is designed to promote responsible operational practices by elder care facilities, encourage appropriate staffing levels, monitoring, and internal response protocols, and protect the availability of emergency services for true emergencies. The intent is also to ensure that the costs associated with repeated non-emergency services are borne by the entities receiving the direct benefit of those services, rather than by the general taxpayer.

**Motions**

Should the Board want to consider adopting the requested rezoning, the appropriate motion would be to introduce the attached Ordinance and schedule it for possible adoption at the January 26, 2026 meeting. However, if the Board does not want to adopt the ordinance, the appropriate motion would be to not introduce the Ordinance and deny the amendment.

Should you have any questions prior to the meeting please do not hesitate to reach out to me or Chief Nye.

**Cc:** Matthew J. Nye, Fire Chief  
Gene Butcher, Deputy Fire Chief  
Joellen Shortley, Township Attorney

**CHARTER TOWNSHIP OF WATERFORD  
ORDINANCE NO. 2026-001**

**COST RECOVERY ORDINANCE AMENDMENT**

An Ordinance to amend the Cost Recovery provisions in Division 1 of Article III in Chapter 14 of the Waterford Charter Township Code, by adding a new Division 3 for Non-Emergency Cost Recovery.

THE CHARTER TOWNSHIP OF WATERFORD ORDAINS:

**Section 1 of Ordinance**

Division 3 of Article III of the Cost Recovery provisions in Chapter 14 of the Waterford Charter Township Code is added with the following new Sections 14-130-to 14-139 and shall state as follows:

**DIVISION 3. Non-Emergency Cost Recovery**

**Sec. 14-130. Findings and Purpose**

The Township determines that there has been a significant increase in the number of calls for the Township's fire, ambulance and emergency response personnel for non-emergency situations such as requests for lift assistance to residents of elder care facilities who have fallen and do not need to be transported to hospitals and to provide non-emergency ambulance transportation. Many times, calls for non-emergency assistance are received from alarm companies when alarms from personal alarm devices are not actively monitored by elder care facility staff to determine if assistance from the Township's fire department is necessary. Although the fire department will respond to all calls for service, the Township finds that the use of fire personnel for non-emergency responses interferes with the provision of emergency response and routine necessary public services. This Division is intended to recover costs from people receiving direct benefit from such non-emergency services.

**Section 14-131 Definitions.**

The following words or phrases are defined as stated herein:

***Elder Care Facility*** means an establishment licensed by the state of Michigan consisting of a building or group of buildings designed or used in whole or in part to provide for the housing and care of senior citizens. Elder care facilities include but are not limited to assisted living facilities, convalescent or skilled nursing facilities, elder congregate care facilities, independent living facilities, retirement community continuing care facilities and any other residential setting that provide assisted-living services for remuneration to three or more people who reside in such residential setting. Elder care facilities do not include a home or, an apartment where less than three individuals are cared for by family members or a caregiver agency.



***Excessive Requests for non-emergency responses*** means five (5) or more requests for non-emergency responses made by the same elder care facility or five (5) or more false alarms generated from personal alarm devices worn by a resident within the same elder care facility within a calendar year.

***False Alarm*** means any automated or manual personal alarms device that requests or summons emergency assistance whether such device is activated intentionally or otherwise, in the absence of an actual need for emergency assistance. The determination that there was no actual need for emergency assistance shall be made by Fire Department personnel responding to the call. A false alarm shall not be deemed to have occurred if: (i) it was caused by an act of God, i.e. a lightning storm; or (ii) it originates from a motor vehicle or building alarm system.

***Lift Assistance*** means a response by the Township's Fire Department to assist in physically moving a person residing in an elder care facility who does not require emergency medical treatment or transportation.

***Non-emergency*** means a response by the Township's Fire Department or emergency responders to a 9-1-1 or non-emergency call for personal physical assistance that does not require professional medical attention on an emergency basis, in the sole judgment of Fire Department personnel responding to the call. This includes but is not limited to calls for lift assistance, transportation to a medical facility or care center for non-emergency medical treatment, false alarm or other health care calls more appropriately addressed to a nurse, personal care attendant, or elder care facility employee.

***Personal alarm device*** means a small apparatus worn by a resident of an elder care facility that is monitored by a third-party entity to detect falls and medical problems with a resident.

***Responsible party*** means the legal entity that owns an elder care facility where the request for fire personnel to provide non-emergency assistance was placed.

#### **Sec. 14-134 Liability for expenses**

A responsible party shall be liable and responsible to the Township for expenses of excessive requests for non-emergency response. If there is more than one(1) responsible party those parties shall be jointly and severally liable. The liability of the responsible party with an ownership interest in real property that benefited from the Township providing non-emergency response, shall be secured by a lien on that real property, enforceable as provided in Section 14-137.

#### **Sec. 14-135 Schedule of Charges for expenses of non-emergency responses**

The Township Board of Trustees shall by resolution adopt a schedule of the charges for the wages of personnel, hourly equipment and vehicle use, expendable items at replacement costs, hourly administrative and supervisory expenses and legal fees, which shall be applied pro-rata, in the calculation of the expense of a non-emergency response.

**Sec. 14-136 Invoice determination, Demand for payment**

The fire department EMS Coordinator shall keep a record of all non-emergency calls from elder care facilities. The Fire Chief will be advised when an elder care facility has reached the level of excessive requests for non-emergency responses. Elder care facilities shall be invoiced and responsible for paying the costs of non-emergency responses as follows:

- (a) Once the expenses of a non-emergency response have been determined, the Fire Chief or his/her designee shall submit an itemized invoice for such expenses by first class mail or personal service to the responsible party. The correspondence to the responsible party shall require payment within thirty (30) days of the date of the invoice and include an appeal procedure established in this Division.
- (b) A resident of an elder care facility who received a non-emergency response shall not be billed and shall not be responsible for the expenses of the non-emergency response.
- (c) Interest shall accrue and be payable for all expenses of a non-emergency response that are not paid timely, at the rate of five (5%) percent, compounded annually.
- (d) If a responsible party submits a written appeal within the period specified in Section 14-138, delinquency penalties shall be tolled and waived during the appeal.

**Sec 14-137 Failure to Pay**

The Treasurer's Office shall send the party responsible a delinquency notice in the event that payment is not received by the Township within thirty (30) days from the date of the invoice. The notice shall indicate that the unpaid charges may create a lien on the property receiving the benefit of the excessive non-emergency response. The Township may commence a suit to recover the unpaid amount due and shall be entitled to have all court costs and attorney fees associated with the suit included in the judgment. If the invoice remains unpaid after sixty (60) days (excluding a tolling period for an appeal), the amount of the invoice may be placed by the Township as a lien against the real property of the elder care facility to secure payment. Such lien shall be subject to the same penalties, interest, and collection procedures that are applicable to delinquent taxes as provided in Section 1-014.

**Sec 14-138 Waivers and Appeals**

If the Fire Chief, or his/her designee, determines that the Township's assessment of a fee was in error or there were other mitigating facts that the Township did not possess at the time that the fee was assessed, the Fire Chief, or their designee, may waive imposition of the fee.

A responsible party subject to a fee under this division may submit an appeal to the Fire Chief at the address listed on the notice or invoice for submission of appeals. The following provisions shall apply to all appeals:

- a) The appeal must be submitted in writing and submitted within twenty (20) days after the date of the first notice or invoice for the fee.
- b) The appeal must include the appellant's reasoning as to why the fee should be reconsidered.

- c) Appeals arguing cost or the policy underlying this division shall not constitute sufficient reasons to warrant reversal of the fee.
- d) Appeals are limited to:
  - 1. Whether information obtained by the Township was inaccurate or incomplete and if accurate and complete information been obtained, a different determination would have been made; or
  - 2. Whether the fee assessed to the facility should have been reduced by amounts paid to the Township for the response from other sources, if payments from other sources resulted in the Township receiving revenue that exceeded its actual costs as calculated pursuant to the criteria set forth in this chapter.
- e) The Fire Chief or designee will review all information provided with the appeal and issue a decision in writing to the appellant within sixty (60) days.
- f) Unless an appeal is timely submitted in accordance with this section, any fee assessed under this division shall be final.

**Sec. 14-139 Corrective Action Plan**

An elder care facility receiving two (2) or more invoices for excessive non-emergency responses in any given year, shall be required to provide the Fire Department with a corrective action plan on how they will prevent future requests for excessive non-emergency responses.

**Section 2 of Ordinance**

Should any section, subdivision, sentence, clause or phrase of this ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part as invalidated.

**Section 3 of Ordinance**

This Ordinance shall take effect immediately upon publication.

**CERTIFICATION**

I certify that this Ordinance was adopted by the Board of Trustees of the Charter Township of Waterford at a regular meeting held on January 26, 2026.

CHARTER TOWNSHIP OF WATERFORD

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Kim Markee, Township Clerk

**BOARD OF TRUSTEES**  
Anthony M. Bartolotta, Supervisor  
Kim Markee, Clerk  
Steve Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee



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Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
www.waterfordmi.gov

**DEVELOPMENT SERVICES  
DEPARTMENT**

Jeffrey M. Polkowski, AICP  
Director

Rick Hutchinson  
Superintendent of Building  
Division

Scott Alef  
CDBG Coordinator

## **MEMORANDUM**

Date: January 2, 2026  
To: Honorable Township Board Members  
From: Jeffrey Polkowski, Director of Development Services  
RE: Case No. 2026-Z-001  
Rezoning 5761 Cooley Lake Rd  
From C-3, General Business and R-1E, Single-Family Attached Residential  
(split zoned) to C-3, General Business (entirely)  
Location: Southeast corner of Hiller Rd and Cooley Lake Rd  
Applicant: Omar Waterford, LLC

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At the August 26, 2025 Planning Commission meeting the applicant received a conditional approval to expand the existing commercial fueling establishment and build an addition onto the structure for a proposed carryout restaurant with drive-thru facilities. This approval was conditioned upon the applicant successfully splitting and rezoning the relevant portion of the subject property. The applicant is now seeking approval for the required rezoning. This rezoning application only relates to the portion of the property where the commercial fueling establishment and drive-thru restaurant are proposed.

### **Planning Commission Recommendation and Findings**

The Planning Commission reviewed this proposed rezoning at the regularly scheduled meeting on November 25, 2025 and resolved unanimously to forward a favorable recommendation to the Township Board.

### **Motions**

Based upon the Planning Commission's favorable recommendation at the November 25, 2025 regular meeting of the Planning Commission, should the Board want to consider adopting the requested rezoning, the appropriate motion would be to introduce the attached Ordinance and schedule it for possible adoption at the January 26, 2026 meeting. However, if the Board does not want to adopt the requested rezoning, the appropriate motion would be to not introduce the Ordinance and deny the zoning amendment.

Should you have any questions prior to the meeting please do not hesitate to reach out to me.

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WATERFORD TWP DEVELOPMENT SERVICES  
REZONING REVIEW

PRSA 25-10-04  
NOVEMBER 25, 2025

**Project Name:** 5761 Cooley Lake Rd Rezoning  
**Project #:** PRSA 25-10-04  
**Project Type:** Rezoning Review  
**PC Agenda:** November 25, 2025 Regular Agenda  
**Report By:** Justin Daymon

Proposed Use	Expansion of existing commercial fueling establishment and a restaurant with drive-thru facilities (§3-705.5)		
Address	5761 Cooley Lake Rd	Parcel ID	13-33-376-003, -016, & -017
Applicant	Omar Waterford, LLC 5545 Forman Dr Bloomfield Twp, MI 48327	Property Owner	Same
Current Zoning	C-3, General Business/R-1E, Single-Family Attached Residential	Proposed Zoning	C-3, General Business
Frontage	320.51 ft along Cooley Lake Rd, 214.74 ft along Hiller Rd	Property Size	1.89 acres
General Location		Southeast corner of Hiller Rd and Cooley Lake Rd	
Master Plan Designation		Mixed Residential	
Current Use		existing commercial fueling establishment (§3-705.5.S.(2))	
Zoning History		1950 – Residential-1 1963 – AG-2 – Small Farm 1972 – C-2, General Business 2011 – R-1E, Single-Family Attached Residential	
Surrounding Development			
North		(across Cooley Lake Rd) O-1, Local Office	
East, South, & West		R-1E, Single-Family Attached Residential	

**Project Summary**

At the August 26, 2025 Planning Commission meeting the applicant received a conditional approval to expand the existing commercial fueling establishment and build an addition onto the structure for a proposed carryout restaurant with drive-thru facilities. This approval was conditioned upon the applicant successfully splitting and rezoning the relevant portion of the subject property. The applicant is now seeking approval for the required rezoning.

This rezoning application only relates to the portion of the property where the commercial fueling establishment and drive-thru restaurant are proposed. It does not apply to the proposed vehicle wash establishment on adjacent property that is being considered as part of a separate application.

**Master Plan Compatibility**

The proposed project is not in accordance with the Master Plan's designation of the property as Mixed Residential.

### **Zoning District Conformity**

The subject property meets the Zoning Ordinance's requirement for C-3, General Business properties.

### **Planning Commission Approval Recommendation Guidelines**

The following is a summary of Section 4-009.3 of the Zoning Ordinance and the Planning Commission's approval recommendation guidelines that have been established for rezoning application requests:

Where the purpose and effect of the proposed amendment is to change the zoning classification of a particular property, the Planning Commission shall make its recommendations to the Township Board based upon the evidence presented to it in each specific case with respect to the following matters:

- A. The requested zoning change is consistent with the adopted Master Plan, as amended.

***Staff Comment: The rezoning request is not consistent with the Master Plan.***

- B. The requested zoning change is consistent with existing uses and zoning classifications of properties within the general area of the subject zoning lot.

***Staff Comment: The requested zoning change is consistent with the existing commercial use of the property.***

- C. The subject zoning lot's physical suitability to provide all dimensional and site requirements for the range of uses permitted under the proposed zoning classification.

***Staff Comment: The subject lot is able to meet zoning requirements.***

- D. The trend of development in the general area of the subject zoning lot is consistent with the requested zoning change.

***Staff Comment: The requested zoning change is consistent with the trend of development in the general area.***

- E. The Township and other public agencies possess the capacity to provide all utility and public services that would be required for the range of uses permitted under the proposed zoning classification.

***Staff Comment: Public utilities are available to the site and the Township along with other related public service agencies possess the capacity to provide all utility and public services to the property.***

- F. The requested zoning change and the resulting range of uses permitted under the proposed zoning classification will not result in any significant environmental impacts.

***Staff Comment: This rezoning request should not result in any significant environmental impacts.***

- G. Whether the amendment will be detrimental to the public interest.

***Staff Comment: It is unlikely that this zoning change will be detrimental to the public interest.***



**Summary/Conclusions**

The applicant is seeking the requested rezoning as part of their effort to expand the portion of their property that is zoned for commercial use. The applicant's intended use of the property received a conditional special approval from the Planning Commission at their August 26, 2025 meeting.

**Recommendation and Planning Commission Action**

Following the required public hearing, the Planning Commission shall provide a recommendation to the Township Board on the rezoning request. In making this recommendation, the Planning Commission shall consider the approval recommendation guidelines referenced above. Staff has attached a motion template for your use in formulating your recommendation.

Upon your review, if you have any questions or require additional information prior to Tuesday's meeting, please contact this office.

**MOTION TEMPLATE FOR PLANNING COMMISSION CASE NO. 25-10-04,  
Proposed Zoning Map Amendment to Rezone From:  
C-3, General Business/R-1E, Single-Family Attached Residential to C-3, General Business**

**Motion:**

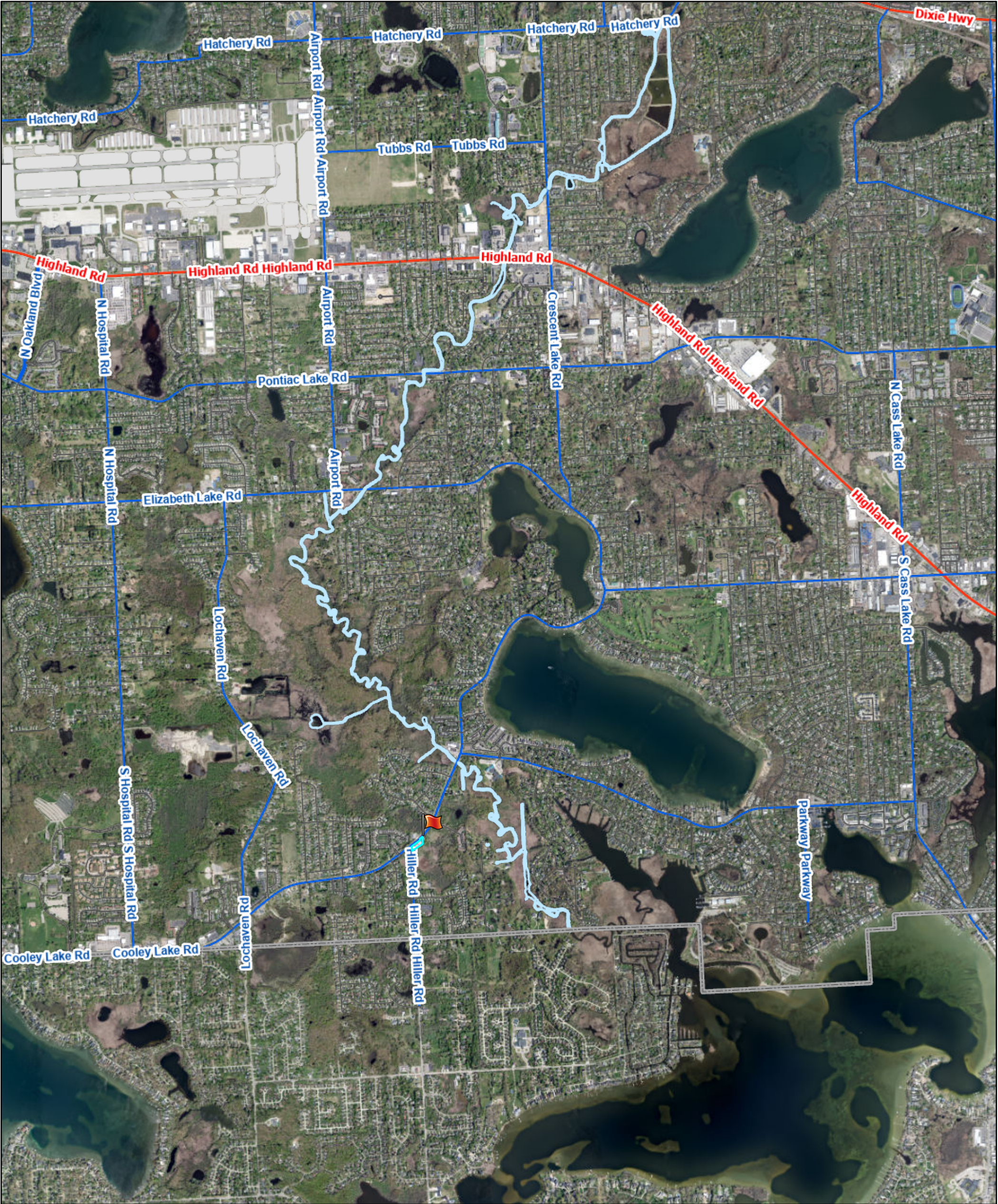
I move to forward a **favorable/unfavorable [Strike One]** recommendation in Case No. 25-10-04 on to the Township Board, to rezone a portion of the subject parcels #13-33-376-003, -016, and -017 from C-3, General Business/R-1E, Single-Family Attached Residential to C-3, General Business based on the following findings and conclusions under the Ordinance approval recommendation guidelines which are based on assessment of the information and statements presented in this case by or for the Township Staff, Applicant, and members of the public.

**Findings:**








- A. The requested zoning change **is not / is [Strike One]** consistent with the adopted Master Plan as amended.
- B. The requested zoning change **is / is not [Strike One]** consistent with existing uses and zoning classifications of properties within the general area of the subject zoning lot.
- C. The subject zoning lot **is / is not [Strike One]** physically suitable to provide all dimensional and site requirements for the range of uses permitted under the proposed zoning classification.
- D. The trend of development in the general area of the subject zoning lot **is / is not [Strike One]** consistent with the requested zoning change.
- E. The Township and other public agencies **do / do not [Strike One]** possess the capacity to provide all utility and public safety services that would be required for the range of land uses permitted under the proposed zoning classification.
- F. The requested zoning change and the resulting range of uses permitted under the proposed zoning classification **will not / will [Strike One]** result in any significant environmental impacts.
- G. The proposed zoning amendment **will not / will [Strike One]** be detrimental to the public interest.

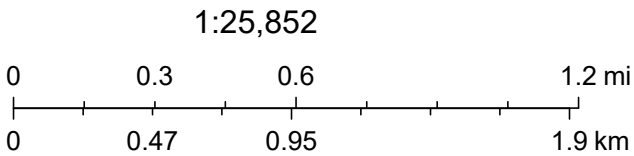


# PRSA 25-10-04 Location Map



11/21/2025, 2:10:58 PM

-  Override 1
-  PRIMARY
-  Airport
-  SECONDARY; SPLIT
- Waterford Road Layer
-  Clinton River
-  MAIN
-  Township Boundary Line





# PRSA 25-10-04 AERIAL MAP

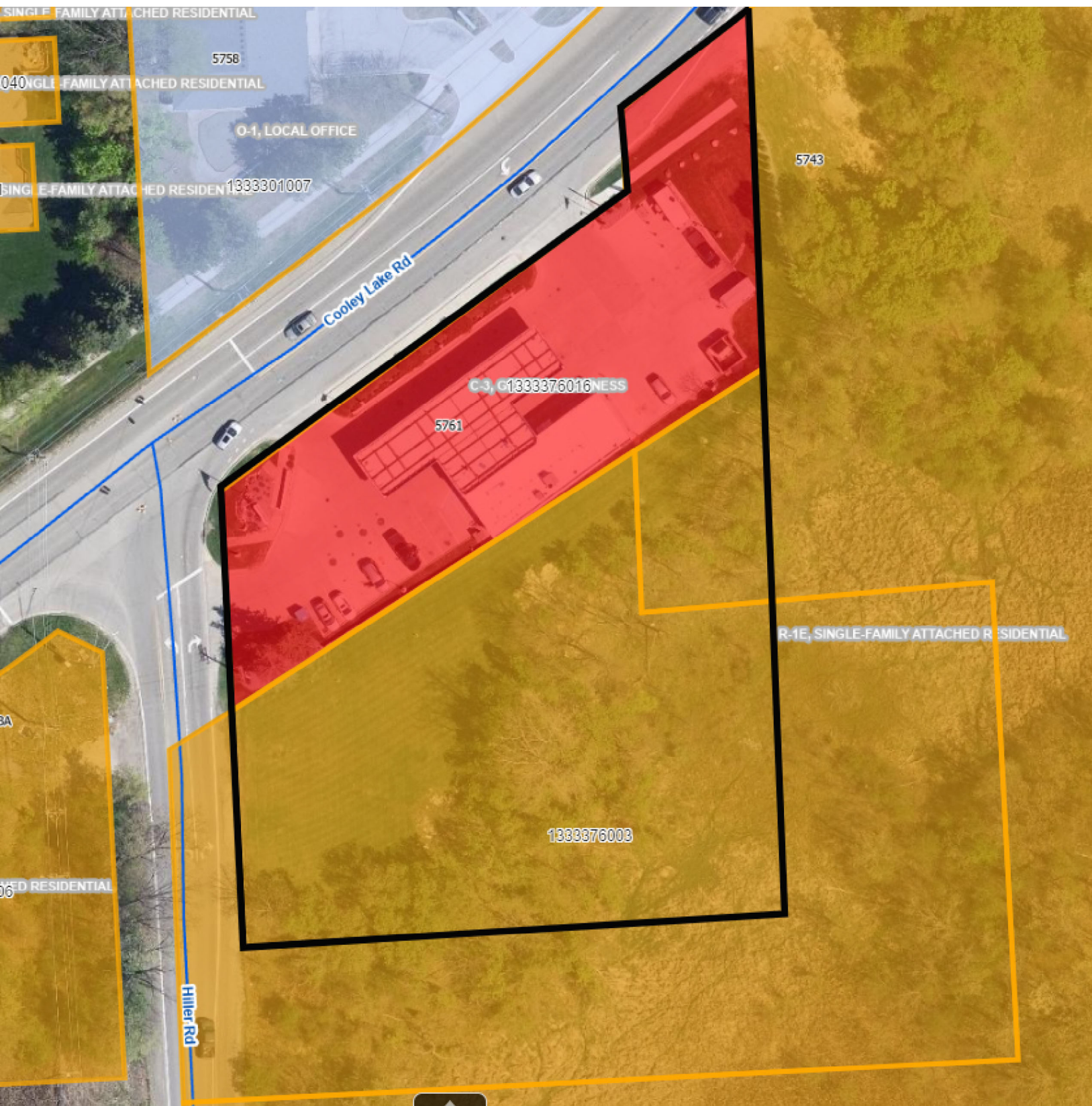


# PRSA 25-10-04 MASTER PLAN MAP

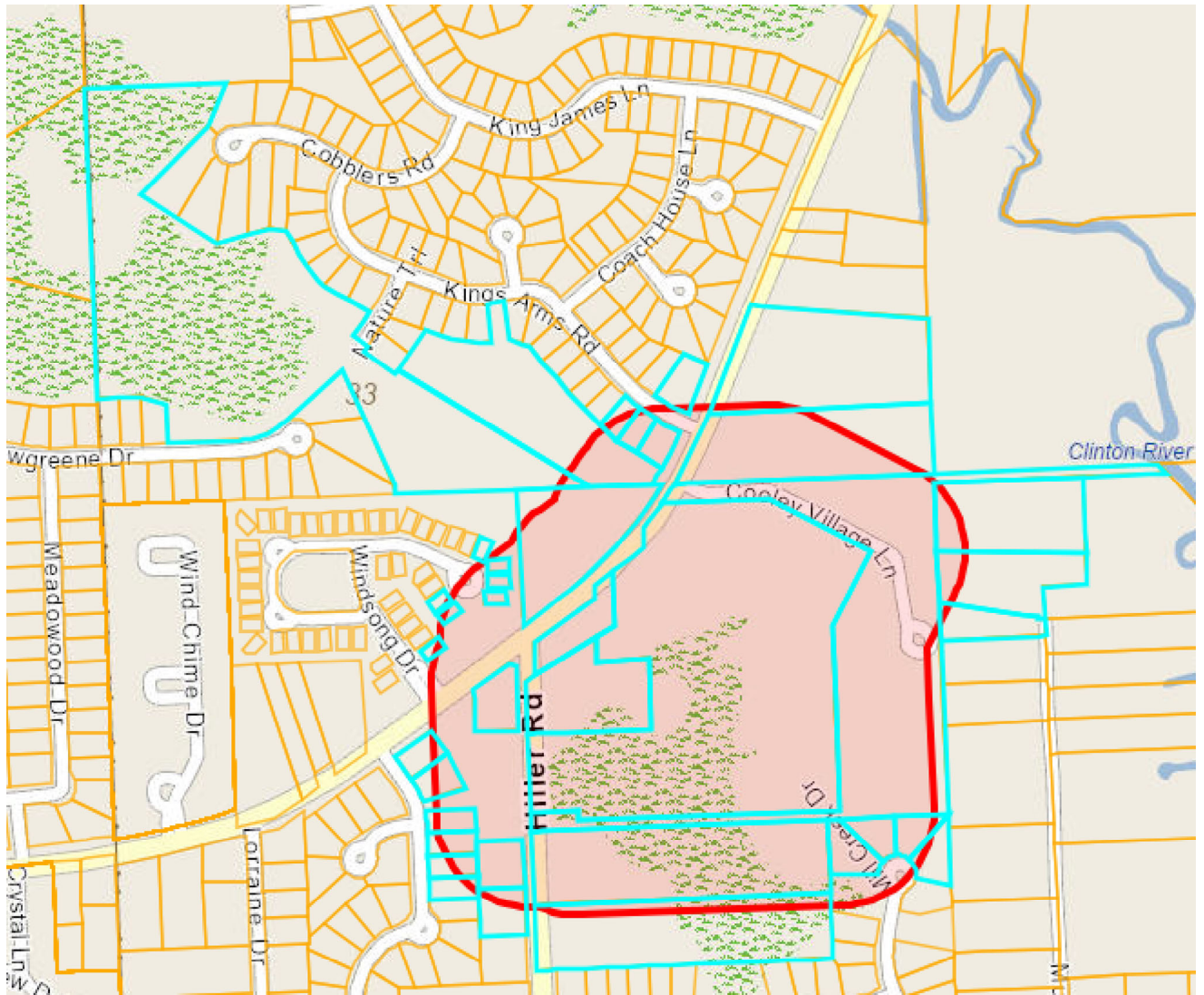




# PRSA 25-10-04 ZONING MAP







Project Number	Extra Addresses	PIN	CVTTAXCODE	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTALSTATE	POSTALZIPS
PRSA 25-08-02 & -03	Agency Addresses				Cheryl Bush, OC Intl. Airport	Oakland County	6500 Patterson Pkwy	Waterford	MI	48327
PRSA 25-08-02 & -03	Agency Addresses				The Road Commission for Oakland County		31001 Lahser Road	Beverly Hills	MI	48025
PRSA 25-08-02 & -03	Agency Addresses				DTE		1 Energy Plaza	Detroit	MI	48226
PRSA 25-08-02 & -03	Agency Addresses				Consumers Energy		1 Energy Plaza Dr	Jackson	MI	49201
PRSA 25-08-02 & -03	Review	PIN	CVTTAXCODE	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTALSTATE	POSTALZIPS
PRSA 25-08-02 & -03		1333451025	W	CHARTER TOWNSHIP OF WATERFORDSUNNY SKY			1194 MURRAY DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333451019	W	CHARTER TOWNSHIP OF WATERFORDLESLIE STRANGE			1206 MURRAY DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333376005	W	CHARTER TOWNSHIP OF WATERFORDKENNETH HIBBS			1225 HILLER RD	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333377015	W	CHARTER TOWNSHIP OF WATERFORDJORDAN M BROWN			1225 MILL CREEK DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333377014	W	CHARTER TOWNSHIP OF WATERFORDJACOB SEITZ			1226 MILL CREEK DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333352019	W	CHARTER TOWNSHIP OF WATERFORDKIMBERLY MCGHEE			1228 HILLER RD	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333377016	W	CHARTER TOWNSHIP OF WATERFORDNANCY SOUTAR			1235 MILL CREEK DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333377013	W	CHARTER TOWNSHIP OF WATERFORDNIKOLIN CAVALI	VANGIUSH CAV		1244 MILL CREEK DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333352020	W	CHARTER TOWNSHIP OF WATERFORDCONNIE J GREENE			1260 HILLER RD	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333376006	W	CHARTER TOWNSHIP OF WATERFORDDAVID ALI			1289 HILLER RD	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333352058	W	CHARTER TOWNSHIP OF WATERFORDNARGISH BEGUM			1301 GLENVIEW DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333352059	W	CHARTER TOWNSHIP OF WATERFORDCHAD LUTHER	TIFFANY LUTHEI		1309 GLENVIEW DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333352060	W	CHARTER TOWNSHIP OF WATERFORDPATRICK TREMBLAY			1317 GLENVIEW DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333352061	W	CHARTER TOWNSHIP OF WATERFORDHANI HANNA			1327 GLENVIEW DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333352062	W	CHARTER TOWNSHIP OF WATERFORDVICTOR ARANDELA	MELANIE ARAN		1335 GLENVIEW DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333352063	W	CHARTER TOWNSHIP OF WATERFORDCAROL LONG			1345 GLENVIEW DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03	Review	1333301007	W	CHARTER TOWNSHIP OF WATERFORDLEARNERS REAL ESTATE LLC			1665 N SAGINAW ST	LAPEER	MI	48446
PRSA 25-08-02 & -03	Review	1333301052	W	CHARTER TOWNSHIP OF WATERFORDRYAN REYNOLDS			20221 OPORTO AVE	LIVONIA	MI	48152
PRSA 25-08-02 & -03	Review	1333376015	W	CHARTER TOWNSHIP OF WATERFORDFOREST VIEW WATERFORD LLC	MTH MANAGEA		3100 WEST RD STE 203	EAST LANSING	MI	48823
PRSA 25-08-02 & -03		1333154005	W	CHARTER TOWNSHIP OF WATERFORDWILLIAMSBURG GREEN HOMEOWNER'S ASSOCI.			33228 W 12 MILE RD # 294	FARMINGTON HILLS	MI	48334
PRSA 25-08-02 & -03	Review	1333376016	W	CHARTER TOWNSHIP OF WATERFORDOMAR WATERFORD LLC			5545 FORMAN DR	BLOOMFIELD HILLS	MI	48301
PRSA 25-08-02 & -03		1333301041	W	CHARTER TOWNSHIP OF WATERFORDCRYSTAL LEMKE			5700 WINDSPIRIT CT	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333301040	W	CHARTER TOWNSHIP OF WATERFORDIGOR VALECHIKOV			5706 WINDSPIRIT CT	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333301039	W	CHARTER TOWNSHIP OF WATERFORDMARIAN CONNOR			5712 WINDSPIRIT CT	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333301042	W	CHARTER TOWNSHIP OF WATERFORDPATRICIA A. NORBERG TRUST			5715 WINDSPIRIT CT	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333301038	W	CHARTER TOWNSHIP OF WATERFORDGARRETT GAUTHIER	ANGELA GUERR		5718 WINDSPIRIT CT	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333301043	W	CHARTER TOWNSHIP OF WATERFORDFRANK CARDONE			5729 WINDSPIRIT CT	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333179010	W	CHARTER TOWNSHIP OF WATERFORDBRETT MILLER			5751 KINGS ARMS RD	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333178026	W	CHARTER TOWNSHIP OF WATERFORDSCOTT SABO	AMBER REED		5754 KINGS ARMS RD	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333179009	W	CHARTER TOWNSHIP OF WATERFORDKENNETH BUTLER			5759 KINGS ARMS RD	WATERFORD	MI	48327
PRSA 25-08-02 & -03		1333179008	W	CHARTER TOWNSHIP OF WATERFORDERIK A NEULICER	JESSICA WASML		5767 KINGS ARMS RD	WATERFORD	MI	48327
PRSA 25-08-02 & -03	Review	1333352006	W	CHARTER TOWNSHIP OF WATERFORDLAITH KORKIS			6018 EASTBROOKE	WEST BLOOMFIELD	MI	48322
PRSA 25-08-02 & -03		1333153031	W	CHARTER TOWNSHIP OF WATERFORDWATERFORD MEADOWS PARK		WATERFORD M	PO BOX 12	UNION LAKE	MI	48387
PRSA 25-08-02 & -03	Extra Addresses	1333301052	W	CHARTER TOWNSHIP OF WATERFORDOCCUPANT			1247 WINDSONG DR	WATERFORD	MI	48327
PRSA 25-08-02 & -03	Extra Addresses	1333376015	W	CHARTER TOWNSHIP OF WATERFORDOCCUPANT			5687 COOLEY VILLAGE LN	WATERFORD	MI	48327
PRSA 25-08-02 & -03	Extra Addresses	1333301007	W	CHARTER TOWNSHIP OF WATERFORDOCCUPANT			5758 COOLEY LAKE RD STE 100	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5687 Cooley Village Ln, Apt 1	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5687 Cooley Village Ln, Apt 2	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 1	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 10	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 11	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 12	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 13	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 14	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 15	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 2	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 3	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 4	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 5	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 6	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 7	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 8	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5689 Cooley Village Ln, Apt 9	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 1	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 10	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 11	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 12	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 13	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 14	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 15	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 2	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 3	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 4	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 5	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 6	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015		OCCUPANT			5691 Cooley Village Ln, Apt 7	WATERFORD	MI	48327

Project Number	Extra Addresses	PIN	CVTTAXCODE	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTALSTATE	POSTALZIPS
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5691 Cooley Village Ln, Apt 8	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5691 Cooley Village Ln, Apt 9	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 1	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 10	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 11	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 12	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 13	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 2	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 3	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 4	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 5	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 6	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 7	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 8	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5693 Cooley Village Ln, Apt 9	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 1	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 10	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 11	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 12	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 13	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 14	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 15	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 2	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 3	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 4	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 5	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 6	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 7	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 8	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376015			OCCUPANT		5695 Cooley Village Ln, Apt 9	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333301007			OCCUPANT		5758 Cooley Lake Rd	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333376016			OCCUPANT		5761 Cooley Lake Rd	WATERFORD	MI	48327
PRSA 25-08-02 & -03	LAMS	1333352006			OCCUPANT		5803 Cooley Lake Rd	WATERFORD	MI	48327

Notice is hereby given of a public hearing to be held by the Waterford Township Planning Commission on **Tuesday, November 25, 2025 at 6:00 p.m.** in the Auditorium at 5200 Civic Center Dr., Waterford, MI 48329, to hear the following request:

**Case No. PRSA 25-10-04**

**Requesting:** To rezone a portion of the subject properties from R-1E, Single-Family Residential to C-3, General Business  
**Property Location:** **5761 Cooley Lake Rd**  
**Property Zoned:** C-3, General Business & R-1E, Single-Family Attached Residential  
**Applicant:** Omar Waterford, LLC

Members of the public will only be able to speak during any public hearing that is held at the meeting and during the public comment period at the end of the meeting and such comments will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must first state their name and request to be recognized by the Chairperson of the meeting. The Chairperson will recognize all persons wishing to speak during a public hearing and the public comment period. Prior to the meeting, members of the public may contact the members of the Planning Commission to provide input or ask questions by email or mail to the Township employee/official and at the addresses listed below. **Public comments must be submitted seven days prior to the date of the meeting and include your name and address.** Persons with disabilities in need of accommodations to be able to participate in the meeting should provide at least 24-hour advance notice to the listed Township employee by phone, email, or mail and an attempt will be made to provide reasonable accommodations.

Jeffrey M. Polkowski, AICP - Director of Development Services  
Charter Township of Waterford  
5200 Civic Center Drive, Waterford, Michigan 48329  
[planning@waterfordmi.gov](mailto:planning@waterfordmi.gov) Phone: (248) 674-6238

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**PLANNING DIVISION  
APPLICATION FORM**



**DEVELOPMENT SERVICES DEPARTMENT**  
5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238  
Fax: (248) 674-4097  
planning@waterfordmi.gov

*\* Request for December Meeting \**

<b>Office Use Only</b>			Date Received _____
<b>Related Application Numbers</b>			Planning Fees _____
PBUS: _____	PCR: _____	PRSA: <u>25-10-04</u>	Engineering Fee _____
PSP: _____	PZBA: _____		New Address Fee _____

- I. Type of Request** (select all that apply)
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Business Registration | <input type="checkbox"/> Minor Site Plan  | <input type="checkbox"/> Master Plan         |
| <input type="checkbox"/> Change of Use         | <input type="checkbox"/> Major Site Plan  | <input checked="" type="checkbox"/> Rezoning |
| <input type="checkbox"/> Concept Plan          | <input type="checkbox"/> Special Approval | <input type="checkbox"/> Text Amendment      |

Fees	
Business Registration	\$100
Change of Use	\$550
Concept Plan	\$550
Minor Site Plan	\$1,250
Major Site Plan	\$1,550
Special Approval	\$1,000
Master Plan Amendment	\$1,000
Rezoning / Text Amendment	\$1,200
Request for New Address (Fire)	\$75
<i>Additional fees may apply</i>	

**II. Applicant Information**

Applicant Name <b>Omar Putrus</b>		Contact Person
Address <b>5761 Cooley Lake Rd.</b>		City <b>Waterford Township</b>
State & ZIP <b>MI 48327</b>	Home/ Office Phone	Cell Phone <b>248.866-6959</b>
Email Address <b>omarputrus@gmail.com</b>		

**III. Property Information**

Legal Description ☐ Attached ☐ On Site Plan

All new buildings or unit splits are required to make a Request for New Address		Requires New Address? <input type="checkbox"/> Yes <input type="checkbox"/> No	Street Name Building Faces:		New Address Assigned (Obtain from Fire Department)	
Property Owner <b>OMAR WATERFORD LLC</b>			Property ID Number		Lot Number	
Owner Address <b>5761 Cooley Lake Rd.</b>		Owner City <b>Waterford Township</b>	Owner State & Zip <b>MI 48327</b>	Current Zoning <b>R-1E</b>	Proposed Zoning <b>C-3</b>	
Property Address or General Location <b>5761 Cooley Lake Rd.</b>				Property Size (Acres) <b>1.89</b>	Num. of Buildings <b>1</b>	
Frontage (feet and streets) <b>320.51 and 214.74</b>				Zoning Use Section <b>3-305</b>	Building Use Code	
Proposed Use <b>Gas Station and Drive Through Establishment</b>			#Residential Units	#Vehicle Repair Bays	#Salon/Barber/Tattoo Stations	

Business License Held By:  
(Business Registration Only)

☐ Individual (Attach copy of any Assumed Name Certificate)  
☒ Partnership or LLC (Attach a copy of Partnership or LLC Certificate)  
☐ Corporation (Attach a copy of Articles of Incorporation)

Fire Suppression Systems in Building ☐ Yes ☐ No If yes select the type(s):

☒ Sprinkler System-Fire  
☐ Fire Pump  
☐ Other (please describe): \_\_\_\_\_

☐ Commercial Hood Suppression System  
☐ Paint Booth (Suppression)  
☐ FM 200 or Clean Agent (Computer Rooms)  
☐ Fire Alarm

**With us there are no  
boundaries**

**IV. Site Plan Designer Information** *(only required if a site plan is submitted)*

Design Firm <b>Gumma Group</b>		Contact Person <b>John Gumma</b>	
Address <b>7419 Middlebelt Rd</b>		City <b>West Bloomfield</b>	
State & ZIP <b>MI 48323</b>	Office Phone <b>248-865-5555</b>	Cell Phone <b>248-640-5001</b>	
Email Address <b>John@gummagroup.net</b>			

**V. Narrative Outlining Scope and Reason for Request** *(Additional pages may be attached)*

We would need to rezone this parcel from R-1E to C-3 in order to move forward with the proposed Gas station additions with Drive thru



## VI. Affidavit of Ownership and Consent to Property Inspection

I (WE), the undersigned have made application to the Charter Township of Waterford for land use matters to be considered and decisions made by the: Planning Commission and /or Zoning Board of Appeals that will affect use of our property identified below. In order to enable the members of such decision-making body to make an informed decision on our request, I (WE), do hereby consent to allow the members of the decision-making body to inspect the subject property up to the date of the meeting of the decision-making body at which such body issues its final decision on MY (OUR) request, provided that such inspections are limited to: • gathering information specific to the requested action, • typical hours of daily human activity, unless specified otherwise below, and • the following restrictions:


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Address: 5761 Cooley lake

Property Parcel No: 13-33-376-016

**All persons having ownership interest in above-referenced property must sign this document to authorize the filing of the application. Proof of ownership in the form of deed, land contract, letter of authority or tax bill is required.**

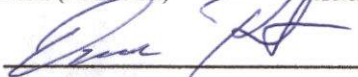
Failure to obtain all ownership signatures may void any approvals. Ownership interest includes owners, all parties in land contracts, and all parties in purchase agreements. Additional signature pages may be attached for owners exceeding four in number.

	<u>NAME</u>	<u>ADDRESS</u>	<u>EMAIL</u>	<u>TYPE OF OWNERSHIP INTEREST</u>	<u>SIGNATURE</u>
1.	Omar Waterford	5761 Cooley lake	Omarputrus@gmail.com	100%	
2.					
3.					
4.					

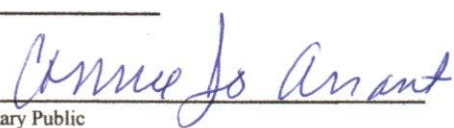
### APPLICANT CERTIFICATION

I do hereby swear all of the statements, signatures, descriptions and exhibits herewith submitted are true and accurate to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the above authorization.

Omar Putrus	5545 Foreman Dr Bloomfield MI 48302	248-866-6959	10/15/1978	P362661001792
Name (Please Print)	Address	Telephone Contact	Birth Date	Drivers License #

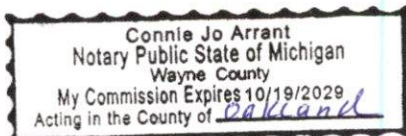
  
Signature

Subscribed and sworn to before me this 20 day of October, 2025

  
Notary Public  
State of Michigan

County of Wayne

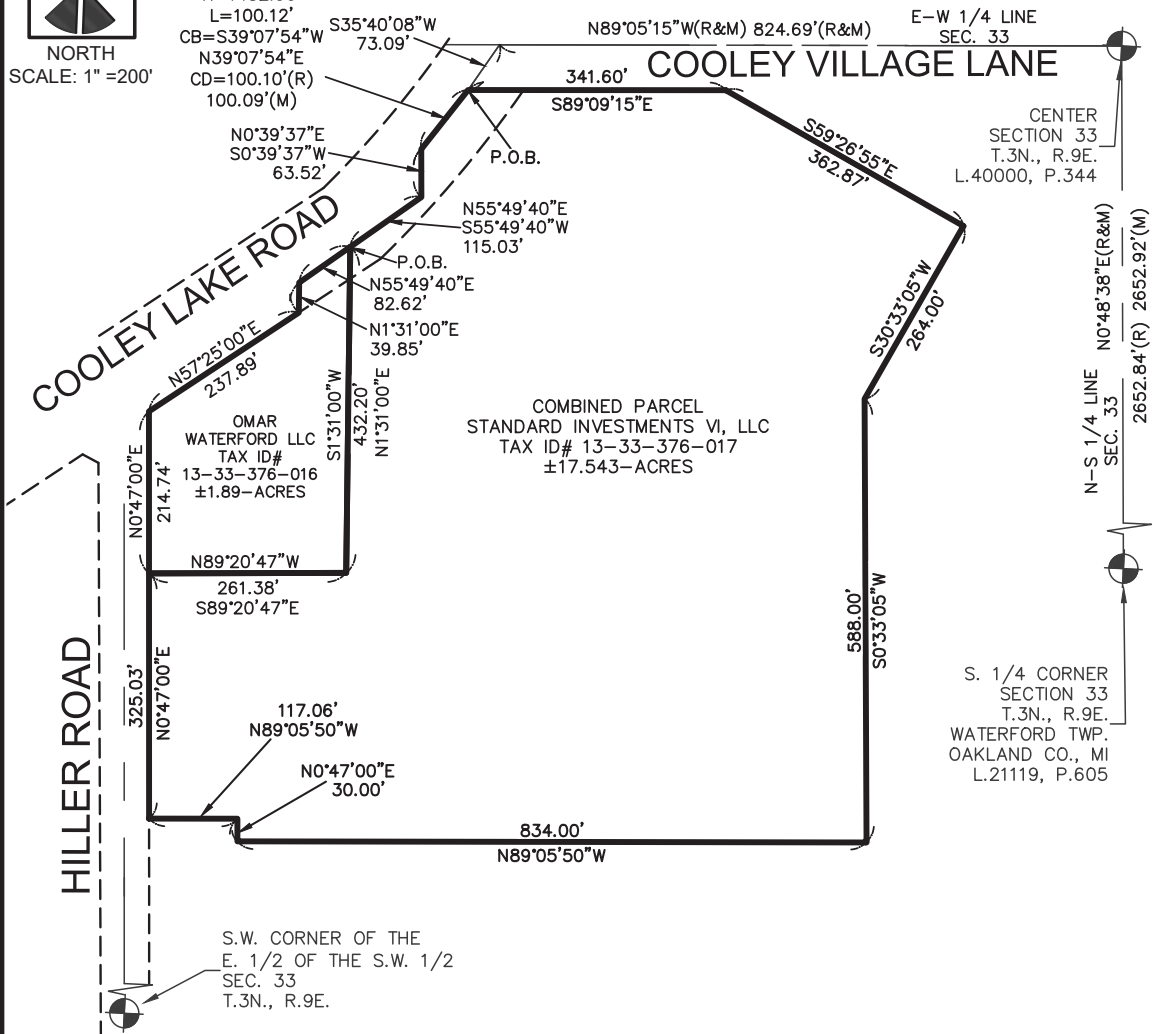
My Commission Expires: 10-19-2029



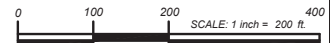


NORTH  
SCALE: 1" = 200'

# EXHIBIT 'H'



*John Blanchard*  
John Blanchard, Professional Surveyor  
PS#4001027446



## COMBINED PARCEL EXHIBIT

5743 COOLEY LAKE ROAD  
WATERFORD TOWNSHIP  
TAX I.D. 13-33-376-017

OWNER:  
STANDARD INVESTMENTS VI, LLC  
OMAR WATERFORD, LLC

SECTION 33  
TOWN 3 NORTH, RANGE 9 EAST  
WATERFORD TOWNSHIP  
OAKLAND COUNTY, MICHIGAN

Date: 8-29-2024  
Project No.: 240806

## DIFFIN ENGINEERING & SURVEYING

Civil Engineering • Surveying • Landscaping • Construction Services

24353 TARA DRIVE, SOUTH LYON, MI 48178  
PH: (248) 943-8244, E-MAIL: mdiffin@diffin-eng.com

# EXHIBIT 'I'

## LEGAL DESCRIPTION:

COMBINED PARCEL — TAX ID# 13-33-376-017

Part of the Southwest 1/4, Town 3 North, Range 9 East, Section 33, being more particularly described as: Commencing at the Center of said Section 33; thence North 89 degrees 05 minutes 15 seconds West 824.69 feet; thence South 35 degrees 40 minutes 08 seconds West 73.09 feet to the Point of Beginning; thence South 89 degrees 09 minutes 15 seconds East 341.60 feet; thence South 59 degrees 26 minutes 55 seconds East 362.87 feet; thence South 30 degrees 33 minutes 05 seconds West 264.00 feet; thence South 00 degrees 33 minutes 05 seconds West 588.00 feet; thence North 89 degrees 05 minutes 50 seconds West 834.00 feet; thence North 00 degrees 47 minutes 00 seconds East 30.00 feet; thence North 89 degrees 05 minutes 50 seconds West 117.06 feet; thence North 00 degrees 47 minutes 00 seconds East 325.03 feet; thence South 89 degrees 20 minutes 47 seconds East 261.38 feet; thence North 01 degrees 31 minutes 00 seconds East 432.20 feet; thence North 55 degrees 49 minutes 40 seconds East 115.03 feet; thence North 00 degrees 39 minutes 37 seconds East 63.52 feet; thence along a curve to the left, Radius 1432.90 feet, chord bearing, North 39 degrees 07 minutes 54 seconds, East 100.09 feet, a distance of 100.12 feet to the point of beginning. Containing 17.543 acres more or less. Subject to right-of-ways, restriction, easements, and agreements of record, if any.

COMBINED PARCEL — TAX ID# 13-33-376-016

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John Blanchard, Professional Surveyor  
PS#4001027446

## DIFFIN ENGINEERING & SURVEYING

Civil Engineering • Surveying • Landscaping • Construction Services

24353 TARA DRIVE, SOUTH LYON, MI 48178  
PH: (248) 943-8244, E-MAIL: mdiffin@diffin-eng.com

### COMBINED PARCEL DESCRIPTIONS

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WATERFORD TOWNSHIP  
TAX I.D. 13-33-376-017

OWNER:  
STANDARD INVESTMENTS VI, LLC  
OMAR WATERFORD, LLC

SECTION 33  
TOWN 3 NORTH, RANGE 9 EAST  
WATERFORD TOWNSHIP  
OAKLAND COUNTY, MICHIGAN

Date: 8-29-2024  
Project No.: 240806



STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CHARTER TOWNSHIP OF WATERFORD  
ORDINANCE NO. 2026-Z-001

**ZONING ORDINANCE MAP AMENDMENT**

An ordinance to amend the Waterford Township Zoning Ordinance by rezoning a parcel of property with conditions on its use and development as authorized by MCL 125.3405 and amending the Zoning Map.

THE CHARTER TOWNSHIP OF WATERFORD ORDAINS:

**Section 1 of Ordinance**

The portion of the parcels of property that are assigned tax parcel numbers #13-33-376-003, -016, and -017, legally described below, with current address of 5761 Cooley Lake Rd, is rezoned from C-3, General Business/R-1E, Single-Family Attached Residential to C-3, General Business with the Zoning Map that is adopted by and made part of the Waterford Township Zoning Ordinance in Section 3-101, to be changed and amended to reflect this rezoning.

**Section 2 of Ordinance**

The effective date of this ordinance shall be on the 8th day after publication, or a later date as provided in the Michigan Zoning Enabling Act for when a petition for voter referendum on this Ordinance and/or a notice of intent to submit such a petition is timely filed with the Township Clerk.

**CERTIFICATION**

I certify that this Zoning Ordinance Map Amendment Ordinance was adopted by a majority vote of the members of the Board of Trustees of the Charter Township of Waterford at a meeting duly called and held on January 26, 2026.

CHARTER TOWNSHIP OF WATERFORD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kimberly Markee, Township Clerk

**LEGAL DESCRIPTION ATTACHMENT TO ORDINANCE 2026-Z-001**

Part of the Southwest 1/4, Town 3 North, Range 9 East, Section 33, being more particularly described as: Commencing at the Center of said Section 33; thence North 89 degrees 05 minutes 15 seconds West 824.69 feet; thence South 35 degrees 40 minutes 08 seconds West 73.09 feet; thence along a curve to the left, Radius 1432.90 feet, chord bearing, South 39 degrees 07 minutes 54 seconds West 100.09 feet, a distance of 100.12 feet; thence South 00 degrees 39 minutes 37 seconds West 63.52 feet; thence

South 55 degrees 49 minutes 40 seconds West 115.03 feet to the Point of Beginning; thence South 01 degrees 31 minutes 00 seconds West 432.20 feet; thence North 89 degrees 20 minutes 47 seconds West 261.38 feet; thence North 00 degrees 47 minutes 00 seconds East 214.74 feet; thence North 57 degrees 25 minutes 00 seconds East 237.89 feet; thence North 01 degrees 31 minutes 00 seconds East 39.85 feet; thence North 55 degrees 49 minutes 40 seconds East 82.62 feet to the Point of Beginning. Containing 1.89 acres more or less. Subject to right-of-ways, restriction, easements, and agreements of record, if any.



**BOARD OF TRUSTEES**  
Anthony M. Bartolotta, Supervisor  
Kim Markee, Clerk  
Steve Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
www.waterfordmi.gov

**DEVELOPMENT SERVICES  
DEPARTMENT**

Jeffrey M. Polkowski, AICP  
Director

Rick Hutchinson  
Superintendent of Building  
Division

Scott Alef  
CDBG Coordinator

## **MEMORANDUM**

Date: January 5, 2026  
To: Honorable Township Board Members  
From: Jeffrey Polkowski, Director of Development Services  
RE: Case No. 2026-Z-002  
Rezoning 6205/6215 Highland Rd from HT-2, High Tech Industrial &  
Office to C-3, General Business  
Location: South side of Highland Rd, west of Airport Rd  
Applicant: Jomana Ismail

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The applicant is seeking to rezone the subject property from HT-2, High Tech Industrial & Office to C-3, General Business. The applicant has an existing vehicle repair facility on the subject property and intends to apply for a site plan review with special approval for a used vehicle dealer with outdoor display if the proposed rezoning is adopted

### **Planning Commission Recommendation and Findings**

The Planning Commission reviewed this proposed rezoning at the regularly scheduled meeting on November 25, 2025 and resolved unanimously to forward a favorable recommendation to the Township Board.

### **Oakland County Coordinating Zoning Committee Recommendations and Findings**

The proposed rezoning pertains to properties that borders Oakland County owned property being the Oakland County International Airport (OCIA), located on the north side of Highland Road. Based on the County's knowledge of the Master Plan, interpretation of the zoning ordinance, and boundary coordination with the adjacent Oakland County property, Oakland County Planning and Local Business Development Division staff recommends Approval.

### **Motions**

Based upon the Planning Commission's favorable recommendation at the November 25, 2025 regular meeting of the Planning Commission, should the Board want to consider adopting the requested rezoning, the appropriate motion would be to introduce the attached Ordinance and schedule it for possible adoption at the January 26, 2026 meeting. However, if the Board does not want to adopt the requested rezoning, the appropriate motion would be to not introduce the Ordinance and deny the zoning amendment.

Should you have any questions prior to the meeting please do not hesitate to reach out to me.

**With us there are no  
boundaries**





WATERFORD TWP DEVELOPMENT SERVICES  
REZONING REVIEW

PRSA 25-10-03  
NOVEMBER 25, 2025

**Project Name:** 6205 Highland Rd Rezoning  
**Project #:** PRSA 25-10-03  
**Project Type:** Rezoning Review  
**PC Agenda:** November 25, 2025 Regular Agenda  
**Report By:** Justin Daymon

Proposed Use	Used Vehicle Dealer w/ Outdoor Display or Storage (§3-404.3.A.)		
Address	6205/6215 Highland Rd	Parcel ID	13-20-276-064
Applicant	Jomana Ismail 6205 Highland Rd Waterford, MI 48327	Property Owner	KOS Management, LLC PO Box 347 Lakeville, MI 48366
Current Zoning	HT-2, High Tech Industrial & Office	Proposed Zoning	C-3, General Business
Frontage	150 ft on Highland Rd	Property Size	1.38 acres
General Location		South side of Highland Rd, west of Airport Rd	
Master Plan Designation		Corridor Commercial	
Current Use		Vehicle Repair Facilities (§3-805.4.B)	
Zoning History		1950 – Manufacturing-1 1972 – M-1, Light Industry 1981 – M-1, Light Industrial 2011 – HT-2 High Tech Industrial & Office	
Surrounding Development			
North		(across Highland Rd) A-1, Airport	
East		HT-2, High Tech Industrial & Office	
South		HT-2, High Tech Industrial & Office	
West		C-3, General Business	

**Project Summary**

The applicant is seeking to rezone the subject property from HT-2, High Tech Industrial & Office to C-3, General Business. The applicant has an existing vehicle repair facility on the subject property and intends to apply for a site plan review with special approval for a used vehicle dealer with outdoor display if the proposed rezoning is adopted. As always, when reviewing the proposed rezoning, the Planning Commission must consider whether the property is appropriate for all of the permitted uses within the proposed district, not just the applicant's intended use.

**Master Plan Compatibility**

The proposed rezoning is in accordance with the Master Plan's designation of the property as Corridor Commercial.

**Zoning District Conformity**

The subject property meets the Zoning Ordinance's requirements for C-3, General Business properties.

### **Planning Commission Approval Recommendation Guidelines**

The following is a summary of Section 4-009.3 of the Zoning Ordinance and the Planning Commission's approval recommendation guidelines that have been established for rezoning application requests:

Where the purpose and effect of the proposed amendment is to change the zoning classification of a particular property, the Planning Commission shall make its recommendations to the Township Board based upon the evidence presented to it in each specific case with respect to the following matters:

- A. The requested zoning change is consistent with the adopted Master Plan, as amended.

***Staff Comment: The rezoning request is consistent with the Master Plan.***

- B. The requested zoning change is consistent with existing uses and zoning classifications of properties within the general area of the subject zoning lot.

***Staff Comment: The subject lot appears able to meet all zoning requirements.***

- C. The subject zoning lot's physical suitability to provide all dimensional and site requirements for the range of uses permitted under the proposed zoning classification.

***Staff Comment: The subject lot appears able to meet zoning requirements.***

- D. The trend of development in the general area of the subject zoning lot is consistent with the requested zoning change.

***Staff Comment: The requested zoning change is consistent with the trend of development in the general area.***

- E. The Township and other public agencies possess the capacity to provide all utility and public services that would be required for the range of uses permitted under the proposed zoning classification.

***Staff Comment: Public utilities are available to the site and the Township along with other related public service agencies possess the capacity to provide all utility and public services to the property.***

- F. The requested zoning change and the resulting range of uses permitted under the proposed zoning classification will not result in any significant environmental impacts.

***Staff Comment: This rezoning request is a reduction in intensity and will not result in any significant environmental impacts.***

- G. Whether the amendment will be detrimental to the public interest.

***Staff Comment: It is unlikely that this zoning change will be detrimental to the public interest.***

### **Summary/Conclusions**

The applicant is requesting the subject property be rezoned to C-3, General Business. The proposed rezoning is in accordance with the goals of the Master Plan, the requirements of the Zoning Ordinance, and is compatible with surrounding uses and development.

**Recommendation and Planning Commission Action**

Following the required public hearing, the Planning Commission shall provide a recommendation to the Township Board on the rezoning request. In making this recommendation, the Planning Commission shall consider the approval recommendation guidelines referenced above. Staff has attached a motion template for your use in formulating your recommendation.

Upon your review, if you have any questions or require additional information prior to Tuesday's meeting, please contact this office.

**MOTION TEMPLATE FOR PLANNING COMMISSION CASE NO. 25-10-03,  
Proposed Zoning Map Amendment to Rezone From:  
HT-2, High Tech Industrial & Office to C-3, General Business**

**Motion:**

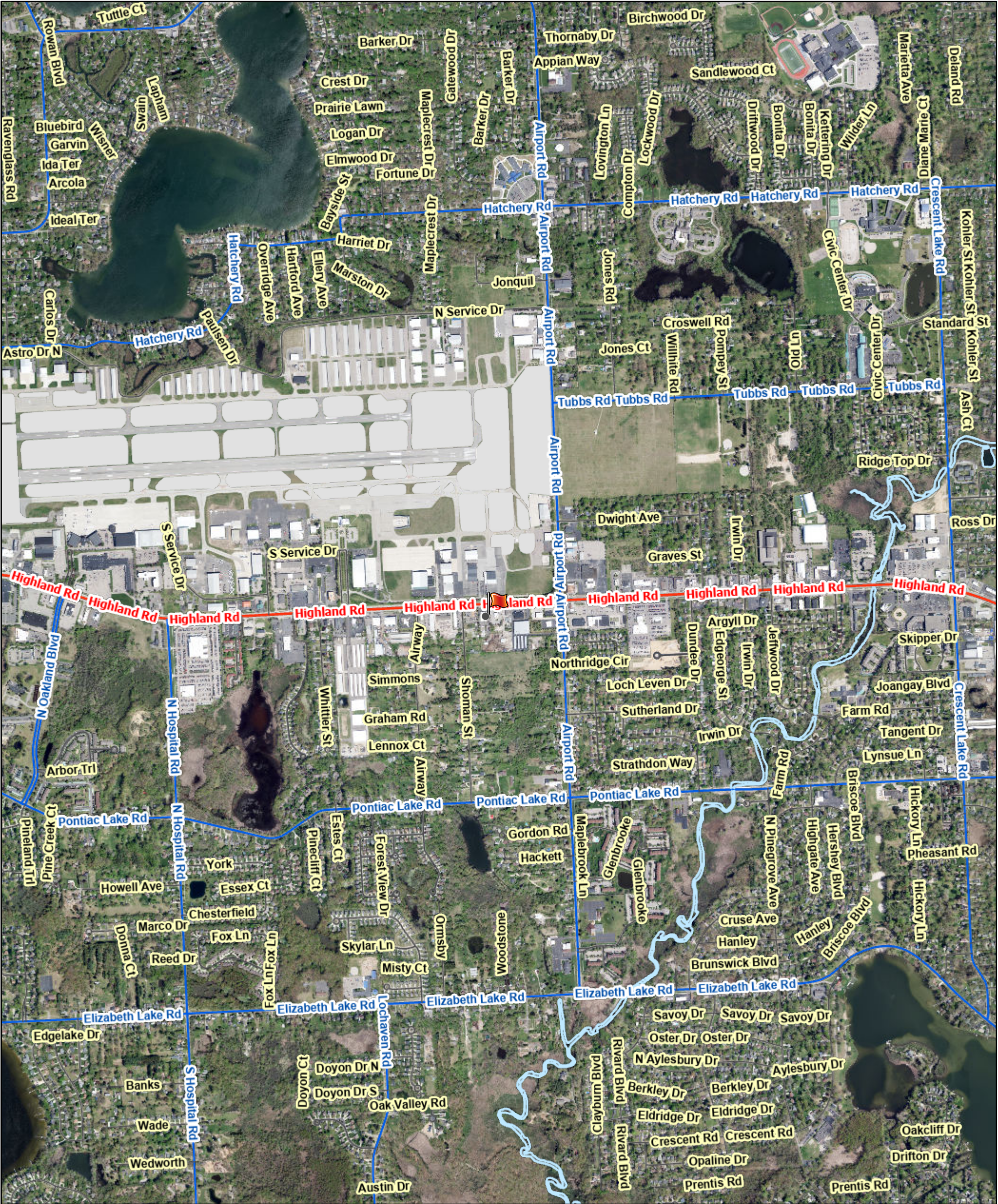
I move to forward a **favorable/unfavorable [Strike One]** recommendation in Case No. 25-10-03 on to the Township Board, to rezone the subject parcel #13-20-276-064 from HT-2, High Tech Industrial & Office to C-3, General Business based on the following findings and conclusions under the Ordinance approval recommendation guidelines which are based on assessment of the information and statements presented in this case by or for the Township Staff, Applicant, and members of the public.

**Findings:**


- A. The requested zoning change **is / is not [Strike One]** consistent with the adopted Master Plan as amended.
- B. The requested zoning change **is / is not [Strike One]** consistent with existing uses and zoning classifications of properties within the general area of the subject zoning lot.
- C. The subject zoning lot **is / is not [Strike One]** physically suitable to provide all dimensional and site requirements for the range of uses permitted under the proposed zoning classification.
- D. The trend of development in the general area of the subject zoning lot **is / is not [Strike One]** consistent with the requested zoning change.
- E. The Township and other public agencies **do / do not [Strike One]** possess the capacity to provide all utility and public safety services that would be required for the range of land uses permitted under the proposed zoning classification.
- F. The requested zoning change and the resulting range of uses permitted under the proposed zoning classification **will not / will [Strike One]** result in any significant environmental impacts.
- G. The proposed zoning amendment **will not/ will [Strike One]** be detrimental to the public interest.





# PRSA 25-10-03 Location Map





11/21/2025, 1:42:33 PM


- 


Override 1
- 

PRIMARY
- 

Airport
- 

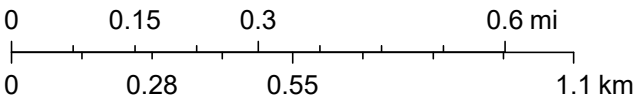
SECONDARY; SPLIT
- 

Clinton River
- 

MAIN
- 

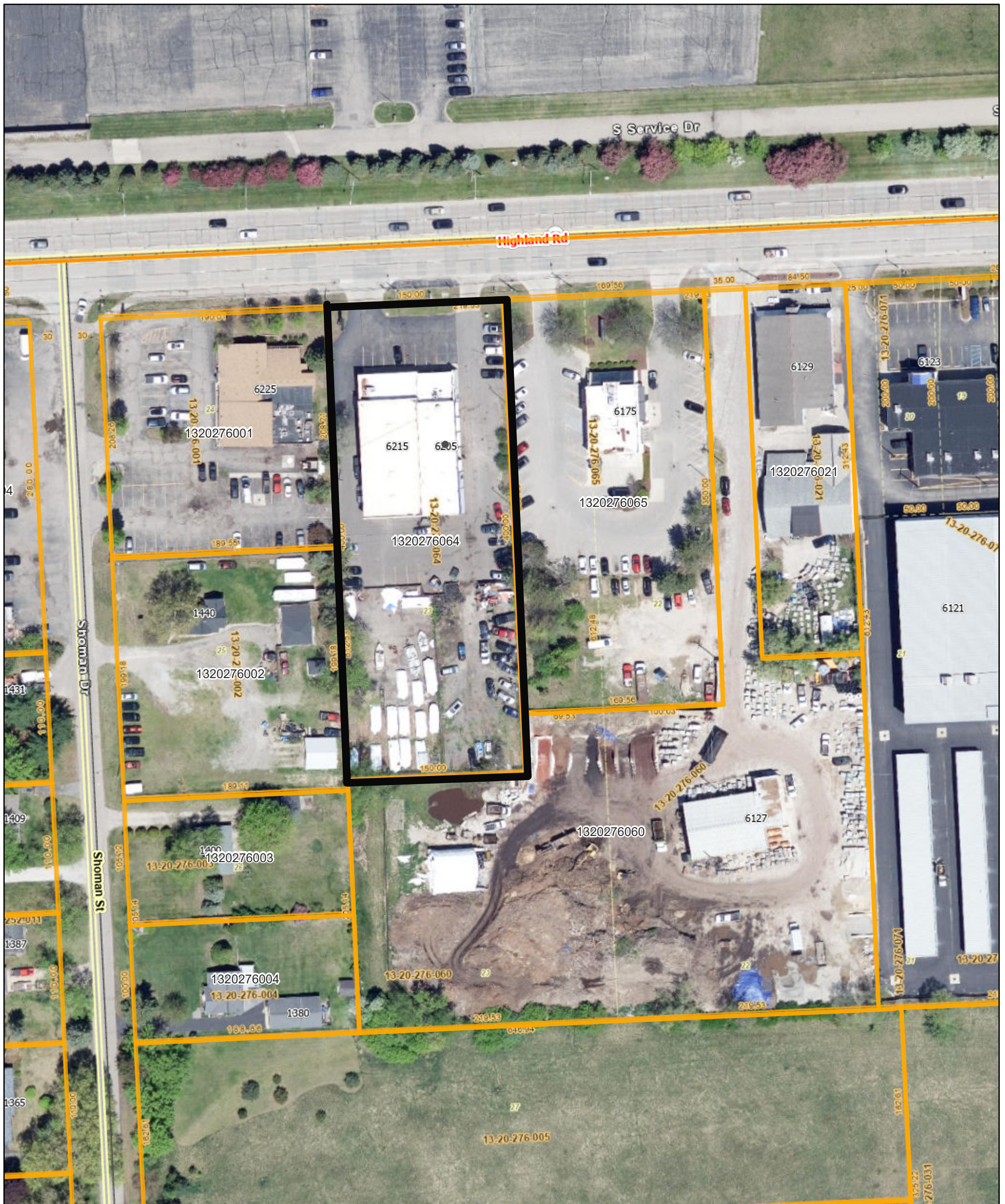
Waterford Road Layer

1:14,798





## PRSA 25-10-03 Aerial Map



11/21/2025, 1:41:41 PM

 OC Tax Parcel Stacked


█ Override 1

## Waterford Road Layer

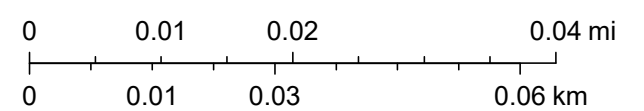
**MAIN**

— SECONDARY; SPLIT

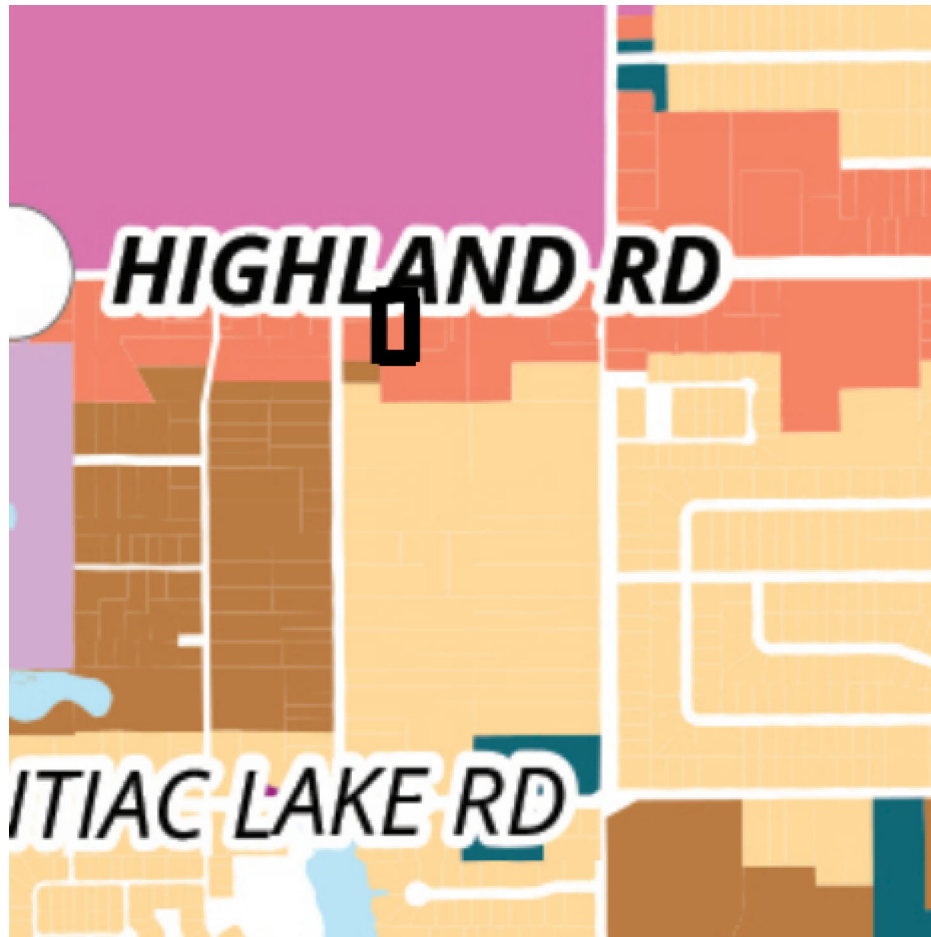
## Building Footprints - Labels

 Background

1:925

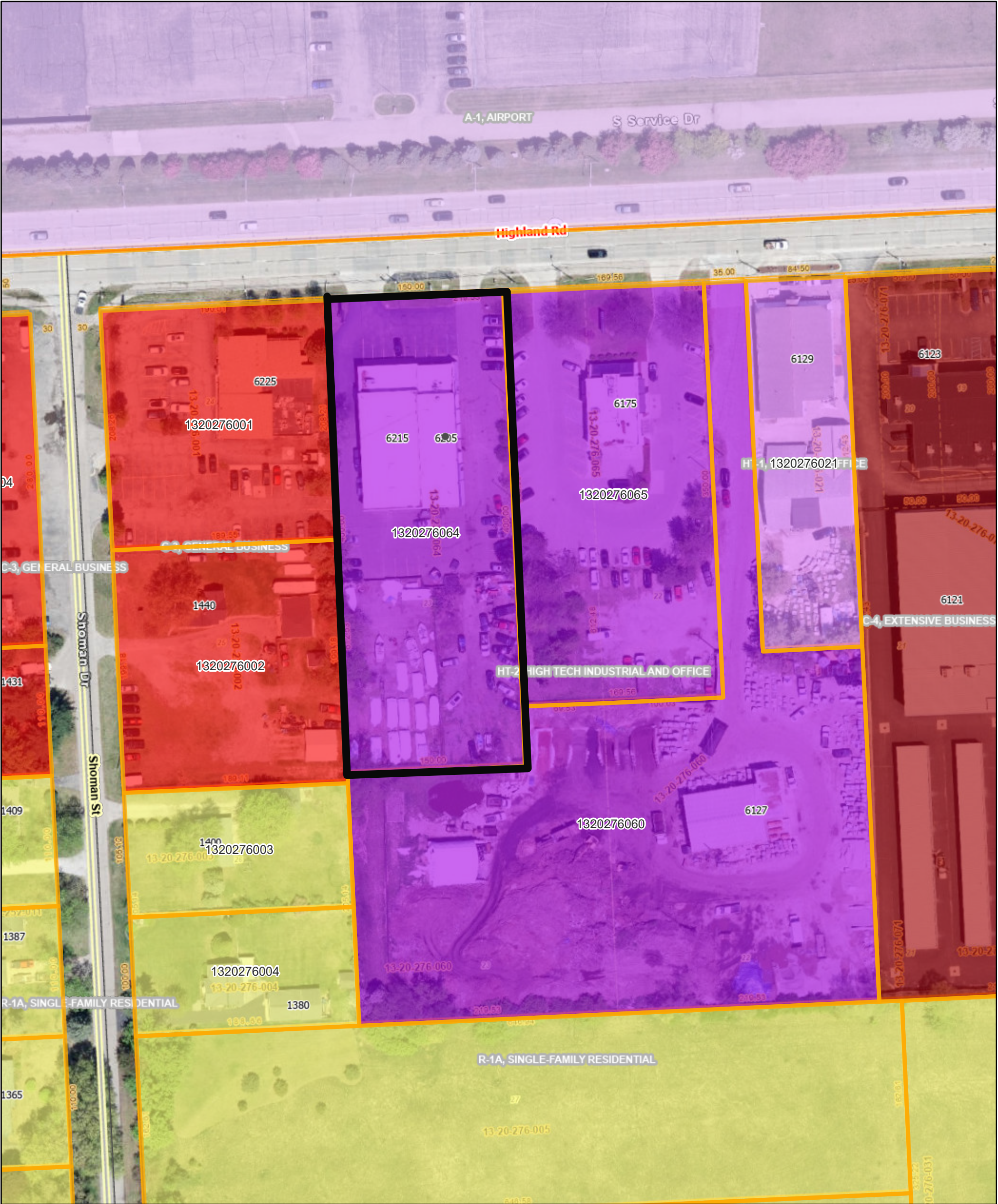








# PRSA 25-10-03 Zoning Map



11/21/2025, 1:41:06 PM

- OC Tax Parcel Stacked

Override 1

Zoning

A-1, AIRPORT

C-3, GENERAL BUSINESS

C-4, EXTENSIVE BUSINESS

HT-1, HIGH TECH OFFICE

HT-2, HIGH TECH INDUSTRIAL AND OFFICE

R-1A, SINGLE-FAMILY RESIDENTIAL

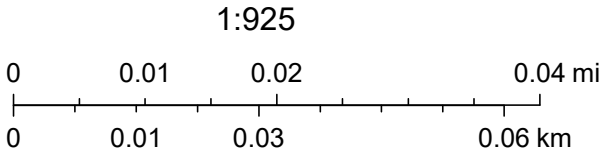
Waterford Road Layer

MAIN

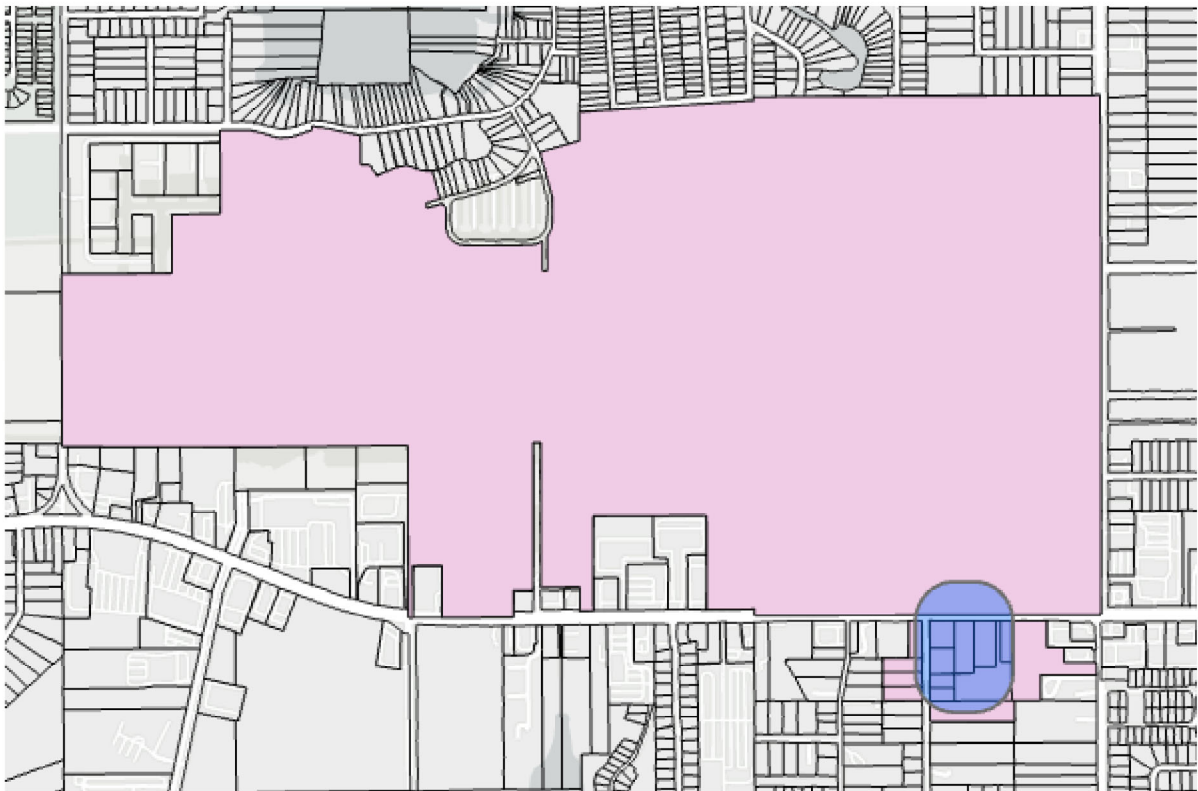
SECONDARY; SPLIT

Building Footprints - Labels

Background







Project Number	Extra Addresses	PIN	CVTTAXCODE	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTALSTATE	POSTALZIP5
PRSA 25-10-03	Agency Addresses				Kajal Patel, PE / MDOT	MDOT Oakland	800 Vanguard Dr	Pontiac	MI	48341
PRSA 25-10-03	Agency Addresses				Cheryl Bush, OC Intl. Airport	Oakland County	6500 Patterson Pkwy	Waterford	MI	48327
PRSA 25-10-03	Agency Addresses				DTE		1 Energy Plaza	Detroit	MI	48226
PRSA 25-10-03	Agency Addresses				Consumers Energy		1 Energy Plaza Dr	Jackson	MI	49201
PRSA 25-10-03	Review	PIN	CVTTAXCODE	CVTTAXDESCRIPTION	NAME1	NAME2	POSTALADDRESS	POSTALCITY	POSTALSTATE	POSTALZIP5
PRSA 25-10-03			1320276004		ALFRED GULDA JR		1380 SHOMAN DR	WATERFORD	MI	48327
PRSA 25-10-03	Review		1320252011		JOHN SOPUCH		1387 SHOMAN DR	WATERFORD	MI	48327
PRSA 25-10-03			1320276003		ANTHONY S BURNS		1400 SHOMAN DR	WATERFORD	MI	48327
PRSA 25-10-03			1320252010		LEE A LOVE		1409 SHOMAN DR	WATERFORD	MI	48327
PRSA 25-10-03	Review		1320252009		CCG 59, LLC		1431 SHOMAN DR	WATERFORD	MI	48327
PRSA 25-10-03			1320276002		1440 SHOMAN LLC		1440 SHOMAN DR	WATERFORD	MI	48327
PRSA 25-10-03			1320276071		SIMPLY STORAGE WATERFORD LLC		6123 HIGHLAND RD STE A	WATERFORD	MI	48327
PRSA 25-10-03	Review		1320276060		DAYDREAM FARMERS		6127 HIGHLAND RD	WATERFORD	MI	48327
PRSA 25-10-03	Review		1320276021		HYSAS INVESTMENT, LLC		6129 HIGHLAND RD	WATERFORD	MI	48327
PRSA 25-10-03	Review		1320276065		VAN-ALAM, INC.		6175 HIGHLAND RD	WATERFORD	MI	48327
PRSA 25-10-03	Review		1320276064		KOS MANAGEMENT, LLC		6215 HIGHLAND RD	WATERFORD	MI	48327
PRSA 25-10-03			1320276001		6225 HIGHLAND, LLC		6225 HIGHLAND RD	WATERFORD	MI	48327
PRSA 25-10-03	Review		1320252004		TAS INVESTMENT PROPERTIES LLC		6295 HIGHLAND RD	WATERFORD	MI	48327
PRSA 25-10-03	Review		1317400003		OAKLAND COUNTY INTL AIRPORT		6650 N SERVICE DR	WATERFORD	MI	48327
PRSA 25-10-03	Extra Addresses		1320276021		OCCUPANT		1392 S WILLIAMS RD	WHITE LAKE	MI	48386
PRSA 25-10-03	Extra Addresses		1320252011		OCCUPANT		2085 PONTIAC DR	SYLVAN LAKE	MI	48320
PRSA 25-10-03	Extra Addresses		1320276065		OCCUPANT		38550 VAN DYKE AVE	STERLING HEIGHTS	MI	48312
PRSA 25-10-03	Extra Addresses		1320252004		OCCUPANT		4680 HATCHERY RD	WATERFORD	MI	48329
PRSA 25-10-03	Extra Addresses		1317400003		OCCUPANT		6500 HIGHLAND RD	WATERFORD	MI	48327
PRSA 25-10-03	Extra Addresses		1320276005		OCCUPANT		6668 ORCHARD LAKE RD STE 20	WEST BLOOMFIELD	MI	48322
PRSA 25-10-03	Extra Addresses		1320276060		OCCUPANT		6990 CATHEDRAL DR	BLOOMFIELD HILLS	MI	48301
PRSA 25-10-03	Extra Addresses		1320252009		OCCUPANT		800 E ELLIS RD # 504	NORTON SHORES	MI	49441
PRSA 25-10-03	Extra Addresses		1320276064		OCCUPANT		PO BOX 347	LAKEVILLE	MI	48366
PRSA 25-10-03	LAMS		1320276071		Simply Storage Waterford, LLC		6123 Highland Rd	WATERFORD	MI	48327
PRSA 25-10-03	LAMS		1320276064		JLR Properties Management		6205 Highland Rd	WATERFORD	MI	48327



Notice is hereby given of a public hearing to be held by the Waterford Township Planning Commission on **Tuesday, November 25, 2025 at 6:00 p.m.** in the Auditorium at 5200 Civic Center Dr., Waterford, MI 48329, to hear the following request:

**Case No. PRSA 25-10-03**

**Requesting:** To rezone the subject property from HT-2, High Tech Industrial & Office to C-3, General Business.  
**Property Location:** 6205/6215 Highland Rd  
**Property Zoned:** HT-2, High Tech Industrial & Office  
**Applicant:** Jomana Ismail

Members of the public will only be able to speak during any public hearing that is held at the meeting and during the public comment period at the end of the meeting and such comments will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must first state their name and request to be recognized by the Chairperson of the meeting. The Chairperson will recognize all persons wishing to speak during a public hearing and the public comment period. Prior to the meeting, members of the public may contact the members of the Planning Commission to provide input or ask questions by email or mail to the Township employee/official and at the addresses listed below. **Public comments must be submitted seven days prior to the date of the meeting and include your name and address.** Persons with disabilities in need of accommodations to be able to participate in the meeting should provide at least 24-hour advance notice to the listed Township employee by phone, email, or mail and an attempt will be made to provide reasonable accommodations.

Jeffrey M. Polkowski, AICP - Director of Development Services  
Charter Township of Waterford  
5200 Civic Center Drive, Waterford, Michigan 48329  
[planning@waterfordmi.gov](mailto:planning@waterfordmi.gov) Phone: (248) 674-6238

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5200 Civic Center Drive, Waterford, Michigan 48329  
[planning@waterfordmi.gov](mailto:planning@waterfordmi.gov) Phone: (248) 674-6238

**PLANNING DIVISION  
APPLICATION FORM**



**DEVELOPMENT SERVICES DEPARTMENT**  
5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238  
Fax: (248) 674-4097  
planning@waterfordmi.gov

<b>Office Use Only</b>			Date Received _____
<b>Related Application Numbers</b>			Planning Fees _____
PBUS: _____	PCR: _____	PRSA: <u>25-10-03</u>	Engineering Fee _____
PSP: _____	PZBA: _____		New Address Fee _____

- I. Type of Request** *(select all that apply)*
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Business Registration | <input type="checkbox"/> Minor Site Plan  | <input type="checkbox"/> Master Plan         |
| <input type="checkbox"/> Change of Use         | <input type="checkbox"/> Major Site Plan  | <input checked="" type="checkbox"/> Rezoning |
| <input type="checkbox"/> Concept Plan          | <input type="checkbox"/> Special Approval | <input type="checkbox"/> Text Amendment      |

<b>Fees</b>	
Business Registration	\$100
Change of Use	\$550
Concept Plan	\$550
Minor Site Plan	\$1,250
Major Site Plan	\$1,550
Special Approval	\$1,000
Master Plan Amendment	\$1,000
Rezoning / Text Amendment	\$1,200
Request for New Address (Fire)	\$75
<i>Additional fees may apply</i>	

**II. Applicant Information**

Applicant Name <b>Jomana Ismail</b>		Contact Person
Address <b>6205 Highland Rd</b>		City <b>Waterford</b>
State & ZIP <b>MI 48327</b>	Home/ Office Phone	Cell Phone <b>(313) 978-4803</b>
Email Address <b>highlandservicecenter59@gmail.com</b>		

**III. Property Information**

Legal Description ☐ Attached ☐ On Site Plan

All new buildings or unit splits are required to make a Request for New Address	Requires New Address? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Street Name Building Faces:	New Address Assigned <i>(Obtain from Fire Department)</i>
Property Owner <b>KOS Management LLC</b>		Property ID Number <b>1320276064</b>	Lot Number
Owner Address <b>P.O. Box 347</b>	Owner City <b>Lakeville</b>	Owner State & Zip <b>MI 48366</b>	Current Zoning <b>HT-2</b>
Property Address or General Location <b>6205 Highland Rd. Waterford, MI 48327</b>		Property Size (Acres)	Proposed Zoning <b>C-3</b>
Frontage <i>(feet and streets)</i>		Zoning Use Section	Num. of Buildings
Proposed Use	#Residential Units	#Vehicle Repair Bays	Building Use Code
		#Salon/Barber/Tattoo Stations	

Business License Held By: <i>(Business Registration Only)</i>	<input type="checkbox"/> Individual <i>(Attach copy of any Assumed Name Certificate)</i> <input checked="" type="checkbox"/> Partnership or LLC <i>(Attach a copy of Partnership or LLC Certificate)</i> <input type="checkbox"/> Corporation <i>(Attach a copy of Articles of Incorporation)</i>
--	---

Fire Suppression Systems in Building <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes select the type(s):</i>		
<input type="checkbox"/> Sprinkler System-Fire	<input type="checkbox"/> Commercial Hood Suppression System	<input type="checkbox"/> FM 200 or Clean Agent (Computer Rooms)
<input type="checkbox"/> Fire Pump	<input type="checkbox"/> Paint Booth <i>(Suppression)</i>	<input checked="" type="checkbox"/> Fire Alarm
<input type="checkbox"/> Other <i>(please describe):</i> _____		

**With us there are no  
boundaries**

**IV. Site Plan Designer Information** *(only required if a site plan is submitted)*

Design Firm		Contact Person	
Address		City	
State & ZIP	Office Phone		Cell Phone
Email Address			

**V. Narrative Outlining Scope and Reason for Request** *(Additional pages may be attached)*

Rezoning to C-3



**VI. Affidavit of Ownership and Consent to Property Inspection**

I (WE), the undersigned have made application to the Charter Township of Waterford for land use matters to be considered and decisions made by the: Planning Commission and /or Zoning Board of Appeals that will affect use of our property identified below. In order to enable the members of such decision-making body to make an informed decision on our request, I (WE), do hereby consent to allow the members of the decision-making body to inspect the subject property up to the date of the meeting of the decision-making body at which such body issues its final decision on MY (OUR) request, provided that such inspections are limited to: • gathering information specific to the requested action, • typical hours of daily human activity, unless specified otherwise below, and • the following restrictions:

Property Address: 6205 Highland Rd. Waterford, MI 48327

Property Parcel No: \_\_\_\_\_

**All persons having ownership interest in above-referenced property must sign this document to authorize the filing of the application. Proof of ownership in the form of deed, land contract, letter of authority or tax bill is required.**

**Failure to obtain all ownership signatures may void any approvals. Ownership interest includes owners, all parties in land contracts, and all parties in purchase agreements. Additional signature pages may be attached for owners exceeding four in number.**

	<u>NAME</u>	<u>ADDRESS</u>	<u>EMAIL</u>	<u>TYPE OF OWNERSHIP</u> <u>INTEREST</u>	<u>SIGNATURE</u>
1.	Kern Serota	P.O. Box 347, Lakeville, MI 48367		Owner	<u>Kern Serota</u> <small>Kern Serota (Oct 13, 2025 18:34:02 EDT)</small>
2.					
3.					
4.					

**APPLICANT CERTIFICATION**

I do hereby swear all of the statements, signatures, descriptions and exhibits herewith submitted are true and accurate to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the above authorization.

Jomana Ismail 6205 Highland Rd. Waterford MI 48327 02/12/91 I254434 001113  
Name (Please Print) Address Telephone Contact Birth Date Drivers License #

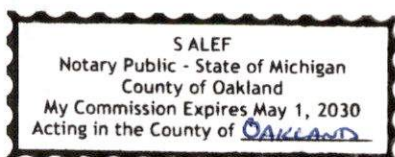
Signature \_\_\_\_\_

Subscribed and sworn to before me this 16 day of October, 2025

[Signature]  
Notary Public  
State of Michigan

County of Oakland

My Commission Expires: May 1, 2030



## VII. Submission Requirements

In addition to submission requirements below, all applications require proof of Ownership, Letters of Authority on behalf of the Owner, Taxes Paid, and the Hazardous Substances Reporting Form.

Fees charged for Change of Use and Concept Plan will be applied to the Site Plan fees under the same review.

When plans are submitted, one copy must be a full-sized 36 x 24". All other copies must be 11" x 17" unless noted.

Application Type	Requirements	Explanation
<b>Business Registration</b>	Application; \$100 fee	All new businesses or occupants to a commercial space.
<b>Change of Use</b>	Application; Business Registration Fee; additional \$550 fee; Property Unit List of Multiple-Tenant properties	Required if space is vacant or use type changes
<b>Concept Plan</b>	Application; \$550 fee; 1 digital and 1 physical copy of concept plan;	Required prior to Planning Commission review for Minor / Major Site Plan or Special Approval
<b>Minor / Major Site Plan</b>	Application; \$1,250 or \$1,550 fee per review type; 1 digital and 2 physical copies of 36 x 24" preliminary plan; 10 copies of 11" x 17" preliminary plan. 2 additional full size sets at Final Site Plan Review. May require additional Business Registration / Change of Use at time of occupancy	Required for Final Site Plan Review and any prior to any exterior improvements.
<b>Special Approval</b>	Application; \$1,000 fee (\$600 fee for modifications or renewals); Change of Use/Minor / Major Site Plan requirements and fees as necessary. May require additional Business Registration at time of occupancy	Potentially required based on use type per zoning district
<b>Master Plan</b>	Application; \$1,000 fee; detailed explanation of changes; 1 digital and 11 physical copies of application and supporting documents	Request to modify the Master Plan
<b>Rezoning / Text Amendment</b>	Application; \$1,200 fee; detailed explanation of changes; 1 digital and 11 physical copies of application and supporting documents	Request to modify the zoning map or zoning ordinance text

Plan Elements	Concept	Preliminary
A. Name, address and telephone number of property owner.	✓	✓
B. Name, business address and contact information for all developers, engineers, attorneys, architects landscape architects, and registered land surveyors associated with the development of the concept plan.	✓	✓
C. Title block with project name and address/location of site.	✓	✓
D. North arrow.	✓	✓
E. Scale.	✓	✓
F. Legend.	✓	✓
G. Revision block (month, day and year of original submittal and subsequent revisions).	✓	✓
H. Existing zoning on subject parcel and neighboring properties.	✓	✓
I. A certified survey completed by a State of Michigan Licensed Land Surveyor, which indicates the legal description and recorded and measured dimensions of the property lines and other pertinent data as prescribed in Public Act 132 of 1970, Certified Surveys, as amended. The plan shall be drawn in accordance with the dimensions shown on this survey.	✓	✓
J. The location, dimensions, and proposed usage of all proposed permanent and accessory buildings and structures to be constructed, maintained, and used on the site. For all proposed residential use components of the concept plan, also include the proposed density calculation and number of each type of dwelling unit (one-bedroom units, two-bedroom units, etc.).	✓	✓
K. The location of all proposed transformer pads, dumpster enclosures and exterior appliance units on the site.	✓	✓
L. The location of all proposed exterior lighting to be used on the site.	✓	✓
M. The location of all proposed signs to be used on the site.	✓	✓
N. The location of all proposed landscaped areas, open space, and outdoor recreation areas to be dedicated and maintained on the site.	✓	✓
O. The location and addresses of buildings, uses and other significant features of immediately adjacent property within one hundred (100) feet of the subject zoning lot.	✓	✓
P. Location of existing and proposed public and private rights-of-way, drives, drive approaches (including acceleration, deceleration and passing lanes), nonmotorized pathways, any other vehicular and pedestrian circulation features within and adjacent to the parcel, all parking and loading areas indicating type of surfacing, and outdoor display areas where applicable.	✓	✓
Q. Location of all wetland, floodplain, drainage course, and natural feature boundaries.	✓	✓
D. Show all dimensional and numerical information, and three-dimensional details for items K through M listed under Concept Plan.		✓
E. Location map.		✓
F. All required minimum setbacks from existing or proposed public or private rights-of-way and property lines.		✓
G. Total lot area, net lot area, and buildable area of the zoning lot, as measured in square feet and acreage.		✓
H. Grading plan.		✓
I. The location, dimensions, and details for all walls, fences and berms as proposed and/or required by the Zoning Ordinance.		✓
J. All curbing including size, type, location and detail.		✓
K. The location, capacity, and details of all existing or proposed water, sanitary sewer, stormwater drainage, and other utilities serving the site with all information as required to conform with the Township Engineering Standards.		✓
L. All existing easements and vacated easements and rights-of-way.		✓
M. Front, side, and rear elevations of all proposed buildings.		✓
N. All other items required by either the Zoning Official or the Building Official to comply with land regulation requirements contained in the Waterford Code of Ordinances.		✓



## COORDINATING ZONING COMMITTEE (CZC)

**Township:** Waterford Township

**County Code:** RZ 25-05

**Section:** 20

Consistent with the modifications to the review of township zoning proposals adopted April 22, 1982, by the Planning and Building Committee of the Oakland County Board of Commissioners, the zoning review summary sheets have been modified accordingly.

## DESCRIPTION OF REZONING PROPOSAL

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1. **CZC reasoning for review of this case:** The proposed rezoning within Waterford Township pertains to properties that borders Oakland County owned property being the Oakland County International Airport (OCIA), located on the north side of the M-59 (Highland Road) right-of-way (R.O.W.). The airport was originally known as Pontiac Airport (also known as PTK or KPTK).
2. **Proposed map change:** The existing zoning classification for parcel 13-20-276-064 is currently zoned *High Tech Industrial & Office* (HT-2) with a zoning change to *General Business* (C-3) is being requested.
3. **Size, location, and ownership:** The existing property is 1.38 acres which is situated on M-59 (Highland Road), approximately 0.2 miles west of the Airport Road/M-59 intersection. The property has two addresses 6205 Highland Road and 6215 Highland Road, due to a history of the building having two (2) separate tenants/businesses on the property. KOS Management LLC is the applicant for the rezoning and currently owns the property.
4. **Site and surrounding land use:** The property is currently occupied by a commercial building with two (2) businesses that both cater to automotive service/repair. The current zoning is classified as *High Tech Industrial & Office* (HT-2). The subject property is surrounded by the following land uses:
  - West (Waterford Township): The property to the west (6225 Highland Drive) is a restaurant. Per aerial analysis, the property was first developed in the late 1940's as restaurant and/or gas station but the use has remained a restaurant for many decades. The property is zoned *General Business* (C-3). A second property (1440 Shoman Drive) south of the restaurant that fronts Shoman Drive maintains a residential structure from the 1940's that is currently operating as an office/commercial service business. This property is zoned *General Business* (C-3).
  - North (Waterford Township – Oakland County Property): Bordering the subject property across the M-59 (Highland Road) R.O.W is the Oakland County International Airport (OCIA).

An aviation company (6150 Highland Road) currently occupies space on the OCIA property and is adjacent to the subject property, including an office and large airplane hangar. Waterford Township has a zoning classification of *Airport* (A-1) for the entirety of the airport properties. Aviation businesses, hangars, service drives and parking lots are located within this area of the A-1 zoning.

- East & South (Waterford Township): The adjacent property, directly east (6175 Highland Road), was developed in 1990 as a restaurant but has operated as an automotive rental service company since the mid-2000's. The property is currently zoned *High Tech Industrial & Office* (HT-2). A second flag-shaped property (6127 Highland Road) is south of the subject property. Originally, a concrete plant since the 1950's, the property is currently used as a landscaping supply/service company for the last several years. The Property is currently zoned *High Tech Industrial & Office* (HT-2).

**5. Principle permitted uses under the existing zoning:** The subject property is currently zoned *High Tech Industrial & Office* (HT-2) which allows the following permitted uses per Section 3-805.3 of the Waterford Township Zoning ordinance (see <https://www.waterfordmi.gov/280/Zoning-Ordinance> for more information):

- A. *Technological establishments* (See *Technological Establishments* in Section 1-007).
- B. *Office establishments* (See *Office Establishments* in Section 1-007).
- C. *Medical establishments* (See *Medical Establishments* in Section 1-007) with the exception of substance abuse care centers. (Effective 7/16/2024)
- D. *Commercial service establishments* (See *Commercial Service Establishments* in Section 1-007).
- E. *Public utility facilities and public utility hardware* (See *Public Utility* in Section 1-007).
- F. *Cultural facilities* (See *Cultural Establishments* in Section 1-007).
- G. *Institutional facilities* (See *Institutional Facilities* in Section 1-007).
- H. *Religious facilities* (See *Religious Facilities* in Section 1-007).
- I. *Licensed medical marihuana safety compliance facilities that comply with the applicable regulations in Section 2-604.* (See *MEDICAL MARIHUANA USES AND DEFINED TERMS* in Section 1-007).
- J. *Electric Vehicle Charging Stations* (See *Electric Vehicle Charging Stations* in Section 1-007). (Effective 5/4/2021)
- K. *Licensed adult use marihuana safety compliance facilities that comply with the applicable regulations in Section 2-605* (See *Marihuana Adult Establishments Uses Defined Terms* in Section 1-007). (Effective 7/25/2023)

**6. Minimum lot size of existing zoning:** Per section 3-900 of the Waterford Township Zoning ordinance (see <https://www.waterfordmi.gov/280/Zoning-Ordinance> for more information) the subject property has a minimum lot area of 43,560 square feet for *High Tech Industrial & Office* (HT-2) zoning. The subject property at 6205/6215 Highland Road has a square footage area of 60,112.8 (1.38 acres) which currently meets the minimum lot area criteria.

**7. Principle permitted uses under proposed zoning:** The subject property is currently zoned *General Business* (C-3) which allows the following permitted uses per Section 3-805.3 of the Waterford Township Zoning ordinance (see <https://www.waterfordmi.gov/280/Zoning-Ordinance> for more information):

- A. *Convenience stores, department stores, drug stores, limited merchandise stores, merchandise display stores, specialty retail stores, and supermarket establishments* (See *Retail Establishments* in Section 1-007) without outdoor sales display areas.
- B. *Shopping centers* (See *Retail Establishments* in Section 1-007) without outdoor sales display areas.
- C. *Animal grooming establishments, banquet and food preparation establishments, building systems*

repair establishments, commercial school establishments, household service repair establishments, laundry establishments, media production establishments, media communications establishments, personal advice establishments, personal grooming establishments, personal improvement service establishments, personal service establishments, and pet shop establishments (See Commercial Service Establishments in Section 1-007).

D. Child day care centers (See Child Day Care Facilities in Section 1-007). (Effective 12/6/2022)

E. Drop-off dry cleaning establishments (See Dry-Cleaning Establishments in Section 1-007).

F. Professional medical care offices and medical clinics (See Medical Establishments in Section 1-007).

G. Office establishments (See Office Establishments in Section 1-007).

H. Restaurant establishments (See Restaurant Establishments in Section 1-007) without outdoor dining patios or drive-thru facilities. (Amended 11/30/2021) I. Entertainment rental establishments and rent-to-own establishments (See Rental Establishments in Section 1-007).

J. Entertainment activity centers and theaters (See Entertainment Establishments in Section 1-007).

K. Hotels and motels (See Hotel And Motel in Section 1-007).

L. Fitness centers and health/recreation facilities (See Recreational Facilities in Section 1-007).

M. Antique stores, used book shops, consignment shops, and thrift shops (See Resale Establishments in Section 1-007).

N. Veterinary clinics (See Veterinary Establishments in Section 1-007). A veterinary clinic may include customary pens or cages which are permitted only within the clinic building and limited to overnight observation and shall only be incidental to such clinic use.

O. Funeral home establishments (See Funeral Home Establishments in Section 1-007).

P. Precious metal and gem dealers (See Section 1-006) in conformance with Section 2-602.

Q. Public utility facilities and public utility hardware (See Public Utility in Section 1-007).

R. Licensed medical marihuana provisioning centers that comply with the applicable regulations in Section 2604. (See MEDICAL MARIHUANA USES AND DEFINED TERMS in Section 1-007).

S. Electric Vehicle Charging Stations (See Electric Vehicle Charging Stations in Section 1-007). (Effective 5/4/2021)

T. Outfitters (See Outfitters in Section 1-007). (Effective 8/17/2021)

U. Licensed adult use marihuana retailers that comply with the applicable regulations in Section 2-605 (See Marihuana Adult Establishments Uses Defined Terms in Section 1-007). (Effective 7/25/2023)

8. **Minimum lot size of proposed zoning:** Per section 3-900 of the Waterford Township Zoning ordinance (see <https://www.waterfordmi.gov/280/Zoning-Ordinance> for more information), the subject property has a minimum lot area of 24,000 square feet for General Business (C-3) zoning. The subject property at 6205/6215 Highland Road has a square footage area of 60,112.8 (1.38 acres) which currently meets the minimum lot area criteria.
9. **Zoning in Adjacent Communities:** There is not an adjacent community, however, Oakland County owns the property that is adjacent which has initiated this rezoning review. The OCIA property is adjacent, being located across (north side of) the M-59 (Highland Road ) R.O.W. from the subject property and is currently zoned Airport (A-1) which is a more intense use than what is being proposed.
10. **Local Planning Commission recommendation:** The Waterford Township Planning Commission unanimously (6-0 vote) recommended approval of the proposed rezoning of the property to the Waterford Township Board of Trustees on Tuesday, November 25, 2025.

## ANALYSIS AND RECOMMENDATION OF PLANNING AND ECONOMIC DEVELOPMENT SERVICES

Oakland County Economic Development (OCED), Planning & Local Business Development Division (PLBD) staff has reviewed the request for a rezoning of properties that are adjacent to Oakland County International Airport (OCIA). An analysis of the proposal is as follows:

The outcome of Waterford Township public hearing on November 25, 2025, resulted in a unanimous vote recommending approval of the rezoning to the Township Board of Trustees.

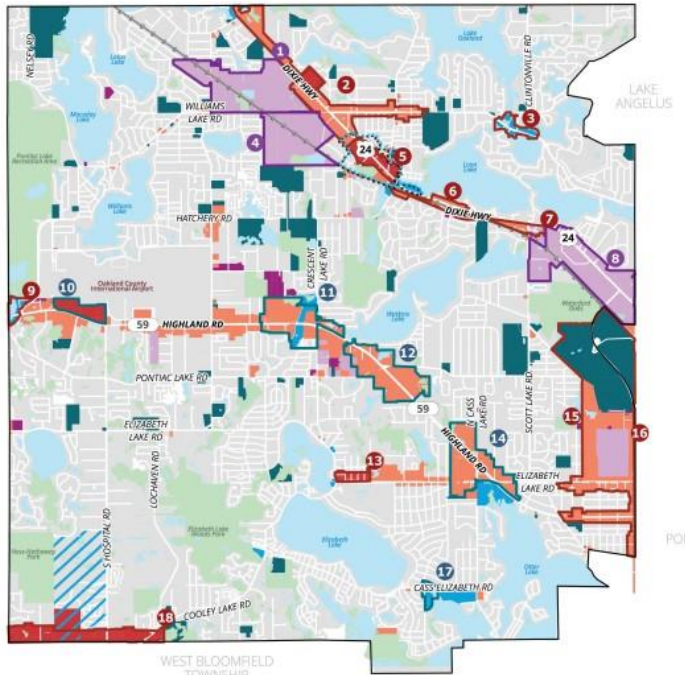
\*\*\*Contact our office or the Township to request any referenced information that was submitted for this review\*\*\*

Review of the submitted information provides relevant details of the rezoning of the property. The main focus of this report is to review and analyze borderline consistency and the appropriateness of the proposed rezoning as it pertains to the adjacent property owned by Oakland County, being the Oakland County International Airport (OCIA). Analysis of the information submitted, and our recommendation herein will NOT be brought before the Coordinating Zoning Committee (CZC) due to the timing of the submission and the CZC being in their annual waiver period.

\*\*\* This is a staff review only. This report and the information herein will NOT go before the CZC \*\*\*







## COMMERCIAL AND INDUSTRIAL FRAMEWORK PLAN

**Framework Plan Designation**

- Commercial Infill
- Industrial Containment
- Redevelopment

**Future Land Use Designation**

- Corridor Commercial
- Industrial
- Waterfront Commercial

**Other Designations**

- Mixed-Use
- Public/Semi-Public
- Transportation/Utilities
- Drayton Plains Subarea
- Railroads

**Master Plan Review:** The Waterford Township Master Plan was updated in 2024 (CZC County Code #MP 24-04) and adopted in July of that year. The Master Plan identifies the subject properties, and others like it, as part of the M-59/Highland Road commercial corridor. The Future Land Use (FLU) plan has the properties labeled as *Commercial Corridor* and acknowledges that the property is “aligned” with the *Zoning & Future Land Use Alignment* map. The existing HT-2 classification is considered a “Higher Intensity Use Zoning District” The rezoning follows the intent of the Master Plan and matches or is complimentary to adjacent properties along the M-59 (Highland Road) corridor.

**Zoning Review:** The property is currently zoned HT-2 which is considered a “Higher Intensity Use Zoning District”. The proposed zoning is C-3 which limits or does not allow some of the more intense uses, especially those that are more “industrial” in use type. The proposed rezoning to C-3 is a commercial zoning that is prevalent along the M-59 corridor and the existing zoning of the adjacent properties to the

west. This remains a less intense use than the existing and HT-2 and A-1 zoning that surrounds the subject properties to the north, east and south. The property's history, as provided by Waterford Township, has consistently been rezoned over the years to have a less intense zoning classification than the one before it. This rezoning proposal continues to follow that trend.

**Boundary Review:** As mentioned earlier within this review, there is no adjacent community, however, Oakland County owns property that is adjacent, being the OCIA, which is currently zoned *Airport* (A-1). As noted above, the uses permitted with the proposed zoning are complimentary to the uses on the airport property. The C-3 zoning currently exists in other areas and is adjacent to the OCIA along the M-59 corridor. There are no foreseen issues with the adjacent rezoning and the permitted uses under the C-3 zoning.

**Natural Resource Information:** In 2017, the Michigan Natural Features Inventory (MNFI) staff conducted an inventory of potential high-quality, sensitive natural areas in Oakland County. The sites that were identified represent the least disturbed natural areas that remain in the County. The inventory indicates that a “Priority Three Natural Area” feature is 0.5 miles southwest of the subject property, being the closest type of naturally sensitive area. There are no foreseen issues with the proposed rezoning having a negative effect on an area that is over 2,000 feet away but in proximity to an existing, active airport. The changes to the site, if any, under the proposed zoning would be the same or less intense than what is currently permitted. MNFI data for Waterford Township in reference to the proposed rezoning, as noted above can be found online through the Oakland County Environmental Stewardship page: <https://www.oakgov.com/community/community-development/environmental-stewardship>, mapping information can be located online at the following link: <https://experience.arcgis.com/experience/631916e0e446452d9679dc1fa1f8b3e6>. For more information, please contact our office.

**Analysis:** The rezoning is consistent with land use patterns in the area. The existing uses in this area are commercial, or supportive airport uses along the M-59 corridor. The rezoning follows the intent of the Master

Plan's Future Land Use Plan. The proposed rezoning is proposing a less intense zoning of C-3 as compared to the existing HT-2 zoning that currently exists on the site. The borders of the adjacent properties remain compatible.

**Rezoning Recommendation:** Based on the County's knowledge of the Master Plan, interpretation of the zoning ordinance, and boundary coordination with the adjacent Oakland County property (being OCIA), the Oakland County PLBD staff recommends **Approval** of County Code No. RZ 25-05, a rezoning from *High Tech Industrial & Office* (HT-2) to *General Business* (C-3) in Sections 20 of Waterford Township for property 13-20-276-064, 6205 Highland Road and 6215 Highland Road.

Oakland County Planning staff will send Oakland County International Airport (OCIA) a copy of this analysis. The adjacent property owner/administration for the OCIA is invited to make comments directly to Waterford Township if deemed necessary within the allotted timeline for review. If you have questions, please do not hesitate to contact me at (248) 858-0389 or email me at [krees@oakgov.com](mailto:krees@oakgov.com).

Respectfully,



Scott E. Kree | Principal Planner  
Oakland County Department of Economic Development  
Planning and Local Business Development Division  
Office of Planning, Zoning & Land Use

CC: Oakland County CZC via Board of Commissioners Staff  
Oakland County International Airport

\*\*\* This is a staff review only. This report and the information herein will NOT go before the CZC \*\*\*



WATERFORD TWP DEVELOPMENT SERVICES  
REZONING REVIEW

PRSA 25-10-03  
NOVEMBER 25, 2025

STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CHARTER TOWNSHIP OF WATERFORD  
ORDINANCE NO. 2026-Z-002

**ZONING ORDINANCE MAP AMENDMENT**

An ordinance to amend the Waterford Township Zoning Ordinance by rezoning a parcel of property with conditions on its use and development as authorized by MCL 125.3405 and amending the Zoning Map.

THE CHARTER TOWNSHIP OF WATERFORD ORDAINS:

**Section 1 of Ordinance**

The portion of the parcel of property that is assigned tax parcel number 13-20-276-064, legally described below, with current addresses of 6205 & 6215 Highland Rd, is rezoned from HT-2, High Tech Industrial & Office to C-3, General Business with the Zoning Map that is adopted by and made part of the Waterford Township Zoning Ordinance in Section 3-101, to be changed and amended to reflect this rezoning.

**Section 2 of Ordinance**

The effective date of this ordinance shall be on the 8th day after publication, or a later date as provided in the Michigan Zoning Enabling Act for when a petition for voter referendum on this Ordinance and/or a notice of intent to submit such a petition is timely filed with the Township Clerk.

**CERTIFICATION**

I certify that this Zoning Ordinance Map Amendment Ordinance was adopted by a majority vote of the members of the Board of Trustees of the Charter Township of Waterford at a meeting duly called and held on January 26, 2026.

CHARTER TOWNSHIP OF WATERFORD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kimberly Markee, Township Clerk

**LEGAL DESCRIPTION ATTACHMENT TO ORDINANCE 2026-Z-002**

T3N, R9E, SEC 20 SUPERVISOR'S PLAT NO 32 N 400 FT OF W 150 FT OF LOT 23 4/15/85 FR 057 & 059

**BOARD OF TRUSTEES**  
Anthony M. Bartolotta, Supervisor  
Kim Markee, Clerk  
Steven Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-3111  
[www.waterfordmi.gov](http://www.waterfordmi.gov)

**Mark Simlar**  
Human Resources Director  
[Msimlar@waterfordmi.gov](mailto:Msimlar@waterfordmi.gov)

MEMO: January 5, 2026

TO: The Honorable Township Board

FROM: Mark Simlar, Human Resources Director/Risk Manager  
Anthony M. Bartolotta, Supervisor

RE: Administrative Coordinator

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During the 2026 Budget hearings the Board approved the position of Administrative Coordinator to be shared with the Supervisor's Office and Human Resources.

Supervisor Bartolotta, Deputy Supervisor Shelly Schloss, Arlene Ward and I interviewed Nikki Tippet for the position.

Nikki's qualifications, as outlined in her attached resume, demonstrate an exceptional level of motivation and commitment to the community. Her diverse background in social media, public relations and strong communications skills will have a positive impact on the Township.

It is my recommendation that the Board approved the appointment of Nikki Tippet to the Administrative & Management position of Administrative Coordinator in the Supervisor's/Human Resources Department.

This position is a Grade 3, Step 5 \$64,542/yr.

Please let me know if you have any questions.

**With us there are no boundaries**



# NIKKI TIPPETT

Performance-driven and dedicated business professional knowledgeable in marketing and advertising, business development, leadership, social media, community relations, and grassroots organizing.

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## EXPERIENCE

### **Executive Director/Assistant Director/Director of Membership Development Waterford Area Chamber of Commerce 2018 - Present**

Provide executive oversight for strategic, operational, and financial performance of the chamber by cultivating partnerships with membership, township departments, state and local government, the community at large, and the board of directors.

- Cultivate strong business relationships with members to increase overall experience, satisfaction, and retention rates.
- Generate \$230,000 in annual revenue on a consistent basis.
- Oversee day-to-day operations, including supervising committees for multiple annual events.
- Establish and administer annual budget with effective controls.
- Develop programs to attract new members increasing membership by 4.5%.
- Coordinate with Board of Directors in setting Chamber short and long-term goals.
- Review existing growth promotion programs and implement new events.
- Initiate social media campaigns and engagement to grow social media followers by 55%.
- Achieve an over 80% member retention rate.
- Partner with other area chambers to host regional events.
- Specialize in marketing plans, event planning, social media campaigns, public relations, and revenue growth.

### **Treasury Management Officer/Assistant Branch Manager Clarkston State Bank (currently Waterford Bank N.A.) 2011-2018**

Project manager for technology-driven banking services providing statistical analysis for all products and services utilized. Created marketing plans for new product releases to encourage customer usage. Managed third party vendor relationships along with public relations and marketing. Charged with courier logistics and planning for five routes to ensure efficiency in mileage and timing. Provided oversight of daily branch operations including staffing, training, coaching and cash balancing. Ensured compliance with all state and federal regulations and observed confidentiality of customer information.

### **Substitute Teacher Waterford School District/Clarkston Community Schools/Utica Community Schools 2006-2011**

Analyzed and quality checked student work in compliance with State of Michigan standards and regulations. Motivated and engaged students to learn new skills through creative formal presentations and job aids. Created strict daily schedules to attain weekly and monthly goals. Cooperated with specialists and other teachers to develop educational programs.

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## COMMUNITY INVOLVEMENT

### President of the Board of Directors

#### On A Dragonfly's Wings

2021 – Present

**Mission:** To provide community support while engaging in suicide prevention through investment in mental health advocacy and youth programs.

- Preside over all meetings of the Board of Directors utilizing Roberts Rules of Order.
- Lead and cooperate with the board as a whole to complete strategic planning, budgeting, and ensure the organization is following its mission.
- Assist in planning and executing fundraising events and activities leading to a \$55,000 net revenue in 2 years.
- Ensure all proper paperwork is complete and filed with the correct entities for fundraising.
- Represent the organization at various community events and meetings.

### Steering Committee Member & Chairperson

#### Fueling Kids' Futures of Waterford (formerly Waterford Blessings in a Backpack)

2016 – Present

**Mission:** FKF/BIAB mobilizes communities, individuals, and resources to provide food on the weekends for school-ages children across America who might otherwise go hungry.

- Managing volunteer groups for monthly food deliveries and weekly food packing.
- Coordinated inventory for food ordering and deliveries.
- Secured local business partnerships to coordinate shipping food to schools for packing.
- Worked as a team in fundraising to expand the program to two new school buildings.

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## EDUCATION

Bachelor of Arts in English, Minor in History  
Oakland University

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## SKILLS

### Technical

- Microsoft Office Suite
- Intuit QuickBooks
- Adobe Creative Cloud
- Canva

### Professional

- Public Speaking
- Customer Relationship Management Software
- Exceptional Oral and Written Communications
- Social Media Marketing
- Community Involvement



**Waterford Police Department**  
5150 Civic Center Drive  
Waterford, MI 48329  
[www.waterfordmi.gov/police](http://www.waterfordmi.gov/police)  
248-674-0351

December 30, 2025

Anthony Bartolotta  
Honorable Board of Trustees  
5200 Civic Center Drive  
Waterford MI 48329

**RE; Addition of Flock OS-Plus – 3 Year Agreement**

Dear Mr. Bartolotta and Honorable Board Members,

Our partnership with Flock-Safety started in January of 2022 with the initial deployment of 8 License Plate Reader (LPR) cameras. We currently deploy 12 LPR cameras strategically located at key roadways and intersections for public safety and evidence collection, and expect to increase that number to 16 in 2026. We expect our Drone-First Responder (DFR) program to launch in the first quarter of 2026 as well.

We have had positive results using Flock-Safety technology to investigate and solve a variety of crimes. We see high utilization within our department by Officers, Detectives, and Dispatchers.

Our LPR technology is single-stream evidence collection, limited to select areas such as known criminal routes and high traffic roadways. LPR and other technologies has proven to increase the effectiveness of law enforcement agencies.

The effectiveness of our Flock partnership has been firmly established. Each new tool exponentially increases our value in the fight against local and transient criminal elements.

**Crime Trends Demand Urgent Solutions**

Michigan continues to experience rising vehicle theft, violence and property crimes, while national trends have returned to pre-Covid rates over the last five years.

**Public Safety Drives Economic Growth**

Communities that prioritize public safety are more attractive to families and businesses, supporting long-term economic development and community well-being.

*“to protect and to serve”*

### **The Regional Safety Landscape is Shifting**

As neighboring agencies adopt advanced safety technologies, crime can shift to less protected areas. Proactive investment in public safety is essential to stay ahead of these trends.

To that end, our next step is to add Flock OS-Plus to our existing technology. Flock OS-Plus provides video integration, map attachments, customizable and scalable from individual user-based operations.

**Increasing our partnership with Flock-Safety ensures we remain part of a network of aligned cities (Townships) and law enforcement agencies, creating a united front that strengthens public safety, not one that falls behind.**

### Waterford Police – Existing Deployment

12 LPR Cameras

3 DFR Drones (pending)

### **Projected Deployment Plan**

#### **Detect**

→ 16 LPR (+4)

→ 10 Community Gateway, 16 streams each (+160)

→ Flock OS-Plus

#### **Investigate AI**

→ Enhanced LPR

→ FreeForm Search

#### **Respond**

→ Flock Aerodome DFR | 3 *Drones* + 3 *Docks* + *Radar to fly at 400ft*

→ Flock 911

#### **Strategy**

To cement Waterford Township as a “Safe City” (Township) for years to come with;

Increased Situational Awareness  
Expanded Directional Intelligence  
Increased Apprehension

We have negotiated a 3-year agreement for Flock to provide the Flock OS-Plus platform at a cost of \$20,000.00 per year, including all product, services, and features. Flock OS-Plus allows for seamless integration of our existing Flock Safety technology as well as our other existing platforms such as AXON body worn and mobile video, CAD data, campus security video, and WSD video, to name a few.



This cost represents an overall negotiated discount of \$27,500.00. Funds for this expenditure are available in the Police Department's restricted-use federal drug forfeiture account. This is a permissible use of those funds as outlined in the Department of Justice Equitable Sharing Guidelines.

We respectfully request this honorable body approve this 3-year agreement, total cost of \$60,000.00, based on facts and information set forth above. As always, please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Underwood", is written over the typed name.

Scott Underwood  
Chief of Police

**Flock Safety + MI - Waterford  
Township PD (Oakland County)**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Mike Dushane  
[mike.dushane@flocksafety.com](mailto:mike.dushane@flocksafety.com)  
7347907089

Quote Number: Q-179309  
Expiration Date: 01/15/2026

flock safety



# flock safety

## ORDER FORM

This order form ("Order Form") hereby incorporates and includes the terms of the previously executed agreement (the "Terms") which describe and set forth the general legal terms governing the relationship (collectively, the "Agreement"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the "Effective Date")

Customer:	MI - Waterford Township PD (Oakland County)	Initial Term:	36 Months
Legal Entity Name:	MI - Waterford Township PD (Oakland County)	Renewal Term:	36 Months
Accounts Payable Email:	sunderwood@waterfordmi.gov	Payment Terms:	Net 30
Address:	5150 Civic Center Dr Waterford, Michigan 48329	Billing Frequency:	Annual Plan - First Year Invoiced at Signing.
		Retention Period:	30 Days

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$20,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS Plus Solution	Included	1	Included
FlockOS Plus	Included	1	Included
<b>Flock Safety Video Products</b>			
Flock Safety Video Integration Gateway - 128 Streams, fka Wing	Included	1	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Video Integration Gateway Implementation Fee	\$0.00	1	\$0.00
<b>Subtotal Year 1:</b>			<b>\$20,000.00</b>
<b>Annual Recurring Subtotal:</b>			<b>\$20,000.00</b>
<b>Discounts:</b>			<b>\$27,500.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Contract Total:</b>			<b>\$60,000.00</b>

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

*The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.*

**Billing Schedule**

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$20,000.00
Annual Recurring after Year 1	\$20,000.00
Contract Total	\$60,000.00

\*Tax not included

**Discounts**

Discounts Applied	Amount (USD)
Flock Safety Platform	\$27,000.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$500.00





**CHARTER TOWNSHIP OF WATERFORD  
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION**

**APPROVING WATERFORD YOUTH ASSISTANCE  
NEW BOARD OF DIRECTORS MEMBER AND ELECTION RESULTS**

WHEREAS, the Waterford Youth Assistance program in the Charter Township of Waterford is augmented by contributions from the Charter Township of Waterford, the Waterford School District and Oakland County Probate Court/Circuit Court – Family Division, which permits operation of an office with casework staff and other support

WHEREAS, the efforts of numerous citizen volunteers provide significant service to the youth of the Charter Township of Waterford and Waterford School District in projects promoting the prevention of juvenile delinquency, child neglect and child abuse.

WHEREAS, Megan McCoy and Mark Monohon (Waterford residents) have volunteered as members of the Waterford Youth Assistance, Board of Directors, and as members were nominated to the Executive Board for the positions of President and Treasurer respectively.

WHEREAS, at a Waterford Youth Assistance regular scheduled Board of Directors meeting in June 2025, Ms. Megan McCoy was (re)elected to the position of President, and Mr. Mark Monohon was elected to the position of Treasurer by unanimous consent.

NOW, THEREFORE, BE IT RESOLVED, that the Waterford Township Board of Trustees hereby approves and supports the Waterford Youth Assistance Board of Directors election of Megan McCoy and Mark Monohon to the Executive Board positions of President and Treasurer respectively and to a term of 2 years which expires in June 2027.

**CERTIFICATION**

I hereby certify that this Resolution was adopted by the Charter Township of Waterford Board of Trustees at a regular meeting on January 12, 2026.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kimberly Markee, Township Clerk  
Charter Township of Waterford

**BOARD OF TRUSTEES**

**Anthony M. Bartolotta, Supervisor**  
**Kim Markee, Clerk**  
**Steven Thomas, Treasurer**  
**Jeff Gilbert, Trustee**  
**Sam Harris, Trustee**  
**Marie Hauswirth, Trustee**  
**Gary Wall, Trustee**



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
[www.waterfordmi.gov](http://www.waterfordmi.gov)

**DEVELOPMENT SERVICES  
DEPARTMENT**

**Jeffrey M. Polkowski, AICP**  
*Director*

**Dave Hills**  
*Superintendent of Building  
Division*

January 5, 2026

To: Honorable Township Board

From: Stacy St. James, Environmental & Housing Rehab Coordinator

Re: 2026 NO HAZ Program

In 2003, Waterford Township joined several northern Oakland County communities to create the North Oakland Household Hazardous Waste Consortium (NO HAZ). Through this cooperative effort, NO HAZ was able to provide residents of the participating communities a safe, reliable, environmentally responsible way to dispose of their household hazardous waste (HHW). We consistently receive calls and emails from residents wanting to know where to dispose of their HHW. There are no convenient, local locations which provide the same level of service that can be found at a NO HAZ organized collection event. Partnering with our neighboring communities to hold various HHW collection events throughout northern Oakland County is a great service to offer our residents. In addition, the goals of this program strongly correlate with other ongoing efforts we have in the Township, which include the Wellhead Protection program.

For 2026, our estimated obligation is \$63,364.58. As in previous years, it is being proposed to have the program costs funded through the following accounts:

59044-84500 - DPW Professional Services (\$31,682.29)  
17470-96410 - Environmental Projects (\$31,682.29)



**THE NORTH OAKLAND  
HOUSEHOLD HAZARDOUS WASTE CONSORTIUM**

*WHEREAS*, the northern cities, villages, and townships in Oakland County are committed to protection of the natural environment and preventing toxic materials from entering our waterways and landfill resources; and

*WHEREAS*, the improper handling and disposal of toxic and poisonous household chemicals also poses a health risk to our citizens; and

*WHEREAS*, recognizing there is a need to provide regular and easily accessible household hazardous waste collection services to North Oakland County residents; and

*WHEREAS*, collection events for household hazardous waste have become widely accepted as the best way to provide citizens with a safe method of disposal of these toxic and poisonous household chemicals, and for the communities to realize the economies of scale, and

*WHEREAS*, Oakland County, through its Planning and Local Business Development Division, has joined these northern Oakland County communities in creating the North Oakland Household Hazardous Waste Consortium (NoHaz), and

*WHEREAS*, the NoHaz Consortium has developed a household hazardous waste collection program, and

*WHEREAS*, a NoHaz Interlocal Agreement has been drafted to address necessary legal, liability, and responsibility issues for both the County and the participating communities, and identifies Oakland County's role in administering and managing the NoHaz program, and,

*WHEREAS*, the NoHaz Interlocal agreement establishes a NoHaz advisory board to assist and advise Oakland County in the development of the NoHaz program.

*Now Therefore be it Resolved:* That our community, Charter Township of Waterford, hereby approves the attached NoHaz Interlocal Agreement and authorizes its signature, and

*Be it Further Resolved:* That we will charge residents \$15 to participate in NoHaz events in 2026, and

*Be it Further Resolved:* That we hereby appoint Stacy St. James as our official representative to the NoHaz Advisory Board, to work with the Oakland County Planning and Local Business Development Division as needed to plan the NoHaz program for 2026.

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Waterford Township Board, at a regular meeting held on January 12<sup>th</sup>, 2026.

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Kimberly Markee, Township Clerk  
The Charter Township of Waterford

**NORTH OAKLAND COUNTY HOUSEHOLD HAZARDOUS WASTE  
INTERLOCAL AGREEMENT  
BETWEEN  
OAKLAND COUNTY  
AND  
CHARTER TOWNSHIP OF WATERFORD**

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This Interlocal Agreement ("the AGREEMENT") is made between Oakland County, a Constitutional and Municipal Corporation, 1200 North Telegraph, Pontiac, Michigan 48341 ("COUNTY"), and Charter Township of Waterford, 5200 Civic Center Drive, Waterford, MI 48329 ("MUNICIPALITY"). In this AGREEMENT the COUNTY and the MUNICIPALITY may also be referred to individually as "Party" or jointly as "Parties."

**1. INTRODUCTORY STATEMENTS**

- 1.1 The northern cities, villages and townships of Oakland COUNTY are committed to protection of the natural environment and preventing toxic materials from entering their waterways and landfill resources.
- 1.2 In order to accomplish this goal, there is a need to provide regular and easily accessible household hazardous waste collection services to north Oakland COUNTY residents.
- 1.3 These northern cities, villages and townships have sought the COUNTY'S assistance in coordinating a household hazardous waste collection program.
- 1.4 The COUNTY has agreed to assist these communities by coordinating and facilitating this AGREEMENT in order to form a comprehensive household hazardous waste management program.
- 1.5 This interlocal AGREEMENT will allow participating communities to obtain economic benefits of scale, without placing an undue burden on any one community, in the provision of a coordinated program of household hazardous waste collection and disposal. Residents of these communities will enjoy access to a coordinated, convenient, ongoing collection program supported by an aggressive educational program regarding the hazards of household hazardous wastes and their proper re-use and disposal.

**2. PURPOSE OF AGREEMENT.** Pursuant to the Urban Cooperation Act of 1967, 1967 PA 7, MCL 124.501 *et seq.*, the COUNTY and the MUNICIPALITY enter into this AGREEMENT for the purpose of developing a comprehensive household hazardous waste management program ("Program") that will meet the goals and objectives below.



3. **GOALS OF THE PROGRAM:**

- 3.1 To provide regular, reliable and easily accessible household hazardous waste collection services to the residents of northern Oakland COUNTY. The Program will help prevent toxic materials from entering Oakland COUNTY'S waterways, water tables, and landfill resources and help to remove them from potentially hazardous situations in area households.
- 3.2 To establish, coordinate, and promote an educational program to inform residents about re-use, return, and reduction of potentially hazardous materials, bolster community spirit, and educate residents about environmentally sensitive behavior in general.

4. **OBJECTIVES OF THE PROGRAM:**

- 4.1 Increase public awareness of return, disposal, and source reduction options.
- 4.2 Initiate a reliable, regular, and convenient collection Program for household hazardous waste collection;
- 4.3 Promote knowledge of Program requirements;
- 4.4 Help divert significant quantities of household hazardous materials from landfills;
- 4.5 Help return significant quantities of potentially household hazardous materials to point of purchase or recycling outlets for proper disposition; and
- 4.6 Collect data about the amount and type of household hazardous materials in north Oakland COUNTY and their ultimate disposition.

**NOW THEREFORE**, in consideration of the mutual promises, obligations, representations, and assurances in this AGREEMENT, the Parties agree to the following:

5. **DEFINITIONS.** The following words and expressions used throughout this AGREEMENT, whether used in the singular or plural, within or without quotation marks, or possessive or non-possessive, shall be defined, read, and interpreted as follows:

- 5.1 **"ACCEPTABLE HAZARDOUS WASTE"** shall be defined as any and all forms of HAZARDOUS WASTE that the HAZARDOUS WASTE VENDOR specifically agrees to collect and properly dispose of and/or recycle at any and all collection events throughout this Program.
- 5.2 **"ADMINISTRATIVE COSTS"** shall be defined as and may include any and all Program costs and expenses that are incurred and/or paid by the COUNTY in the administration of this Program. ADMINISTRATIVE COSTS and HAZARDOUS WASTE COLLECTION COSTS are mutually exclusive cost categories.
- 5.3 **"AGENT" OR "AGENTS"** of the COUNTY or the MUNICIPALITY, shall be defined to include any and all of that Party's officers, elected

officials, appointed officials, directors, board members, council members, authorities, boards, committees, commissions, employees, managers, departments, divisions, volunteers, AGENTS, representatives, and/or any such persons' successors or predecessors, employees, attorneys, or auditors (whether such persons act or acted in their personal, representative, or official capacities), and/or any and all persons acting by, through, under, or in concert with any of them. AGENT shall also include any person who was an AGENT at any time during this AGREEMENT but for any reason is no longer employed, appointed, or elected in that capacity. AGENT, as defined for any purpose in this AGREEMENT, shall NOT include the HAZARDOUS WASTE VENDOR.

- 5.4 **"AGREEMENT"** means the terms and conditions of this AGREEMENT, Exhibits A and B referenced below and any other mutually agreed to and properly executed modification, amendment, addendum, or change order.

5.4.1. **Exhibit A** (ADMINISTRATIVE and HAZARDOUS WASTE COLLECTION COSTS)

5.4.2. **Exhibit B** (Population statistics and estimates of percentage of total participation in Program contributed by MUNICIPALITY used to calculate ADMINISTRATIVE COSTS of this Program for participating MUNICIPALITIES).

- 5.5 **"CLAIM(S)"** means any alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation, costs, and/or expenses of any kind which are imposed upon, incurred by, or asserted against a Party.

- 5.6 **"COLLECTION SCHEDULE"** means the dates scheduled for hazardous waste collection services throughout North Oakland County. Oakland County will schedule dates and times for hazardous waste collection services for the 2026-year Program in cooperation with the NoHaz Board.

- 5.7 **"COLLECTION SITE PROTOCOL"** shall be a clearly defined set of operating procedures for every scheduled hazardous waste collection event. This protocol shall clearly define the duties and responsibilities of the HAZARDOUS WASTE VENDOR, COUNTY, and MUNICIPALITY at each collection event. The protocol shall clearly provide that the HAZARDOUS WASTE VENDOR is solely responsible for the collection, sorting, transport and proper disposition of all ACCEPTABLE HAZARDOUS WASTE collected at an event. The COUNTY has developed this protocol in consultation with the NoHaz VENDOR and NoHaz BOARD, and will update it as needed or as requested by the parties.

- 5.8 **"COUNTY"** means Oakland County, a Municipal and Constitutional Corporation including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities,

committees, employees, AGENTS, subcontractors, volunteers, and/or any such persons' successors.

- 5.9 **"HAZARDOUS WASTE VENDOR"** shall be defined as the vendor selected by the COUNTY to perform hazardous waste collection services on behalf of participating municipalities. The HAZARDOUS WASTE VENDOR will conduct and oversee household hazardous waste collection events throughout northern Oakland County. The vendor will be responsible for all core operations at each event including receiving and handling of household hazardous wastes, waste characterization, manifestation and ultimate disposition of materials collected. The vendor will assume all liability for ACCEPTABLE HAZARDOUS WASTE once collected.
- 5.10 **"HAZARDOUS WASTE COLLECTION COSTS"** shall be defined as any and all actual amounts paid to the HAZARDOUS WASTE VENDOR by the COUNTY on behalf of participating MUNICIPALITIES for the collection and disposal of ACCEPTABLE HAZARDOUS WASTE.
- 5.11 **"MUNICIPALITY"** as defined above also includes, without limitation, its Council, any and all of its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, AGENTS, subcontractors, volunteers, and/or any such persons' successors.
- 5.12 **"NORTH OAKLAND HOUSEHOLD HAZARDOUS WASTE ADVISORY BOARD" ("NoHaz BOARD")** means an advisory board made up of one appointed representative from each participating MUNICIPALITY. This board shall provide counsel and recommendations to the COUNTY regarding the operation and administration of this Program.
- 5.13 **"PARTICIPATING MUNICIPALITY"** means a city, village or township that has agreed to participate in the North Oakland Household Hazardous Waste Program. Municipal participation shall be evidenced by a duly executed Interlocal Agreement between Oakland County and a city, village or township.
- 5.14 **"PROGRAM HOST"** means any entity, public or private, which has agreed to allow the COUNTY, the PARTICIPATING MUNICIPALITIES, and the HAZARDOUS WASTE VENDOR to conduct a hazardous waste collection event on its premises.

6. **COUNTY RESPONSIBILITIES.** Subject to the terms and conditions contained in this AGREEMENT, and applicable changes in law, the COUNTY shall carry out the following:

- 6.1 The COUNTY shall be responsible for development and operation of the Program and shall enter into contracts for the benefit of the Program. Such contracts include, but are not limited to, a contract with the HAZARDOUS WASTE VENDOR.

- 6.2 The COUNTY, together with the NoHaz BOARD, will monitor the services and activities of the HAZARDOUS WASTE VENDOR in order to ensure that all terms and conditions of the HAZARDOUS WASTE VENDOR contract are satisfied. The COUNTY will take whatever steps are reasonably necessary, in its sole discretion, to modify or correct a deficiency in the HAZARDOUS WASTE VENDOR service and/or to enforce or terminate the contract in the event of default by the HAZARDOUS WASTE VENDOR.
- 6.3 The COUNTY shall be responsible for selecting dates and locations for hazardous waste collection services with the recommendation of the NoHaz BOARD.
- 6.4 The COUNTY, in consultation with the HAZARDOUS WASTE VENDOR and NoHaz BOARD, shall develop a COLLECTION SITE PROTOCOL for hazardous waste collection events within the MUNICIPALITY.
- 6.5 The COUNTY, in consultation with the NoHaz BOARD, shall formulate a survey to be filled out by MUNICIPAL residents participating in a scheduled collection event. This survey will require residents to provide their name and address (including street, city or township and zip code). Information gathered within this survey shall only be used for reasons directly related to the administration of the NoHaz Program including, but not limited to, the calculation of HAZARDOUS WASTE COLLECTION COSTS for PARTICIPATING MUNICIPALITIES. Each NoHaz BOARD member shall have the right at any time to review the addresses of participants to verify all are located within the MUNICIPALITY. All personal identifying information collected from MUNICIPAL residents shall be regarded as confidential and will not be released by the COUNTY, the MUNICIPALITY or a NoHaz BOARD member except as required by law or court order.
- 6.6 The COUNTY shall provide educational support for the Program.

7. **MUNICIPALITY'S RESPONSIBILITIES**

- 7.1 Upon approval of this AGREEMENT, the MUNICIPALITY shall appoint a MUNICIPAL AGENT to the NoHaz BOARD to represent its interests. This Board member shall be available to assist the COUNTY, as necessary, in the administration of the Program within the MUNICIPALITY.
- 7.2 Each MUNICIPALITY will provide MUNICIPAL AGENT(S) to work at each collection event as the Parties agree that many workers are needed to make each collection event run smoothly. The MUNICIPAL AGENT(S) provided shall assist the COUNTY and HAZARDOUS WASTE VENDOR in the set-up and operation of hazardous waste collection events. Such assistance may include, but is not limited to, traffic control, greeting residents, administering surveys, and accepting donations on behalf of the Program. Under no circumstances will a MUNICIPAL AGENT accept, handle, dispose of, or otherwise come into contact with household



hazardous waste. The MUNICIPALITY will provide the following numbers of MUNICIPAL AGENTS for each scheduled collection event based upon the most recent census figures available:

7.2.1 A MUNICIPALITY with a population of 30,000 or less will provide one MUNICIPAL AGENT at each scheduled collection event. A MUNICIPALITY with a population of 30,001 or more is required to provide two MUNICIPAL AGENTS at each scheduled collection event.

7.3 In the event that a MUNICIPALITY fails to supply the required MUNICIPAL AGENTS to work at any given collection event, the MUNICIPALITY will be assessed the following fees based upon the most recent available census figures.

7.3.1 A MUNICIPALITY that had 125 participants or less at the 2025 NoHaz events will be assessed \$50.00 per collection event in 2026.

7.3.2 A MUNICIPALITY that had more than 126 but less than 401 total participants at the 2025 NoHaz events will be assessed \$125.00 per collection event in 2026.

7.3.3 A MUNICIPALITY that had 401 or more total participants at the 2025 NoHaz events will be assessed \$250.00 per collection event in 2026.

7.3.4 In the event a PARTICIPATING MUNICIPALITY that is new to the Program in 2026 fails to provide the required MUNICIPAL AGENT(S) at a scheduled collection event, the MUNICIPALITY will be assessed a fee of \$50.00 per event if it has a population of less than 10,000, \$125.00 per event if it has a population between 10,001 and 50,000, and \$250.00 per event if it has a population of 50,001 or more.

8. **MUNICIPAL AGENTS SHALL NOT BE DEEMED COUNTY EMPLOYEES.** The Parties agree that no MUNICIPALITY AGENT shall be considered a COUNTY employee or COUNTY AGENT for any purpose under this AGREEMENT. The MUNICIPALITY agrees that it shall be solely and completely liable for any and all MUNICIPALITY AGENTS' past, present, or future wages, compensation, overtime wages, expenses, fringe benefits, pension or retirement benefits, travel expenses, mileage allowances, training expenses, transportation costs, and/ or other allowances of reimbursements of any kind, including, but not limited to, workers' disability compensation benefits, unemployment compensation, Social Security Act protections and benefits, any employment taxes and/or any other statutory or contractual right or benefit based on or in any way related to any MUNICIPALITY AGENT'S employment status. The MUNICIPALITY shall be solely and completely responsible for any and all liability for CLAIM(S) which are based upon, result from, arise from, or are in any way related to, any MUNICIPALITY AGENT'S wages, compensation,

benefits or other employment-related or based rights, including, but not limited to, those described in this Paragraph.

9. **NEITHER THE COUNTY OR MUNICIPALITY SHALL HANDLE OR DISPOSE OF HAZARDOUS WASTE.** Neither the MUNICIPALITY nor the COUNTY is responsible for handling or disposing of household hazardous waste. This function will be performed solely by the HAZARDOUS WASTE VENDOR.
10. **MUNICIPALITY MAY LIMIT PARTICIPATION OF RESIDENTS.** If a MUNICIPALITY decides to limit the number of residents it will allow to participate at one or more collection events, the MUNICIPALITY will identify a method to limit such participation (which may include, for example, a voucher, pre-registration or other reasonable process). The MUNICIPALITY must communicate the process it intends to use to limit resident participation to the COUNTY in advance of a collection event to ensure smooth enforcement of this process and to allow the COUNTY ample time to communicate the process to potential resident participants in applicable advertising regarding upcoming events.
11. **PARTICIPATION FEES.** A MUNICIPALITY may charge participating residents a fee to participate in NoHaz events. This fee will be collected by the COUNTY at the NoHaz events unless other arrangements have been made with the COUNTY in advance. Each MUNICIPALITY will indicate via resolution whether or not a fee is to be charged, and if so, the amount.

12. **FINANCIAL RESPONSIBILITIES**

12.1 The COUNTY, subject to the terms of this AGREEMENT, will advance such funds as are necessary to pay the HAZARDOUS WASTE COLLECTION COSTS and ADMINISTRATIVE COSTS of the Program. The MUNICIPALITY shall repay the COUNTY in the following manner:

12.1.1 The MUNICIPALITY shall repay the COUNTY a percentage of the total ADMINISTRATIVE COST of the Program. The MUNICIPALITY'S share of ADMINISTRATIVE COSTS under the program shall be the sum total of two different calculations. The first calculation, based upon MUNICIPAL population figures, represents half of the MUNICIPALITIES share of ADMINISTRATIVE COSTS under the Program. This figure shall be based upon total MUNICIPAL population compared to the overall population of participating MUNICIPALITIES program-wide. For purposes of illustration without limitation, if the MUNICIPALITY consists of 1,000 residents and there are a total of 10,000 MUNICIPAL residents served Program-wide, then the MUNICIPALITY would pay 10 (ten) percent of this half of the Program's total ADMINISTRATIVE COST. The second half of the MUNICIPALITY'S total ADMINISTRATIVE COST shall be the percentage of total MUNICIPAL participation compared to the overall participation of residents Program-wide. For purposes of illustration without limitation, if 1,000 MUNICIPAL residents

participate in the Program and there are a total of 10,000 MUNICIPAL residents participating Program-wide, then the MUNICIPALITY would pay 10 (ten) percent of this half of the ADMINISTRATIVE COST.

12.1.2 The MUNICIPALITY shall also repay the COUNTY a portion of the HAZARDOUS WASTE COLLECTION COSTS. The HAZARDOUS WASTE COLLECTION COSTS will be all costs paid by the COUNTY to the HAZARDOUS WASTE VENDOR for collecting and disposing of a MUNICIPAL resident's hazardous waste material, less any fees collected at the NoHaz events for this purpose. The MUNICIPALITY may cap its HAZARDOUS WASTE COLLECTION COSTS by limiting the number of MUNICIPAL residents that may participate in collection events. The MUNICIPALITY shall advise the COUNTY of any such limitation upon MUNICIPAL resident participation.

12.1.3 The COUNTY shall submit an invoice to the MUNICIPALITY itemizing all amounts due under this AGREEMENT for its share of ADMINISTRATIVE and HAZARDOUS WASTE COLLECTION COSTS. The MUNICIPALITY shall pay the invoice submitted to the COUNTY within thirty (30) days after receipt of the invoice.

12.2 Except as expressly provided in this AGREEMENT, the COUNTY is not responsible for any cost, fee, fine or penalty incurred by the MUNICIPALITY in connection with this AGREEMENT.

12.3 In the event any monetary sponsorships from businesses or other entities are received for the Program, the proceeds shall be split between the member MUNICIPALITIES using the same formula as is used to determine the portion of the administrative fee that each MUNICIPALITY is responsible for. This amount shall be deducted from the invoice that the COUNTY submits to the MUNICIPALITY.

### **13. MUNICIPALITY'S FAILURE TO PAY**

13.1 If the MUNICIPALITY, for any reason, fails to pay the COUNTY any monies when and as due under this AGREEMENT, the MUNICIPALITY agrees that unless expressly prohibited by law, the COUNTY or the County Treasurer, at their sole option, shall be entitled to setoff from any other MUNICIPALITY funds that are in the County's possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any setoff or retention of funds by the COUNTY shall be deemed a voluntary assignment of the amount by the MUNICIPALITY to the COUNTY. MUNICIPALITY waives any CLAIMS against the COUNTY or its Officials for any acts related specifically to the COUNTY'S offsetting or retaining such amounts. This paragraph shall not limit MUNICIPALITY'S legal right to dispute whether the underlying amount retained by the COUNTY was actually due and owing under this AGREEMENT.

- 13.2 If the COUNTY chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the COUNTY any amounts due and owing the COUNTY under this AGREEMENT, the COUNTY shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the COUNTY under this AGREEMENT. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 13.3 Nothing in this Section shall operate to limit the COUNTY'S right to pursue or exercise any other legal rights or remedies under this AGREEMENT against MUNICIPALITY to secure reimbursement or amounts due the COUNTY under this AGREEMENT. The remedies in this Section shall be available to the COUNTY on an ongoing and successive basis if the MUNICIPALITY at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this AGREEMENT, if the COUNTY pursues any legal action in any court to secure its payment under this AGREEMENT, the MUNICIPALITY agrees to pay all costs and expenses, including attorney's fees and court costs, incurred by the COUNTY in the collection of any amount owed by MUNICIPALITY.

**14. EACH PARTY RESPONSIBLE FOR ITS OWN ACTIONS UNDER AGREEMENT**

- 14.1 Each Party shall be responsible for any CLAIMS made against that Party and for the acts of its Employees or AGENTS.
- 14.2 In any CLAIMS that may arise from the performance of this AGREEMENT, each Party shall seek its own legal representation and bear the costs associated with such representation including any attorney fees.
- 14.3 Except as otherwise provided in this AGREEMENT, neither Party shall have any right under any legal principle to be indemnified by the other Party or any of its employees or AGENTS in connection with any CLAIM.
- 14.4 This AGREEMENT does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty or immunity of the Parties. Nothing in this AGREEMENT shall be construed as a waiver of governmental immunity for either PARTY.

**15. HAZARDOUS WASTE VENDOR INDEMNIFICATION OF THE MUNICIPALITY**

- 15.1 The COUNTY shall require the following indemnification for participating MUNICIPALITIES within the HAZARDOUS WASTE VENDOR CONTRACT:
- 15.1.1 The Contractor will protect, defend, and indemnify the County, Program Hosts, and all Participating Municipalities, together with their controllers, trustees, officers, agents, servants, volunteers, and



employees from any and all liabilities, claims, liens, demands, and costs, of whatever kind and nature which may result in injury or death to any persons, and for loss or damage to any property, including property owned or in the care, custody or control of the County, Program Hosts or Participating Municipalities in connection with or in any way incident to or arising out of the occupancy, use, service operations, performance, or non-performance of work in connection with this Contract resulting in whole or in part from negligent and/or willful acts or omissions of the Contractor, or any sub-contractor, or any employee, agent or representative of the Contractor or subcontractor.

15.1.2 The indemnification rights and obligations contained in this Contract are in excess of and over and above any valid and collectible insurance rights/policies.

15.1.3 Contractor waives and releases all actions, liabilities, loss, and damage including any subrogated rights it may have against the County, Program Hosts or Participating Municipalities based upon any claim brought against the County, Program Hosts or Participating Municipalities by a Contractor Employee.

16. **LENGTH OF AGREEMENT.** This AGREEMENT shall become effective at 12:01 A.M., January 1, 2026 and shall remain in effect continuously until it expires, without any further act or notice being required by either party, at 11:59 P.M. on December 31, 2026.

17. **TERMINATION OR CANCELLATION OF AGREEMENT.** Once the agreement commences (as described in section 16 above), the parties may only terminate this AGREEMENT as provided below:

17.1 Either Party may terminate or cancel this AGREEMENT for any reason upon thirty (30) days' notice. The effective date for termination or cancellation shall be clearly stated in the notice. If the MUNICIPALITY terminates this AGREEMENT after commencement of the Program, it shall nevertheless remain liable for its share of the ADMINISTRATIVE COSTS and HAZARDOUS WASTE COLLECTION COSTS for the entire term of this AGREEMENT.

17.2 The COUNTY may cancel this AGREEMENT at any time should the MUNICIPALITY "default" on any obligation under this AGREEMENT. "Default" is defined as the failure of the MUNICIPALITY and/or any MUNICIPALITY AGENT to fulfill any MUNICIPALITY obligations under this AGREEMENT. If time permits, but not otherwise, the COUNTY shall notify the MUNICIPALITY in writing of any default and provide the MUNICIPALITY with an opportunity to correct the situation. If after a reasonable period to cure the default, the MUNICIPALITY has not corrected the circumstances giving rise to the notice, the COUNTY may cancel this AGREEMENT and terminate the MUNICIPALITY'S further participation in this Program.

18. **SUSPENSION OF SERVICES.** Upon notice to the MUNICIPALITY and the NoHaz ADVISORY BOARD, the COUNTY may immediately suspend this AGREEMENT if the MUNICIPALITY has failed to reasonably comply, within the COUNTY'S sole discretion, with federal, state, or local law, or any requirements contained in this AGREEMENT. The right to suspend services is in addition to the right to terminate or cancel this AGREEMENT contained in Section 17. The COUNTY shall not incur penalty, expense, or liability if services are suspended under this Section.
19. **LIMITATION OF LIABILITY.** The Parties agree that the COUNTY used its best efforts and judgment when selecting a HAZARDOUS WASTE VENDOR for this Program. The MUNICIPALITY agrees to waive any CLAIM(S) or liability against the COUNTY for any material defects, errors, mistakes, negligence, or omissions in the bid specifications, the bid procedure, the bid award process, the HAZARDOUS WASTE VENDOR contract negotiation process, the preparation or execution of the HAZARDOUS WASTE VENDOR contract, or any other errors or mistakes of fact by the COUNTY in the selection of the HAZARDOUS WASTE VENDOR. The MUNICIPALITY agrees that at all times and for all purposes under this AGREEMENT, the HAZARDOUS WASTE VENDOR relationship to the COUNTY shall be that of an Independent Contractor and not a COUNTY AGENT as defined herein. The MUNICIPALITY hereby agrees to waive any CLAIM(S) or liability against the COUNTY based in any manner upon any act or omission of the HAZARDOUS WASTE VENDOR.
20. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this AGREEMENT does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right, in favor of any other person or entity.
21. **COMPLIANCE WITH LAWS.** Each Party shall comply with all federal, state, and local statutes, ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this AGREEMENT, including, but not limited to, the policies, procedures, rules and regulations attached as Exhibits to this AGREEMENT, and properly promulgated amendments to those Exhibits.
22. **DISCRIMINATION.** The Parties shall not discriminate against their employees, AGENTS, applicants for employment, or another persons or entities with respect to hire, tenure, terms, conditions, and privileges of employment, or any matter directly or indirectly related to employment in violation of any federal, state or local law.
23. **PERMITS AND LICENSES.** Each Party shall be responsible for obtaining and maintaining, throughout the term of this AGREEMENT, all licenses, permits, certificates, and governmental authorizations necessary to perform all its obligations under this AGREEMENT. Upon request, a Party shall furnish copies of any permit, license, certificate or governmental authorization to the requesting Party.

24. **RESERVATION OF RIGHTS.** This AGREEMENT does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.
25. **FORCE MAJEURE.** Each Party shall be excused from any obligations under this AGREEMENT during the time and to the extent that a Party is prevented from performing due to causes beyond such Party's control, including, but not limited to, an act of God, war, acts of government (other than the Parties'), fire, strike, labor disputes, civil disturbances, reduction of power source, or any other circumstances beyond the reasonable control of the affected Party. Reasonable notice shall be given to the affected Party of any such event.
26. **IN-KIND SERVICES.** This AGREEMENT does not authorize any in-kind services, unless previously agreed to by the Parties and specifically listed herein.
27. **DELEGATION/SUBCONTRACT/ASSIGNMENT.** A Party shall not delegate, subcontract, and/or assign any obligations or rights under this AGREEMENT without the prior written consent of the other Party. A delegation, subcontract and/or assignment made without the prior written consent of the other Party is void.
28. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this AGREEMENT shall constitute a waiver of those rights with regard to any existing or subsequent breach of this AGREEMENT. No waiver of any term, condition, or provision of this AGREEMENT, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this AGREEMENT. No waiver by either Party shall subsequently affect its right to require strict performance of this AGREEMENT.
29. **SEVERABILITY.** If a court of competent jurisdiction finds a term, or condition, of this AGREEMENT to be illegal or invalid, then the term, or condition, shall be deemed severed from this AGREEMENT. All other terms, conditions, and provisions of this AGREEMENT shall remain in full force.
30. **CAPTIONS.** The section and subsection numbers, captions, and any index to such sections and subsections contained in this AGREEMENT are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this AGREEMENT. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or non-possessive use in this AGREEMENT shall be deemed the appropriate plurality, gender or possession as the context requires.
31. **NOTICES.** Notices given under this AGREEMENT shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express

delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

31.1 If Notice is sent to the COUNTY, it shall be addressed and sent to: Oakland County Economic Development, 2100 Pontiac Lake Road, Bldg. 41W, Waterford, MI 48328-0409 and Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph, Pontiac, Michigan 48341.

31.2 If Notice is sent to the MUNICIPALITY, it shall be addressed to: Stacy St. James, Environmental and Housing Rehab Coordinator, Development Services Department, 5200 Civic Center Drive, Waterford, MI 48329

31.3 Either Party may change the address and/or individual to which Notice is sent by notifying the other Party in writing of the change.

- 32. GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE.** This AGREEMENT shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any CLAIM arising under or related to this AGREEMENT shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.

**33. AGREEMENT APPROVAL AND AMENDMENT**

33.1 This AGREEMENT shall not become effective prior to the approval by concurrent resolutions of the County Board of Commissioners and the governing Legislative Body of the MUNICIPALITY. The approval and terms of this AGREEMENT shall be entered in the official minutes and proceedings of the County Board of Commissioners and governing Legislative Body of the MUNICIPALITY and shall also be filed with the office of the Clerk for the County and the MUNICIPALITY. In addition, this AGREEMENT, and any subsequent amendments, shall be filed with the Secretary of State for the State of Michigan by the COUNTY and shall not become effective or implemented prior to its filing with the Secretary of State.

33.2 Except as expressly provided herein, this AGREEMENT may be amended only by concurrent written resolutions of the County Board of Commissioners and the governing Legislative Body of the MUNICIPALITY. This AGREEMENT shall not be changed, supplemented, or amended except as provided for herein, and no other act, verbal representation, document, usage, or custom shall be deemed to amend or modify this AGREEMENT.

- 34. ENTIRE AGREEMENT.** This AGREEMENT constitutes the complete and entire AGREEMENT between the COUNTY and MUNICIPALITY and fully supersedes any and all prior AGREEMENTS or contemporaneous representations or understandings, verbal or oral, between them concerning and in any way



related to the subject matter of this AGREEMENT. It is further agreed that the terms and conditions herein are contractual and are not a mere recital and that are no other AGREEMENTS, understandings, contracts, or representations between the MUNICIPALITY and the COUNTY in any way related to the subject matter hereof, except as expressly stated herein.

35. **CONCLUSION.** For and in consideration of the mutual promises, acknowledgements and representations set forth in this AGREEMENT, and for other good and valuable consideration, the adequacy of which is hereby acknowledged, the COUNTY and MUNICIPALITY hereby agree to be bound by the above terms and provisions.

**IN WITNESS WHEREOF,** \_\_\_\_\_ hereby acknowledges that they have been authorized by a resolution of the Waterford Township Board of Trustees, a certified copy of which is attached, to execute this AGREEMENT on behalf of the MUNICIPALITY and hereby accepts and binds the MUNICIPALITY to the terms and conditions of this AGREEMENT.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_

**IN WITNESS WHEREOF,** the Chairperson of the Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners, a certified copy of which is attached, to execute this AGREEMENT on behalf of the County of OAKLAND and hereby accepts and binds the COUNTY to the terms and conditions of this AGREEMENT.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chairperson  
Oakland County Board of Commissioners

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_

## EXHIBIT A - 2026 Projected NoHaz Budget

2026 NoHaz Program Cost Details		
Collection Costs		\$5,500.00
Administration		\$500.00
Education and Outreach		\$12,000.00
<b>TOTAL</b>		<b>\$18,000.00</b>
2026 NoHaz Hazardous Waste Disposal and Recycling Costs		
Per Vehicle Fee (including computer & electronic waste and latex paint)		\$112.25*
<p><i>This Estimate is based on holding four collection events. If more communities join the program than are expected, or communities drop from the program, the number of collections may be adjusted accordingly. Additional collection events will increase the administrative fee by approximately \$2,500 each. Any additional collections will be agreed upon by the County and the NoHaz Advisory Board.</i></p> <p><i>*If the vendor deems a vehicle to have an excessive amount of waste, additional charges may apply.</i></p> <p><i>Vendor imposes a 600-car minimum per collection event. In the event a collection has fewer than 600 participants, the cost difference will be split between all member communities using the formula that is used to determine the administrative fee.</i></p>		

**EXHIBIT B - 2026 Estimated Costs**

Municipality	Population (2020 census)	% of population	Admin fee based on population	Cars	% of participation	Admin fee based on # of cars	HHW disposal fee	Revenue from \$15/\$30 per car fee	Total CVT cost for program
			<b>\$9,000.00</b>			<b>\$9,000.00</b>	<b>\$112.25</b>		
Addison**	6256	2.20%	\$198.38	89	2.28%	\$205.17	\$9,990.25	\$2,670.00	\$7,723.80
Clarkston*	928	0.33%	\$29.43	24	0.61%	\$55.33	\$2,694.00	\$360.00	\$2,418.75
Groveland *	5,912	2.08%	\$187.47	95	2.43%	\$219.01	\$10,663.75	\$1,425.00	\$9,645.23
Independence**	36,686	12.93%	\$1,163.31	517	13.24%	\$1,191.85	\$58,033.25	\$15,510.00	\$44,878.41
Lake Angelus	287	0.10%	\$9.10	25	0.64%	\$57.63	\$2,806.25	\$0.00	\$2,872.98
Oakland*	20,067	7.07%	\$636.32	334	8.56%	\$769.98	\$37,491.50	\$5,010.00	\$33,887.80
Orion*	38,206	13.46%	\$1,211.51	846	21.67%	\$1,950.31	\$94,963.50	\$12,690.00	\$85,435.32
Oxford	22,419	7.90%	\$710.90	878	22.49%	\$2,024.08	\$98,555.50	\$0.00	\$101,290.48
Pontiac	61,606	21.71%	\$1,953.52	159	4.07%	\$366.55	\$17,847.75	\$0.00	\$20,167.82
Rose	6,188	2.18%	\$196.22	75	1.92%	\$172.90	\$8,418.75	\$0.00	\$8,787.87
Springfield**	14,703	5.18%	\$466.23	248	6.35%	\$571.72	\$27,838.00	\$7,440.00	\$21,435.95
Waterford*	70,565	24.86%	\$2,237.61	614	15.73%	\$1,415.47	\$68,921.50	\$9,210.00	\$63,364.58
	<b>283,823</b>	<b>100.00%</b>	<b>\$9,000.00</b>	<b>3,904</b>	<b>100.00%</b>	<b>\$9,000.00</b>	<b>\$438,224.00</b>	<b>\$54,315.00</b>	<b>\$401,909.00</b>

\* = Community charges participants \$15 each to participate in NoHaz events

\*\* = Community charges participants \$30 each to participate in NoHaz events

(1.) **This is only an estimate.** Communities will be billed on actual use and participation based on which communities are under contract for 2026. Participating communities listed above are preliminary and will be finalized in early 2026.

(2.) The cost per vehicle is \$112.25. The total administration fee is \$18,000.00, which includes 4 events.

(3.) The number of participants is estimated using the 2025 number of participants and adding 3% for member communities in 2025.

(4.) One or two people from each community are required to work at each of the collection events. Failure to provide a volunteer will result in charges as outlined in the Interlocal agreement. These costs are not factored into this estimate. A representative from each community is also needed to attend meetings 1-3 times per year. These costs are not factored into this estimate.

(5.) If additional communities join the program, additional collections may be necessary. This would be decided upon by the County and NoHaz Advisory Board, and would result in additional administration costs of approximately \$2,500 per collection.

(6.) Vendor imposes a 600 car minimum per collection event. In the event a collection has fewer than 600 participants, the difference will be split between all member communities using the formula used to determine the administrative fee.

**BOARD OF TRUSTEES**

Anthony M. Bartolotta, Supervisor  
Kim Markee, Clerk  
Steven Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6201 Fax: (248) 674-5451  
[abartolotta@waterfordmi.gov](mailto:abartolotta@waterfordmi.gov) [sschloss@waterfordmi.gov](mailto:sschloss@waterfordmi.gov)

**Anthony M. Bartolotta**  
Township Supervisor

**Shelly Schloss**  
Deputy Supervisor

## MEMO

To: The Honorable Waterford Township Board  
From: Anthony M. Bartolotta, Township Supervisor *A.B.*  
Date: January 6, 2026  
Re: Amendment to Procedure to Consider Township's Participation in a Road Commission  
Special Assessment District

---

I respectfully request the Township Boards approval of the attached resolution to amend the procedure for consideration of participation in a Road Commission Special Assessment District.

Originally adopted on April 25, 2022, the procedure included up to 10% contribution by the Township as an assessment at large toward repaving of subdivision roads through the RCOC special assessment process. At the December 2025 Board of Trustees Work Session, we discussed increasing the contribution to 20% to utilize the remaining funding available in the American Rescue Plan Act funding designated for this purpose.

Recommended motion: Motion to approve the resolution to amend the Township's procedure to consider participation in a Road Commission Special Assessment District increasing the maximum assessment at large that may be levied against the Township under Act 246 to an amount not to exceed 20% of the final cost of the project.

Thank you for your consideration.

**With us there are no boundaries**



**CHARTER TOWNSHIP OF WATERFORD**  
**RESOLUTION REVISING THE PROCEDURE TO CONSIDER POTENTIAL**  
**PARTICIPATION IN A ROAD COMMISSION SPECIAL ASSESSMENT DISTRICT**

**WHEREAS,** under Public Act 51 of 1951, townships do not have ownership or responsibility for roads. The majority of roads in Waterford Township are under the control of the Road Commission for Oakland County ("RCOC"), which receives a percentage of fuel tax and registration fees collected by the State of Michigan to maintain and improve roads, however, the allocation is insufficient to maintain and improve roads, especially subdivision roads.

**WHEREAS,** Public Act No 246 of 1931, MCL 41.271 et. seq. ("Act 246") as amended provides a procedure for improving county roads that may be initiated by property owner petitions representing more than 51% of lineal frontage on each road proposed for improvement. If all of the statutory requirements are met, and the RCOC deems the proposed improvements are necessary, they will make specifications and costs estimates and may ultimately create a special improvement district ("SAD") to fund the project.

**WHEREAS,** Act 246 provides a method for assessing a percentage of the total cost of a road improvement project on a township that agrees to participate in an SAD. Under this act, a township may voluntarily agree to receive an assessment at large for a maximum of 25% of the total cost of the improvement where a road commission has determined that the proposed improvement is necessary for the benefit of the public and for public welfare and convenience.

**WHEREAS,** in recognition of the benefit received by the public when subdivision roads are improved such as safer traveling conditions for the public, and for police, fire, and EMS, the Township Board has dedicated limited funding for, and wishes to revise their established process for considering requests from property owners to participate in an SAD to help lower the cost to the property owners in an SAD. The steps required by Waterford Township to consider contributing to a road improvement project by the RCOC are provided for in Exhibit A, SAD Participation Process.

**NOW, THEREFORE, BE IT RESOLVED,** that the Waterford Township Board of Trustees adopts the attached SAD Participation Process for consideration of requests to participate in an SAD for road improvements.

**IT IS FURTHER RESOLVED,** that if the Waterford Township Board of Trustees agrees to allow the RCOC to place an assessment at large on Waterford Township for a specific improvement project, the amount may not exceed 20% of the final cost of the project as determined by the RCOC.

Exhibit A  
Consideration of Participation by Waterford Township in a  
Road Commission for Oakland County improvement project under Public Act 246 of 1931.

1. Waterford Township property owners with linear footage along a road proposed for improvement submit signatures of interest to the RCOC to initiate RCOC consideration of a road improvement project.
2. The RCOC provides preliminary construction plans and costs estimates.
3. Representative(s) of the property owners submits a written request, with the RCOC cost estimates, to the Township Supervisor or designee requesting that the Board of Trustees consider allowing an assessment at large against the Township to contribute to the cost of the SAD.
4. Supervisor or designee provides the request to the Budget Director or designee to determine whether there are sufficient funds in the budget to contribute up to 10% of the estimated project costs.
5. If the Budget Director or designee provides confirmation to the Supervisor or designee that sufficient funds are budgeted to allow a Township contribution of up to 20% of the estimated project costs, the Supervisor or designee places the request on an upcoming Board meeting Agenda. If sufficient funds are not available, Supervisor or designee shall provide written notice of this to the person (s) who submitted a written request for Township participation.
6. The Board of Trustees will consider the request for contribution to the proposed project when it appears on a Board Agenda. If the Board of Trustees adopts a Resolution of Funding Support for the proposed RCOC project, the Clerk will send a copy of the Resolution to the RCOC and to the representative of the property owners, and Supervisor or designee will direct the Budget Director or designee to encumber the funds.

7. If sufficient petition signatures are received by the RCOC, and the RCOC Board votes to proceed with the project, a Resolution will be adopted by the Board of Trustees indicating the exact amount the Township will contribute to the project. If the RCOC does not proceed with the project, there is no obligation for the Township to provide funding.

BOARD OF TRUSTEES  
Anthony M. Bartolotta, Supervisor  
Kim Markee, Clerk  
Steve Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee



Assessing Department

5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6266 Fax: (248) 674-5455  
[www.waterfordmi.gov](http://www.waterfordmi.gov)

**January 2, 2026**

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**to:** *Honorable Township Board*

**from:** *Paula Moore, Chief Assessor*

**subject:** *2026 Poverty Exemption*

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Attached you will find the information for your approval for the 2026 Poverty Exemption Guidelines based upon the requirements sited under PA 253 of 2020 that amended MCL 211.7u. Since the Board of Review no longer can approve an exemption under extraordinary circumstances, the Board has increased the federal poverty income levels to include up to 175% of the federal amounts. This will allow the Board of Review to assist additional citizens of Waterford that are going through a difficult financial time. The law only allows a 100%, 75%, 50% or 25% reduction in the Taxable Value.

The Resolution and the Guidelines show the exact income levels relating to the reduction in Taxable Value for those that qualify. Also included is the asset test. These are very clear and if someone does not qualify there isn't a reason to appeal unless they errored in providing the correct information to the Board or Review.

The Federal Poverty Guidelines change every year, therefore a new resolution approving the income and guidelines are required. I respectfully request that you approve the resolution for Poverty Exemption for the 2026 tax year.





## POLICY AND GUIDELINES FOR POVERTY EXEMPTIONS

In accordance with Public Act (P.A.) 253 of 2020, guidelines for a Poverty Exemption must be set by the local governing body. Guidelines for the Charter Township of Waterford are as follows:

### APPLICATION PROCEDURE

1. All applicants must obtain the Poverty Exemption Application from the Township Assessor's Office or obtain it online at [www.waterfordmi.gov](http://www.waterfordmi.gov). Please call (248) 674-6270 for assistance.
2. Applicants will not be eligible for consideration if their income is greater than 175% of the Federal Poverty guidelines provided by the State Tax Commission (listed under the 100% exemption):

#### *For 100% Poverty Exemption:*

<u>Size of Family Unit</u>	<u>2026 Poverty Income Guidelines**</u>
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150
Each additional person	Add \$5,500/person

#### *For 75% Poverty Exemption:*

<u>Size of Family Unit</u>	<u>2026 Poverty Income Guidelines**</u>
1	\$19,563
2	\$26,438
3	\$33,313
4	\$40,188
5	\$47,063
6	\$53,938
7	\$60,813
8	\$67,688
Each additional person	Add \$6,875/person

***For 50% Poverty Exemption:***

<b><u>Size of Family Unit</u></b>	<b><u>2026 Poverty Income Guidelines**</u></b>
1	\$23,475
2	\$31,725
3	\$39,975
4	\$48,225
5	\$56,475
6	\$64,725
7	\$72,975
8	\$81,225
Each additional person	Add \$8,250/person

***For 25% Poverty Exemption:***

<b><u>Size of Family Unit</u></b>	<b><u>2026 Poverty Income Guidelines**</u></b>
1	\$27,388
2	\$37,013
3	\$46,638
4	\$56,263
5	\$65,888
6	\$75,513
7	\$85,138
8	\$94,763
Each additional person	Add \$9,625/person

\*\*All guidelines are based on the Federal poverty level established by P.A. 390 of 1994 and further amended by P.A. 253 of 2020. ***Proof of income should be income earned in 2025.***

3. All applicants must own and occupy the property being appealed as their principal residence. If requested, a valid driver's license, deed, land contract, or other evidence of ownership or identification and verification of information must be produced.
4. All applicants must fill out the State of Michigan application form in its entirety and return it to this office.
5. All members of the household must submit, if applicable, the immediately preceding year or current year copies of:
  - A. Federal Income Tax Return – 1040 or 1040A
  - B. Statement from Social Security Administration and/or Michigan Social Services as to monies received during the previous year.

C. Alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household.

D. Any other proof of income.

6. FAILURE TO SUPPLY THE REQUESTED INFORMATION WILL NEGATE THE APPLICATION BEING PROCESSED.

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## **EVALUATION PROCEDURE**

1. Applications may be reviewed by the Board of Review without the applicant being present. However, the Board may request that any and all applicants be physically present to respond to any questions the Board may have. This means that an applicant could be called to appear on short notice.
2. At this meeting, an applicant should be prepared to answer questions regarding their financial affairs and the status of people living in their home, etc.
3. The Board of Review will apply a two-part test to determine the eligibility and the amount of the exemption.
  - A. **THE INCOME TEST**: The Federal Income Guidelines will be used as part of the Income Test for 100%, 75%, 50% or 25% Poverty Exemption which is a reduction in the taxable value.

According to the United States Census Bureau “income” includes, but is not limited to:

- Money, wages, salaries before deductions, regular contributions from persons not living in the residence
- Net receipts from non-farm or farm self-employment (receipts from a person’s own business, professional enterprise, or partnership, after business expense deductions)
- Regular payments from social security, railroad retirement, unemployment, worker’s compensation, veteran’s payments, public assistance, supplemental security income (SSI)
- Alimony, child support, military family allotments
- Private and governmental retirement and disability pensions, regular insurance, annuity payments
- College or university scholarships, grants, fellowships, assistantships
- Dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings

### **B. THE ASSET TEST:**

- The residence where the applicant claims the Principal Residence Exemption and one vehicle are **not** considered in the Asset Test.
- The asset threshold for Waterford Township is \$25,000 for one person living in the household and \$35,000 for two or more people living in the household.
- Assets include, but are not limited to:
  - A second home, land, vehicles
  - Recreational vehicles such as campers, motor-homes, boats and ATV’s
  - Buildings other than the residence
  - Jewelry, antiques, artworks
  - Equipment, other personal property of value
  - Bank accounts (over a specified amount), stocks



- Money received from the sale of property, such as stocks, bonds, a house or car (unless a person is in the specific business or selling such property)
  - Withdrawals of bank deposits and borrowed money
  - Gifts, loans, lump-sum inheritances, and one-time insurance payments
  - Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms
  - Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches
- If the values of the applicant's assets are of an amount which would indicate that a condition of poverty is not indicated, then a poverty exemption will be denied.

C. **THE INCOME FROM OTHER SOURCES TEST:** If the Board of Review determines that the applicant has or should have income from other sources, such as relatives, dependents or friends, they may add this income to the applicant's reported income and if the resulting sum of these incomes is greater than the stated household income guidelines, then a poverty exemption will be denied. If the amount of this income is added to the applicant's reported income and the resulting sum is less than the stated household income guidelines, then a poverty exemption will be granted. The homeowner cannot use expenses and deduction to lower their income. These areas of expenses and deductions are for Federal taxes.

4. The Board of Review must agree as to the disposition of the poverty claim for the exemption to be granted.
5. Any successful applicant may be subject to personal investigation by the Township. This would be done to verify information submitted or statements made to the Board of Review in regard to their property tax abatement claim.
6. The secretary will keep minutes of all proceedings before the Board of Review and all meetings must be held in a municipal building.
7. A person filing a poverty exemption claim is not prohibited from also appealing the Assessed Value on the property for which that claim is made before the March Board of Review in the same year.
8. The Board of Review shall follow the policy and guidelines of the Township of Waterford in granting or denying an exemption under this section.
9. All applicants, claiming the poverty exemption, who meet eligibility requirements, shall receive from the Board of Review a 25%, 50%, 75% or 100% reduction in Taxable Value for the year in which the exemption is granted.



**RESOLUTION TO ADOPT POVERTY EXEMPTION  
POLICY AND GUIDELINES FOR 2026**

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the Township Board of Trustees; and

**WHEREAS**, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 253 of 2020 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 253 of 2020, the Township of Waterford, Oakland County, adopts the following guidelines and those on the attached Policy and Guidelines for Poverty Exemptions for the Board of Review to implement. The guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year; and

**WHEREAS**, in order to qualify for a poverty exemption, property owners must submit an application using the State of Michigan Form 5737, Application for MCL 211.7u Poverty Exemption. The Board of Review shall consider the income and asset guidelines listed below along with the attached Policy and Guidelines for Poverty Exemptions for Waterford Township.

**Income:** The income guidelines shall be no more than 175% of the Federal Poverty Guidelines as follows:

***For 100% Poverty Exemption:***

<b><u>Size of Family Unit</u></b>	<b><u>2026 Poverty Income Guidelines**</u></b>
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150
Each additional person	Add \$5,500/person

***For 75% Poverty Exemption:***

<b><u>Size of Family Unit</u></b>	<b><u>2026 Poverty Income Guidelines**</u></b>
1	\$19,563
2	\$26,438
3	\$33,313
4	\$40,188
5	\$47,063
6	\$53,938
7	\$60,813
8	\$67,688
Each additional person	Add \$6,875/person

***For 50% Poverty Exemption:***

<b><u>Size of Family Unit</u></b>	<b><u>2026 Poverty Income Guidelines**</u></b>
1	\$23,475
2	\$31,725
3	\$39,975
4	\$48,225
5	\$56,475
6	\$64,725
7	\$72,975
8	\$81,225
Each additional person	Add \$8,250/person

***For 25% Poverty Exemption:***

<b><u>Size of Family Unit</u></b>	<b><u>2026 Poverty Income Guidelines**</u></b>
1	\$27,388
2	\$37,013
3	\$46,638
4	\$56,263
5	\$65,888
6	\$75,513
7	\$85,138
8	\$94,763
Each additional person	Add \$9,625/person

**Asset Test:** To be eligible for a poverty exemption for 2026, assets (excluding the principal residence and one vehicle) shall not exceed \$25,000 for one person and \$35,000 for two or more people living in the household.

***NOW, THEREFORE, BE IT HEREBY RESOLVED*** that the Assessor and Board of Review shall follow the above-stated policies and federal guidelines (and the Policy and Guidelines attached hereto) in granting or denying an exemption.

**CERTIFICATION**

I hereby certify that this Resolution was adopted by the Charter Township of Waterford Board of Trustees at a regular meeting of the Board on January 12, 2026.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kimberly Markee  
Waterford Township Clerk