



## CHARTER TOWNSHIP OF HIGHLAND

205 N. John Street - Auditorium - Highland, Michigan 48357 248/887-3791

### REGULAR BOARD OF TRUSTEES MEETING AGENDA

March 4, 2024 - 6:30 P.M.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Consent Agenda Approval  
Approve:
  - a) February 5, 2024 Board of Trustees Meeting Minutes
  - b) List of Bills dated February 23 and March 7, 2024 plus additions
  - c) Resolution 24-04 to Accept Endo International Bankruptcy Reorganization Plan
  - d) Resolution 24-05 Amended Fee Schedule
  - e) Resolution 24-06 Authorizing the Adoption of the Oakland County Multi-Jurisdictional Hazard Mitigation Plan
  - f) DIA Highland Township Site Agreement
  - g) Appointment of Taylor DeHann and Andy West to Highland Downtown Development Authority Board.
  
- Receive and File:
  - Activity Center Director's Report – January 2024
  - Activity Center Council Meeting Minutes – January 2024
  - Activity Center Council Treasurer's Report – January 2024
  - Building Department Report – January 2024
  - Fire Department Report – January 2024
  - Financial Report – January 2024
  - Library Board Meeting Minutes – January 2024
  - Library Director's Report – January 2024
  - Sheriff's Department Report – January 2024
  - Treasurer's Report – January 2024
  
6. Announcements and Information Inquiry:
  - a) Highland Township Offices will be closed on Friday, March 29<sup>th</sup>, in observance of Good Friday
  - b) Oakland County Treasurer's Office is in the final stretch of their Foreclosure Prevention efforts. The tax foreclosure deadline for the 2021 or prior year taxes is on April 1 2024. If these taxes aren't paid off by April 1st or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.
  
7. Public Comment
  
8. Pending Business:
  - a) Ordinance Officer Assistant Position

9. New Business:
  - a) Purchase of 2020 Dodge Ram 2500 Pickup Truck
  - b) WOTA Lease Agreement
  - c) Fire Department Ambulance Purchase
  - d) New Cingular Wireless Land Lease Agreement
  - e) Highland Activity Center Personnel Changes
  - f) Budget Amendment Highland Activity Center
  
10. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/85015317868>.  
Meeting ID: 850 1531 7868

Any member of the audience wishing to address the board will be asked to state his/her name and address. Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's office at (248) 887-3791 prior to the meeting. Our staff will be pleased to make the necessary arrangements.

1. Call Meeting to Order

Time: \_\_\_\_\_

Number of Visitors: \_\_\_\_\_

## 2. Pledge of Allegiance

**Township Board Meeting**  
**Roll Date: March 4, 2024**

<u>Present</u>	<u>Absent</u>	<u>Board Member</u>
_____	_____	Rick A. Hamill
_____	_____	Tami Flowers
_____	_____	Jenny Frederick
_____	_____	Judy Cooper
_____	_____	Brian Howe
_____	_____	Beth Lewis
_____	_____	Joseph Salvia

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

#### 4. Approval of Agenda

## 5a. Consent Agenda Approval

- a) February 5, 2024 Board of Trustees Meeting Minutes
- b) List of Bills dated February 23 and March 7, 2024 plus additions
- c) Resolution 24-04 to Accept Endo International Bankruptcy Reorganization Plan
- d) Resolution 24-05 Amended Fee Schedule
- e) Resolution 24-06 Authorizing the Adoption of the Oakland County Multi-Jurisdictional Hazard Mitigation Plan
- f) DIA Highland Township Site Agreement
- g) Appointment of Taylor DeHann and Andy West to Highland Downtown Development Authority Board.

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
February 5, 2024 - 6:30 p.m.

The meeting was called to order at 6:30 p.m. with the Pledge of Allegiance.

Roll Call: Rick Hamill, Supervisor  
Tami Flowers, Clerk  
Jennifer Frederick, Treasurer  
Judy Cooper, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee  
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George  
Lieutenant Matt Snyder  
Lisa Hamameh, Township Attorney

Visitors: 18

**Approval of Agenda:**

Mr. Hamill added under Presentation Item 8b) EV Charging Stations. Mrs. Cooper moved to approve the agenda as amended. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Consent Agenda Approval:**

- a) January 8, 2024 Board of Trustees Meeting Minutes
- b) January 8, 2024 Board of Trustees Closed Session Meeting Minutes
- c) January 24 2024 Joint Board Meeting Minutes
- d) List of Bills dated January 25 and February 8, 2024 plus additions
- e) 2024 Increased Pay Rates
- f) Reappoint Grant Charlick and Kevin Curtis to the Planning Commission
- g) Appoint Michael Zeolla to the Highland Downtown Development Authority and as an alternate to the Zoning Board of Appeals
- h) Resolution 24-01 to Approve Goose Roundup or Nest Destruction Activities
- i) Resolution 24-02 to Approve Mute Swan Nest/Egg Destruction Activities
- j) Resolution 24-03 Charitable Gaming License for Angel Paws Pet Rescue
- k) Cost Participation Agreement 2024 Gravel Road Program Charter Township of Highland Board Project No. 57742
- l) Budget Amendment – Correction DDA 2024 Salary

**Receive and File:**

Activity Center Council Meeting Minutes – December 2023  
Activity Center Council Treasurer's Report – November 2023  
Activity Center Director's Report - December  
Building Department Report – December 2023 and Year End  
Treasurer's Report – November and December 2023  
Library Board Meeting Minutes – November 2023



Mrs. Cooper moved to approve the Consent Agenda as presented. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Announcements and Information Inquiry:**

- a) Township Offices will be closed Monday, February 19th, in observance of President's Day
- b) Presidential Primary Election is February 27, 2024
- c) Oakland County Treasurer's Office is in the final stretch of their Foreclosure Prevention efforts. The tax foreclosure deadline for the 2021 or prior year taxes is on April 1 2024. If these taxes aren't paid off by April 1st or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.

Clerk Flowers announced early voting will be open from February 17<sup>th</sup> thru the 25<sup>th</sup> in the township auditorium. The hours are 8:30 a.m. to 4:30 p.m. every day except for Thursday which is noon to 8:00 p.m. Early voting will serve all of Highland Township and White Lake Township voters.

**Public Comment:**

No public comment.

**Presentation:**

- a) Swearing in of Firefighter Firefighter/Paramedic Ryan Kidd

Firefighter Kidd was sworn in.

- b) EV Charging Stations

The HOT Team presented an electric car charger proposal. It is their hope to install EV Charging Stations at the Highland Township Library and the Highland Township Offices.

**Pending Business:**

- a) Adopt Board Ordinance 472 Private Road Ordinance Amendment

Ms. Frederick moved to Adopt Board Ordinance 472 Private Road Ordinance Amendment as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- b) Michigan Association of Fire Fighters Contract

Mr. Salvia moved to approve the Michigan Association of Fire Fighters Contract as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**New Business:**

a) Request for Highland Activity Center Part Time Floater

Mrs. Cooper moved to approve the posting for a part time floater for the Highland Activity Center not to exceed 29 hours per week with a starting salary of \$17.60 per hour. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

b) Request for Part Time Ordinance Officer Assistant

Mr. Hamill moved to approve the posting for a part time Ordinance Officer Assistant to assist the Fire Marshal/Ordinance Enforcement Officer with administrative and clerical support by receiving and processing applications, ordinance inquiries and rental inspections as well as working with other Township staff to achieve established programs, processes, and goals. The starting salary will be \$21.05 per hour. Applicant will be considered a part-time employee, accruing PTO, not to exceed 29 hours per week. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

c) Budget Amendment – Part Time Ordinance Officer Assistant

Mr. Hamill moved to approve the Budget Amendment – Part Time Ordinance Officer Assistant as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

d) Sale of Parcel 11-22-352-005

Mr. Hamill moved to offer parcel 11-22-352-005 located on the corner of N. Milford Road and M-59 to IWH Companies in exchange for the moving or rebuilding of the existing train station to a place of our choosing. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – no, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 7:40 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-072.000 COUNTY OF OAKLAND</b>					
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	JAN 2024	02/07/2024	143.50
1159	TREASURER	101-RIDGEWOOD-OAK CTY	JAN 24	02/07/2024	210.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	JAN24	02/07/2024	339.00
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-HIGHLAND HILLS HVS	JAN 2024	02/07/2024	574.00
1159	TREASURER	101-RIDGEWOOD-HVS	JAN 24	02/07/2024	842.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	JAN24	02/07/2024	1,356.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
8300	ASSEMANY, MICHAEL T	101-ESCROW/BUILDING	B21-00218	02/09/2024	250.00
4807	DELABBIO, CAMILLO	101-ESCROW/BUILDING	B19-00360	02/09/2024	250.00
4807	DELABBIO, CAMILLO	101-REINSPECTION FEE	B19-00360	02/09/2024	57.00-
4807	DELABBIO, CAMILLO	101-REINSPECTION FEE	B19-00360	02/09/2024	57.00-
5309	EGRESS SOLUTIONS INC.	101-ESCROW/BUILDING	B22-00194	02/16/2024	125.00
5309	EGRESS SOLUTIONS INC.	101-REINSPECTION FEE	B22-00194	02/16/2024	60.00-
8143	EXPERT POOL BUILDERS	101-ESCROW/BUILDING	B23-00212	02/07/2024	500.00
7239	FINISHED BASEMENTS PLUS LLC	101-ESCROW/BUILDING	B23-00388	02/16/2024	500.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B19-00360	02/09/2024	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B19-00360	02/09/2024	57.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00194	02/16/2024	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00608	02/09/2024	120.00
4804	HOPPER, DARYL	101-ESCROW/BUILDING	B23-00176	02/07/2024	125.00
6304	KEARNS BROTHERS INC	101-ESCROW/BUILDING	B23-00358	02/16/2024	500.00
6367	MR. ROOF	101-ESCROW/BUILDING	B23-00421	02/16/2024	250.00
4489	NORTHBOUND CONTRACTING	101-ESCROW/BUILDING	B23-00463	02/07/2024	125.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00608	02/09/2024	500.00
6826	RENEWAL BY ANDERSON LLC	101-REINSPECTION FEE	B22-00608	02/09/2024	120.00-
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00003	02/09/2024	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00026	02/09/2024	500.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00143	02/09/2024	250.00
6312	ROOF RITE INC	101-ESCROW/BUILDING	B23-00423	02/07/2024	125.00
4806	WADDINGTON, SCOTT A	101-ESCROW/BUILDING	B23-00406	02/09/2024	250.00
6083	WEATHERGARD WINDOW CO. INC.	101-ESCROW/BUILDING	B23-00023	02/16/2024	250.00
4803	WELLS, MATTHEW	101-ESCROW/BUILDING	B23-00128	02/07/2024	500.00
<b>101-000-202.005 PLANNING ESCROW PAYABLES</b>					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SOUTH BAY SHORES	1080909	02/09/2024	31.00
<b>101-000-222.000 OAKLAND CO. ANIMAL CONTROL</b>					
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	02082024	02/08/2024	116.00
4007	OAKLAND CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	02082024	02/08/2024	992.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-000-231.002 STATE W/H</b>					
1106	STATE OF MICHIGAN	101-STATE W/H 38-6026891 SUW MONTHLY/QUARTERLY	FEBRUARY 2024	02/13/2024	9,207.82
<b>101-000-676.018 ELECTION REIMBURSEMENT</b>					
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-ADVERTISEMENT-ELECTION	0006220807	02/01/2024	58.56
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-ADVERTISEMENT-ELECTION	0006220807	02/01/2024	73.20
2375	OBSERVER & ECCENTRIC NEWSPAPER	101-ADVERTISEMENT-ELECTION	0006220807	02/01/2024	131.76
1172	PRINTING SYSTEMS INC.	101-ELECTION POLL BOOKS	232246	02/15/2024	75.65
2541	STAPLES	101-STORAGE BOXES	3557946184	01/27/2024	19.58
2541	STAPLES	101-ADDRESS LABELS	3557946184	01/27/2024	188.10
8406	WERTHMAN, JEREMY	101-MILEAGE REIMBURSEMENT-ELECTION	02152024	02/15/2024	66.33
Total :					19,675.00
<b>CLERK</b>					
<b>101-215-730.000 CLERK: ELECTION EXPENSES SUPPL</b>					
1521	CHASE CARDMEMBER SERVICE	101-STAMPS	1/09/24-02/08/24	02/09/2024	265.00
<b>101-215-820.000 CLERK: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-LUNCH-FLOWERS/MECKLENBORG	1/09/24-02/08/24	02/09/2024	46.54
Total CLERK:					311.54
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
1002	QUILL CORPORATION	101-COPY PAPER	37092968	02/07/2024	109.47
2541	STAPLES	101-PENCILS/MOVING TAPE	3557946184	01/27/2024	12.31
2541	STAPLES	101-PENS/ADDING MACHINE TAPE/CLIPS	3559395115	02/07/2024	59.24
<b>101-261-735.000 GEN GOV: POSTAGE</b>					
1035	PITNEY BOWES GLOBAL FINANCIAL	101-MAILING SYS. QTRLY FEE ACCT#0011920249	3318705357	02/09/2024	402.09
<b>101-261-804.000 GEN GOV: LEGAL SERVICES</b>					
1114	ROSATI SCHULTZ JOPPICH ET AL	101-DUCK LAKE CELL TOWER	1080909	02/09/2024	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ASSESSING	1080909	02/09/2024	31.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1080909	02/09/2024	201.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-WOTA	1080909	02/09/2024	93.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-CLYDE RD CELL TOWER	1080909	02/09/2024	372.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-ACTIVITY CENTER	1080909	02/09/2024	248.00
<b>101-261-821.000 GEN GOV: MEMBER FEES</b>					
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	1/09/24-02/08/24	02/09/2024	26.00
<b>101-261-850.001 GEN GOV: PHONE SERVICE</b>					
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X021	02/06/2024	23.69
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X021	02/06/2024	47.08
1521	CHASE CARDMEMBER SERVICE	101-NEW IPHONE/CASE	1/09/24-02/08/24	02/09/2024	1,415.88

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2652	T-MOBILE	101-CELL PHONES - TWP.	02152024 28344	02/16/2024	52.90
<b>101-261-920.000</b>	<b>GEN GOV: UTILITIES</b>				
2216	COMCAST	101-3550 DUCK LK RD 0310657	03032024 0310657	02/01/2024	92.95
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	02132024 80059	02/15/2024	1,069.71
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	02142024 66330	02/15/2024	17.63
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	02142024 66959	02/15/2024	17.63
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	02142024 67072	02/15/2024	644.84
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	02142024 67460	02/15/2024	17.63
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	02142024 80661	02/15/2024	17.63
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	02142024 80786	02/15/2024	116.08
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	02142024 80885	02/15/2024	104.64
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	02152024 67205	02/16/2024	30.25
<b>101-261-936.000</b>	<b>GEN GOV: TOWNSHIP MAINTENANCE</b>				
1642	PETER'S TRUE VALUE HARDWARE	101-CHAINSAW OIL	K71012	02/05/2024	7.99
1642	PETER'S TRUE VALUE HARDWARE	101-SHARPEN BLADE	K71030	02/06/2024	20.00
<b>101-261-937.000</b>	<b>GEN GOV: VEHICLE OP MAINT</b>				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2084	01/31/2024	8.00
1393	LAFONTAINE CADILLAC BUICK GMC INC.	101-GMC SIERRA '15 MAINTENANCE	PNCS943070	02/20/2024	81.64
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
8385	AMERI-ALARM	101-FIRE ALARM MONITORING	077843	02/01/2024	75.00
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT/PADDLE.NET	1/09/24-02/08/24	02/09/2024	164.98
1521	CHASE CARDMEMBER SERVICE	101-ADOBE CREDIT	1/09/24-02/08/24	02/09/2024	21.19-
1521	CHASE CARDMEMBER SERVICE	101-GODADDY RENEWAL	1/09/24-02/08/24	02/09/2024	399.96
2256	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUT	101-MAINTENANCE FEE-ARCGIS DESKTOP	94653812	01/29/2024	770.00
<b>101-261-971.001</b>	<b>GEN GOV: COMP CAP OUTLAY</b>				
1521	CHASE CARDMEMBER SERVICE	101-IPAD-ZBA	1/09/24-02/08/24	02/09/2024	238.49
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP/CANVA	1/09/24-02/08/24	02/09/2024	100.49
Total GENERAL GOVERNMENT:					7,084.01
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-711.000</b>	<b>GGP: DEFINED CONTRIBUTION PLAN</b>				
1731	LINCOLN FINANCIAL GROUP	101-DEFINED CONTRIB- BURKHART W41875030	1ST QTR	02/12/2024	42.59
<b>101-279-712.000</b>	<b>GGP:HEALTH/DENTAL/LIFE/DIS INS</b>				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	240370031439	02/06/2024	1,337.91
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	240370031439	02/06/2024	7,623.41
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	240370031439	02/06/2024	363.70
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	240370031439	02/06/2024	1,560.93
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001657652318	02/12/2024	39.60
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001657652318	02/12/2024	124.18

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001657652318	02/12/2024	158.74
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001657652318	02/12/2024	970.16
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001657652318	02/12/2024	40.23
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	3/01/24-3/31/24	02/14/2024	1,623.52
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	3/01/24-3/31/24	02/14/2024	445.04
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	3/01/24-3/31/24	02/14/2024	24.02
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	3/01/24-3/31/24	02/14/2024	270.60
Total GENERAL GOVERNMENT PERSONNEL B:					14,624.63
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	01/31/2024-02/13/2	02/14/2024	426.18
8149	WATKINS III, MITCHELL	101-INSPECTIONS	01/31/24-02/13/202	02/14/2024	1,823.36
Total BUILDING:					2,249.54
<b>ACTIVITY CENTER</b>					
<b>101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES</b>					
2541	STAPLES	101-COPY PAPER/CORRECTION TAPE-ACT CTR	7622010130	12/18/2023	74.12
<b>101-672-729.000 ACTIVITY CTR: OPER. SUPPLIES</b>					
9208	HIGHLAND SUPPLY INC.	101-SOAP/HAND SANITIZER/DISPENSER-ACT CTR	INV56899	01/31/2024	260.12
<b>101-672-850.000 ACTIVITY CTR: PHONE SERVICE</b>					
2652	T-MOBILE	101-CELL PHONE-ACT. CTR.	02152024 28344	02/16/2024	19.43
<b>101-672-850.001 ACTIVITY CTR: INTERNET SERVICE</b>					
1521	CHASE CARDMEMBER SERVICE	101-COMCAST	1/09/24-02/08/24	02/09/2024	107.98
<b>101-672-920.000 ACTIVITY CTR: UTILITIES</b>					
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	02082024 66702	02/09/2024	437.32
<b>101-672-936.000 ACTIVITY CTR: BUILDING MAINT</b>					
1021	GILL-ROY'S HARDWARE	101-CLEANING SUPPLIES-ACT CTR	2401-945534	01/29/2024	32.34
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2359132	02/05/2024	34.00
<b>101-672-936.002 STEEPLE HALL: BUILDING MAINT</b>					
1157	TOP NOTCH CLEANING SERVICES	101-ANNEX OFFICE CLEANING	12292324	02/20/2024	900.00
<b>101-672-938.000 ACTIVITY CTR: OFF. EQUIP MAINT</b>					
1521	CHASE CARDMEMBER SERVICE	101-ZOOM	1/09/24-02/08/24	02/09/2024	169.49
Total ACTIVITY CENTER:					2,034.80
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-820.000 PLNG: DUES/ED/TRAVEL</b>					
1521	CHASE CARDMEMBER SERVICE	101-APA CONFERENCE-LITTLEBEAR	1/09/24-02/08/24	02/09/2024	209.02

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1521	CHASE CARDMEMBER SERVICE	101-APA PASSPORT-CORWIN	1/09/24-02/08/24	02/09/2024	210.00
Total PLANNING & ORDINANCE:					419.02
<b>PARKS</b>					
<b>101-751-729.001 PARKS: VETERAN'S PARK</b>					
2368	MICHIGAN TREE TECHNOLOGIES	101-FUNGICIDE ON AUSTRIAN PINES POST OFFICE	02052024	02/05/2024	228.00
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	02142024 67940	02/15/2024	19.80
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	02142024 67551	02/15/2024	63.76
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	02152024 66587	02/16/2024	22.15
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	02152024 66835	02/16/2024	17.63
Total PARKS:					351.34
Total GENERAL FUND:					46,749.88
<b>FIRE FUND</b>					
<b>206-000-638.000 EMS TRANSPORT</b>					
2631	STAR EMS	206-EMS BILLING SERVICE FEE	01-24-001H	02/05/2024	1,126.92
4805	WPS TRICARE FOR LIFE	206-REFUND FOR CLAIM #2023286 8115814	2301125-23H	01/26/2024	266.99
Total :					1,393.91
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	240370031439	02/06/2024	8,523.59
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE-GARRITY F	240400002759	02/09/2024	358.10
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE-GARRITY M	240400002760	02/09/2024	358.10
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001657652318	02/12/2024	141.90
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001657652318	02/12/2024	912.77
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001657652318	02/12/2024	87.98
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	3/01/24-3/31/24	02/14/2024	174.44
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	3/01/24-3/31/24	02/14/2024	1,328.74
<b>206-336-713.000 FIRE: FIREFIGHTERS MEDICAL</b>					
1136	BIOCARE INC.	206-ANNUAL FF PHYSICALS X19	11277	01/30/2024	5,795.00
1136	BIOCARE INC.	206-AUDIOMETRIC TESTING X19	11277	01/30/2024	190.00
1136	BIOCARE INC.	206-TB TEST X18	11277	01/30/2024	450.00
1136	BIOCARE INC.	206-BIOCARE TRAVEL	11277	01/30/2024	350.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1136	BIOCARE INC.	206-BIOCARE STAFF OVERNIGHT	11277	01/30/2024	750.00
1136	BIOCARE INC.	206-MINIMUM CHARGE	11277	01/30/2024	336.00
<b>206-336-727.000 FIRE: SUPPLIES</b>					
8253	AMAZON CAPITAL SERVICES	206-CARD HOLDERS	114-1704019-70634	02/13/2024	33.56
8253	AMAZON CAPITAL SERVICES	206-CAR WASH BRUSH	114-3704543-46858	02/09/2024	95.96
8253	AMAZON CAPITAL SERVICES	206-PROMOTION APPLIED	114-3704543-46858	02/09/2024	4.80-
9400	ARAMARK REFRESHMENT SVCS INC LLC	206-STATION SUPPLIES	36435725	02/05/2024	320.82
1521	CHASE CARDMEMBER SERVICE	206-SUPPLIES	1/09/24-02/08/24	02/09/2024	40.27
6212	DISCOUNT BATTERY	206-BATTERIES C	69767	02/09/2024	16.00
2596	FIVE STAR ACE	206-E11 KEY RING	30924	02/13/2024	35.29
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K71003	02/04/2024	24.98
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K71028	02/06/2024	68.90
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K71104	02/11/2024	16.48
4801	PROKLEAN SERVICES L.L.C.	206-PROKURE	4308	02/01/2024	391.95
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85239179	02/05/2024	9.06
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85243968	02/08/2024	371.40
<b>206-336-732.000 FIRE: UNIFORMS</b>					
2622	HIGHLAND GOODFELLOWS	206-UNIFORM T-SHIRTS	8016	02/08/2024	240.00
<b>206-336-750.000 FIRE: VEHICLE GAS/OIL</b>					
8253	AMAZON CAPITAL SERVICES	206-2018 PIERCE (E11) HYDROLIC OIL	114-6444428-48746	02/05/2024	73.04
9228	NAPA AUTO PARTS	206-2019 DODGE RAM (C1) OIL CHANGE	138002	02/05/2024	32.85
<b>206-336-806.001 FIRE: COMPUTERS/SOFTWARE</b>					
7638	ACTIVE 911 INC.	206-ANNUAL ACTIVE 911 SUBSCRIPTIONS	537485	12/15/2023	675.00
1521	CHASE CARDMEMBER SERVICE	206-APPLE PENCIL/CABLE	1/09/24-02/08/24	02/09/2024	230.02
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	1/09/24-02/08/24	02/09/2024	802.67
1521	CHASE CARDMEMBER SERVICE	206-REFUND WEB IPAGE	1/09/24-02/08/24	02/09/2024	671.23-
<b>206-336-809.000 FIRE: SOFTWARE MAINTENANCE</b>					
9190	LEXIPOL LLC	206-FIRE RESCUE 1 ACADEMY	INVPR1233150	02/01/2024	2,673.30
<b>206-336-820.000 FIRE: DUES &amp; EDUCATION</b>					
1521	CHASE CARDMEMBER SERVICE	206-SAM RENEWAL	1/09/24-02/08/24	02/09/2024	1,199.00
1521	CHASE CARDMEMBER SERVICE	206-SMEMSIC MEMBERSHIP/EMS INSTRUCTOR COORDI	1/09/24-02/08/24	02/09/2024	470.00
1521	CHASE CARDMEMBER SERVICE	206-FOOD FOR TRAINING	1/09/24-02/08/24	02/09/2024	38.98
4808	IN HOUSE SOLUTIONS, LLC	206-FTO TRAINING	24-003	01/31/2024	4,200.00
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X021	02/06/2024	114.14
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X021	02/06/2024	23.70
9027	AT&T MOBILITY	206-IPADS	287287294406X021	02/06/2024	317.92
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	03152024 0160011	02/12/2024	164.90
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	02022024 06488	02/07/2024	1,535.99
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	02132024 66207	02/14/2024	126.02



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-930.000 FIRE: VEHICLE REPAIR</b>					
8253	AMAZON CAPITAL SERVICES	206-VEHICLE CAR MOUNT	114-3704543-46858	02/09/2024	25.98
4584	BRIAN'S YELLOW ENGINE SHOP INC	206-2009 US TANK (T1) PM AND DOT	11319	02/07/2024	650.80
1521	CHASE CARDMEMBER SERVICE	206-REPAIR UTILITY PLOW	1/09/24-02/08/24	02/09/2024	175.97
2596	FIVE STAR ACE	206-(T1) REPAIRS	30918	02/11/2024	42.24
9228	NAPA AUTO PARTS	206-SYN PTFE	138221	02/12/2024	9.99
<b>206-336-936.000 FIRE: BLDG MAINT/REPAIR</b>					
8492	SSD CABLING & CAMERAS LLC	206-CAMERA INSTAL AND SYSTEM CHANGE	15056	02/05/2024	2,341.35
Total FIRE:					36,669.12
Total FIRE FUND:					38,063.03
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-920.000 POLICE: UTILITIES</b>					
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	02142024 66454	02/15/2024	520.49
<b>207-301-935.000 POLICE: SHERIFF'S MAINT</b>					
1839	ABSOPURE WATER CO.	207-COOLER	30540537	01/31/2024	4.00
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	89139038	01/11/2024	38.80
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	89149902	01/22/2024	9.70
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2359129	02/05/2024	75.00
<b>207-301-955.000 POLICE: MISCELLANEOUS</b>					
9097	MICHIGAN DEPT. OF AGRICULTURE	207-WHEEL LOAD WEIGHER CALIBRATION	791-11203771	02/14/2024	145.00
<b>207-301-971.002 POLICE: BUILDING RENOVATIONS</b>					
8481	AMERICAN VIDEO TRANSFER INC	207-CASE CRACKER/CCTV REPAIR	58521	02/04/2024	116.18
Total POLICE:					909.17
Total POLICE FUND:					909.17
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001 TOWNSHIP IMPROVEMENTS</b>					
8492	SSD CABLING & CAMERAS LLC	401-CAMERA SURVEILLANCE-250 W LIVINGSTON	15070	02/12/2024	3,025.10
Total GENERAL GOVERNMENT:					3,025.10
Total CAPITAL IMPROVEMENT FUND:					3,025.10

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-PRIME FEE	1/09/24-02/08/24	02/09/2024	15.89
1521	CHASE CARDMEMBER SERVICE	494-FILE FOLDERS/PLANNER	1/09/24-02/08/24	02/09/2024	88.24
<b>494-729-808.000 DDA: MARKETING CONSULTANT</b>					
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2014	01/11/2024	210.00
4690	PATTERSON, HARMONY	494-CONSULTANT DUTIES	2015	02/01/2024	520.00
<b>494-729-880.003 DDA: DESIGN</b>					
4494	CURTIS, ZACHARY	494-INSURANCE REIMBURSEMENT	01262024	01/26/2024	3,260.05
8387	PERFORMANCE CREATIVE RESOURCES INC	494-WAYFINDING SIGN PROGRAM	23155	12/27/2023	15,120.00
8387	PERFORMANCE CREATIVE RESOURCES INC	494-WAYFINDING SIGN PROGRAM-ADD ONS	23156	12/27/2023	375.00
<b>494-729-900.000 DDA: ADVERTISING/PRINTING</b>					
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT	1/09/24-02/08/24	02/09/2024	52.00
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	1/09/24-02/08/24	02/09/2024	214.92
<b>494-729-967.000 DDA: FARMERS' MARKET</b>					
1521	CHASE CARDMEMBER SERVICE	494-LOCAL DIFF RENEWAL/WEBSITE	1/09/24-02/08/24	02/09/2024	254.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					20,110.10
Total DOWNTOWN DEVELOPMENT FUND:					20,110.10
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	702-FOOD TRIPS	1/09/24-02/08/24	02/09/2024	59.51
1521	CHASE CARDMEMBER SERVICE	702-PARTY SUPPLIES	1/09/24-02/08/24	02/09/2024	196.18
1521	CHASE CARDMEMBER SERVICE	702-DETROIT TIGERS/LEADER DOG	1/09/24-02/08/24	02/09/2024	262.00
1410	GORDON FOOD SERVICE INC.	702-FOOD SUPPLIES	758217413	02/06/2024	631.52
Total GENERAL GOVERNMENT:					1,149.21
Total HIGHLAND ADVISORY COUNCIL:					1,149.21
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE</b>					
8386	CISLO TITLE COMPANY	703-TAX REFUND	11-20-100-024	02/15/2024	14.61
4039	FLAGSTAR BANK	703-TAX REFUND	11-27-102-006	02/06/2024	34.05

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total :					48.66
Total CURRENT TAX COLLECT:					48.66
<b>DUCK LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	02142024 91144	02/15/2024	17.63
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	02152024 07439	02/16/2024	18.64
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	02152024 13643	02/16/2024	19.39
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	02152024 13650	02/16/2024	17.63
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	02152024 13668	02/16/2024	17.63
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	02152024 43164	02/16/2024	17.63
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	02152024 75436	02/16/2024	17.63
Total TRUST & AGENCY ADMIN:					126.18
Total DUCK LAKE ASSOC:					126.18
<b>HIGHLAND LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	02132024 67338	02/14/2024	28.45
Total TRUST & AGENCY ADMIN:					28.45
Total HIGHLAND LAKE ASSOC:					28.45
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	02132024 80281	02/14/2024	11.11
Total TRUST & AGENCY ADMIN:					11.11
Total TAGGETT LAKE ASSOC:					11.11
<b>KELLOGG LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>767-255-956.000 KELLOGG LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	02132024 80281	02/14/2024	6.52
Total TRUST & AGENCY ADMIN:					6.52
Total KELLOGG LAKE ASSOC:					6.52
<b>CHARLICK LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	02132024 80414	02/14/2024	17.63
Total TRUST & AGENCY ADMIN:					17.63
Total CHARLICK LAKE ASSOC:					17.63
<b>WOODRUFF LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>769-255-956.000 WOODRUFF LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	02132024 67676	02/14/2024	17.63
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	02132024 80547	02/14/2024	17.63
Total TRUST & AGENCY ADMIN:					35.26
Total WOODRUFF LAKE ASSOC:					35.26
<b>TOMAHAWK LAKE IMPROVEMENT TRUST &amp; AGENCY ADMIN</b>					
<b>771-255-956.000 TOMAHAWK LAKE: DEDUCTIONS</b>					
1149	AQUATIC TECHNOLOGIES INC.	771-TOMAHAWK LK. WEED CONTROL LAST INSTALLMT.	ATI-23-1254	12/17/2023	2,400.00
Total TRUST & AGENCY ADMIN:					2,400.00
Total TOMAHAWK LAKE IMPROVEMENT:					2,400.00
<b>GOURD LAKE IMPROVEMENT TRUST &amp; AGENCY ADMIN</b>					
<b>773-255-956.000 GOURD LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	773-EGLE PERMIT FEE-GOURD LAKE	07192023	07/19/2023	76.50
1081	AQUA-WEED CONTROL INC.	773- WEED/ALGAE TREATMENT-GOURD LAKE	20438	02/12/2024	1,550.00
2375	MICHIGAN.COM	773-ADVERTISEMENT-GOURD LAKE	0005939130	10/20/2023	87.84

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					1,714.34
Total GOURD LAKE IMPROVEMENT:					1,714.34
Grand Totals:					114,394.64

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>ASSESSOR</b>					
<b>101-257-720.000 ASSESSING: CONTRACTUAL SVCS</b>					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	MARCH 2024	02/09/2024	10,938.16
Total ASSESSOR:					10,938.16
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
2059	APPLIED INNOVATION	101-PAPER	2432200	02/13/2024	110.73
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP NORTH SIDE	2431552	02/13/2024	50.00
2059	APPLIED INNOVATION	101-ADDITIONAL PAGES-TWP NORTH SIDE	2431552	02/13/2024	498.66
2059	APPLIED INNOVATION	101-FREIGHT	2431552	02/13/2024	21.95
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2431553	02/13/2024	112.32
Total GENERAL GOVERNMENT:					793.66
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>101-279-712.000 GGP:HEALTH/DENTAL/LIFE/DIS INS</b>					
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-ACT. CTR	4004195801	02/21/2024	219.90
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004195801	02/21/2024	248.45
Total GENERAL GOVERNMENT PERSONNEL B:					468.35
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	01/31/2024-02/13/2	02/15/2024	1,512.04
Total BUILDING:					1,512.04
<b>PLANNING COMMISSION</b>					
<b>101-703-801.000 PLNG COMM: MASTER PLAN PROF.</b>					
2240	CARLISLE WORTMAN ASSOC. INC.	101-2021 MASTER PLAN	2172412	02/06/2024	1,865.00
Total PLANNING COMMISSION:					1,865.00
Total GENERAL FUND:					15,577.21
<b>FIRE FUND</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>FIRE</b>					
<b>206-336-712.001</b>	<b>FIRE:HEALTH/DENTAL/LIFE/DISINS</b>				
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004195825	02/21/2024	311.78
Total FIRE:					311.78
Total FIRE FUND:					311.78
Grand Totals:					15,888.99

Total GENERAL FUND:	62,327.09
Total FIRE FUND:	38,374.81
Total POLICE FUND:	909.17
Total CAPITAL IMPROVEMENT FUND:	3,025.10
Total DOWNTOWN DEVELOPMENT FUND:	20,110.10
Total HIGHLAND ADVISORY COUNCIL:	1,149.21
Total CURRENT TAX COLLECT:	48.66
Total DUCK LAKE ASSOC:	126.18
Total HIGHLAND LAKE ASSOC:	28.45
Total TAGGETT LAKE ASSOC:	11.11
Total KELLOGG LAKE ASSOC:	6.52
Total CHARLICK LAKE ASSOC:	17.63
Total WOODRUFF LAKE ASSOC:	35.26
Total TOMAHAWK LAKE IMPROVEMENT:	2,400.00
Total GOURD LAKE IMPROVEMENT:	1,714.34
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Grand Totals:	130,283.63
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**Payroll and Hand Check February 23, 2024 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT) 02/16/2024	\$	27,507.77
General/Fire Payroll 2/16/2024	\$	85,306.68
Hand Check 2/21/2024 (Dr. Trailer Sales)	\$	8,600.00
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	1,800.74
Flexible Savings Account	\$	761.15
Garnishments		
Highland Firefighters Assn	\$	1,420.00
Highland Firefighters Union Dues-Full-Time		
Highland Firefighters Union Dues-Part-Time		
02/29/2024 DDA LOAN-Monthly	\$	3,771.83



**RESOLUTION 24-04 TO ACCEPT ENDO INTERNATIONAL  
BANKRUPTCY REORGANIZATION PLAN**

At a regular meeting of the Township Board of the Charter Township of Highland, Oakland County, Michigan, held, on the 4th day of March 2024. With those present and absent being,

**PRESENT:** Rick Hamill, Tami Flowers, Jennifer Frederick, Judy Cooper, Brian Howe,  
Beth Lewis, Joseph Salvia

**ABSENT:** None

The following preamble and resolution were offered by \_\_\_\_\_  
and seconded by \_\_\_\_\_.

**WHEREAS**, the opioid crisis involved the excessive manufacturing, marketing, prescription and use of opioid medications that caused considerable harm to individuals and the public. As a result of the crisis several state and local governments sued companies involved in the opioid crisis to cause changes to their practices and to recover monies to reimburse expenses of governments in responding to the misuse of these drugs; and

**WHEREAS**, as a result of the lawsuits a few companies have filed for bankruptcy to recover from the costs of settling the lawsuits. One such company, Endo International, plc, (“Endo”) has sought Chapter 11 bankruptcy protection to provide funds to settle these claims and to restructure its organization; and

**WHEREAS**, as a local government, Highland Township has been notified that it is considered a holder of a claim in the reorganization of Endo and may vote to accept, reject or abstain from voting on the reorganization claim. Voting to approve the claim accepts the release of claims against Endo for allegations relating to its role in the excessive production and marketing of opioids. If approved, the Endo reorganization will result in up to \$600 million dollars set aside in a fund for state and local governments and other entities, which Highland Township may be eligible to receive a distribution from; and

**WHEREAS**, the Opioid Claimants Committee, comprised of entities that have pursued claims against Endo, recommends that all local governments vote to accept the reorganization plan and release the claims against Endo by casting a ballot. Highland Township agrees with the recommendation to accept the reorganization plan and release the claims against Endo.

**NOW, THEREFORE BE IT RESOLVED:** Highland Township accepts the Chapter 11 bankruptcy reorganization plan and release of claims against Endo International plc and authorizes the actions of the Supervisor to cast a ballot accepting the plan, which vote was required by February 22, 2024.

**BE IT FURHTER RESOLVED:** Highland Township authorizes the Supervisor to take the necessary steps to accept additional bankruptcy reorganization plans for companies that have been sued for their role in the opioid crisis and sought bankruptcy protection to reorganize the company and provide funds to those impacted by their actions.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

**RESOLUTION DECLARED APPROVED**

\_\_\_\_\_  
**Rick A. Hamill, Supervisor**

\_\_\_\_\_  
**Tami Flowers MiPMC, Clerk**

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF OAKLAND    )

I hereby certify this to be a true and complete copy of this Resolution duly adopted at a regular meeting of the Township Board held on the 4th day of March 2024.

\_\_\_\_\_  
Tami Flowers, MiPMC  
Highland Township Clerk



# Memorandum

To: Board of Trustees  
From: Rick A. Hamill, Supervisor  
Date: February 27, 2024  
Re: Fee Resolution

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Staff have proposed minor changes to the fee resolution.

Planning and Zoning requests greater discretion in establishing the initial escrow deposit for minor projects. They note that many projects are closed out with the entire initial escrow deposit returned. Staff can typically anticipate which projects are unlikely to generate 3<sup>rd</sup> party input.

Assessing has surveyed surrounding communities regarding the fee for combining parcels of record into a new parcel. Our current fee of \$15 is not based on any true cost. Other communities charge anywhere from \$50 to \$250 for the same service. Staff proposes a fee of \$75, which would at least cover the few hours of effort expended for a simple transaction.

The Fire Chiefs in Oakland County have agreed to use the published FEMA rates for equipment and apparatus used in an emergency response. By referring to the annually published document, it would negate the need for frequent fee resolution changes.

The deposit for the Township Auditorium has been removed since we no longer rent the auditorium to the public.





**RESOLUTION 24-05  
FEE SCHEDULE**

At a regular meeting of the Charter Township of Highland Board of Trustees, Oakland County, Michigan, held in the Township Hall on March 4, 2024 at 6:30 p.m.

Present:

Absent:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**WHEREAS**, the Board of Trustees is authorized by various Ordinances of the Township of Highland to establish a Fee Schedule; and

**WHEREAS**, it is necessary that an appropriate Fee Schedule be established sufficient to defray expenses that may be incurred by the Township in connection with consideration of the various applications and permits;

**NOW THEREFORE**, the Board of Trustees of the Charter Township of Highland, Oakland County does hereby establish the following Fee Schedule for various applications as regulated under the General Code of Ordinances:

**SECTION 1: FEES FOR BUILDING PERMITS**

In general, the cost of building permits is established to cover the costs of administration, plan review, and inspection.

1.) **PLAN REVIEW**

a) For residential construction (including construction of new homes, additions, alterations, repairs, garages, and accessory structures) the following fees apply:

New residential home	\$62.00
Other projects (garages, remodels, etc.)	\$27.00

b) For commercial and industrial construction:

Projects up to 1000 sq. ft.	\$116.00
1001 to 4000 sq. ft.	\$171.00
4001 to 10,000 sq. ft.	\$235.00
10,001 sq. ft and over	\$232.00

plus \$9.00 for each additional 1000 sq. ft.

c) Plan review fees are to be paid at the time of issuance of a permit. If the plans are altered and resubmitted after review is initiated, the Building Official may charge an additional plan review fee.

2) BUILDING PERMIT FEES

a) The cost of a permit for a new building or structure, in-ground swimming pool, addition, alteration or remodel of an existing building or structure shall be related to the probable cost of the improvement, as established by the Building Official. For new construction, the Building Official shall calculate the probable cost of the improvement based on current Building Valuation Data published biannually by the International Code Council. For alterations, repairs or demolitions, the Building Official may request the applicant provide documentation of probable costs, such as a detailed contractor’s estimate or detailed list of materials and costs for work to be completed by the homeowner.

b) Once the probable cost of the improvement is established by the Building Official, the cost of the building permit is established by entering the Building Department Fee Schedule (Attachment A).

c) Permit deposits are required, based on the probable cost of construction as follows:

\$0 to \$10,000	\$125.00
\$10,001 to \$25,000	\$250.00
\$25,001 to \$100,000	\$500.00
Over \$100,000	0.5% of probable cost of improvements

d) The permit fees and deposits for other activities requiring building permits are as follows:

TYPE OF APPLICATION	FEE	DEPOSIT
<b>BUILDING PERMITS</b>		
Temporary Sign	\$40	
Permanent Sign	\$100	
Permanent Sign with footing	\$160	
Agricultural Sign	\$40	
Fence Permits	\$61	\$125
Mobile Home Installation	\$173	\$250
Demolition Permits	\$135	\$500
Swimming Pool, Hot Tub, Spa—Above Ground	\$81	\$125
<b>LAND USE PERMIT</b>		
Land Use Permit (for accessory structures < 200 sq. ft. which are exempt from a building permit but must comply with building code).	\$61	\$125

e) Permit fees for specialized trades (mechanical, electrical and plumbing) are based on the anticipated number of units of work included in the project. (Attachment B through D).

3) OTHER

a) **Application Fee.** Each application for building permit shall be accompanied by a non-refundable fee of \$27 or that equal to the review fee for that project, whichever is greater. This amount shall be deducted from the calculated plan review and permit fees payable at the time of permit issuance.

b) **Contractor's Registration Fee.** Each contracting business that works in Highland Township must register with the Building Department. This includes builders, plumbers, HVAC contractors, electricians, mobile home installers, and sign installers. Registration requires providing a copy of a valid license issued by the State of Michigan for each trade and a copy of a valid driver's license plus payment of a \$15.00 fee for each category. Each registration is valid for the duration of the contractor's current license.

c) **Penalty for work completed prior to obtaining permits.** The Building Official may levy double fees for work completed prior to issuance of a permit.

d) **Re-inspection fees.** The fee for re-inspection of work or for additional inspections required due to plan changes after permit issuance is \$60.00 per inspection for first occurrence and \$120 for re-inspection of subsequent occurrences of same issue.

e) **Refund policy.** If an applicant requests cancellation of a permit prior to commencement of work, the Building Official may authorize the release of a portion of monies collected in accordance with the following:

- i) Requests for refunds must be made within one (1) year from the date of issuance of the permit.
- ii) No portion of the plan review fees will be refunded after the plans have been examined.
- iii) An administrative fee equal to twenty percent (20%) of the building permit fee will be retained by the township to compensate for administrative services.
- iv). The cost of inspections completed prior to the refund request shall be retained by the township
- v) The decision of the Building Official as to the amount of a refund awarded to an applicant may be appealed to the (Supervisor/Board) whose decision shall be final.

**SECTION 2: FEES FOR ZONING ACTIVITIES**

In general, the cost involved with zoning and land use activities is established to cover the costs of administration and public notices. The escrow deposit is established to cover the cost of consultants and professionals whose services may be required in the review and approval process of land use activities.

TYPE OF APPLICATION	FEE	INITIAL ESCROW DEPOSIT
Rezoning	\$750	--
Rezoning -- conditional	\$850	\$2,500
Use Requiring Special Approval	\$500	\$2,500
Use Requiring Special Approval Wireless Comm. *		
Site Specific Relief	\$850	\$2,500
Variance	\$275	--
Interpretation of Zoning Ordinance by ZBA	\$125	--
Administrative Appeal to ZBA	\$125	--
Site Plan/Sketch Plan (non-residential)	\$750	\$2,500
Modification of Approved Site Plan for projects involving building expansions greater than 1000 square feet and impacting site improvements (parking, utilities, landscaping, etc.)	\$375	\$1,250
Modification of Approved Site Plan for projects involving building expansions representing "infill" of footprint or with no significant impact to site improvements.	\$100	--
Site Plan (multiple family residential)	\$750	\$2,500
Single Family Residential Condominium Plan	\$600 + \$30/unit	\$2,500
Single Family Residential Subdivision Plat	\$600 + \$30/unit	\$2,500
Manufactured Homes located outside Manufactured Home Park	\$250	--
Highland Station Sign or Façade only review	\$100	--
Plot Plans requiring Administrative Approval (e.g. temporary uses, cell towers)	\$100	--
Plot Plans requiring Planning Commission Approval (e.g. temporary uses and Class "B" Farm Markets)	\$100	--
Zoning Land Use permit for occupation of space within existing commercial or industrial building with approved site plan on file	No charge	--
Private Road	\$250	\$2,500
Land Division or Division/Combination	\$250	--
Combination of existing tax parcels	<del>\$750</del>	--

\*Fee limited per MZEA

Fee entitles applicant to present project to approving body on two occasions (preliminary review and final approval). Any plan modification requiring additional appearance before approving body may be assessed an additional fee equivalent to 20% of the original fee.

Zoning Administrator may reduce or defer initial escrow deposit ~~by up to 50 percent~~ if it is anticipated that expenses will be less than that of the otherwise required deposit.

For Uses Requiring Special Approval, the fee covers the process for use approval only. Where Site Plan Approval is required for proposed site improvements, those fees will also be assessed. As an example, a



Residential Cluster Development providing less than 50% open space would be assessed the Special Use Fee plus the appropriate site condominium plan or subdivision plat review fees.

### SECTION 3: OTHER PERMIT, FACILITY AND MATERIAL FEES

#### 1) PERMITS

For permits issued by the Township Clerk or Board of Trustees, a permit fee of \$100 is established. This applies to permits such as solicitor's permit, ice cream trucks and nuisance exception permits. Please note the \$100 permit fee is for 4 maximum solicitors. If you have more than 4 solicitors, there will be an additional fee of \$10 for each person. Currently, there is no fee for an open burning permit.

#### 2) USE OF TOWNSHIP-OWNED FACILITIES

Use of township-owned facilities ~~such as the parks or auditorium~~ is subject to rental fees and/or security deposits as follows:

<del>Township Auditorium</del>	<del>\$50 security deposit</del>
Township Parks (pavilion and bathroom facilities)	\$50 per use plus \$100 security deposit

#### 3) CEMETERY

Purchase of burial rights for available gravesite by Township resident	\$500
Purchase of burial rights for available gravesite by non-resident	\$1,000
Transfer Fee for Deed to burial rights (per grave) to Township resident	\$20
Transfer Fee for Deed to burial rights (per grave) to non-resident	\$500

#### 4) ADMINISTRATIVE SERVICES AND MATERIALS

Other fees for common services and materials are outlined in Attachment E.

### SECTION 4: FIRE DEPARTMENT FEE SCHEDULE

The Charter Township of Highland Fire Department will attempt to provide a completion of plan review within 12 working days. If an accelerated plan review is desired, the following additional charges apply:

- 6 working day turnaround - Additional 50% surcharge
- 2 working day turnaround (prior notice must be given) - Additional 150% surcharge\*

1.) REVIEW FEES

Initial Fire Department Site Plan, 1 follow-up plan review, and our attendance at any necessary four (4) plan review staff meetings	\$400
Additional follow-up site plans (for corrections / additions)	\$50/hr.
Fire Alarm System Plan Review (panels, detection, control, and activation devices)	See Subsection 3
Suppression system plan review	See Subsection 4
Review Special Meeting; Attendance	\$50/hr.

2.) INSPECTION FEES

Circus, Fairs, and Carnivals - Stand by	Billed based on use
Fire Alarm / Fire Pump System Test	\$100
Fire watch	Billed based on use
Fireworks Show / Inspection / Permit / Standby	\$500
Fireworks Show / Display - Standby	Billed based on use
Kitchen Cooking System Inspection	See Subsection 5
Business Inspection; General (first inspection free; second free if items are corrected) Third inspection charged as below:	\$0
Re-Inspection; General- Assembly Occupancy <10,000 sq. ft.	\$250
Re-Inspection; General -Assembly Occupancy >10,000 sq. ft.	\$300
Re-Inspection; General- High Hazard	\$300
Re-Inspection; General-Institutional	\$200
Re-Inspection; General- Mercantile & all others	\$100
Re-Inspection; General- Restaurant	\$200
Occupant Load Review, Calculations, and Posting	\$150
Occupant Load re-posting requests	\$100
Prescribed Burn Permits	\$100
Public Assembly- Special Event Usage	\$100
Smoke Detector Test	\$100
Sprinkler System Hydrostatic Flush (witnessed) .	\$100
Sprinkler System Hydrostatic Test (witnessed)	\$200
Violation – Exit / Egress Doors Blocked	\$200/each
Violation- Overcrowding; exceed occupant load	\$500
Violation – Fire or life safety systems and equipment not maintained	\$100
Violation -Failure to submit plans and/or obtain permit	\$100

3) FIRE ALARM SYSTEMS

**Fire Alarm Systems Plan Review (shop drawings)**

1 - 11 Fire Alarm Devices	\$255
12 - 45 Fire Alarm devices	\$375
46 - 75 Fire Alarm devices	\$495
76 - 100 Fire Alarm devices	\$625
101 - 125 Fire Alarm devices	\$745
126 – 150	\$870
Over 150 Fire Alarm Devices	\$870 plus \$1.30 per device over 150

4) FIRE SUPPRESSION SYSTEMS

**Hydraulically Designed Sprinkler Systems-NFPA 13(Wet, Dry,)**

Number of Sprinklers	Plan Review Cost
1-15	\$255
16-45	\$395
46-100	\$530
101-200	\$655
201-300	\$775
301-400	\$905
401-500	\$1020
Over 500	\$1020.00 Plus \$0.92 for each sprinkler over 500

5) SPECIAL INSPECTIONS

**Special Hazard Fire Suppression Systems**

West Chemical, Kitchen Hood Fire Suppression Systems:

Number of Systems	Plan Review Cost
1.0	\$380.00
2.0	\$505.00
Greater Than 3.0	\$505.00 Plus \$100.00 for every system over two

6) COST RECOVERY

*Cost Recovery HRLY (Personnel)*

Chief	\$50.00
Fire Marshal	\$45.00
Capt. FT 24hr	\$40.00
FF/Medic FT	\$35.00
POC Staff	\$30.00

Cost recovery for equipment will be based on the Schedule of Equipment Rates published annually by the Federal Emergency Management Agency (FEMA) 44CFRi206.228 Allowable Costs.

~~*Cost Recovery HRLY (Non-personnel)*~~

<del>Engine</del>	<del>\$500.00</del>
<del>Tanker</del>	<del>\$500.00</del>
<del>Ambulance BLS</del>	<del>\$250.00</del>
<del>Ambulance ALS</del>	<del>\$350.00</del>
<del>Command</del>	<del>\$100.00</del>

Cost Recovery Administrative FINE/FEE  
Structure Fire \$500.00  
Grass Fire \$500.00  
[Motor Vehicle Accident without extrication \\$200](#)  
[Motor Vehicle Accident with extrication \\$300](#)

Supplies as Received

**SECTION 5: FEE SCHEDULE FOR RESIDENTIAL RENTAL CERTIFICATION**

- 1.) **REGISTRATION FEE**  
The Registration fee is to be paid within 30 days of establishment of any new residential rental unit.  
\$10.00 per building plus \$2.00 for each dwelling unit within the building.
- 2.) **ANNUAL OPERATION FEES FOR THREE-YEARS**  
\$150.00 per Rental Unit in Building for first 2 Rental Units  
\*\*25.00 for each additional unit in Building.

If the actual cost incurred by Highland Township in performing the required Rental Certification Inspections for any individual building exceeds the amount generated by the Annual Operating Fee the Township will invoice the property owner of the individual building for those additional costs.

- 3.) **INSPECTION FEES**

No Entry - Inspection Fee	\$ 50.00
Re-inspection Fee	\$ 70.00
Non-Compliance	\$500.00

**SECTION 6: EFFECTIVE DATE**

This fee resolution shall take effect immediately.

This resolution passed this 6<sup>th</sup> day of March, 2024 at a regular meeting of the Charter Township of Highland Board. The following vote was taken of the foregoing resolution:

Yeas:  
Nays:  
Abstain:

**RESOLUTION DECLARED ADOPTED**

\_\_\_\_\_  
Rick A. Hamill  
Township Supervisor

\_\_\_\_\_  
Tami Flowers, MiPMC  
Township Clerk

**Attachment A - BUILDING DEPARTMENT FEE SCHEDULE**

Value		Approx Fee	Value		Approx Fee				
Up to	--	\$1000	\$	53.00					
1001	--	2000	\$	58.00	50,001	--	\$51,000	\$	308.00
2001	--	3000	\$	63.00	51,001	--	52,000	\$	314.00
3001	--	4000	\$	68.00	52,001	--	53,000	\$	319.00
4001	--	5000	\$	73.00	53,001	--	54,000	\$	324.00
5001	--	6000	\$	79.00	54,001	--	55,000	\$	329.00
6001	--	7000	\$	84.00	55,001	--	56,000	\$	334.00
7001	--	8000	\$	89.00	56,001	--	57,000	\$	339.00
8001	--	9000	\$	94.00	57,001	--	58,000	\$	344.00
9001	--	10,000	\$	99.00	58,001	--	59,000	\$	349.00
10,001	--	11,000	\$	104.00	59,001	--	60,000	\$	354.00
11,001	--	12,000	\$	109.00	60,001	--	61,000	\$	360.00
12,001	--	13,000	\$	114.00	61,001	--	62,000	\$	365.00
13,001	--	14,000	\$	119.00	62,001	--	63,000	\$	370.00
14,001	--	15,000	\$	125.00	63,001	--	64,000	\$	375.00
15,001	--	16,000	\$	130.00	64,001	--	65,000	\$	380.00
16,001	--	17,000	\$	135.00	65,001	--	66,000	\$	385.00
17,001	--	18,000	\$	140.00	66,001	--	67,000	\$	390.00
18,001	--	19,000	\$	145.00	67,001	--	68,000	\$	395.00
19,001	--	20,000	\$	150.00	68,001	--	69,000	\$	400.00
20,001	--	21,000	\$	155.00	69,001	--	70,000	\$	406.00
21,001	--	22,000	\$	160.00	70,001	--	71,000	\$	411.00
22,001	--	23,000	\$	165.00	71,001	--	72,000	\$	416.00
23,001	--	24,000	\$	171.00	72,001	--	73,000	\$	421.00
24,001	--	25,000	\$	176.00	73,001	--	74,000	\$	426.00
25,001	--	26,000	\$	181.00	74,001	--	75,000	\$	431.00
26,001	--	27,000	\$	186.00	75,001	--	76,000	\$	436.00
27,001	--	28,000	\$	191.00	76,001	--	77,000	\$	441.00
28,001	--	29,000	\$	196.00	77,001	--	78,000	\$	446.00
29,001	--	30,000	\$	201.00	78,001	--	79,000	\$	451.00
30,001	--	31,000	\$	206.00	79,001	--	80,000	\$	457.00
31,001	--	32,000	\$	211.00	80,001	--	81,000	\$	462.00
32,001	--	33,000	\$	217.00	81,001	--	82,000	\$	467.00
33,001	--	34,000	\$	222.00	82,001	--	83,000	\$	472.00
34,001	--	35,000	\$	227.00	83,001	--	84,000	\$	477.00
35,001	--	36,000	\$	232.00	84,001	--	85,000	\$	482.00
36,001	--	37,000	\$	237.00	85,001	--	86,000	\$	487.00
37,001	--	38,000	\$	242.00	86,001	--	87,000	\$	492.00
38,001	--	39,000	\$	247.00	87,001	--	88,000	\$	497.00
39,001	--	40,000	\$	252.00	88,001	--	89,000	\$	503.00
40,001	--	41,000	\$	257.00	89,001	--	90,000	\$	508.00
41,001	--	42,000	\$	262.00	90,001	--	91,000	\$	513.00
42,001	--	43,000	\$	268.00	91,001	--	92,000	\$	518.00
43,001	--	44,000	\$	273.00	92,001	--	93,000	\$	523.00
44,001	--	45,000	\$	278.00	93,001	--	94,000	\$	528.00
45,001	--	46,000	\$	283.00	94,001	--	95,000	\$	533.00
45,001	--	47,000	\$	288.00	95,001	--	96,000	\$	538.00
47,001	--	48,000	\$	293.00	96,001	--	97,000	\$	543.00
48,001	--	49,000	\$	298.00	97,001	--	98,000	\$	549.00
49,001	--	50,000	\$	303.00	98,001	--	99,000	\$	554.00
					99,001	--	100,000	\$	559.00

Add \$5.02 for each additional \$1,000.00 or fraction thereof.

ATTACHMENT B  
Electrical Permit Fees

	Price Each	Circle Each Item Needed	Price Each
Air Conditioner	\$7.00	Misc. / Steam Shower / EVCS	\$7.00
Alarm System (Fire / Burglar)	\$38.00	Mobile Home ( <i>includes one inspection</i> )	\$87.00
Circuit Breakers/120V	\$5.00	Motors	\$ Varies
Dishwasher	\$7.00	Power Outlet/2pole (220V)	\$19.00
Disposal	\$7.00	Pump - Grinder	\$7.00
Dryer	\$7.00	Pump – Sump	\$7.00
Electric Heat	\$ Varies	Pump - Well	\$7.00
Feeder / Busduct	\$ Varies	Range / Elevator	\$7.00
Furnace	\$7.00	<b>Registration</b> (contractor only)	\$15.00
Garage Door Opener	\$7.00	Service Size up to 200 amps	\$ Varies
Generator	\$ Varies	Service Size over 200 amps	\$ Varies
Geothermal	\$19.00	Sign circuit/connection	\$20.00
HVAC Unit (commercial)	\$25.00	Smoke Detector	\$7.00
<b>Inspections</b>	\$45.00	Swimming Pool	\$7.00
<b>Inspection-Underground</b> (separate from rough)	\$45.00	Transformers	\$ Varies
Light Fixtures	\$ Varies	Water Heater	\$7.00

Electric Heat: 1 unit = \$16.00; 2 units = \$22.00; 3 units = \$27.00; 4 units = \$31.00; 5 units = \$38.00; 6 units = \$41.00, over 6 units ask Dept.

Feeder/Busduct: up to 100ft = \$16.00; up to 200ft = \$23.00; up to 300ft = \$30.00, Up to 400ft = \$36.00, up to 500' = \$43.00, over 600' ask Dept

Generator (KW): up to 10KW = \$29.00; up to 20KW = \$39.00, up to 30KW = \$47.00, up to 40KW = \$57.00, up to 50 KW = \$66.00, over 50 KW ask Dept

Light Fixtures: 1-26 = \$12.00; 27-51 = \$18.00; 52-76 = \$24.00; above 76 call Bldg Dept

Motors (Horsepower): up to 10hp = \$11.00; up to 50hp = \$19.00; over 50hp = \$29.00

Service Size **up to** 200amps: up to 100 amps = \$29.00; up to 200 amps = \$39.00

Service Size **over** 200amps: up to 300amps = \$50.00; up to 400amps = \$62.00, up to 500amps = \$74.00; up to 600 amps = \$83.00, over 600 amps call Dept

Transformers (KV): 7.25KV = \$12.00; 37.5KV = \$19.00; up to 75KV = \$29.00, over 75KV call Dept

ATTACHMENT C

Mechanical Permit Fees

<b>Item Needed</b>	<b>Each</b>	<b>Item Needed</b>	<b>Each</b>
AC - Two-piece	\$57.00	Heat pump	\$47.00
Air Cleaner	\$10.00	Heater Unit	\$47.00
Air Handling (Comm)	\$60.00	Humidifier	\$10.00
Bath Fan	\$7.00	Incinerator	\$47.00
Boilers	\$57.00	Inspections	\$45.00 ea
Chimney	\$10.00	Inspections (Underground)	\$45.00
Damper Fire	\$10.00	Misc. (Nonstandard Item)	\$7.00
Damper Vent	\$10.00	Mobile Home (incl. 1 inspection)	\$87.00
Ductwork/Baseboard	\$38.00	Range/oven	\$7.00
Fire Suppression	\$37.00	Refrigeration Unit	\$38.00
Fireplace (Gas)	\$57.00	Solar Array/Panels	\$47.00
Fireplace (Solid Fuel)	47.00	Sprinkler Head	\$2.00
Furnace	\$57.00	Tank	\$10.00
Gas Line	\$39.00	Vent/Exhaust Fan (Res)	\$10.00
Gas Pressure Test	\$45.00	Vent/Exhaust Fan (Comm)	\$29.00
Generator	\$39.00	Water Heater	\$47.00
Geothermal	\$47.00	Wood Stove	\$47.00

**ATTACHMENT D**

**Plumbing Permit Fees**

<b>Item Needed</b>	<b>Each</b>	<b>Item Needed</b>	<b>Each</b>
Backflow Prev / Vac. Breaker	\$7.00	Mobile Home (incl 1 inspection)	\$77.00
Bathroom Sinks / Lavatories	\$7.00	Pool	\$67.00
Bathtub	\$7.00	Pump	\$10.00
Dishwasher	\$10.00	<b>Registration</b> (contractor only)	\$15.00
Drain Floor/Basement	\$5.00	Septic Connection	\$19.00
Drain Foundation	\$15.00	Sewage Ejector	\$10.00
Drain Storm	\$19.00	Shower Trap	\$7.00
Drinking Fountain	\$5.00	Sinks (non lavatories)	\$7.00
Garbage Grinder	\$10.00	Stack	\$7.00
Hose Connection	\$5.00	Sump	\$7.00
Humidifier	\$5.00	Toilet / Water Closet	\$7.00
<b>Inspections</b>	\$45.00	Urinal	\$7.00
<b>Inspection (Showerpan)</b>	\$45.00	Water Distribution)	<sup>3</sup> / <sub>4</sub> " \$15.00 1" \$20.00
<b>Inspection-Underground</b> (separate from rough)	\$45.00	Washing Machine	\$10.00
Insta Hot	\$5.00	Water Heater	\$47.00
Laundry Tray	\$5.00	Water Service	\$38.00
Manhole / Catch Basin	\$10.00	Water Softener	\$10.00
Misc / Steamer Shower	\$5.00		



**ATTACHMENT E**

**FEES FOR COMMONLY REQUESTED SERVICES AND MATERIALS**

<b>Election Materials</b>	
Precinct Map -Poster Size (22" by 34")	\$10.00
Precinct Map -Letter Size (8.5" by 11")	\$1.00
Disc with voter database	\$35.00
Mailing labels from voter database	\$1.25 per sheet
<b>Copies</b>	
Audio CD recordings of meetings	\$5.00 each
Data Discs (CD copies of documents or files)	\$5.00 each
Paper copies letter size (8-1/2" by 11") legal or tabloid size (8-1/2" by 14" or 11" by 17")	\$0.10 per page \$0.10 per page
Aerial photos from GIS system (letter to tabloid size) (poster size)	\$2.00 \$5.00
Special copies that must be prepared by service providers outside of the township office due to size, color requirements or other complexities will be invoiced at cost. A small fee for staff time may be added to the invoice. A deposit will be required to cover anticipated costs	\$10.00 base charge (for set up) PLUS \$3.50 per page for copies (orders over 20 pages additional fees may apply) OR \$5.00 for a flash drive AND \$2.00 per scanned page
<b>Publications</b>	
Master Plan or subarea studies	\$15.00 each
Zoning or Master Plan Maps (tabloid size)	\$5.00
Township Street Maps	\$5.00
<b>FOIA Requests (Freedom of Information Request)</b>	
Materials assembled and copies in response to a FOIA request will be invoiced as described above, plus charges for staff time. A 50% deposit may be required to cover anticipated costs	Varies



## Charter Township of Highland - Fire Department

1600 W. Highland Rd.  
Highland, MI 48357  
(248)887-9050

TO: Highland Township Board  
FROM: Nick George, Fire Chief  
SUBJECT: Hazard Mitigation Plan  
DATE: 02/27/24

Oakland County has requested that all municipalities adopt a resolution on the Oakland County Multi-Jurisdictional Hazard Mitigation Plan. Adopting this resolution will aid in mutual aid between jurisdictions, cost recovery, and grants if I am informed correctly. Our community has been included in this plan for as long as I have been on the department.

Here is the link to the plan:

<https://www.oakgov.com/home/showpublisheddocument/19847/638362558661900000>

Thank you!



**Resolution 24-06 Authorizing the Adoption of the Oakland County  
Multi-Jurisdictional Hazard Mitigation Plan**

**WHEREAS**, the mission of Oakland County and the participating jurisdiction of Highland Township include the charge to protect the health, safety, and the general welfare of the people of the County and municipalities; and

**WHEREAS**, Oakland County, Michigan, is subject to flooding, tornadoes, winter storms, and other natural, technological, and human-caused hazards; and

**WHEREAS**, pro-active mitigation of known hazards before and after a disaster event can reduce or eliminate long-term risk to life and property; and

**WHEREAS**, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

**WHEREAS** to remain eligible to receive mitigation monies, Oakland County prepared a Hazard Mitigation Plan (the "PLAN") for the County and all communities in the County; and

**WHEREAS**, Oakland County and the Highland Township have participated in and completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of hazards, develops a mitigation strategy consistent with a set of uniform goals, and creates a plan for implementing, evaluating and revising this strategy;

**NOW THEREFORE BE IT RESOLVED** that Highland Township:

- 1.) Adopts in its entirety the Oakland County Multi-Jurisdictional Hazard Mitigation Plan (Plan), and specifically Volume II of the Plan as it pertains to this jurisdiction.
- 2.) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3.) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4.) Will continue its support of the Hazard Mitigation Steering Committee and continue to participate in the planning partnership as described by the Plan.
- 5.) Will help to promote and support the mitigation successes of all planning partners.

This resolution passed with the following vote:

Yeas: Hamill, Flowers, Frederick, Cooper, Howe, Lewis, and Salvia  
Nays: None  
Abstain: None

**RESOLUTION DECLARED APPROVED**

---

Rick A. Hamill, Supervisor

---

Tami Flowers MiPMC, Clerk

I, Tami Flowers, the duly elected Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the above is a true copy of a resolution adopted by the Township Board at a regular meeting held on March 4, 2024 at which time a quorum was present.

---

Tami Flowers MiPMC, Clerk



## 2024 INSIDE|OUT Installation Agreement Highland Township

This letter of agreement will confirm the participating site owner and DIA's commitment to the conditions of installation.

- a) A full-sized, framed reproduction of a work from the DIA's permanent collection will be produced at the museum's expense, using materials that are weatherproof and lightfast. Installation onto buildings will be performed by a licensed and insured sign contractor at the museum's expense, installation onto free-standing signposts will be performed by DIA staff.
- b) Installations by sign contractor onto buildings will require anchoring the reproduction substrate with appropriate hardware. De-installation will also be performed by the same contractor and includes remediation of mounting holes with materials specified by the site owner in this agreement. The de-installed reproduction will remain the property of the DIA.
- c) Commercial general liability insurance during the exhibition period will be covered by DIA underwriter (Lyman and Sheets Insurance Agency) with limits of \$1,000,000. each occurrence and \$2,000,000 annual aggregate.
- d) In the event of theft or vandalism, as budget allows, the DIA will replace or remove the reproduction at the museum's expense. Replacement will require approximately fourteen days from request to reinstallation. If for any reason the owner or municipality requests removal before the date specified in this agreement, the DIA will comply within five days, at the museum's expense.

Cities and businesses involved in the project will be featured on a map on the DIA's website ([www.dia.org](http://www.dia.org)). They will also be connected to the DIA through our social networks, including our Facebook, Flickr and Twitter accounts. The project will receive recognition through our newsletter and various printed and electronic communications.

The duration of installation is approximately from May through October, although individual installation/de-installation dates may vary based on owner's arrangements with DIA site manager.

## **Installation Information**

**Host Site: Highland Township Public  
Library**

**Owner Name:**

**Site Address:**

**Contact Telephone:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction: Love Flight of a Pink Candy Heart**

**Artist: Florine Stettheimer**

**Image size (in inches)\*: 60" x 40"**

**Locations:**

**Mount Type: Wall Mounted**

## **Signatures:**

\_\_\_\_\_  
Detroit Institute of Art's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Representative

\_\_\_\_\_  
Date

## **Installation Information**

**Host Site: Chill at the Mill**

**Owner Name:**

**Contact Telephone:**

**Site Address:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction: Animals in a Landscape**

**Artist: Franz Marc**

**Image size (in inches)\*: 43" x 38.75"**

**Locations:**

**Mount Type: Freestanding**

## **Signatures:**

---

Detroit Institute of Art's Representative

---

Date

---

Site Representative

---

Date

*\* Measurements above is the print size. Each image is framed. Frames add 2-4 inches to the perimeter of the images. Exact sizes can be given if requested.*

## **Installation Information**

**Host Site:** Colasantis Market

**Owner Name:**

**Contact Telephone:**

**Site Address:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction:** View of Le Crotoy from Upstream

**Artist:** Georges Seurat

**Image size (in inches)\*:** 27" x 33.5"

**Locations:**

**Mount Type:** Freestanding

## **Signatures:**

\_\_\_\_\_  
Detroit Institute of Art's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Representative

\_\_\_\_\_  
Date

*\* Measurements above is the print size. Each image is framed. Frames add 2-4 inches to the perimeter of the images. Exact sizes can be given if requested.*



## **Installation Information**

**Host Site: Veterans Park**

**Owner Name:**

**Contact Telephone:**

**Site Address:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction: Nocturne in Black and Falling Gold**

**Artist: James Abbott McNeill Whistler**

**Image size (in inches)\*: 24" x 18"**

**Locations:**

**Mount Type: Freestanding**

## **Signatures:**

\_\_\_\_\_  
Detroit Institute of Art's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Representative

\_\_\_\_\_  
Date

*\* Measurements above is the print size. Each image is framed. Frames add 2-4 inches to the perimeter of the images. Exact sizes can be given if requested.*

## **Installation Information**

**Host Site: Maher Feed/Sniffer Station  
Area**

**Owner Name:**

**Site Address:**

**Contact Telephone:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction: Solitude**

**Artist: Jean-Leon Gerome**

**Image size (in inches)\*: 14.375" x 24"**

**Locations:**

**Mount Type: Wall Mounted**

## **Signatures:**

---

Detroit Institute of Art's Representative

---

Date

---

Site Representative

---

Date

## **Installation Information**

**Host Site: Roscoe Smith /Historic Mobil  
Gas Station**

**Owner Name:**

**Site Address:**

**Contact Telephone:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction: Night Shift, Pontiac Assembly**

**Artist: Russ Marshall**

**Image size (in inches)\*: 44" x 32.571428571428569"**

**Locations:**

**Mount Type: Freestanding**

## **Signatures:**

---

Detroit Institute of Art's Representative

---

Date

---

Site Representative

---

Date

## **Installation Information**

**Host Site: Steeple Hall**

**Owner Name:**

**Contact Telephone:**

**Site Address:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction: Sunday Morning**

**Artist: Thomas Waterman Wood**

**Image size (in inches)\*: 19.75" x 15.75"**

**Locations:**

**Mount Type: Freestanding**

## **Signatures:**

---

Detroit Institute of Art's Representative

---

Date

---

Site Representative

---

Date

*\* Measurements above is the print size. Each image is framed. Frames add 2-4 inches to the perimeter of the images. Exact sizes can be given if requested.*

## **Installation Information**

**Host Site:** Highland Township Offices

**Owner Name:**

**Contact Telephone:**

**Site Address:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction:** Portrait of a Collagist

**Artist:** Vincent Van Gogh

**Image size (in inches)\*:** 24.25" x 19"

**Locations:**

**Mount Type:** Freestanding

## **Signatures:**

\_\_\_\_\_  
Detroit Institute of Art's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Representative

\_\_\_\_\_  
Date

*\* Measurements above is the print size. Each image is framed. Frames add 2-4 inches to the perimeter of the images. Exact sizes can be given if requested.*

## **Installation Information**

**Host Site:** To be determined

**Owner Name:**

**Contact Telephone:**

**Site Address:**

**Contact Email:**

## **Artwork Information**

**Title of Reproduction:** Girl and Laurel

**Artist:** Winslow Homer

**Image size (in inches)\*:** 22.5" x 15.75"

**Locations:**

**Mount Type:** Freestanding

## **Signatures:**

---

Detroit Institute of Art's Representative

---

Date

---

Site Representative

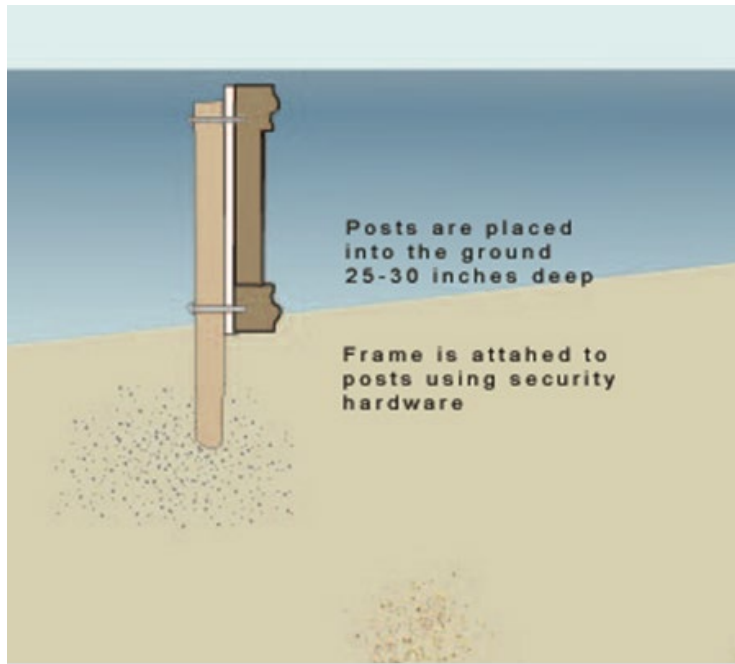
---

Date

*\* Measurements above is the print size. Each image is framed. Frames add 2-4 inches to the perimeter of the images. Exact sizes can be given if requested.*

## Free Standing Installation

All sites will need to be staked and reported to MISS DIG prior to installation. Free standing sites need 25-30 inches of inground depth. The frame will be mounted to posts driven into the ground and secured with specialty hardware.



## Wall Mounted Installation

The replicas are lightweight and will not require heavy installation hardware. Each location will be evaluated prior to installation and mounting hardware will be as minimal as possible. Reproductions will be mounted to walls using mortar screws and customized hardware fitted by the sign contractor. Holes are drilled into the mortar leaving the brick untouched. The mortar will be patched by the sign contractor when the reproduction is removed.

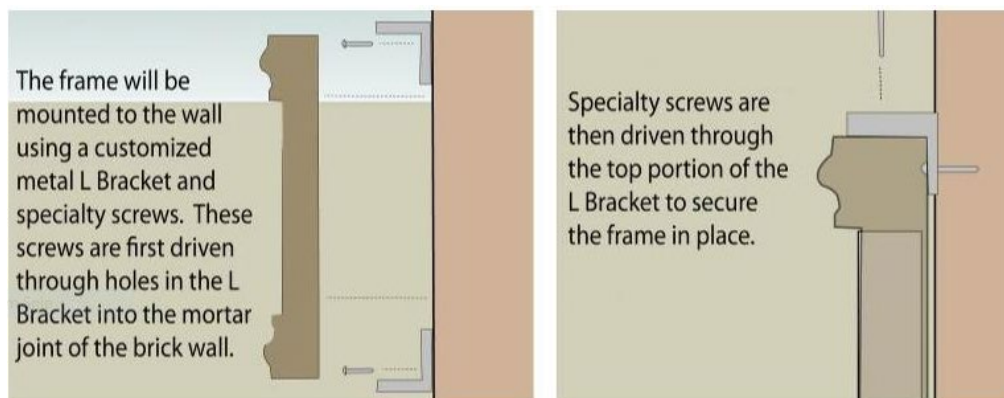



IMAGE	ARTIST	TITLE	Image Height (inches)	Image Width (inches)2	LOCATION NAME	CITY
	Winslow Homer	Girl and Laurel	22 1/2	15 3/4	TBD	Highland
	James Abbott McNeill Whistler	Nocturne in Black and Gold, the Falling Rocket	24	18	Veterans Park	Highland
	Vincent Van Gogh	Portrait of Postman Roulin	24 1/4	19	Highland Township Offices	Highland
	Georges Seurat	View of Le Crotoy from Upstream	27	33 1/2	Colasantis Market	Highland





Franz Marc

Animals in a  
Landscape

43

38 3/4

Chill at the Mill

Highland



Jean-Leon  
Gerome

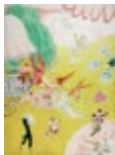
Solitude

14 3/8

24

Maher Feed/Sniffer Station Area

Highland



Florine  
Stettheimer

Love Flight of a  
Pink Candy Heart

60

40

Highland Township Public Library

Highland



Thomas  
Waterman  
Wood

Sunday Morning

19 3/4

15 3/4

Steeple Hall

Highland



Russ  
Marshall

Night Shift,  
Pontiac  
Assembly

44

32 4/7

Roscoe Smith /Historic Mobil Gas  
Station

Highland



# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: March 4, 2024  
Re: HDDA Appointment

---

I am writing to recommend the appointment of Taylor DeHann and Andy West to the Highland Downtown Development Authority Board.

The new term for the HDDA will be for four years and will begin March 5<sup>th</sup> 2024 and will expire January 1, 2028



**5b. Receive and File:**

Activity Center Director's Report – January 2024

Building Department Report – January 2024

Fire Department Report – January 2024

HAC Council Meeting Minutes – January 2024

HAC Council Treasurer's Report – January 2024

Financial Report – January 2024

Library Board Meeting Minutes – January 2024

Library Director's Report – January 2024

Sheriff's Department Report – January 2024

Treasurer's Report – January 2024



Highland Activity Center

Directors Activity Report

January Activity Report

Meeting: Tuesday, February 13, 2024 at 9:00am (Auditorium)

## Stats for January:6,559

### On Going

Soldiers Wish List

Wreaths Across America

### DAILY/NEW

Exercise with Matt \$\$\$.

Hula Hoop on Tuesday 11am & Thursdays at 7pm.

Free Balance class. On Tuesdays in February at 12:30.

Feb= Shoulder Health 2/27. Free.

Renewal Courses. Tuesday's at 10:00. Ongoing

Hearing tests and Hair Cuts 3/4 & 4/1, no fooling. (4+ people)

**36-40+ for Bingo every Mon & Wed**

**Chair massage-** 6+ every week

**Soldiers Wish list packing, ongoing. Second Thursday of March 14th & April 11th at 11am.**

### REMINDER!!

**Dinner & a Show 3-29. \$15 .**

**Doors open at 5:30**

**Dinner at 6PM**

**Presentation at 7PM**

**PLEASE SIGN UP TO HELP:**

**Fundraiser 1/22/24. \$450 in Revenues (30ppl)**

### FYI

#### New employees-

Sandy Blagg -weekend security and cleaning (float)

Mary Jeffery- Interim Administrative Assistant. Mary will be kept on as a seasonal employee.

Chari will be going to full time.

A second seasonal employee will be hired.

Linda has officially resigned.

### DONATIONS

**Unilock- \$500**

**Highland Activity Center Advisory Council Meeting Minutes**  
**Tuesday January 9<sup>th</sup>, 2024**

**CALL TO ORDER:**

The Highland Activity Center Advisory Council meeting was called to order by Terry Olexsy at 9:10 am on Tuesday January 9<sup>th</sup>, 2024.

**PRESENT:** Heidi Bey, Sue Anderson, Patti Janette, Jennifer Frederick, Chuck Sharpe, Dick Russell, Peter Werthmann, Steve Jagusch, Terry Olexsy & Ray Polidori

**ABSENT:** Carolyn Kress & Lisa Jagusch

**SECRETARY'S MINUTES:**

Motion to approve the Secretary's Minutes from December 12<sup>th</sup>, was made by Peter Werthmann, seconded by Chuck Sharpe, unanimously approved by all.

**TREASURERS'S REPORT:**

Motion to approve the Treasurer's Report from December 12<sup>th</sup>, was made by Patti Janette, seconded by Peter Werthmann, unanimously approved by all.

**DIRECTOR'S ACTIVITY REPORT:**

Business is Booming!! I can't wait to hear the results from our Dinner & a Show on January 22<sup>nd</sup>.

**UPCOMING EVENTS:**

Fundraising event to be held at Sparky's Restaurant, date to be determined

Shopping Day at Colasanti's Market proposed March 25<sup>th</sup>. 10% back to the center. Chuck Sharpe to report back.

**NEW BUSINESS:**

(DAR) Daughters of the Revolution.

June meeting to be held at Highland Rec on June 11<sup>th</sup>. Motion to accept the meeting change was made by Steve Jagusch, seconded by Peter Werthmann, unanimously approved by all.

**MOTION TO ADJOURN:**

Motion to adjourn the meeting was made at 10:04 am by Patti Janette, seconded by Peter Werthmann, unanimously approved by all.

Respectfully submitted,

*Patti*

Patti Janette Secretary,  
Highland Advisory Council

***#HIGHLAND KINDNESS***

**Highland Activity Center  
Advisory Board - Fund 702  
Financial Report  
January 31, 2024**

<i>Date</i>	<i>Source</i>	<i>Amount</i>	<i>Bank Balance</i>
<b>Starting Balance January 1, 2024</b>			<b>5,216.71</b>
<b>Revenues</b>			
	<i>Donations/Memorials</i>		
	<i>J. Perna</i>	39.50	
	<i>J. Lloyd</i>	45.00	
	<i>Unilock</i>	500.00	
	<i>Milford Food</i>	175.09	
	<i>Tickets/Party</i>	30.00	
	<i>Trips</i>	1,010.00	
	<i>Classes</i>	1,635.00	
<b>Total Revenues</b>		<b>3,434.59</b>	<b><u>8,651.30</u></b>
<b>Expenditures</b>			
	<i>Amazon</i>	18.99	
	<i>Gordon</i>	196.80	
	<i>WEX</i>	50.96	
	<i>Chase</i>	612.28	
<b>Total Expenditures</b>		<b>879.03</b>	<b><u>7,772.27</u></b>
	<b>Ending bank balance January 31, 2024</b>		<b><u><u>7,772.27</u></u></b>

**Submitted by  
Jennifer Frederick, Treasurer  
Highland Township**

February 29, 2024

*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
January 2024*



**HIGHLAND TOWNSHIP BUILDING DEPARTMENT/PERMIT ACTIVITY REPORT**

January 2024

TOTAL (forward)..... \$19,750

Additional fees:

Building.....	
Electric.....	\$45
Plumbing.....	\$203
Heating.....	\$345
Licenses & Misc Fees.....	\$18.50

sub total:

MONTH-END GRAND TOTAL REVENUE..... \$20,361.50

Total number of all Permits to date	This Year:	89
	Last Year:	167
Total number of all Electric, Plumbing, & Heating	This Year:	50
	Last Year:	122
Total number of Building permits to date:	This Year:	39
	Last Year:	45
Total number of New Single-Family Units:	This Year:	2
	Last Year:	0
Total number of Land Use Permits	This Year:	1
	Last Year:	3

Respectfully Submitted:

STEVE ITINO  
Building Official  
Ordinance Dept Supervisor

**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 1/1/2024 12:00:00 AM AND  
1/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Commercial, Renovations</b>					
PB24-0006	208 W HIGHLAND RD STE 100	Belfor Property Restoration	\$30000	\$347	
PB24-0017	2961 E HIGHLAND RD	WONG, SPENCER RYAN	\$300	\$79	
PB24-0019	1570 N MILFORD RD	IVERSON'S 1570 N MILFORD	\$150000	\$949	
<b>Commercial, Renovations</b>			\$180300	\$1375	3
<b>Deck</b>					
PB23-0492	831 JOSHUA DR	Mark Swiastyn	\$36000	\$254	
PB24-0016	2833 DEAN DR	RKL Construction	\$7600	\$127	
PB24-0027	3041 LAKEVIEW BLVD	Epley Custom Design	\$45000	\$314	
<b>Deck</b>			\$88600	\$695	3
<b>Electrical</b>					
PE24-0001	4061 WOODLAND DR	Colonial Heating & Cooling	\$0	\$54	
PE24-0002	3139 KATIE LN	Chief Electric	\$0	\$96	
PE24-0003	2230 E HIGHLAND RD	M & D Electric	\$0	\$175	
PE24-0004	3201 KELSEY CT	M & D Electric	\$0	\$197	
PE24-0005	144 S MILFORD RD	Winson Electric LTD	\$0	\$117	
PE24-0006	263 PRESTWICK TRL	McGrath Electric LLC	\$0	\$200	
PE24-0007	335 PRESTWICK TRL	McGrath Electric LLC	\$0	\$137	
PE24-0008	469 NAIRN CIR	State Electric Company	\$0	\$88	
PE24-0009	3432 TAGGETT LAKE DR	Lakeside Service Co Inc	\$0	\$59	
PE24-0010	1720 PETTIBONE LAKE RD	OVERBERG, MARK J	\$0	\$45	
PE24-0011	6030 Granite Ln	Lite Electric	\$0	\$87	
PE24-0012	3420 LAKEVIEW DR	Hartland Electric LLC	\$0	\$52	
PE24-0013	1720 PETTIBONE LAKE RD	OVERBERG, MARK J	\$0	\$107	
PE24-0014	5996 JADA DR	Hartland Electric LLC	\$0	\$52	
PE24-0015	349 NAIRN CIR	MURPHY, KARL	\$0	\$71	
PE24-0016	250 CENTERLANE DR	Randazzo Mechanical Htg & Cl	\$0	\$57	
PE24-0017	2560 PINE BLUFFS CT	Oak Electric Service Inc	\$0	\$147	
PE24-0018	688 Perthshire Ct	Dubs Electric	\$0	\$371	
PE24-0019	828 N MILFORD RD	Synergy Electric LLC	\$0	\$114	
PE24-0020	2280 ROWE RD	Matheson Heating & AC	\$0	\$64	
PE24-0021	1763 MELODY LN	Lakeside Service Co Inc	\$0	\$54	
PE24-0022	2600 WESTWIND DR	Colonial Heating & Cooling	\$0	\$54	

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 1/1/2024 12:00:00 AM AND  
1/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE24-0023	1124 ROWE RD	Contractors Group Electrical	\$0	\$140	
PE24-0024	2420 OVERBROOK	State Electic Company	\$0	\$66	
PE24-0025	268 W HIGHLAND RD	Aver Sign Company	\$0	\$70	
PE24-0026	268 W HIGHLAND RD	Aver Sign Company	\$0	\$70	
<b>Electrical</b>			\$0	\$2744	26
<b>Fence</b>					
PB24-0010	1800 LOCKWOOD DR	Paramount Fence Company	\$0	\$88	
<b>Fence</b>			\$0	\$88	1
<b>Fire/Water Damage Repair -- Resid</b>					
PB24-0013	3600 LOCH DR	KARNES, JULIE	\$4000	\$94	
<b>Fire/Water Damage Repair -- Resid</b>			\$4000	\$94	1
<b>Garage, attached</b>					
PB24-0005	3315 WHITE LAKE	RJ Hoffinan Management Inc	\$100000	\$575	
PB24-0021	2050 HORSESHOE DR	Inside out renovations	\$65000	\$415	
<b>Garage, attached</b>			\$165000	\$990	2
<b>Mechanical</b>					
PM24-0001	4061 WOODLAND DR	Colonial Heating & Cooling	\$0	\$102	
PM24-0002	3201 KELSEY CT	Advanced Temperature	\$0	\$84	
PM24-0003	3201 KELSEY CT	Dynamic HVAC Inc.	\$0	\$153	
PM24-0004	263 PRESTWICK TRL	American Heating and Cooling	\$0	\$168	
PM24-0005	335 PRESTWICK TRL	American Heating and Cooling	\$0	\$84	
PM24-0006	1025 WOODRUFF LAKE DR	Mulligan Heating	\$0	\$102	
PM24-0007	3432 TAGGETT LAKE DR	Lakeside Service Co Inc	\$0	\$92	
PM24-0008	1681 S LAKEVIEW LN	Dave Lamb Heating & AC Inc	\$0	\$185	
PM24-0009	183 BRIARWOOD DR	M A S Mechanical	\$0	\$290	
PM24-0010	2330 S Milford Road Ste 116	Nichols Heating & Cooling	\$0	\$83	
PM24-0011	250 CENTERLANE DR	Randazzo Mechanical Htg & Cl	\$0	\$102	
PM24-0012	2560 PINE BLUFFS CT	Oak Electric Service Inc	\$0	\$123	
PM24-0013	6660 N MILFORD RD	Fireclass LLC	\$0	\$231	
PM24-0014	101 EMMYLOU LN	Unlimited Heating and Air	\$0	\$281	
PM24-0015	1021 Marble Drive	Mobile & Modular Homes Inc	\$0	\$87	
PM24-0016	2280 ROWE RD	Matheson Heating & AC	\$0	\$169	

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

### Permit by Category with Details

Permit.DateIssued Between 1/1/2024 12:00:00 AM AND  
1/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM24-0017	1763 MELODY LN	Lakeside Service Co Inc	\$0	\$102	
PM24-0018	2600 WESTWIND DR	Colonial Heating & Cooling	\$0	\$102	
<b>Mechanical</b>			\$0	\$2540	18
<b>Miscellaneous</b>					
PB24-0014	232 Mac Laren Ct	Ultimate Care & Maintenance	\$2800	\$88	
PB24-0022	174 Birch Ave	Grand Blanc Concrete Construct	\$2500	\$101	
PB24-0023	53 Ash	Grand Blanc Concrete Construct	\$2500	\$86	
PB24-0024	137 OAK	Grand Blanc Concrete Construct	\$2500	\$86	
PB24-0025	116 Beech	Grand Blanc Concrete Construct	\$2500	\$86	
PB24-0026	11 Cedar Ave	Grand Blanc Concrete Construct	\$2500	\$86	
<b>Miscellaneous</b>			\$15300	\$533	6
<b>Permit Renewal</b>					
PB24-0007	3826 ORCHARD DR	FENWICK, KEITH	\$0	\$79	
PB24-0028	2215 PETTIBONE LAKE RD	HEYN, CHRISTOPHER	\$0	\$79	
<b>Permit Renewal</b>			\$0	\$158	2
<b>Plumbing</b>					
PP24-0001	5507 EAGLE RD	Tisdale Plumbing Co	\$0	\$92	
PP24-0002	800 LONE TREE RD	Tisdale Plumbing Co	\$0	\$92	
PP24-0003	3045 W Wardlow Rd	CK Mechanical	\$0	\$354	
PP24-0004	1652 WILDFLOWER LN	Adams Water Treatment, Inc	\$0	\$80	
PP24-0005	1021 Marble Drive	Mobile & Modular Homes Inc	\$0	\$77	
PP24-0006	1420 PETTIBONE LAKE RD	HEYN, JEFFREY	\$0	\$371	
<b>Plumbing</b>			\$0	\$1066	6
<b>Pole Barn</b>					
PB24-0015	3150 W WARDLOW RD	CNO Pole Barns	\$98000	\$580	
PB24-0029	3997 CLYDE RD	TESIC, TIHOMIR	\$44000	\$294	
<b>Pole Barn</b>			\$142000	\$874	2
<b>Res. Mobile Home</b>					
PMH24-0001	1021 Marble Drive	Mobile & Modular Homes Inc	\$0	\$200	
<b>Res. Mobile Home</b>			\$0	\$200	1

## HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 1/1/2024 12:00:00 AM AND  
1/31/2024 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Res. Renovations</b>					
PB24-0003	880 W LIVINGSTON RD	FLEISHMAN, ADAM	\$2000	\$84	
PB24-0004	1746 S HICKORY RIDGE RD	BADER INVESTMENTS, INC	\$1400	\$135	
PB24-0008	3150 W WARDLOW RD	Mr Roof	\$18500	\$172	
PB24-0009	5339 EAGLE RD	Smolyanov Home Improvement	\$23154	\$198	
PB24-0011	2306 ELKRIDGE CIR	Wallside Inc	\$25400	\$208	
PB24-0012	6085 FISH LAKE RD	Weathergard Window, Co., Inc.	\$5715	\$106	
PB24-0018	2050 HORSESHOE DR	SCHULTZ, MATTHEW E	\$78000	\$903	
PB24-0020	4021 N DUCK LAKE RD	Matthew Thomas Lee	\$60000	\$375	
<b>Res. Renovations</b>			\$214169	\$2181	8
<b>Res. Single Family</b>					
PB23-0484	1249 WIND VALLEY LN	Stone Hollow Properties & Dev	\$558180	\$2910	
PB24-0001	1261 Pine Ridge Dr. Bldg 8	CNB Construction Plus LLC	\$358000	\$1905	
<b>Res. Single Family</b>			\$916180	\$4815	2
<b>Signs</b>					
PS/F24-0001	290 N JOHN ST	Legend Sign Company	\$0	\$187	
PSG24-0001	290 N JOHN ST	Legend Sign Company	\$0	\$142	
PSG24-0002	784 N MILFORD RD	Werkz Direct	\$0	\$142	
PSG24-0003	268 W HIGHLAND RD	Aver Sign Company	\$0	\$127	
PSG24-0004	268 W HIGHLAND RD	Aver Sign Company	\$0	\$127	
PTS24-0001	724 W HIGHLAND RD	ASAP Events	\$0	\$82	
<b>Signs</b>			\$0	\$807	6
<b>Swimming Pools-Hot Tubs/Spas</b>					
PB24-0002	3980 BROADVIEW LN	Artistic Pools & Concrete	\$83000	\$490	
<b>Swimming Pools-Hot Tubs/Spas</b>			\$83000	\$490	1
<b>Zoning Land Use</b>					
PLU24-0002	3385 W Highland Rd	Powers Flowers - Temporary	\$0	\$100	
<b>Zoning Land Use</b>			\$0	\$100	1
<b>Totals</b>			<b>\$1808549</b>	<b>\$19750</b>	<b>89</b>

# CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

## MONTHLY REPORT



January-24

Last Year (2023)

This Year (2024)

### Cost of Firefighter's by Station

Station One	\$10,385.79	\$10,230.49
Station Two	\$12,795.24	\$6,264.98
Station Three	\$12,131.46	\$7,054.24
<b>Station Totals</b>	<b>\$35,312.49</b>	<b>\$23,549.71</b>

### Cost of Firefighter's Last Month

**\$90,659.91**

**\$98,673.17**

### Alarms through Current Month

142

163

### Total Alarms last Year

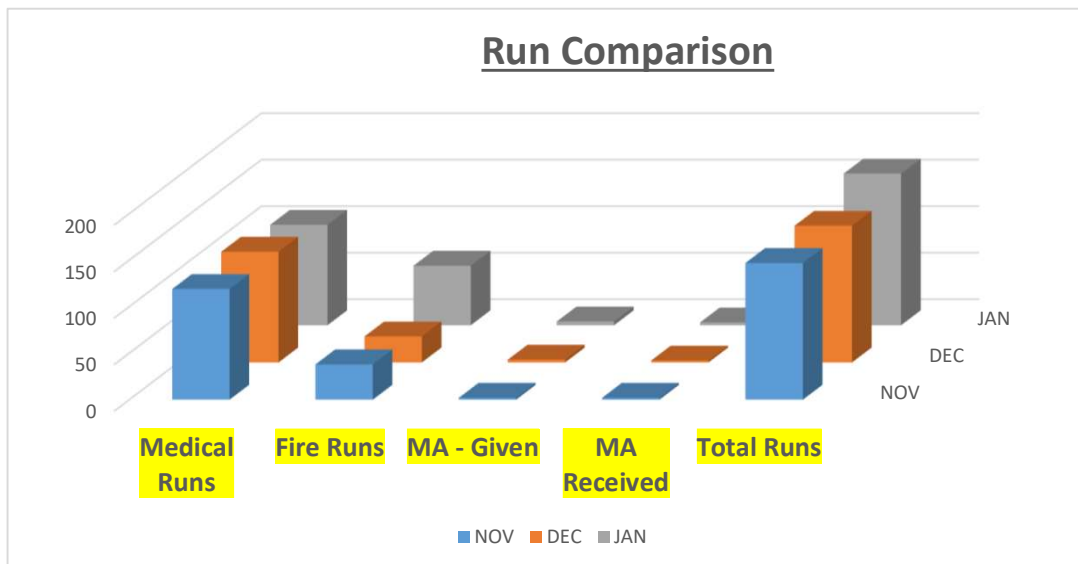
1731

Runs Ahead of Last Year

21

## STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$1,500,002.00	\$82,600.00
Amount Lost by Fire	\$406,002.00	\$1,100.00
Fire Loss	27%	1%
Average Personnel Per Run	7.16	
Medical Related Runs	112	108
Fire Related Runs	37	64
Mutual Aid - Given	1	4
Mutual Aid - Received	1	3
Total Runs	141	163
EMS Transports	85	75
Fire Staff Hours	4275.25	3120.75
Administration Staff Hours	476	482



Submitted by...

Chief Nick George

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JANUARY 31, 2024

GENERAL FUND

ASSETS

101-000-004.000	PETTY CASH	93.34	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	4,590,848.33	
101-000-072.000	COUNTY OF OAKLAND	( 550.50)	
101-000-075.000	HURON VALLEY SCHOOLS	( 224.50)	
101-000-078.000	DUE FROM STATE REVENUES	363,804.00	
101-000-084.477	DUE TO/FROM CABLE TV FEES	79,128.00	

TOTAL ASSETS 5,034,185.77

LIABILITIES AND EQUITY

LIABILITIES

101-000-202.000	ACCOUNTS PAYABLE	30,609.00	
101-000-202.001	BUILDING BONDS PAYABLES	167,740.00	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	6,563.51	
101-000-202.005	PLANNING ESCROW PAYABLES	128,689.05	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	645.85	
101-000-231.000	PR W/H FICA	215.94	
101-000-231.002	STATE W/H	4,483.49	
101-000-257.000	ACCRUED PAYROLL	80,652.24	
101-000-339.000	UNEARNED REVENUE-FEDERAL GRANT	1,408,057.63	

TOTAL LIABILITIES 1,827,656.71

FUND EQUITY

101-000-390.000	FUND BALANCE	3,026,273.29	
	REVENUE OVER EXPENDITURES - YTD	180,255.77	

TOTAL FUND EQUITY 3,206,529.06

TOTAL LIABILITIES AND EQUITY 5,034,185.77

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
101-000-402.000	CURRENT PROPERTY TAX	592,981.00	592,981.00	337,406.22	337,406.22	255,574.78	56.90
101-000-404.000	SALES TAX	2,169,289.00	2,169,289.00	.00	.00	2,169,289.00	.00
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	32.59	32.59	( 32.59)	.00
101-000-423.000	MOBILE HOME TAXES	8,000.00	8,000.00	694.50	694.50	7,305.50	8.68
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	.00	.00	300,000.00	.00
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	282.00	282.00	1,218.00	18.80
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	626.50	626.50	4,373.50	12.53
101-000-491.000	BUILDING PERMITS	200,000.00	200,000.00	8,214.00	8,214.00	191,786.00	4.11
101-000-491.001	HEATING PERMITS	50,000.00	50,000.00	2,942.00	2,942.00	47,058.00	5.88
101-000-491.002	PLUMBING PERMITS	42,000.00	42,000.00	803.00	803.00	41,197.00	1.91
101-000-491.003	ELECTRICAL PERMITS	88,000.00	88,000.00	2,835.00	2,835.00	85,165.00	3.22
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	.00	.00	50,000.00	.00
101-000-528.001	ARPA FEDERAL GRANT REVENUE	710,000.00	710,000.00	.00	.00	710,000.00	.00
101-000-540.000	GRANT REVENUE	.00	.00	77.00	77.00	( 77.00)	.00
101-000-584.005	METRO AUTHORITY	27,000.00	27,000.00	.00	.00	27,000.00	.00
101-000-607.002	CONTRACTORS REGISTRATIONS	3,000.00	3,000.00	90.00	90.00	2,910.00	3.00
101-000-607.019	SUMMER TAX COLLECTION FEE	50,000.00	50,000.00	.00	.00	50,000.00	.00
101-000-607.022	ENHANCE ACCESS FEES	6,000.00	6,000.00	1,402.27	1,402.27	4,597.73	23.37
101-000-607.034	ADMINISTRATION FEES	42,000.00	42,000.00	.00	.00	42,000.00	.00
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	3,078.81	3,078.81	46,921.19	6.16
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	550.00	550.00	6,450.00	7.86
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	600.00	600.00	5,400.00	10.00
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	2,000.00	2,000.00	3,000.00	40.00
101-000-651.007	ACTIVITY CENTER REVENUES	3,000.00	3,000.00	975.00	975.00	2,025.00	32.50
101-000-665.000	INTEREST EARNINGS	50,000.00	50,000.00	11,876.84	11,876.84	38,123.16	23.75
101-000-667.010	ACT CTR STEEPLE HALL UTILITIES	5,000.00	5,000.00	83.00	83.00	4,917.00	1.66
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	2,333.33	2,333.33	25,666.67	8.33
101-000-667.288	WOTA RENT	25,000.00	25,000.00	.00	.00	25,000.00	.00
101-000-676.018	ELECTION REIMBURSEMENT	45,000.00	45,000.00	( 2,722.40)	( 2,722.40)	47,722.40	( 6.05)
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	7,500.00	7,500.00	7,815.08	7,815.08	( 315.08)	104.20
101-000-677.031	MISCELLANEOUS	15,000.00	15,000.00	1,438.55	1,438.55	13,561.45	9.59
101-000-692.000	APPROPRIATION FUND BAL.	.00	31,743.00	.00	.00	31,743.00	.00
	<b>REVENUE</b>	<b>4,591,270.00</b>	<b>4,623,013.00</b>	<b>383,433.29</b>	<b>383,433.29</b>	<b>4,239,579.71</b>	<b>8.29</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,591,270.00</b>	<b>4,623,013.00</b>	<b>383,433.29</b>	<b>383,433.29</b>	<b>4,239,579.71</b>	<b>8.29</b>



**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>LEGISLATIVE</b>							
101-102-702.000	LEGISLATIVE: SALARIES	27,552.00	27,552.00	2,119.60	2,119.60	25,432.40	7.69
101-102-820.000	LEGISLATIVE: DUES/ED/TRAVEL	6,000.00	6,000.00	.00	.00	6,000.00	.00
	<b>TOTAL LEGISLATIVE</b>	<b>33,552.00</b>	<b>33,552.00</b>	<b>2,119.60</b>	<b>2,119.60</b>	<b>31,432.40</b>	<b>6.32</b>
<b>SUPERVISOR</b>							
101-171-702.000	SUP DEPT: SALARIES	89,789.00	89,789.00	6,906.82	6,906.82	82,882.18	7.69
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	53,488.00	53,488.00	4,114.52	4,114.52	49,373.48	7.69
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	33,409.00	33,409.00	2,138.44	2,138.44	31,270.56	6.40
101-171-704.005	SUP DEPT: MAINT WAGE P-T	34,507.00	34,507.00	2,676.96	2,676.96	31,830.04	7.76
101-171-704.007	SUP: COMMUNICATIONS WAGE P-T	31,743.00	31,743.00	2,278.67	2,278.67	29,464.33	7.18
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	26,516.00	26,516.00	1,055.00	1,055.00	25,461.00	3.98
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-	15,174.00	15,174.00	.00	.00	15,174.00	.00
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	180.00	180.00	2,320.00	7.20
	<b>TOTAL SUPERVISOR</b>	<b>287,126.00</b>	<b>287,126.00</b>	<b>19,350.41</b>	<b>19,350.41</b>	<b>267,775.59</b>	<b>6.74</b>
<b>ACCOUNTING</b>							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	62,823.00	62,823.00	6,603.69	6,603.69	56,219.31	10.51
101-191-704.001	ACCTG: P-T ASSISTANT	27,649.00	27,649.00	2,138.44	2,138.44	25,510.56	7.73
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	.00	.00	3,000.00	.00
	<b>TOTAL ACCOUNTING</b>	<b>93,472.00</b>	<b>93,472.00</b>	<b>8,742.13</b>	<b>8,742.13</b>	<b>84,729.87</b>	<b>9.35</b>
<b>CLERK</b>							
101-215-702.002	CLERK: SALARIES	85,299.00	85,299.00	6,561.48	6,561.48	78,737.52	7.69
101-215-703.001	CLERK: DEPUTY WAGE F-T	66,984.00	66,984.00	5,152.52	5,152.52	61,831.48	7.69
101-215-703.005	CLERK: CLERICAL WAGE F-T	45,299.00	45,299.00	3,484.52	3,484.52	41,814.48	7.69
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-721.007	CLERK: ELECTION INSPECTORS	40,000.00	40,000.00	.00	.00	40,000.00	.00
101-215-721.008	CLERK: ELECTION WAGE	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-215-730.000	CLERK: ELECTION EXPENSES SUPP	35,000.00	35,000.00	500.00	500.00	34,500.00	1.43
101-215-820.000	CLERK: DUES/ED/TRAVEL	7,000.00	7,000.00	35.00	35.00	6,965.00	.50
101-215-935.000	CLERK: VOTING EQUIP MAINT	7,050.00	7,050.00	.00	.00	7,050.00	.00
101-215-957.000	CLERK: ELECT EXP TO BE REIMBUR	20,000.00	20,000.00	.00	.00	20,000.00	.00
101-215-957.001	CLERK: ELECTION WAGE TO REIMBU	25,000.00	25,000.00	3,063.55	3,063.55	21,936.45	12.25
	<b>TOTAL CLERK</b>	<b>343,432.00</b>	<b>343,432.00</b>	<b>18,797.07</b>	<b>18,797.07</b>	<b>324,634.93</b>	<b>5.47</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>TREASURER</b>							
101-253-702.001	TREAS: SALARIES	85,299.00	85,299.00	6,561.48	6,561.48	78,737.52	7.69
101-253-703.000	TREAS: DEPUTY WAGE F-T	59,094.00	59,094.00	4,546.52	4,546.52	54,547.48	7.69
101-253-703.003	TREAS: CLERICAL WAGE F-T	39,087.00	39,087.00	3,007.52	3,007.52	36,079.48	7.69
101-253-705.004	TREAS: PART-TIME SEASONAL	6,843.00	6,843.00	762.00	762.00	6,081.00	11.14
101-253-820.000	TREAS: DUES/ED/TRAVEL	6,500.00	6,500.00	599.00	599.00	5,901.00	9.22
	<b>TOTAL TREASURER</b>	<b>196,823.00</b>	<b>196,823.00</b>	<b>15,476.52</b>	<b>15,476.52</b>	<b>181,346.48</b>	<b>7.86</b>
<b>ASSESSOR</b>							
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	132,000.00	138,000.00	14,881.66	14,881.66	123,118.34	10.78
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	.00	.00	1,500.00	.00
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	.00	.00	600.00	.00
	<b>TOTAL ASSESSOR</b>	<b>134,100.00</b>	<b>140,100.00</b>	<b>14,881.66</b>	<b>14,881.66</b>	<b>125,218.34</b>	<b>10.62</b>
<b>GENERAL GOVERNMENT</b>							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,000.00	15,000.00	1,512.07	1,512.07	13,487.93	10.08
101-261-735.000	GEN GOV: POSTAGE	8,000.00	8,000.00	1,000.00	1,000.00	7,000.00	12.50
101-261-801.001	GEN GOV: PROF SERVICES	25,000.00	25,000.00	.00	.00	25,000.00	.00
101-261-803.000	GEN GOV: SNOWPLOW SERV	43,000.00	43,000.00	.00	.00	43,000.00	.00
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	.00	.00	75,000.00	.00
101-261-805.000	GEN GOV: AUDITING	85,000.00	85,000.00	.00	.00	85,000.00	.00
101-261-813.000	GEN GOV: STORM WATER PERMIT	500.00	500.00	.00	.00	500.00	.00
101-261-821.000	GEN GOV: MEMBER FEES	13,000.00	13,000.00	3,591.00	3,591.00	9,409.00	27.62
101-261-822.000	GEN GOV: BANK FEES	6,000.00	6,000.00	.00	.00	6,000.00	.00
101-261-830.000	GEN GOV: GEN INSURANCE	68,000.00	68,000.00	.00	.00	68,000.00	.00
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	13,000.00	13,000.00	.00	.00	13,000.00	.00
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	273.20	273.20	6,226.80	4.20
101-261-850.002	GEN GOV: WEBSITE	3,500.00	3,500.00	.00	.00	3,500.00	.00
101-261-900.000	GEN GOV: TAX BILL PRINTING	12,000.00	12,000.00	.00	.00	12,000.00	.00
101-261-900.001	GEN GOV: ADVERTISING	25,000.00	25,000.00	.00	.00	25,000.00	.00
101-261-900.002	GEN GOV: PRINTING	10,000.00	10,000.00	54.00	54.00	9,946.00	.54
101-261-920.000	GEN GOV: UTILITIES	75,000.00	75,000.00	2,452.73	2,452.73	72,547.27	3.27
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	45,000.00	45,000.00	976.16	976.16	44,023.84	2.17
101-261-937.000	GEN GOV: VEHICLE OP MAINT	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	11,752.42	11,752.42	38,247.58	23.50
101-261-955.000	GEN GOV: MISCELLANEOUS	20,000.00	20,000.00	96.35	96.35	19,903.65	.48
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	27,000.00	27,000.00	.00	.00	27,000.00	.00
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	150,000.00	150,000.00	.00	.00	150,000.00	.00
101-261-971.001	GEN GOV: COMP CAP OUTLAY	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	18,000.00	18,000.00	100.49	100.49	17,899.51	.56
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	1,000,000.00	1,000,000.00	.00	.00	1,000,000.00	.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,803,500.00</b>	<b>1,803,500.00</b>	<b>21,808.42</b>	<b>21,808.42</b>	<b>1,781,691.58</b>	<b>1.21</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>GENERAL GOVERNMENT PERSONNE</b>							
101-279-710.000	GGP: EMPLR PAYROLL TAX	105,000.00	105,000.00	8,898.40	8,898.40	96,101.60	8.47
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	115,000.00	115,000.00	.00	.00	115,000.00	.00
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS	150,000.00	150,000.00	25,109.56	25,109.56	124,890.44	16.74
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	.00	.00	( 1,086.00)	( 1,086.00)	1,086.00	.00
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	80,000.00	80,000.00	6,437.08	6,437.08	73,562.92	8.05
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	2,175.71	2,175.71	42,824.29	4.83
101-279-718.001	GGP: PTO CASH PAYOUT	20,000.00	20,000.00	.00	.00	20,000.00	.00
	<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>515,000.00</b>	<b>515,000.00</b>	<b>41,534.75</b>	<b>41,534.75</b>	<b>473,465.25</b>	<b>8.07</b>
<b>BUILDING</b>							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	71,386.00	71,386.00	5,491.52	5,491.52	65,894.48	7.69
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	42,976.00	42,976.00	3,484.52	3,484.52	39,491.48	8.11
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	40,653.00	40,653.00	3,127.52	3,127.52	37,525.48	7.69
101-371-705.000	BLDG: PART-TIME SEASONAL	8,845.00	8,845.00	.00	.00	8,845.00	.00
101-371-735.000	BLDG: POSTAGE	600.00	600.00	.00	.00	600.00	.00
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	175,000.00	175,000.00	3,040.15	3,040.15	171,959.85	1.74
101-371-801.001	BLDG: SEWER TAP INSP	500.00	500.00	.00	.00	500.00	.00
101-371-820.000	BLDG: DUES/ED/TRAVEL	12,500.00	12,500.00	.00	.00	12,500.00	.00
	<b>TOTAL BUILDING</b>	<b>352,460.00</b>	<b>352,460.00</b>	<b>15,143.71</b>	<b>15,143.71</b>	<b>337,316.29</b>	<b>4.30</b>
<b>CEMETERY</b>							
101-567-935.000	CEMETERY: SEXTON	49,704.00	49,704.00	4,142.00	4,142.00	45,562.00	8.33
101-567-935.001	CEMETERY: MAINTENANCE	15,000.00	15,000.00	.00	.00	15,000.00	.00
	<b>TOTAL CEMETERY</b>	<b>64,704.00</b>	<b>64,704.00</b>	<b>4,142.00</b>	<b>4,142.00</b>	<b>60,562.00</b>	<b>6.40</b>
<b>SOCIAL SERVICES</b>							
101-670-705.000	SOC SERV: CROSSING GUARDS	16,000.00	16,000.00	837.90	837.90	15,162.10	5.24
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	8,500.00	8,500.00	.00	.00	8,500.00	.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500.00	8,500.00	.00	.00	8,500.00	.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	.00	.00	50,000.00	.00
	<b>TOTAL SOCIAL SERVICES</b>	<b>88,000.00</b>	<b>88,000.00</b>	<b>837.90</b>	<b>837.90</b>	<b>87,162.10</b>	<b>.95</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>ACTIVITY CENTER</b>							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	53,221.00	53,221.00	4,093.52	4,093.52	49,127.48	7.69
101-672-703.002	ACT CTR: COMMUNICATION WAGE F-	40,116.00	40,116.00	3,085.52	3,085.52	37,030.48	7.69
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	29,432.00	29,432.00	2,264.32	2,264.32	27,167.68	7.69
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	27,045.00	27,045.00	1,865.60	1,865.60	25,179.40	6.90
101-672-704.006	ACTIVITY CTR: SECURITY P-T	7,000.00	7,000.00	26.40	26.40	6,973.60	.38
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	13,989.00	13,989.00	753.48	753.48	13,235.52	5.39
101-672-704.008	ACT CTR: FLOATER WAGE P-T	.00	26,540.00	668.80	668.80	25,871.20	2.52
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	232.07	232.07	5,767.93	3.87
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	75.00	75.00	1,125.00	6.25
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	72.41	72.41	1,427.59	4.83
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	107.98	107.98	2,392.02	4.32
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,500.00	3,500.00	281.16	281.16	3,218.84	8.03
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,000.00	8,000.00	.00	.00	8,000.00	.00
101-672-920.000	ACTIVITY CTR: UTILITIES	11,000.00	11,000.00	480.14	480.14	10,519.86	4.36
101-672-920.002	STEEPLE HALL: UTILITIES	9,000.00	9,000.00	294.78	294.78	8,705.22	3.28
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	6,000.00	6,000.00	189.00	189.00	5,811.00	3.15
101-672-936.002	STEEPLE HALL: BUILDING MAINT	20,000.00	20,000.00	132.54	132.54	19,867.46	.66
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	.00	.00	2,500.00	.00
	<b>TOTAL ACTIVITY CENTER</b>	<b>247,503.00</b>	<b>274,043.00</b>	<b>14,622.72</b>	<b>14,622.72</b>	<b>259,420.28</b>	<b>5.34</b>
<b>PLANNING &amp; ORDINANCE</b>							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	86,190.00	86,190.00	6,630.00	6,630.00	79,560.00	7.69
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	48,859.00	48,859.00	3,834.18	3,834.18	45,024.82	7.85
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	58,406.00	58,406.00	4,492.51	4,492.51	53,913.49	7.69
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	34,457.00	34,457.00	2,570.99	2,570.99	31,886.01	7.46
101-701-704.005	OE: ORDIN OFFICER WAGE ASST P-T	.00	31,743.00	.00	.00	31,743.00	.00
101-701-820.000	PLNG: DUES/ED/TRAVEL	4,400.00	5,000.00	.00	.00	5,000.00	.00
101-701-935.000	OE: VIOLATION CORRECTIONS	3,000.00	3,000.00	.00	.00	3,000.00	.00
	<b>TOTAL PLANNING &amp; ORDINANCE</b>	<b>235,312.00</b>	<b>267,655.00</b>	<b>17,527.68</b>	<b>17,527.68</b>	<b>250,127.32</b>	<b>6.55</b>
<b>ZONING BOARD OF APPEALS (ZBA)</b>							
101-702-720.000	ZBA: MEETING PAY	15,480.00	15,480.00	480.00	480.00	15,000.00	3.10
101-702-720.001	ZBA: RECORDING SECRETARY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-702-801.000	ZBA: PROFESSIONAL SERVICES	500.00	500.00	.00	.00	500.00	.00
101-702-820.000	ZBA: DUES/ED/TRAVEL	1,000.00	1,000.00	.00	.00	1,000.00	.00
101-702-900.000	ZBA: ADVERTISING	5,000.00	5,000.00	.00	.00	5,000.00	.00
	<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>24,380.00</b>	<b>24,380.00</b>	<b>480.00</b>	<b>480.00</b>	<b>23,900.00</b>	<b>1.97</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>PLANNING COMMISSION</b>							
101-703-720.000	PLNG COMM: RECORDING SECTY	2,400.00	2,400.00	.00	.00	2,400.00	.00
101-703-720.001	PLNG COMM: COMMISSION	19,800.00	19,800.00	1,500.00	1,500.00	18,300.00	7.58
101-703-720.002	PLNG COMM: SUB-COMMITTEE	750.00	750.00	.00	.00	750.00	.00
101-703-801.000	PLNG COMM: MASTER PLAN PROF.	5,000.00	5,000.00	.00	.00	5,000.00	.00
101-703-801.001	PLNG COMM: ORDINANCE REVISION	8,000.00	8,000.00	.00	.00	8,000.00	.00
101-703-820.000	PLNG COMM: DUES/ED/TRAVEL	2,000.00	2,000.00	.00	.00	2,000.00	.00
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	5,500.00	5,500.00	.00	.00	5,500.00	.00
	<b>TOTAL PLANNING COMMISSION</b>	<b>43,450.00</b>	<b>43,450.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>41,950.00</b>	<b>3.45</b>
<b>PARKS</b>							
101-751-729.000	PARKS: HIGHLAND STATION	3,500.00	3,500.00	.00	.00	3,500.00	.00
101-751-729.001	PARKS: VETERAN'S PARK	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	125.00	125.00	2,875.00	4.17
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	195.17	195.17	2,804.83	6.51
101-751-801.006	PARKS: FIREWORKS	15,000.00	15,000.00	5,500.00	5,500.00	9,500.00	36.67
101-751-920.000	PARKS: UTILITIES	5,000.00	5,000.00	153.47	153.47	4,846.53	3.07
101-751-935.000	PARKS: MAINTENANCE	20,000.00	20,000.00	239.31	239.31	19,760.69	1.20
	<b>TOTAL PARKS</b>	<b>52,000.00</b>	<b>52,000.00</b>	<b>6,212.95</b>	<b>6,212.95</b>	<b>45,787.05</b>	<b>11.95</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>4,514,814.00</b>	<b>4,579,697.00</b>	<b>203,177.52</b>	<b>203,177.52</b>	<b>4,376,519.48</b>	<b>4.44</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>76,456.00</b>	<b>43,316.00</b>	<b>180,255.77</b>	<b>180,255.77</b>	<b>136,939.77</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JANUARY 31, 2024

ROAD FUND

ASSETS

203-000-002.000	HAULING ROUTE SAVINGS ACCT.	655,777.23	
203-000-010.000	CASH - COMBINED SAVINGS	40,285.01	
203-000-019.000	HAUL ROUTE RECEIVABLE	8,400.00	
		<hr/>	
	TOTAL ASSETS		<u>704,462.24</u>

LIABILITIES AND EQUITY

LIABILITIES

203-000-202.001	HAULING ROUTE PAYABLE	69,550.13	
		<hr/>	
	TOTAL LIABILITIES		69,550.13

FUND EQUITY

203-000-390.000	FUND BALANCE	143,403.52	
203-000-392.000	RESTRICTED FUND BALANCE	491,344.23	
	REVENUE OVER EXPENDITURES - YTD	164.36	
		<hr/>	
	TOTAL FUND EQUITY		<u>634,912.11</u>
	TOTAL LIABILITIES AND EQUITY		<u>704,462.24</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**ROAD FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
203-000-604.000	55,000.00	55,000.00	.00	.00	55,000.00	.00
203-000-665.000	.00	.00	164.36	164.36	( 164.36)	.00
203-000-699.401	50,000.00	50,000.00	.00	.00	50,000.00	.00
	<u>105,000.00</u>	<u>105,000.00</u>	<u>164.36</u>	<u>164.36</u>	<u>104,835.64</u>	<u>.16</u>
	<u>105,000.00</u>	<u>105,000.00</u>	<u>164.36</u>	<u>164.36</u>	<u>104,835.64</u>	<u>.16</u>
<u>ROAD</u>						
203-596-967.000	34,000.00	34,000.00	.00	.00	34,000.00	.00
203-596-967.001	40,000.00	40,000.00	.00	.00	40,000.00	.00
	<u>74,000.00</u>	<u>74,000.00</u>	<u>.00</u>	<u>.00</u>	<u>74,000.00</u>	<u>.00</u>
	<u>74,000.00</u>	<u>74,000.00</u>	<u>.00</u>	<u>.00</u>	<u>74,000.00</u>	<u>.00</u>
	<u>31,000.00</u>	<u>31,000.00</u>	<u>164.36</u>	<u>164.36</u>	<u>( 30,835.64)</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

FIRE FUND

ASSETS

206-000-010.000	CASH - COMBINED SAVINGS	<u>2,250,934.71</u>	
	TOTAL ASSETS		<u><u>2,250,934.71</u></u>

LIABILITIES AND EQUITY

LIABILITIES

206-000-202.000	ACCOUNTS PAYABLE	<u>44,272.07</u>	
	TOTAL LIABILITIES		44,272.07

FUND EQUITY

206-000-390.000	FUND BALANCE	1,271,928.61	
	REVENUE OVER EXPENDITURES - YTD	<u>934,734.03</u>	
	TOTAL FUND EQUITY		<u>2,206,662.64</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>2,250,934.71</u></u>



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
206-000-402.000	1,863,453.00	1,863,453.00	1,040,367.25	1,040,367.25	823,085.75	55.83
206-000-638.000	350,000.00	350,000.00	24,346.36	24,346.36	325,653.64	6.96
206-000-665.000	10,000.00	10,000.00	5,316.41	5,316.41	4,683.59	53.16
<b>REVENUE</b>	<b>2,223,453.00</b>	<b>2,223,453.00</b>	<b>1,070,030.02</b>	<b>1,070,030.02</b>	<b>1,153,422.98</b>	<b>48.12</b>
<b>TOTAL FUND REVENUE</b>	<b>2,223,453.00</b>	<b>2,223,453.00</b>	<b>1,070,030.02</b>	<b>1,070,030.02</b>	<b>1,153,422.98</b>	<b>48.12</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FIRE FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>FIRE</b>							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	86,950.00	86,950.00	6,688.46	6,688.46	80,261.54	7.69
206-336-703.000	FIRE: F-T WAGE MEDIC M.D.	57,439.00	57,439.00	4,005.84	4,005.84	53,433.16	6.97
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	71,159.00	71,159.00	5,473.74	5,473.74	65,685.26	7.69
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	72,983.00	72,983.00	5,614.10	5,614.10	67,368.90	7.69
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	62,096.00	62,096.00	4,776.62	4,776.62	57,319.38	7.69
206-336-703.004	FIRE: F-T WAGE OFFICER M.B.	72,983.00	72,983.00	5,614.10	5,614.10	67,368.90	7.69
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	62,096.00	62,096.00	4,776.62	4,776.62	57,319.38	7.69
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	62,096.00	62,096.00	4,776.62	4,776.62	57,319.38	7.69
206-336-703.007	FIRE: F-T WAGE MEDIC K.M.	62,096.00	62,096.00	4,450.94	4,450.94	57,645.06	7.17
206-336-703.008	FIRE: F-T WAGE MEDIC T.M.	62,096.00	62,096.00	4,450.94	4,450.94	57,645.06	7.17
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	57,250.00	57,250.00	4,298.96	4,298.96	52,951.04	7.51
206-336-703.012	FIRE: F-T WAGE MEDIC R.Y.	57,250.00	57,250.00	4,005.84	4,005.84	53,244.16	7.00
206-336-703.013	FIRE: MARSHAL COMPENSATION	34,460.00	34,460.00	2,730.01	2,730.01	31,729.99	7.92
206-336-703.014	FIRE: F-T WAGE MEDIC M.M.	57,250.00	57,250.00	4,005.84	4,005.84	53,244.16	7.00
206-336-704.001	FIRE: P-T WAGE CLERICAL QA/QI	6,000.00	6,000.00	640.15	640.15	5,359.85	10.67
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	323,853.00	323,853.00	22,216.82	22,216.82	301,636.18	6.86
206-336-707.007	FIRE: F-T OVERTIME	50,000.00	50,000.00	6,809.87	6,809.87	43,190.13	13.62
206-336-709.002	FIRE: FOOD ALLOWANCE	7,500.00	7,500.00	.00	.00	7,500.00	.00
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	37,840.00	37,840.00	.00	.00	37,840.00	.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	96,241.00	96,241.00	6,953.24	6,953.24	89,287.76	7.22
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	16,193.00	16,193.00	.00	.00	16,193.00	.00
206-336-711.001	FIRE: DEFINED CONTRIBUTION F-T	43,910.00	43,910.00	.00	.00	43,910.00	.00
206-336-712.001	FIRE: HEALTH/DENTAL/LIFE/DISINS	90,000.00	90,000.00	19,445.98	19,445.98	70,554.02	21.61
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	25,000.00	25,000.00	.00	.00	25,000.00	.00
206-336-714.000	FIRE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-715.000	FIRE: CASH IN LIEU BENEF BUYOUT	14,000.00	14,000.00	963.76	963.76	13,036.24	6.88
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	30,000.00	30,000.00	253.97	253.97	29,746.03	.85
206-336-719.000	FIRE: POST PLAN	24,000.00	24,000.00	.00	.00	24,000.00	.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	14,997.00	14,997.00	.00	.00	14,997.00	.00
206-336-722.010	FIRE: INSTRUCTOR TRAINING	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-727.000	FIRE: SUPPLIES	9,450.00	9,450.00	320.82	320.82	9,129.18	3.39
206-336-731.000	FIRE: MEDICAL SUPPLIES	27,810.00	27,810.00	496.13	496.13	27,313.87	1.78
206-336-732.000	FIRE: UNIFORMS	15,450.00	15,450.00	733.19	733.19	14,716.81	4.75
206-336-750.000	FIRE: VEHICLE GAS/OIL	50,000.00	50,000.00	55.29	55.29	49,944.71	.11
206-336-804.000	FIRE: LEGAL SERVICES	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	4,000.00	4,000.00	.00	.00	4,000.00	.00
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	20,000.00	20,000.00	125.00	125.00	19,875.00	.63
206-336-820.000	FIRE: DUES & EDUCATION	30,000.00	30,000.00	.00	.00	30,000.00	.00
206-336-830.000	FIRE: INSURANCE/BONDS	120,000.00	120,000.00	.00	.00	120,000.00	.00
206-336-851.000	FIRE: RADIO COMMUNICATIONS	53,000.00	53,000.00	.00	.00	53,000.00	.00
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	.00	.00	5,000.00	.00
206-336-920.000	FIRE: PUBLIC UTILITIES	61,800.00	61,800.00	5,934.90	5,934.90	55,865.10	9.60
206-336-930.000	FIRE: VEHICLE REPAIR	65,000.00	65,000.00	3,908.00	3,908.00	61,092.00	6.01
206-336-936.000	FIRE: BLDG MAINT/REPAIR	20,000.00	20,000.00	430.33	430.33	19,569.67	2.15
206-336-937.000	FIRE: EQUIP MAINT	20,600.00	20,600.00	339.91	339.91	20,260.09	1.65
206-336-955.000	FIRE: MISC EXPENSE	2,500.00	2,500.00	.00	.00	2,500.00	.00
206-336-967.000	FIRE: NEW PROJECTS	2,500.00	2,500.00	.00	.00	2,500.00	.00
	<b>TOTAL FIRE</b>	<b>2,179,848.00</b>	<b>2,179,848.00</b>	<b>135,295.99</b>	<b>135,295.99</b>	<b>2,044,552.01</b>	<b>6.21</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	2,179,848.00	2,179,848.00	135,295.99	135,295.99	2,044,552.01	6.21
NET REVENUE OVER EXPENDITURES	43,605.00	43,605.00	934,734.03	934,734.03	891,129.03	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

POLICE FUND

<u>ASSETS</u>			
207-000-004.000	PETTY CASH	50.00	
207-000-010.000	CASH - COMBINED SAVINGS	4,349,005.89	
		<hr/>	
	TOTAL ASSETS		4,349,055.89
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
207-000-202.000	ACCOUNTS PAYABLE	276,672.88	
		<hr/>	
	TOTAL LIABILITIES		276,672.88
<u>FUND EQUITY</u>			
207-000-390.000	FUND BALANCE	2,191,724.45	
	REVENUE OVER EXPENDITURES - YTD	1,880,658.56	
		<hr/>	
	TOTAL FUND EQUITY		4,072,383.01
			<hr/>
	TOTAL LIABILITIES AND EQUITY		4,349,055.89
			<hr/> <hr/>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**POLICE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
207-000-402.000	CURRENT PROPERTY TAX	3,276,910.00	3,276,910.00	1,864,915.95	1,864,915.95	1,411,994.05	56.91
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	10,000.00	10,000.00	192.50	192.50	9,807.50	1.93
207-000-582.000	MINI CONTRACT	12,000.00	12,000.00	.00	.00	12,000.00	.00
207-000-582.001	SCHOOL PARTICIPATION	113,500.00	113,500.00	.00	.00	113,500.00	.00
207-000-582.002	AMERICAN AG. CONTRACT	162,000.00	162,000.00	13,500.00	13,500.00	148,500.00	8.33
207-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	7,956.24	7,956.24	7,043.76	53.04
	<b>REVENUE</b>	<b>3,589,410.00</b>	<b>3,589,410.00</b>	<b>1,886,564.69</b>	<b>1,886,564.69</b>	<b>1,702,845.31</b>	<b>52.56</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,589,410.00</b>	<b>3,589,410.00</b>	<b>1,886,564.69</b>	<b>1,886,564.69</b>	<b>1,702,845.31</b>	<b>52.56</b>
<b>POLICE</b>							
207-301-704.001	POLICE: CLERICAL WAGE P-T	41,067.00	41,067.00	2,596.90	2,596.90	38,470.10	6.32
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	3,500.00	3,500.00	198.66	198.66	3,301.34	5.68
207-301-729.001	POLICE: DISASTER RECOVERY	5,000.00	5,000.00	.00	.00	5,000.00	.00
207-301-807.000	POLICE: OAKLAND CO SHER CONT	2,995,517.00	2,995,517.00	.00	.00	2,995,517.00	.00
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICE	113,500.00	113,500.00	.00	.00	113,500.00	.00
207-301-807.003	POLICE: MINI CONTRACT	12,000.00	12,000.00	.00	.00	12,000.00	.00
207-301-807.004	POLICE: OVERTIME	235,000.00	235,000.00	.00	.00	235,000.00	.00
207-301-920.000	POLICE: UTILITIES	16,000.00	16,000.00	702.24	702.24	15,297.76	4.39
207-301-935.000	POLICE: SHERIFF'S MAINT	15,500.00	15,500.00	75.00	75.00	15,425.00	.48
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	2,333.33	2,333.33	25,666.67	8.33
207-301-955.000	POLICE: MISCELLANEOUS	10,000.00	10,000.00	.00	.00	10,000.00	.00
207-301-971.000	POLICE: RESERVE EQUIPMENT	2,500.00	2,500.00	.00	.00	2,500.00	.00
207-301-971.001	POLICE: EQUIP CAP OUTLAY	33,500.00	33,500.00	.00	.00	33,500.00	.00
207-301-971.002	POLICE: BUILDING RENOVATIONS	68,500.00	68,500.00	.00	.00	68,500.00	.00
	<b>TOTAL POLICE</b>	<b>3,579,584.00</b>	<b>3,579,584.00</b>	<b>5,906.13</b>	<b>5,906.13</b>	<b>3,573,677.87</b>	<b>.16</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,579,584.00</b>	<b>3,579,584.00</b>	<b>5,906.13</b>	<b>5,906.13</b>	<b>3,573,677.87</b>	<b>.16</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>9,826.00</b>	<b>9,826.00</b>	<b>1,880,658.56</b>	<b>1,880,658.56</b>	<b>1,870,832.56</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

REFUSE FUND

ASSETS

227-000-010.000	CASH - COMBINED SAVINGS	966,039.93	
	TOTAL ASSETS		966,039.93

LIABILITIES AND EQUITY

FUND EQUITY

227-000-390.000	FUND BALANCE	287,406.84	
	REVENUE OVER EXPENDITURES - YTD	678,633.09	
	TOTAL FUND EQUITY		966,039.93
	TOTAL LIABILITIES AND EQUITY		966,039.93

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**REFUSE FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>							
227-000-626.000	REFUSE COLLECTION	1,206,000.00	1,206,000.00	769,166.33	769,166.33	436,833.67	63.78
227-000-665.000	INTEREST EARNINGS	1,500.00	1,500.00	1,010.68	1,010.68	489.32	67.38
227-000-677.000	MISCELLANEOUS	1,500.00	1,500.00	.00	.00	1,500.00	.00
227-000-692.000	APPROPRIATION FUND BAL.	2,725.00	2,725.00	.00	.00	2,725.00	.00
	<b>REVENUE</b>	<b>1,211,725.00</b>	<b>1,211,725.00</b>	<b>770,177.01</b>	<b>770,177.01</b>	<b>441,547.99</b>	<b>63.56</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,211,725.00</b>	<b>1,211,725.00</b>	<b>770,177.01</b>	<b>770,177.01</b>	<b>441,547.99</b>	<b>63.56</b>
<b>REFUSE</b>							
227-526-801.000	REFUSE: CONTRACTOR	1,092,100.00	1,092,100.00	91,543.92	91,543.92	1,000,556.08	8.38
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,625.00	27,625.00	.00	.00	27,625.00	.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	2,000.00	2,000.00	.00	.00	2,000.00	.00
227-526-967.000	REFUSE: COMM SERVICE PROJ	90,000.00	90,000.00	.00	.00	90,000.00	.00
	<b>TOTAL REFUSE</b>	<b>1,211,725.00</b>	<b>1,211,725.00</b>	<b>91,543.92</b>	<b>91,543.92</b>	<b>1,120,181.08</b>	<b>7.55</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,211,725.00</b>	<b>1,211,725.00</b>	<b>91,543.92</b>	<b>91,543.92</b>	<b>1,120,181.08</b>	<b>7.55</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>678,633.09</b>	<b>678,633.09</b>	<b>678,633.09</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

OPIOID SETTLEMENT FUND

ASSETS

284-000-010.000	CASH - COMBINED SAVINGS	2,706.70
284-000-079.000	ACCOUNTS RECEIVABLE	41,624.28

TOTAL ASSETS	44,330.98
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LIABILITIES AND EQUITY

FUND EQUITY

284-000-360.001	DEFERRED INFLOW	41,624.28
284-000-390.000	FUND BALANCE	2,706.70

TOTAL FUND EQUITY	44,330.98
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TOTAL LIABILITIES AND EQUITY	44,330.98
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**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**OPIOID SETTLEMENT FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>							
284-000-685.000	OPIOID SETTLEMENT REVENUES	10,000.00	10,000.00	.00	.00	10,000.00	.00
	<b>REVENUE</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>.00</b>
<u>DEPARTMENT 718</u>							
284-718-880.000	OPIOID SETTLEMENT EXPENSE	10,000.00	10,000.00	.00	.00	10,000.00	.00
	<b>TOTAL DEPARTMENT 718</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000	CASH - COMBINED SAVINGS	2,148,990.91
401-000-084.494	DUE TO/FROM DDA	26,184.09
401-000-189.001	LEASE RECEIVABLE NEXTEL 2009	1,224,941.00
401-000-189.002	LEASE RECEIVABLE CINGULAR NEW	159,693.00
401-000-189.003	LEASE RECEIVABLE SPRINT	186,851.00
401-000-189.004	LEASE RECEIVABLE NEXTEL 2021	4,455,027.00

TOTAL ASSETS

8,201,687.00

LIABILITIES AND EQUITY

LIABILITIES

401-000-202.000	ACCOUNTS PAYABLE	631,369.01
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TOTAL LIABILITIES

631,369.01

FUND EQUITY

401-000-360.001	DEFERRED INFLOW 2009 NEXTEL	1,194,779.00
401-000-360.002	DEFERRED INFLOW NEW CINGULAR	159,186.00
401-000-360.003	DEFERRED INFLOW SPRINT	184,144.00
401-000-360.004	DEFERRED INFLOW 2021 NEXTEL	4,338,028.00
401-000-390.000	FUND BALANCE	1,728,568.67
	REVENUE OVER EXPENDITURES - YTD	( 34,387.68)

TOTAL FUND EQUITY

7,570,317.99

TOTAL LIABILITIES AND EQUITY

8,201,687.00

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
401-000-665.000	INTEREST EARNINGS	30,000.00	30,000.00	7,481.17	7,481.17	22,518.83	24.94
401-000-665.001	INTEREST EARNINGS DDA LOAN	2,000.00	2,000.00	62.28	62.28	1,937.72	3.11
401-000-667.002	CELL TOWER LEASE	175,000.00	175,000.00	9,318.87	9,318.87	165,681.13	5.33
401-000-699.000	OPERATING TRANSFER IN	1,000,000.00	1,000,000.00	.00	.00	1,000,000.00	.00
	<b>REVENUE</b>	<b>1,207,000.00</b>	<b>1,207,000.00</b>	<b>16,862.32</b>	<b>16,862.32</b>	<b>1,190,137.68</b>	<b>1.40</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,207,000.00</b>	<b>1,207,000.00</b>	<b>16,862.32</b>	<b>16,862.32</b>	<b>1,190,137.68</b>	<b>1.40</b>
<b>GENERAL GOVERNMENT</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	100,000.00	100,000.00	.00	.00	100,000.00	.00
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	30,000.00	30,000.00	.00	.00	30,000.00	.00
401-261-971.013	SEWER ANTICIPATION EXPENSE	100,000.00	100,000.00	.00	.00	100,000.00	.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	150,000.00	150,000.00	51,250.00	51,250.00	98,750.00	34.17
401-261-995.103	TRANSFER TO ROAD FUND	50,000.00	50,000.00	.00	.00	50,000.00	.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>430,000.00</b>	<b>430,000.00</b>	<b>51,250.00</b>	<b>51,250.00</b>	<b>378,750.00</b>	<b>11.92</b>
<b>ANNEX</b>							
401-523-971.000	STEEPLE HALL IMPROVEMENTS	40,000.00	40,000.00	.00	.00	40,000.00	.00
	<b>TOTAL ANNEX</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>.00</b>	<b>.00</b>	<b>40,000.00</b>	<b>.00</b>
<b>CEMETERY</b>							
401-567-971.000	CEMETERY IMPROVEMENTS	25,000.00	25,000.00	.00	.00	25,000.00	.00
	<b>TOTAL CEMETERY</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>.00</b>	<b>.00</b>	<b>25,000.00</b>	<b>.00</b>
<b>PARKS</b>							
401-751-971.000	HICKORY RIDGE PARK IMPROVEMEN	75,000.00	75,000.00	.00	.00	75,000.00	.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	100,000.00	100,000.00	.00	.00	100,000.00	.00
401-751-971.002	NEW PARK PROPERTY	20,000.00	20,000.00	.00	.00	20,000.00	.00
	<b>TOTAL PARKS</b>	<b>195,000.00</b>	<b>195,000.00</b>	<b>.00</b>	<b>.00</b>	<b>195,000.00</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>690,000.00</b>	<b>690,000.00</b>	<b>51,250.00</b>	<b>51,250.00</b>	<b>638,750.00</b>	<b>7.43</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>517,000.00</b>	<b>517,000.00</b>	<b>( 34,387.68)</b>	<b>( 34,387.68)</b>	<b>( 551,387.68)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JANUARY 31, 2024

FIRE CAPITAL FUND

ASSETS

402-000-010.000 CASH - COMBINED SAVINGS 1,071,655.03

TOTAL ASSETS 1,071,655.03

LIABILITIES AND EQUITY

FUND EQUITY

402-000-390.000 FUND BALANCE 528,906.92  
REVENUE OVER EXPENDITURES - YTD 542,748.11

TOTAL FUND EQUITY 1,071,655.03

TOTAL LIABILITIES AND EQUITY 1,071,655.03

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**FIRE CAPITAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
402-000-402.000	CURRENT PROPERTY TAX	1,002,423.00	1,002,423.00	543,342.10	543,342.10	459,080.90	54.20
402-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	3,555.89	3,555.89	6,444.11	35.56
	<b>REVENUE</b>	<b>1,012,423.00</b>	<b>1,012,423.00</b>	<b>546,897.99</b>	<b>546,897.99</b>	<b>465,525.01</b>	<b>54.02</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,012,423.00</b>	<b>1,012,423.00</b>	<b>546,897.99</b>	<b>546,897.99</b>	<b>465,525.01</b>	<b>54.02</b>
<b>FIRE</b>							
402-336-971.000	VEHICLES	400,000.00	400,000.00	.00	.00	400,000.00	.00
402-336-971.002	CAPITAL EQUIPMENT	67,000.00	67,000.00	4,149.88	4,149.88	62,850.12	6.19
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	275,000.00	305,000.00	.00	.00	305,000.00	.00
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	270,000.00	230,000.00	.00	.00	230,000.00	.00
	<b>TOTAL FIRE</b>	<b>1,012,000.00</b>	<b>1,002,000.00</b>	<b>4,149.88</b>	<b>4,149.88</b>	<b>997,850.12</b>	<b>.41</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,012,000.00</b>	<b>1,002,000.00</b>	<b>4,149.88</b>	<b>4,149.88</b>	<b>997,850.12</b>	<b>.41</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>423.00</b>	<b>10,423.00</b>	<b>542,748.11</b>	<b>542,748.11</b>	<b>532,325.11</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

DOWNTOWN DEVELOPMENT FUND

<u>ASSETS</u>			
494-000-010.000	CASH - COMBINED SAVINGS	598,100.65	
494-000-019.000	TAXES RECEIVABLE	95,249.00	
		<hr/>	
	TOTAL ASSETS		<u>693,349.65</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
494-000-202.000	ACCOUNTS PAYABLE	3,525.00	
494-000-280.000	DEFERRED REVENUE	155,183.00	
494-000-308.000	LONG-TERM LOAN	26,184.09	
		<hr/>	
	TOTAL LIABILITIES		184,892.09
<u>FUND EQUITY</u>			
494-000-390.000	FUND BALANCE	439,717.78	
	REVENUE OVER EXPENDITURES - YTD	68,739.78	
		<hr/>	
	TOTAL FUND EQUITY		<u>508,457.56</u>
	TOTAL LIABILITIES AND EQUITY		<u>693,349.65</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**DOWNTOWN DEVELOPMENT FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>							
494-000-573.000	LOCAL COMMUNITY STABILIZATION	41,000.00	41,000.00	.00	.00	41,000.00	.00
494-000-665.000	INTEREST EARNINGS	2,000.00	2,000.00	910.20	910.20	1,089.80	45.51
494-000-677.005	FUNDRAISING	2,000.00	2,000.00	175.00	175.00	1,825.00	8.75
494-000-677.008	FARMERS MARKET RESERVATIONS	1,000.00	1,000.00	.00	.00	1,000.00	.00
494-000-677.010	TIF	287,081.00	287,081.00	72,598.56	72,598.56	214,482.44	25.29
494-000-692.000	APPROP FUND BALANCE	39,451.00	40,081.00	.00	.00	40,081.00	.00
	<b>REVENUE</b>	<b>372,532.00</b>	<b>373,162.00</b>	<b>73,683.76</b>	<b>73,683.76</b>	<b>299,478.24</b>	<b>19.75</b>
	<b>TOTAL FUND REVENUE</b>	<b>372,532.00</b>	<b>373,162.00</b>	<b>73,683.76</b>	<b>73,683.76</b>	<b>299,478.24</b>	<b>19.75</b>
<b>DOWNTOWN DEVELOPMENT AUTHO</b>							
494-729-702.001	DDA: DIRECTOR	46,298.00	46,928.00	3,609.84	3,609.84	43,318.16	7.69
494-729-705.000	DDA: PART-TIME SEASONAL	4,000.00	4,000.00	27.99	27.99	3,972.01	.70
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	4,000.00	4,000.00	314.40	314.40	3,685.60	7.86
494-729-715.000	DDA: CASH IN LIEU BENEF BUYOUT	6,000.00	6,000.00	500.00	500.00	5,500.00	8.33
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	.00	.00	1,200.00	.00
494-729-728.000	DDA: OFFICE SUPPLIES	1,200.00	1,200.00	15.89	15.89	1,184.11	1.32
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	.00	.00	500.00	.00
494-729-801.000	DDA: PROF SERVICES	3,000.00	3,000.00	.00	.00	3,000.00	.00
494-729-801.001	DDA: MASTER PLAN	10,000.00	10,000.00	.00	.00	10,000.00	.00
494-729-808.000	DDA: MARKETING CONSULTANT	12,000.00	12,000.00	.00	.00	12,000.00	.00
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	2,000.00	2,000.00	.00	.00	2,000.00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	5,000.00	5,000.00	.00	.00	5,000.00	.00
494-729-850.000	DDA: WEBSITE	700.00	700.00	.00	.00	700.00	.00
494-729-880.001	DDA: PROMOTIONS	27,450.00	27,450.00	.00	.00	27,450.00	.00
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	14,400.00	14,400.00	.00	.00	14,400.00	.00
494-729-880.003	DDA: DESIGN	107,300.00	107,300.00	.00	.00	107,300.00	.00
494-729-880.004	DDA: ORGANIZATION	15,000.00	15,000.00	325.00	325.00	14,675.00	2.17
494-729-900.000	DDA: ADVERTISING/PRINTING	3,000.00	3,000.00	.00	.00	3,000.00	.00
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	.00	.00	3,000.00	.00
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	88.58	88.58	2,911.42	2.95
494-729-935.000	DDA: MAINTENANCE STREETSCAPE	4,432.00	4,432.00	.00	.00	4,432.00	.00
494-729-967.000	DDA: FARMERS' MARKET	12,500.00	12,500.00	.00	.00	12,500.00	.00
494-729-967.002	DDA: DDA SPONSORSHIPS	3,000.00	3,000.00	.00	.00	3,000.00	.00
494-729-967.007	DDA:CART PROJECT	2,500.00	2,500.00	.00	.00	2,500.00	.00
494-729-971.000	DDA: CAPITAL IMPROVEMENT PROJ	40,000.00	40,000.00	.00	.00	40,000.00	.00
494-729-991.000	DDA: PRINCIPAL EXP-BUDGET ONLY	38,752.00	38,752.00	.00	.00	38,752.00	.00
494-729-993.000	DDA: INTEREST EXPENSE	2,300.00	2,300.00	62.28	62.28	2,237.72	2.71
	<b>TOTAL DOWNTOWN DEVELOPMENT</b>	<b>372,532.00</b>	<b>373,162.00</b>	<b>4,943.98</b>	<b>4,943.98</b>	<b>368,218.02</b>	<b>1.32</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>372,532.00</b>	<b>373,162.00</b>	<b>4,943.98</b>	<b>4,943.98</b>	<b>368,218.02</b>	<b>1.32</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	.00	.00	68,739.78	68,739.78	68,739.78	



CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JANUARY 31, 2024

WATER SYSTEM

ASSETS

591-000-001.000	CASH - CHECKING	207,845.29	
591-000-010.000	CASH - COMBINED SAVINGS	19,260.88	
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	79,207.82	
591-000-034.000	DELQ UTILITY RECEIVABLE WATER	1,010.95	
591-000-035.000	UNBILLED RECEIVABLE WATER SYST	88,310.53	
591-000-152.000	WATERMAINS	8,073,549.08	
591-000-153.000	A/D WATER MAINS	( 751,638.22)	
591-000-158.000	CONSTRUCTION IN PROGRESS	101,311.68	
	TOTAL ASSETS		<u>7,818,858.01</u>

LIABILITIES AND EQUITY

LIABILITIES

591-000-202.000	ACCOUNTS PAYABLE	1,798.64	
591-000-202.001	ACCOUNTS PAYABLE VOUCHER	18,276.39	
591-000-209.000	INTEREST PAYABLE	2,180.50	
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	53,007.75	
591-000-300.001	SPECIAL ASSESSMENT BOND	534,992.25	
	TOTAL LIABILITIES		610,255.53

FUND EQUITY

591-000-373.000	CONTRIBUTED CAPITAL NET POSITI	6,835,221.08	
591-000-392.000	MAJOR MAINT.RESERVE-RESTRICTED	( 265,407.01)	
591-000-392.001	EMERG.MAINT.RESERVE-RESTRICTED	77,058.94	
591-000-392.002	CAP. IMPRV RESERVE-RESTRICTED	597,700.24	
591-000-399.000	UNRESTRICTED NET ASSETS	( 35,970.77)	
	TOTAL FUND EQUITY		<u>7,208,602.48</u>
	TOTAL LIABILITIES AND EQUITY		<u>7,818,858.01</u>

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000 CASH - COMBINED SAVINGS 7,772.27

TOTAL ASSETS 7,772.27

LIABILITIES AND EQUITY

FUND EQUITY

702-000-390.000 FUND BALANCE 4,337.68  
REVENUE OVER EXPENDITURES - YTD 3,434.59

TOTAL FUND EQUITY 7,772.27

TOTAL LIABILITIES AND EQUITY 7,772.27

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**HIGHLAND ADVISORY COUNCIL**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
702-000-674.000						
CONTRIBUTIONS	.00	.00	3,434.59	3,434.59	( 3,434.59)	.00
REVENUE	.00	.00	3,434.59	3,434.59	( 3,434.59)	.00
TOTAL FUND REVENUE	.00	.00	3,434.59	3,434.59	( 3,434.59)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	3,434.59	3,434.59	3,434.59	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JANUARY 31, 2024

CURRENT TAX COLLECT

ASSETS

703-000-010.000	CASH - COMBINED SAVINGS	937,027.18
703-000-019.000	TAXES RECEIVABLE-OTHER GOVTS	2,451,951.37
703-000-214.000	DUE TO/FR GENERAL FUND	( 3,177.85)

TOTAL ASSETS

3,385,800.70

LIABILITIES AND EQUITY

LIABILITIES

703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE	920,182.39
703-000-280.000	DEFERRED REVENUE	2,451,951.37

TOTAL LIABILITIES

3,372,133.76

FUND EQUITY

703-000-390.000	FUND BALANCE	11,580.80
	REVENUE OVER EXPENDITURES - YTD	2,086.14

TOTAL FUND EQUITY

13,666.94

TOTAL LIABILITIES AND EQUITY

3,385,800.70

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**CURRENT TAX COLLECT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
703-000-665.000	.00	.00	2,355.14	2,355.14	( 2,355.14)	.00
	.00	.00	2,355.14	2,355.14	( 2,355.14)	.00
	.00	.00	2,355.14	2,355.14	( 2,355.14)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
703-255-822.000	.00	.00	269.00	269.00	( 269.00)	.00
	.00	.00	269.00	269.00	( 269.00)	.00
	.00	.00	269.00	269.00	( 269.00)	.00
	.00	.00	2,086.14	2,086.14	2,086.14	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	82,557.01	
737-000-017.001	MUTUAL FUNDS	663,026.02	
737-000-017.002	LPL INVESTMENTS	48,860.00	
		<hr/>	
	TOTAL ASSETS		<u>794,443.03</u>

LIABILITIES AND EQUITY

LIABILITIES

737-000-202.000	ACCOUNTS PAYABLE	6,115.11	
		<hr/>	
	TOTAL LIABILITIES		6,115.11

FUND EQUITY

737-000-390.000	FUND BALANCE	785,784.62	
	REVENUE OVER EXPENDITURES - YTD	2,543.30	
		<hr/>	
	TOTAL FUND EQUITY		<u>788,327.92</u>
			<hr/>
	TOTAL LIABILITIES AND EQUITY		<u>794,443.03</u>

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**POST-RETIREMENT BENEFITS**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
737-000-665.000	20,000.00	20,000.00	1,795.62	1,795.62	18,204.38	8.98
737-000-669.001	.00	.00	3,612.06	3,612.06	( 3,612.06)	.00
737-000-692.002	50,000.00	50,000.00	.00	.00	50,000.00	.00
<b>REVENUE</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>5,407.68</b>	<b>5,407.68</b>	<b>64,592.32</b>	<b>7.73</b>
<b>TOTAL FUND REVENUE</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>5,407.68</b>	<b>5,407.68</b>	<b>64,592.32</b>	<b>7.73</b>
<b>GENERAL GOVERNMENT PERSONNE</b>						
737-279-719.000	60,000.00	60,000.00	1,302.56	1,302.56	58,697.44	2.17
737-279-822.000	10,000.00	10,000.00	1,561.82	1,561.82	8,438.18	15.62
<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>2,864.38</b>	<b>2,864.38</b>	<b>67,135.62</b>	<b>4.09</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>2,864.38</b>	<b>2,864.38</b>	<b>67,135.62</b>	<b>4.09</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>2,543.30</b>	<b>2,543.30</b>	<b>2,543.30</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JANUARY 31, 2024

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS 336,098.38

TOTAL ASSETS 336,098.38

LIABILITIES AND EQUITY

FUND EQUITY

764-000-390.000 FUND BALANCE 221,994.31  
REVENUE OVER EXPENDITURES - YTD 114,104.07

TOTAL FUND EQUITY 336,098.38

TOTAL LIABILITIES AND EQUITY 336,098.38





CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000	CASH - COMBINED SAVINGS	74,328.28	
	TOTAL ASSETS		74,328.28

LIABILITIES AND EQUITY

FUND EQUITY

765-000-390.000	FUND BALANCE	61,069.89	
	REVENUE OVER EXPENDITURES - YTD	13,258.39	
	TOTAL FUND EQUITY		74,328.28
	TOTAL LIABILITIES AND EQUITY		74,328.28

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**HIGHLAND LAKE ASSOC**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
765-000-581.000	CONTRIBUTIONS-HIGHLAND LAKE	.00	.00	14,078.50	14,078.50	( 14,078.50)	.00
765-000-665.000	INTEREST EARNINGS	.00	.00	99.59	99.59	( 99.59)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>14,178.09</b>	<b>14,178.09</b>	<b>( 14,178.09)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>14,178.09</b>	<b>14,178.09</b>	<b>( 14,178.09)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
765-255-956.000	HIGHLAND LAKE: DEDUCTIONS	.00	.00	919.70	919.70	( 919.70)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>919.70</b>	<b>919.70</b>	<b>( 919.70)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>919.70</b>	<b>919.70</b>	<b>( 919.70)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>13,258.39</b>	<b>13,258.39</b>	<b>13,258.39</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS 41,776.74

TOTAL ASSETS 41,776.74

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000 FUND BALANCE 32,431.87  
REVENUE OVER EXPENDITURES - YTD 9,344.87

TOTAL FUND EQUITY 41,776.74

TOTAL LIABILITIES AND EQUITY 41,776.74

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**TAGGETT LAKE ASSOC**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
766-000-581.000	CONTRIBUTIONS-TAGGETT LAKE	.00	.00	9,300.00	9,300.00	( 9,300.00)	.00
766-000-665.000	INTEREST EARNINGS	.00	.00	55.98	55.98	( 55.98)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>9,355.98</b>	<b>9,355.98</b>	<b>( 9,355.98)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>9,355.98</b>	<b>9,355.98</b>	<b>( 9,355.98)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
766-255-956.000	TAGGETT LAKE: DEDUCTIONS	.00	.00	11.11	11.11	( 11.11)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>11.11</b>	<b>11.11</b>	<b>( 11.11)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>11.11</b>	<b>11.11</b>	<b>( 11.11)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>9,344.87</b>	<b>9,344.87</b>	<b>9,344.87</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000	CASH - COMBINED SAVINGS	45,835.67	
	TOTAL ASSETS		45,835.67

LIABILITIES AND EQUITY

FUND EQUITY

767-000-390.000	FUND BALANCE	38,705.01	
	REVENUE OVER EXPENDITURES - YTD	7,130.66	
	TOTAL FUND EQUITY		45,835.67
	TOTAL LIABILITIES AND EQUITY		45,835.67

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**KELLOGG LAKE ASSOC**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
767-000-581.000	CONTRIBUTIONS-KELLOGG LAKE	.00	.00	7,075.77	7,075.77	( 7,075.77)	.00
767-000-665.000	INTEREST EARNINGS	.00	.00	61.41	61.41	( 61.41)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>7,137.18</b>	<b>7,137.18</b>	<b>( 7,137.18)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>7,137.18</b>	<b>7,137.18</b>	<b>( 7,137.18)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
767-255-956.000	KELLOGG LAKE: DEDUCTIONS	.00	.00	6.52	6.52	( 6.52)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>6.52</b>	<b>6.52</b>	<b>( 6.52)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>6.52</b>	<b>6.52</b>	<b>( 6.52)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>7,130.66</b>	<b>7,130.66</b>	<b>7,130.66</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000	CASH - COMBINED SAVINGS	58,461.68	
	TOTAL ASSETS		58,461.68

LIABILITIES AND EQUITY

FUND EQUITY

768-000-390.000	FUND BALANCE	39,772.93	
	REVENUE OVER EXPENDITURES - YTD	18,688.75	
	TOTAL FUND EQUITY		58,461.68
	TOTAL LIABILITIES AND EQUITY		58,461.68



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**CHARLICK LAKE ASSOC**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
768-000-581.000	CONTRIBUTIONS-CHARLICK LAKE	.00	.00	18,628.05	18,628.05	( 18,628.05)	.00
768-000-665.000	INTEREST EARNINGS	.00	.00	78.33	78.33	( 78.33)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>18,706.38</b>	<b>18,706.38</b>	<b>( 18,706.38)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>18,706.38</b>	<b>18,706.38</b>	<b>( 18,706.38)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
768-255-956.000	CHARLICK LAKE: DEDUCTIONS	.00	.00	17.63	17.63	( 17.63)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>17.63</b>	<b>17.63</b>	<b>( 17.63)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>17.63</b>	<b>17.63</b>	<b>( 17.63)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>18,688.75</b>	<b>18,688.75</b>	<b>18,688.75</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000 CASH - COMBINED SAVINGS 59,330.12

TOTAL ASSETS 59,330.12

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000 FUND BALANCE 40,085.89  
REVENUE OVER EXPENDITURES - YTD 19,244.23

TOTAL FUND EQUITY 59,330.12

TOTAL LIABILITIES AND EQUITY 59,330.12

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**WOODRUFF LAKE ASSOC**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
	<u>REVENUE</u>						
769-000-581.000	CONTRIBUTIONS-WOODRUFF LAKE	.00	.00	19,200.00	19,200.00	( 19,200.00)	.00
769-000-665.000	INTEREST EARNINGS	.00	.00	79.49	79.49	( 79.49)	.00
	REVENUE	.00	.00	19,279.49	19,279.49	( 19,279.49)	.00
	TOTAL FUND REVENUE	.00	.00	19,279.49	19,279.49	( 19,279.49)	.00
	<u>TRUST &amp; AGENCY ADMIN</u>						
769-255-956.000	WOODRUFF LAKE: DEDUCTIONS	.00	.00	35.26	35.26	( 35.26)	.00
	TOTAL TRUST & AGENCY ADMIN	.00	.00	35.26	35.26	( 35.26)	.00
	TOTAL FUND EXPENDITURES	.00	.00	35.26	35.26	( 35.26)	.00
	NET REVENUE OVER EXPENDITURES	.00	.00	19,244.23	19,244.23	19,244.23	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS 245,679.74

TOTAL ASSETS 245,679.74

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE 205,386.57  
REVENUE OVER EXPENDITURES - YTD 40,293.17

TOTAL FUND EQUITY 245,679.74

TOTAL LIABILITIES AND EQUITY 245,679.74

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**WHITE LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	39,964.00	39,964.00	( 39,964.00)	.00
770-000-665.000	.00	.00	329.17	329.17	( 329.17)	.00
	.00	.00	40,293.17	40,293.17	( 40,293.17)	.00
REVENUE	.00	.00	40,293.17	40,293.17	( 40,293.17)	.00
TOTAL FUND REVENUE	.00	.00	40,293.17	40,293.17	( 40,293.17)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	40,293.17	40,293.17	40,293.17	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000	CASH - COMBINED SAVINGS	5,949.44	
	TOTAL ASSETS		5,949.44

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000	FUND BALANCE	2,837.11	
	REVENUE OVER EXPENDITURES - YTD	3,112.33	
	TOTAL FUND EQUITY		5,949.44
	TOTAL LIABILITIES AND EQUITY		5,949.44

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**TOMAHAWK LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-581.000	.00	.00	3,104.36	3,104.36	( 3,104.36)	.00
771-000-665.000	.00	.00	7.97	7.97	( 7.97)	.00
	.00	.00	3,112.33	3,112.33	( 3,112.33)	.00
REVENUE	.00	.00	3,112.33	3,112.33	( 3,112.33)	.00
TOTAL FUND REVENUE	.00	.00	3,112.33	3,112.33	( 3,112.33)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	3,112.33	3,112.33	3,112.33	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000	CASH - COMBINED SAVINGS	5,655.29	
	TOTAL ASSETS		5,655.29

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000	FUND BALANCE	1,747.31	
	REVENUE OVER EXPENDITURES - YTD	3,907.98	
	TOTAL FUND EQUITY		5,655.29
	TOTAL LIABILITIES AND EQUITY		5,655.29



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**GOURD LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-581.000	.00	.00	3,900.40	3,900.40	( 3,900.40)	.00
773-000-665.000	.00	.00	7.58	7.58	( 7.58)	.00
	.00	.00	3,907.98	3,907.98	( 3,907.98)	.00
	.00	.00	3,907.98	3,907.98	( 3,907.98)	.00
	.00	.00	3,907.98	3,907.98	3,907.98	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JANUARY 31, 2024

PENNINSULA LAKE

ASSETS

774-000-010.000	CASH - COMBINED SAVINGS	10,421.95	
	TOTAL ASSETS		10,421.95

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000	FUND BALANCE	6,099.98	
	REVENUE OVER EXPENDITURES - YTD	4,321.97	
	TOTAL FUND EQUITY		10,421.95
	TOTAL LIABILITIES AND EQUITY		10,421.95

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**PENNINSULA LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
774-000-581.000	.00	.00	4,308.00	4,308.00	( 4,308.00)	.00
774-000-665.000	.00	.00	13.97	13.97	( 13.97)	.00
	.00	.00	4,321.97	4,321.97	( 4,321.97)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>4,321.97</b>	<b>4,321.97</b>	<b>( 4,321.97)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>4,321.97</b>	<b>4,321.97</b>	<b>( 4,321.97)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>4,321.97</b>	<b>4,321.97</b>	<b>4,321.97</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000	CASH - COMBINED SAVINGS	8,383.05	
	TOTAL ASSETS		8,383.05

LIABILITIES AND EQUITY

FUND EQUITY

775-000-390.000	FUND BALANCE	4,733.82	
	REVENUE OVER EXPENDITURES - YTD	3,649.23	
	TOTAL FUND EQUITY		8,383.05
	TOTAL LIABILITIES AND EQUITY		8,383.05

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**LOWER PETTIBONE LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
775-000-581.000						
CONTRIBUTIONS-LOW PETTIBONE L	.00	.00	3,638.00	3,638.00	( 3,638.00)	.00
775-000-665.000						
INTEREST EARNINGS	.00	.00	11.23	11.23	( 11.23)	.00
	.00	.00	3,649.23	3,649.23	( 3,649.23)	.00
REVENUE	.00	.00	3,649.23	3,649.23	( 3,649.23)	.00
TOTAL FUND REVENUE	.00	.00	3,649.23	3,649.23	( 3,649.23)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	3,649.23	3,649.23	3,649.23	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JANUARY 31, 2024

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000	CASH - COMBINED SAVINGS	15,152.81	
	TOTAL ASSETS		15,152.81

LIABILITIES AND EQUITY

FUND EQUITY

776-000-390.000	FUND BALANCE	7,377.51	
	REVENUE OVER EXPENDITURES - YTD	7,775.30	
	TOTAL FUND EQUITY		15,152.81
	TOTAL LIABILITIES AND EQUITY		15,152.81

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2024**

**DUNLEAVY/LEONARD LAKE**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
776-000-581.000	.00	.00	7,755.00	7,755.00	( 7,755.00)	.00
776-000-665.000	.00	.00	20.30	20.30	( 20.30)	.00
	.00	.00	7,775.30	7,775.30	( 7,775.30)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>7,775.30</b>	<b>7,775.30</b>	<b>( 7,775.30)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>7,775.30</b>	<b>7,775.30</b>	<b>( 7,775.30)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>7,775.30</b>	<b>7,775.30</b>	<b>7,775.30</b>	

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, January 2, 2024**

**Members Present:** C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, D. Mecklenborg, K. Polidori, and Director B. Dunseth

**Members Absent:** None

**Guest:** T. Landry

The Highland Township Library Board meeting was called to order at 5:35 pm by D. Mecklenborg.

**Motion:** J. Gaglio moved and J. Matthews seconded to approve the agenda. Unanimous vote; motion carried.

**Motion:** J. Gaglio moved and C. Hamill seconded to approve the modified Board Meeting minutes of December 5, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for December, 2023 are \$75,378.93. Total bills for January, 2024 are \$42,526.12, with the addition of Amazon, Applied Innovation, Consumers Energy, Digital Document Store, DTE Energy, Health Alliance Plan, when received.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the December, 2023 and January, 2024 bills. Roll call - unanimous vote; motion carried.

**FYI:** Budget report available for review.

**Director's Report:** Available for review.

**Communications:** D. Schwaninger received a note of appreciation from a patron. The Highland Kindness Project has been recognized by J. Turman, an 82-year-old philanthropist.

## **UNFINISHED BUSINESS**

**The Library Network:** The catalog computers were installed and the staff and public computers were updated.

**Building Maintenance:** The Director and volunteer consultant, T. Landry, decided to hire Goyette to complete all work on the HVAC and to install a generator. The new maintenance agreement with Goyette will include the new generator and HVAC. The Ooma Airdial has been ordered and invoiced, to replace the old landlines; the price of \$3,014, includes purchase of the device, installation and 3 years of service. DTE Energy agreed to reimburse the Library for the inconvenience of outages during 2023 in excess of 96 hours.

## **Strategic Planning**

**Website Redesign:** J. Fenton, C. Buehner and the Director spent time learning how to set-up and



use the Library's new Calendar. J. Fenton, L. Phillipson and the Director are meeting weekly to complete the website redesign project.

**Outreach:** H. Patterson created her first enewsletter. The Library signed up for a page in the new Highland Township publication, Naturally Connected.

**Partnerships:** Thanks to D. Dittmar's collaboration with Comic City for 11 years, the Library, in partnership with Comic City, will again sponsor a Free Comic Book give away day on May 4, 2024.

## **NEW BUSINESS**

**Fraud:** The process of reducing signers on the Library Money Market account is complete.

**Safety Concerns:** A person was "camping out" in his truck in the Library parking lot, at the end of November. Police were called.

**Purchasing:** T-Mobile suggested the Library sign up for Sourcewell, a cooperative purchasing program for government entities.

**Personnel:** Discussed the health care renewal of 15% increase. Bookkeeper N. White and the Director, transferred staff accruals online, for tracking vacation and sick time, to Paychex. C. Buehler is a new Part-time Circulation member. J. Ingles is the new page in the adult department. J. Bidock is the new Head of the Circulation Department.

**February Meeting:** The February 6, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:28 pm.

Respectfully Submitted,

*Cindy Dombrowski*

Programs & Reference		
<b>Dec</b>	<b>Programs</b>	<b>#</b>
Adult	8	114
Teen	3	24
Youth	5	72
<b>Total</b>	<b>16</b>	<b>210</b>
Nov	32	273
Passive Yth	4	191
<b>Reference</b>		
Adult & Teen		625
Youth		258
<b>Total</b>		<b>883</b>
Last Month		1,053
<b>People Count</b>		<b>3,600</b>
Last year		3,356
Last Month		4,228

Public Computer Usage	
<b>Computers</b>	
Adult	246
Teen	1
Youth	5
AWE	397
ABC Mouse	1
Wireless:	360

Covid Kits
<b>Covid kits distributed:</b>
<b>Dec. 2023: 73</b>
<b>Nov. 2023: 41</b>
<b>Oct. 2023: 55</b>

Circulation of Physical Items			
	Oct. 6,234	Nov. 5,600	Dec. 5,031
Books:	Adult 1,770	Teen 81	Youth 2,002
	DVD 681	Realia 37	Board Games 30
<b>Interlibrary Loan:</b>			
Other TLN Library material to Highland: 922			
Highland Materials to other TLN Libraries: 1,334			
MeLCat Interloan Service: 22			
Unique Card Use:	Oct. 921	Nov. 818	Dec. 740

Digital Usage		
<b>Overdrive</b>	Nov	Dec
Overall	2,316	2,411
e-books	1,005	1,105
e-audiobooks	1,031	1,016
e-magazines	280	290
New Users	18	22
Unique User	502	531
Hoopla Borrows	693	652
Kanopy Plays	36	8
Consumer Reports Page View	689	318
Mango Languages	20	13
Brainfuse	16	5
World Book	17	13
LOTE4Kids		1
Ancestry	62	

- | Library Happenings   |
|--|
| <ul style="list-style-type: none"> <li>A new battery backup system is needed for our server. The hardware has been delivered and will be installed in early January.</li> <li>Two new staff were hired in December to fill open positions in the circulation department.</li> <li>The number of Covid kits being distributed has increased this fall</li> <li>The AC in our server room has stopped working and needs to be replaced</li> <li>Goyette was selected to upgrade our HVAC equipment and to install an all building generator per approval of the contract.</li> </ul> |



**TREASURER'S REPORT**  
**January 31, 2024**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE	BANK STATEMENT
CHASE	GENERAL	CHECKING	101	121,103.62	3,019.80*	577,398.98
CHASE	GENERAL	H.R.A.	101		32,812.66	*In Chase checking account
CHASE	GENERAL	F.S.A CHECKING	101		11,563.51	
CHASE	GENERAL	CHECKING (SAVINGS)	101		423,535.71*	
CHASE	FIRE OPERATING	MONEY MARKET	206		51,595.51	
CHASE	ROAD	MONEY MARKET	203		1,032.23	CHASE
CHASE	HAUL ROUTE	MONEY MARKET	203		380,595.29	2,920,781.29
CHASE	POLICE	MONEY MARKET	207		257,116.25	COMERICA
CHASE	REFUSE	MONEY MARKET	227		805,529.17	422,166.95
CHASE	OPIOID SETTLEMENT	CHECKING	284		2,706.70*	FLAGSTAR
CHASE	HAAC	CHECKING	702		7,772.27*	7,021,061.28
CHASE	DDA	MONEY MARKET	494		17,168.16	HVSB
CHASE	WATERMAIN	CHECKING	591		19,260.88*	1,045,843.85
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		336,098.38	LPL FINANCIAL
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		74,328.28	794,443.03
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		41,776.74	MI CLASS
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		45,835.67	4,362,417.84
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		58,461.68	OAKLAND COUNTY
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		59,330.12	368,860.01
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		245,679.74	CIBC
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		5,949.44	2,002,603.37
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		5,655.29	HUNTINGTON
CHASE	PENINSULA LAKE	MONEY MARKET	774		10,421.95	215,707.97
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		8,383.05	TOTAL
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		15,152.81	<b>19,153,885.59</b>
COMERICA	CAPITAL IMP.	PBMM	401		73,044.93	
COMERICA	CAPITAL IMP.	JFUND	401		119,104.98	
COMERICA	GENERAL	JFUND	101		230,017.04	
FLAGSTAR	PERPETUAL FUND	CD	101		1,158.74	
FLAGSTAR	GENERAL	CD	101		424,511.68	
FLAGSTAR	POLICE	CD	207		311,424.16	
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		224,133.93	
FLAGSTAR	DDA	SAVINGS	494		271,210.15	
FLAGSTAR	FIRE	SAVINGS	206		1,790,334.29	
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		665,624.13	
FLAGSTAR	GENERAL	SAVINGS	101		201,546.43	Flagstar Bank Statement
FLAGSTAR	CURRENT TAX	CHECKING	703	12,969.52	937,027.18	949,996.70
FLAGSTAR	POLICE	SAVINGS	207		2,194,090.59	
HVSB	FIRE	CD	206		268,862.94	
HVSB	GENERAL	CD	101		228,591.93	
HVSB	HAUL ROUTE	CD	203		279,617.46	
HVSB	POLICE	CD	207		268,771.52	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		163,201.30	
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		631,241.73	
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,375,645.19	
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		396,120.05	
MI CLASS	POLICE	INVESTMENT POOL	207		409,836.14	
MI CLASS	ROAD	INVESTMENT POOL	203		34,817.26	
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		2,145,999.20	
OAKLAND CO	FIRE	INVESTMENT POOL	206		23,949.34	
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		9,910.85	
OAKLAND CO	GENERAL	INVESTMENT POOL	101		23,496.21	
OAKLAND CO	POLICE	INVESTMENT POOL	207		150,992.85	
OAKLAND CO	REFUSE	INVESTMENT POOL	227		160,510.76	
CIBC	GENERAL	CD	101		268,357.21	
CIBC	FIRE	CD	206		168,966.86	
CIBC	POLICE	CD	207		471,213.56	
CIBC	POLICE	CD	207		286,844.48	
CIBC	CAPITAL IMP.	CD	401		357,061.88	
CIBC	ESCROW	CD	101		325,159.38	
CIBC	DDA	CD	494		125,000.00	
CIBC	DDA	CD	494		186,710.41	
HUNTINGTON	GENERAL	CD	101		215,707.97	
					<b>19,340,596.00</b>	

*Respectfully submitted,*  
**Jennifer Frederick, Treasurer**

BANK/GL REC. SORTED BY			FUND		LEDGER	BANK	FUND	FUND
January 31, 2024			FUND	DIFFERENCE	BALANCE	BALANCE	TOTAL	NUMBER
BANK	FUND	ACCOUNT TYPE	FUND					
CHASE	GENERAL	CHECKING	101			3,019.80		
CHASE	GENERAL	H.R.A. CHECKING	101			32,812.66		
CHASE	GENERAL	F.S.A. CHECKING	101			11,563.51		
CHASE	GENERAL	CHECKING (SAVINGS)	101			423,535.71		
COMERICA	GENERAL	JFUND	101			230,017.04		
FLAGSTAR	GENERAL	MAX SAVINGS	101			201,546.43		
HVSB	GENERAL	CD	101			228,591.93		
OAKLAND CO	GENERAL	INVESTMENT POOL	101			23,496.21		
CIBC	GENERAL	CD	101			268,357.21		
CIBC	GENERAL - ESCROW	CD	101			325,159.38		
HUNTINGTON	GENERAL	CD	101			215,707.97		
FLAGSTAR	GENERAL	CD	101			424,511.68		
FLAGSTAR	PERPETUAL FUND	CD	101			1,158.74		
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101	-56,457.96	4,591,935.43	2,145,999.20	4,535,477.47	101
CHASE	ROAD	SAVINGS	203			1,032.23		
MI CLASS	ROAD	INVESTMENT POOL	203			34,817.26		
CHASE	HAUL ROUTE	SAVINGS	203			380,595.29		
HVSB	HAUL ROUTE	CD	203	0.00	696,062.24	279,617.46	696,062.24	201
FLAGSTAR	FIRE	MAX SAVINGS	206			1,790,334.29		
HVSB	FIRE	CD	206			268,862.94		
OAKLAND CO	FIRE	INVESTMENT POOL	206			23,949.34		
CIBC	FIRE	CD	206			168,966.86		
CHASE	FIRE	SAVINGS	206	52,774.23	2,250,934.71	51,595.51	2,303,708.94	206
CHASE	POLICE	SAVINGS	207			257,116.25		
FLAGSTAR	POLICE	MAX SAVINGS	207			2,194,090.59		
FLAGSTAR	POLICE	CD	207			311,424.16		
HVSB	POLICE	CD	207			268,771.52		
MI CLASS	POLICE	INVESTMENT POOL	207			409,836.14		
OAKLAND CO	POLICE	INVESTMENT POOL	207			150,992.85		
CIBC	POLICE	CD	207			471,213.56		
CIBC	POLICE	CD	207	1,283.66	4,349,005.89	286,844.48	4,350,289.55	207
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	2,706.70	2,706.70	2,706.70	284
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737			163,201.30		
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	794,443.03	631,241.73	794,443.03	737
CHASE	REFUSE	SAVINGS	227			805,529.17		
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	966,039.93	160,510.76	966,039.93	227
CHASE	HAAC	CHECKING	702	0.00	7,772.27	7,772.27	7,772.27	702
COMERICA	CAPITAL IMP.	PBMM	401			73,044.93		
COMERICA	CAPITAL IMP.	JFUND	401			119,104.98		
FLAGSTAR	CAPITAL IMP.	MAX SAVINGS	401			224,133.93		
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401			1,375,645.19		
CIBC	CAPITAL IMP.	CD	401	0.00	2,148,990.91	357,061.88	2,148,990.91	401
FLAGSTAR	FIRE CAPITAL	MAX SAVINGS	402			665,624.13		
MI CLASS	FIRE CAPITAL	CONSTRUCTION	402			396,120.05		
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402	0.00	1,071,655.03	9,910.85	1,071,655.03	402
CHASE	DDA	SAVINGS	494			17,168.16		
CIBC	DDA	CD	494			186,710.41		
CIBC	DDA	CD	494			125,000.00		
FLAGSTAR	DDA	MAX SAVINGS	494	1,988.07	598,100.65	271,210.15	600,088.72	494
CHASE	WATERMAIN	CHECKING	591	0.00	19,260.88	19,260.88	19,260.88	591
FLAGSTAR	TAX	CHECKING	703	119,515.34	817,511.84	937,027.18	937,027.18	703
CHASE	DUCK LAKE IMP. BOARD	SAVINGS	764	0.00	336,098.38	336,098.38	336,098.38	764
CHASE	HIGHLAND LAKE IMP BRD	SAVINGS	765	0.00	74,328.28	74,328.28	74,328.28	765
CHASE	TAGGETT LK IMP BRD	SAVINGS	766	0.00	41,776.74	41,776.74	41,776.74	766
CHASE	KELLOGG LK IMP BRD	SAVINGS	767	0.00	45,835.67	45,835.67	45,835.67	767
CHASE	CHARLICK LAKE IMP BRD	SAVINGS	768	0.00	58,461.68	58,461.68	58,461.68	768
CHASE	WOODRUFF LK IMP BRD	SAVINGS	769	0.00	59,330.12	59,330.12	59,330.12	769
CHASE	WHITE LK IMP BRD	SAVINGS	770	0.00	245,679.74	245,679.74	245,679.74	770
CHASE	TOMAHAWK LK IMP BRD	SAVINGS	771	0.00	5,949.44	5,949.44	5,949.44	771
CHASE	GOURD LK IMP BRD	SAVINGS	773	0.00	5,655.29	5,655.29	5,655.29	773
CHASE	PENINSULA LAKE	SAVINGS	774	0.00	10,421.95	10,421.95	10,421.95	774
CHASE	LOWER PETTIBONE	SAVINGS	775	0.00	8,383.05	8,383.05	8,383.05	775
CHASE	DUNLEAVY LEONARD	SAVINGS	776	0.00	15,152.81	15,152.81	15,152.81	776
<b>TOTAL</b>				<b>119,103.34</b>	<b>19,221,492.66</b>	<b>19,340,596.00</b>	<b>19,340,596.00</b>	
RLO 02/13/2024	Fund 101 - Credit cards in transit		412.00					
	Funds 101, 206, 207, 494 - year-end accrual							
			412.00					

## **6. Announcements and Information Inquiry**

- a) Highland Township Offices will be closed on Friday, March 29th, in observance of Good Friday
- b) Oakland County Treasurer's Office is in the final stretch of their Foreclosure Prevention efforts. The tax foreclosure deadline for the 2021 or prior year taxes is on April 1 2024. If these taxes aren't paid off by April 1st or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.



1200 N. Telegraph Road, Dept. 479  
Pontiac, MI 48341-0479  
(248) 858-0611  
[oakgov.com/treasurer](http://oakgov.com/treasurer)

Robert Wittenberg, Treasurer

Jody Weissler DeFoe, Chief Deputy Treasurer

### Oakland County Treasurer's Office Foreclosure Prevention

The Oakland County Treasurer's Office is in the final stretch of our Foreclosure Prevention efforts. The tax foreclosure deadline for the 2021 or prior year taxes is on April 1, 2024. That means if these taxes aren't paid off by April 1<sup>st</sup> or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.

Since December of 2023, the Treasurer's office has conducted over a thousand Taxpayer Assistance Meetings to assist taxpayers with keeping their properties by working with them to get on a repayment schedule and/or by identifying resources that may be beneficial to them and their situation. We are here to help and strongly encourage taxpayers to contact us before the tax foreclosure deadline if they have delinquent taxes for 2021 or prior tax years. Taxpayers interested in scheduling a Taxpayer Assistance Meeting may call us at 248-858-0611 or they may visit [www.oakgov.com/treasurer](http://www.oakgov.com/treasurer)

Some of the resources available to assist taxpayers include:

- **Financial Empowerment Center** in the Treasurer's Office which provides one-on-one financial coaching and services to help taxpayers achieve their financial goals. Contact Reda at [nafsor@oakgov.com](mailto:nafsor@oakgov.com) or 248-807-5287.
- **Lakeshore Legal Aid** provides free legal services to people who are low income and seniors. 1-888-783-8190 is the number for new clients.

Again, we are here to help and strongly encourage taxpayers to contact the Treasurer's office if they have delinquent taxes for 2021 or prior tax years. If taxpayers are interested in scheduling a Taxpayer Assistance Meeting, they may call us at 248-858-0611 or they may visit [www.oakgov.com/treasurer](http://www.oakgov.com/treasurer).

Thank you!

A handwritten signature in black ink, appearing to be "Robert Wittenberg".

Robert Wittenberg  
Oakland County Treasurer

## 7. Public Comment





# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: March 4, 2024  
Re: Hiring for Ordinance Office Assistant Position

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For the boards approval, I am submitting my recommendation to hire Amanda McAlear as the Ordinance Officer Assistant. This professional is responsible for assisting the Fire Marshal/Ordinance Enforcement Officer with administrative and clerical support by receiving and processing applications, ordinance inquiries and rental inspections. The person will also work with Township staff to achieve established programs, processes, and goals. These duties focus on Township-wide initiatives.

The position was advertised on our web site, the digital sign, indeed and all local social media platforms.

We received numerous applications for the position. After a thorough review of each application there was one applicant that stood out well above the rest in qualifications to fill this position. After review with the hiring committee and in-house officials it was unanimous that this applicant would be the perfect fit for the position.

I recommend that we hire Amanda McAlear to fill the position of Ordinance Officer Assistant. Starting pay will be \$21.05 per hour not to exceed 29 hours per week. Effective start date will be March 11, 2024.

*Warm inside. Great outdoors.*





# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: March 4, 2024  
Re: Recommendation to Purchase of 2020, 2500 Dodge Ram pickup truck

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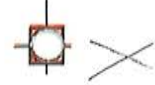
I am writing to recommend the purchase of a used 2020 Dodge Ram 2500 pickup truck from Szott Dodge, located at 2565 Highland Road, Highland, MI 48357, for the maintenance department's use in towing tractors and trailers. The truck is priced at \$35,799.00, with 66,590 miles on it. This purchase not only fits within our budget but also offers a reliable vehicle for our operations.

Considering our allocated budget of \$150,000.00 under line 101-261-971.000 for acquiring three trucks in 2024, this purchase will be a cost-effective addition to our fleet. By securing this Dodge Ram pickup truck, we are making a smart investment that will enhance the efficiency and productivity of our maintenance department. I recommend proceeding with the purchase to fulfill our needs and stay within budget for this fiscal year.

Enclosures: (3)

*Warm inside. Great outdoors.*





2565 Highland Rd.  
Highland, Michigan 48357  
(248) 887-3222  
Fax: (248) 887-0306  
www.m59dodge.com

**RETAIL BUYERS ORDER**

BUYER (A)			STOCK NO.			DATE WRITTEN			SALESPERSON		
ADDRESS						HOME PHONE			WORK PHONE		
CITY			STATE		ZIP	E-MAIL ADDRESS			MOBILE PHONE / PAGER NUMBER		
INSURANCE CO.			AGENT			LICENSE PLATE NUMBER		EXPIRATION DATE		BIRTHDATE	
POLICY NO.			EXPIRATION DATE			DRIVERS LICENSE NUMBER			STATE	YEAR EXPIRES	

**IMPORTANT NOTICE CONCERNING INSURANCE.** Buyer(s) must have insurance for liability for injury to person or damage to property of others (PL & PD) in order to take title to the Vehicle. Buyer(s) Note: Neither accident or health insurance provide PL & PD coverage. If a credit sale or lease, Buyer is required to maintain collision insurance on the Vehicle during the term of the finance contract or lease. A Buyer may not be eligible for either credit life insurance or accident and health insurance. Buyer is not required to obtain either accident and health insurance or credit life insurance. Buyer may choose the agent from which said insurance will be obtained.

PLEASE ENTER MY ORDER FOR THE FOLLOWING  NEW  USED  DEMO

VIN	3	C	6	U	R	S	D	J	S	L	G	2	9	7	5	3	8					
YEAR	MAKE		MODEL		TYPE		COLOR		TRIM		ODOMETER READING		WEIGHT		ENGINE		CSC		RUST PROOFING		PAINT PROOF	
20	Dodge		RAM		2500		Red				16,590											

<b>VEHICLE RETAIL PRICE \$</b>				DOC FEE		260	
CODE				LIST OF EQUIPMENT		PRICE	
CVR FEE				24			
ADDITIONAL EQUIPMENT							
<b>*TOTAL TAXABLE PRICE</b>						35,500	
<b>*MICHIGAN SALES TAX</b>						-	
LICENSE OR TRANSFER FEE							
TITLE FEE						15	
NON-TAXABLE CHARGES CSC							
<b>TOTAL DELIVERY PRICE</b>						35,799	
1) REBATE NO.				TRADE IN ALLOWANCE		<del>XXXXXX</del>	
2) REBATE NO.				LIEN PAYOFF		<del>XXXXXX</del>	
3) REBATE NO.				NET ALLOWANCE ON TRADE-IN			
4) REBATE NO.				CASH DEPOSIT		RECEIPT NO.	
5) REBATE NO.				TOTAL REBATES			
6) REBATE NO.				CASH DUE ON DELIVERY			
TOTAL DOWN PAYMENT							
<b>BALANCE DUE ON DELIVERY</b>							
(SEE SEPARATE FINANCE CONTRACTS)							
LESSOR / LIENHOLDER				PAYOFF		FINANCE SOURCE-CITY	
ADDRESS				GOOD TILL		AMOUNT	
						MONTHS	
						RATE	
						INSURANCE	

**IMPORTANT BUYER INFORMATION**

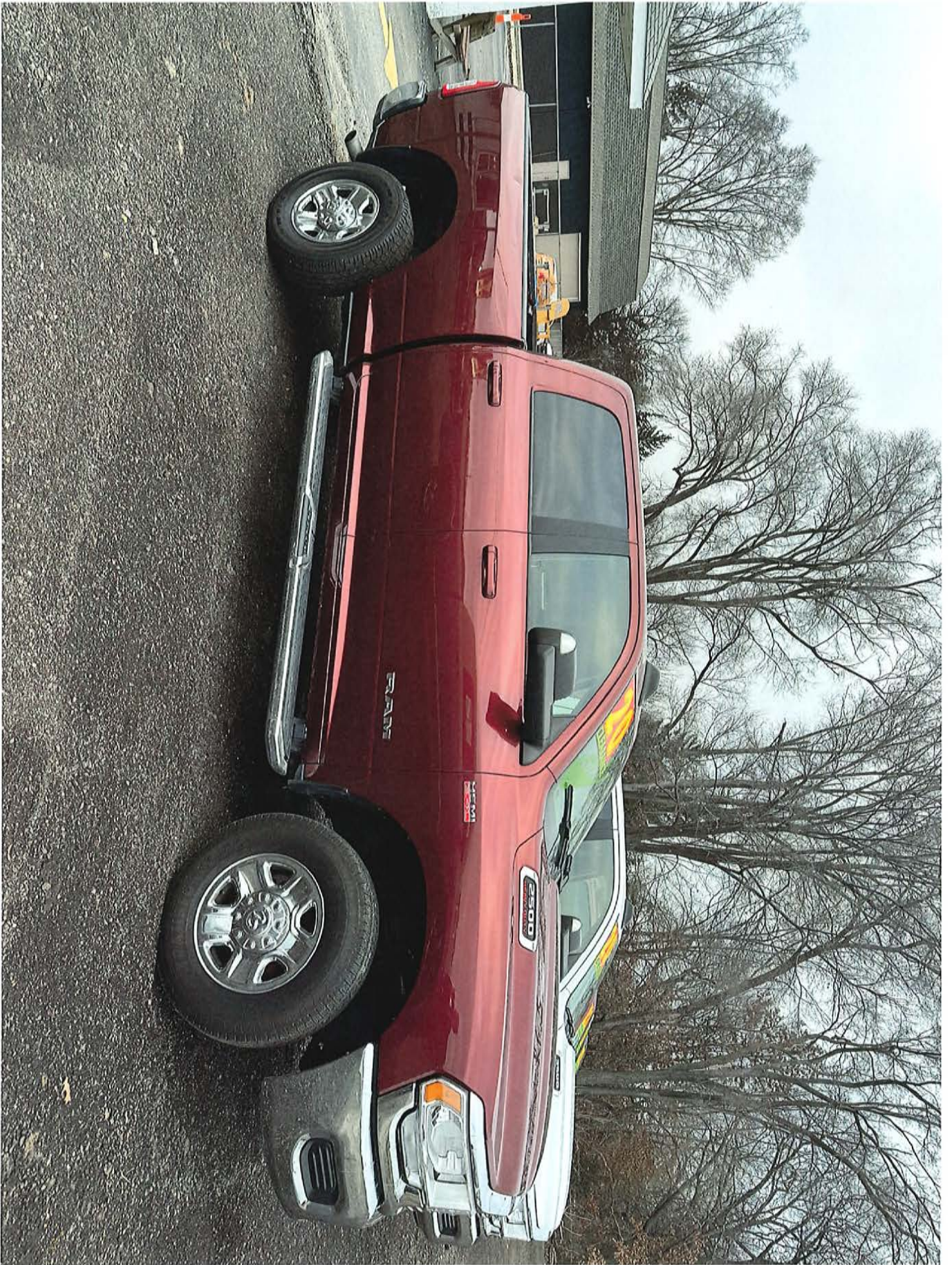
- Any warranties from a Manufacturer or supplier, including warranties on any Dealer-installed Non-Manufacturer accessories are theirs, not the Dealers, and only such manufacturer or other supplier will be liable for performance under those warranties. All goods, services, and Vehicles sold by Dealer are sold "AS IS" unless Dealer furnished Buyer with a separate written warranty or service contract or the used car sticker on the window of the vehicle indicates otherwise. (SEE PARAGRAPH 10 ON REVERSE SIDE.) This disclaimer in no way affects the manufacturer's Vehicle Warranty.
- If this is a credit sale or lease, this Order is not binding on the buyer and the Buyer cancel it and recover the deposit until buyer receives a document containing the required financial or lease disclosures.
- The annual percentage rate for a credit sale may be negotiable with the Dealer. The Dealer may assign this contract and retain its right to receive a part of the finance charge.
- The Salesperson has no authority to make and dealer shall not be bound by any promises or representations unless they are written on this order and approved by dealer's authorized representative.
- Unless otherwise noted, the buyer listed as Buyer (A) will be the registered owner/lessee of the vehicle.
- The installment contract, lease or other document signed by the Buyer may require the Buyer to submit claims arising from or related to the purchase, lease or financing of the vehicle to binding arbitration.

**BUYER'S REPRESENTATIONS**

I have read the material printed on the back and I understand and agree to it as part of this order as if it were printed above my signature. I understand that the front and back of this order comprises the entire agreement affecting this purchase/lease and no other agreement or understanding of any nature concerning same has been entered into, or will be recognized. I also certify that no credit has been either extended by Dealer or arranged by Dealer for the cash down payment unless it appears in writing on the face of this Order. I certify that I am at least 18 years old, and acknowledge receipt of a copy of this Order.

*[Handwritten signature]*





LICENSE AGREEMENT BETWEEN CHARTER TOWNSHIP OF HIGHLAND  
AND WESTERN OAKLAND TRANSPORTATION AUTHORITY (WOTA)

This License Agreement ("Agreement") entered into and effective as of the date of the last signature ("Effective Date"), is by and between the Charter Township of Highland, a Michigan municipal corporation located at 205 N. John Street, Highland, Michigan 48357 ("Township"), and the Western Oakland Transportation Authority ("WOTA"), a Michigan public corporation, located at 250 W. Livingston, Highland, Michigan 48357. Township and WOTA may be referred to collectively as (the "Parties") and individually as a ("Party").

RECITALS:

- A. The Township owns the real property located at 250 W. Livingston Road, Highland Township, Michigan, 48357 (the "Property") and the building located thereon (the "Building").
- B. The Western Oakland Transportation Authority ("WOTA") has requested to use and occupy the Building on the Property, which is approximately 6,250 square feet.
- C. The Township has agreed to allow WOTA to use and occupy the Building located on the Property subject to and as provided in this Agreement.

AGREEMENT:

§1. Grant of License. For, and in consideration of, and subject to WOTA complying with all terms and conditions of this Agreement, the Township hereby grants a revocable license to WOTA to use and occupy the Building. The purpose of the license is to have office, vehicle and maintenance space for the administrative operations of WOTA. WOTA has examined the Property prior to signing this Agreement and knows the condition of the Building. WOTA accepts the Building in its present condition at the date of the execution of this Agreement.

§2. Term of Agreement.

- 2.1. This term of the Agreement shall be for one (1) year and shall commence on January 1, 2024 and end on December 31, 2024 unless this Agreement is terminated earlier as provided herein.
- 2.2. Provided WOTA is not in default, this Agreement may be automatically extended for one additional two (2) year term, unless terminated as provided herein.

§3. Termination/Expiration.

- 3.1. This Agreement does not grant WOTA an interest in the Building or the Property, and as a revocable license that permits use and occupancy of the Building, may be terminated by resolution of the Township Board at any time and without reason, and by the Township Supervisor for cause subject to Township Board ratification. Except for emergencies or when the termination is for cause based on WOTA failing to comply with one or more requirements of this Agreement, the Township agrees to provide WOTA with at least ninety (90) days written notice of the effective date of a termination.
- 3.2. WOTA may terminate this Agreement upon providing the Township with ninety (90) days advanced notice of its intent to terminate the Agreement. WOTA shall be obligated to pay the prorated share of the license fee up to the date it vacates the Building and the Property.

WOTA shall remove all of its fixtures, equipment materials and personal property at the time of vacating the Building and shall return the Building and the Property to its condition prior to its use, allowing for reasonable wear and tear.

- §4. License Fee. In consideration of WOTA's transportation services provided to residents in the community, which the Township Board of Trustees has determined is a public benefit; WOTA shall pay \$25,000 dollars per year, by January 2<sup>nd</sup> of each year, as a license fee for the use and occupancy of the Building. For the initial year of this License, payment shall be due within 30 days after execution by both parties.
- §5. Use of Property. The use and occupancy of the Property as permitted by this Agreement is strictly limited to WOTA and its personnel to carry out WOTA's non-profit purpose of public transportation. WOTA's use and occupancy of the Property shall comply with any rules/regulations for use of the Building, as may be adopted or amended from time to time by the Township.
- §6. Township Services and Utilities. The Township shall provide the following services to WOTA: 1) trash removal from the Building; 2) snow and ice removal for the sidewalks and parking lot; 3) grounds maintenance including lawn, tree and shrub care; and 4) maintenance for the building's HVAC system, heat and water. WOTA shall pay for these services and utilities. The Township shall invoice WOTA on a quarterly basis for its proportionate share of these services and utilities and WOTA shall pay such invoice within thirty (30) days of receipt.
- §7. Equipment and Furnishings. WOTA shall provide, at its own expense, all communication and telephone systems, internet access, furniture, and equipment it deems necessary for its operation. WOTA shall keep the Building in good repair, reasonable wear and tear excepted, and in a clean and healthy condition. WOTA may not install or make changes to the Building without prior written permission of the Township.
- §8. Insurance. Although the Township may insure the Building and Property on its general liability insurance coverage, WOTA shall have no right to or expectation of coverage under any insurance policies of the Township. During periods of occupancy, WOTA shall be required to provide commercial general liability insurance covering all operations including occupancy and/or use of the Property with a minimum liability limit of one million dollars per occurrence. It is understood and agreed that the following shall be named as Additional Insureds on an endorsement: The Township, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees and volunteers. It is understood and agreed by naming the Township as additional insured, coverage afforded is considered to be primary and any other insurance the Township may have in effect shall be considered secondary and/or excess.
- §9. Assignment and Subleasing. This Agreement shall not be assigned, transferred or subleased by WOTA in whole or any part without the prior written approval of the Highland Township Board of Trustees. The Township shall not assign this Agreement without the approval of WOTA.
- §10. Signs. Upon receiving the Township's prior written approval, WOTA may place signs on the Building.
- §11. Indemnification and Liability. WOTA agrees to indemnify, defend and hold harmless the Township and its officials, employees, volunteers, and others working on behalf of the Township, against any claims, demands, suits, or loss, including all costs connected therewith, and for any damages, injury or loss to property or persons, including costs and reasonable attorney fees

incurred by the Township, which may be asserted, claimed, or recovered against or from the Township, arising from or in connection with WOTA's use or occupancy of the Building or Property. The Township shall provide WOTA prompt written notice of any claims within the scope of WOTA's obligations under this Section. The Township shall not be responsible for any loss or damage to WOTA's property caused by theft, fire, or any other act of God or third parties.

§12. Notices. All notices, requests, demands, and other communications required by this Agreement shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following addresses:

To Township: Highland Township  
Attention: Supervisor  
205 N. John Street  
Highland, MI 48357

To WOTA: Western Oakland Transportation Authority  
Attention: Director  
250 W. Livingston  
Highland, Michigan 48357

§13. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed to create a relationship of principal and agent or of partnership or joint venture between the Parties.

§14. 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. Reasonable notice shall be given to the affected Party of any such event.

§15. 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 Township.

§16. No Implied Waiver. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any right or remedy under this Agreement shall constitute a waiver of those rights regarding 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 the Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

§17. Remedies Not Exclusive. The rights, remedies, and benefits provided by this Agreement shall be cumulative, and shall not be exclusive of any other rights, remedies, and benefits, or of any other rights, remedies, and benefits allowed by law.

§18. Invalid Provision. The invalidity or unenforceability of any terms or conditions of this Agreement shall not affect the validity or enforceability of the remainder of this Agreement or the remainder of any terms or conditions. This Agreement shall be construed in all respects as if any invalid or unenforceable terms or conditions were omitted.

§19. Governing Law and Venue. This Agreement shall be construed in accordance with, and subject to, the laws of the State of Michigan. To the extent provided by law and court rule, any action at law, suit in equity, or other judicial proceeding for the enforcement of this Agreement or any provision thereof shall only be instituted in the Oakland County Circuit Court, the 52-1



District Court, or the United States District Court for the Eastern District of Michigan, depending on the nature of the action, suit, or other proceeding.

§20. Amendment. This Agreement may not be changed, modified, amended, or altered, except by an agreement in writing, signed by both Parties.

§21. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

§22. Entire Agreement. This Agreement constitutes the entire understanding between the Parties and supersedes all prior offers, negotiations, and/or agreements between the Parties relative to the subject matter addressed herein. WOTA represents that there are no understandings, representations, or promises of any kind, oral or written, that have been made by Township to induce the execution of this Agreement except those expressly set forth in writing in this Agreement.

[Signatures appear on next page]

WESTERN OAKLAND TRANSPORTATION  
AUTHORITY,  
a Michigan public corporation

\_\_\_\_\_  
By:  
Its:

STATE OF MICHIGAN        )  
                                  ) ss  
COUNTY OF OAKLAND     )

The foregoing document was acknowledged before me by \_\_\_\_\_,  
\_\_\_\_\_, on behalf of Western Oakland Transportation Authority, on the \_\_\_ day of  
\_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_

CHARTER TOWNSHIP OF HIGHLAND,  
a Michigan municipal corporation

\_\_\_\_\_  
By: Rick Hamill  
Its: Supervisor

\_\_\_\_\_  
By: Tami Flowers  
Its: Clerk

STATE OF MICHIGAN        )  
                                  ) ss  
COUNTY OF OAKLAND     )

The foregoing document was acknowledged before me on behalf of the Charter Township of  
Highland, on the \_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_



# Charter Township of Highland - Fire Department

**1600 W. Highland Rd.  
Highland, MI 48357  
(248)887-9050**

TO: Highland Township Board  
FROM: Nick George, Fire Chief  
SUBJECT: Ambulance Purchase  
DATE: 02/27/24

We are requesting permission to issue post that we are looking for bids and move forward ordering 3 new ambulances.

A change in the purchasing of apparatus and equipment has come in the fire service. It is currently a 3 year wait from when you order an ambulance to when you should receive it. With that being said, the recommended replacement time for ambulances is four to five years and/or around 80 to 100 thousand miles.

Our current Ambulance fleet consists of two 2014 ambulances and one 2019. A vender currently has an ambulance that was canceled by the Township ordering it and we could obtain it in half the timeframe as projected. This would provide one ambulance in a year and a half and the second in three years from now. With both of our 2014 receiving a new engine we will be able to make in this time frame.

With your authorization we will order the ambulances to receive them in different years. The department ambulance fleet will consist of:

Rescue 211 –	2014	replaced with	2025/6
Rescue 213 -	2014	replaced with	2027
Rescue 212 -	2019	replaced with	2028

Thank you!



Request for Bids

**TYPE I AMBULANCE ON FORD F-550 4x4 GAS CHASSIS**

# Highland Twp. Fire Department Ambulance Specifications

The Highland Township Fire Department (HTFD) is seeking bids for one (1) Type I Ambulance on a Ford F-550 4x4 Gas chassis per the enclosed specifications.

Contract will be awarded to the most "responsible bidder", provided that the bid is in the best interest of the HTFD. When analyzing the bid proposals, and in recommending a successful bidder, design, workmanship, materials, operating cost, past experience, service, and compliance to specifications will be taken into consideration as well as the lead time of the ambulance. Low bid will not guarantee an award of a contract. Highland Township reserves the right to reject any or all bids.

Bidders shall provide one (1) hard copy bid binder. Bids will be due on XX/XX/XXXX at 3:00 pm. The bids will be opened the same day at approximately at 3:15 pm by the township clerk. You are invited to attend the bid opening but it is not required.

Bids shall be sent to:

Highland Township Clerk  
205 North John Street  
Highland, Michigan 48357

Bids shall be labeled "TYPE I AMBULANCE BID"

All questions about the bid request must be directed to XXXX

## INTENT OF SPECIFICATIONS

With a view to obtaining the best results and most acceptable ambulance for the HTFD, these specifications cover only the general requirements as to the type of construction and tests to which the ambulance must conform, together with certain details as to finish, equipment and appliances with which the successful bidder must conform. Minor details of construction and materials where not otherwise specified are left to the discretion of the contractor, who shall be solely responsible for the design and construction for all features.

The ambulance will be designed and constructed to follow the requirements of the following:

# Highland Twp. Fire Department Ambulance Specifications

The most current specifications required by the State of Michigan, FMVSS, DOT, ICC, the most current KKK A-1822, AMD and Michigan State Motor Vehicle regulations unless otherwise specified in the specifications shall prevail.

Bids shall only be considered from companies which have an established reputation in the field of ambulance construction and ambulance sales/service. The bidder shall state in their bid package how many years they have been in business. Each bidder shall furnish satisfactory evidence of their ability to construct the ambulance specified and shall state the location of the factory where the ambulance is to be assembled. They shall also show that they are in a position to render prompt service and to furnish replacement parts for said ambulance.

## **CONTRACT AWARD**

Contract will be awarded to the most "responsible bidder", provided that the bid is in the best interest of the purchaser. When analyzing the bid proposals, and in recommending a successful bidder, design, workmanship, materials, operating cost, past experience, and compliance to specifications will be taken into consideration. The total lead time of this custom ambulance will also be part of the consideration and bidder must state their lead time, FROM TIME OF SIGNED AGREEMENT. Low bid will not guarantee an award of a contract.

## **DRAWINGS**

A drawing of the proposed ambulance shall be provided by the bidder with their bid proposal.

## **QUALITY AND WORKMANSHIP**

The design of the Ambulance must embody the latest approved automotive engineering practices.

The workmanship must be of the highest quality in its respective field (no wood interiors). Special consideration will be given to the following points: Accessibility of the various units, which require periodic maintenance operations, ease of operation and symmetrical proportions. Construction shall be rugged and ample safety factors shall be provided to carry loads as specified and to meet both on and off road requirements and to speed conditions as set forth under "Performance Tests and Requirements".

Welding shall be employed in the assembly of the ambulance in a manner that will not prevent the ready removal of any components part for service or repair. The manufacturer is required to have an American Welding Society certified welding inspector in plant during working hours to monitor weld quality.

# Highland Twp. Fire Department Ambulance Specifications

## **WARRANTY CLAIMS**

All warranty claims shall be handled through the successful bidder.

## **SERVICE CENTER**

The successful bidder shall be an authorized service center for the ambulance manufacture they represent. The service center shall have commonly used parts in stock for immediate use. Mobile service vehicles shall also be able to perform most service related items in the Township of Highland. Each bidder shall state the location of the service center and the closest mobile service vehicle to Highland Township in terms of miles. The bidder shall also state the size of the service center and services that can be performed at that location.

## **DELIVERY OF COMPLETED AMBULANCE**

The ambulances, to ensure proper break in of all components while still under warranty, shall be delivered under its own power - rail or truck freight shall not be acceptable. Delivery of ambulance shall be made under ownership of the manufacturer. Manufacturer shall be solely responsible for the total cost of delivery. A qualified delivery engineer representing the contractor shall accompany the ambulance during delivery and remain for sufficient length of time to instruct personnel in the proper operation, care and maintenance of the equipment delivered.

## **EXCEPTIONS TO SPECIFICATIONS**

Proposals taking total exception to specifications shall not be acceptable.

Exceptions shall be allowed if they are equal to or superior to that specified and provided they are listed and fully explained on a separate page.

## **AMBULANCE SPECIFICATIONS**

# Highland Twp. Fire Department Ambulance Specifications

## GENERAL CONDITIONS

Y\_\_\_\_N\_\_\_\_

**PURCHASER:** The "Purchaser" who is hereinafter described as an individual, or a group of individuals who represent the interest of a City, Borough, County, Parish, State, or Private enterprise AND has been charged with the responsibility of purchasing one or more emergency medical ambulance(s).

**BIDDER:** The "Bidder" is hereinafter defined as the ambulance manufacturer and/or it's authorized Representative/Dealer.

## BIDDER'S INSTRUCTIONS

Bidders shall thoroughly examine all specifications, schedules, instructions and any other documents supplied as part of this invitation to bid and shall make all investigations necessary to thoroughly inform themselves regarding the content of the written specifications, and instructions supplied herein. No plea of ignorance by the bidder pertaining to the content of the specifications, schedule, or instructions will be considered by the purchaser on the deadline, if bid submission has occurred. Failure or omission on the part of the bidder to make the necessary examinations and investigations into the content of the specifications AND make all clarifications or explanations of exceptions and conditions that exist or that may exist hereafter shall NOT be accepted as a basis for making variations to the requirements of the purchaser or compensation to the bidder.

**CLARIFICATIONS:** Clarifications shall be written correspondence between the bidder and the purchaser. A clarification shall include the page number, paragraph number, the text with unclear content (as written in the specification) and the definition of the clarification provided.

The Purchaser's clarifications shall be documented in writing and distributed to all qualified bidders at least two business days prior to the deadline for bid submission.

**EXPLANATION OF EXCEPTIONS:** Bidders may take exceptions to any part of the bid contained herein with a written itemized schedule. The schedule shall include the page number, paragraph number(s), the text that the bidder feels he cannot comply with and an explanation why the bidder feels that the requirement is not in the best interest of the purchaser AND/OR an alternate bidder solution. Alternate bidder solutions may be considered by the purchaser, if the bidder can show the purchaser that the alternate solution is, in quality and quantity, equal to OR better than the specified item.

Explanations of exceptions taken must be documented and submitted with the bid proposal on or before the bid submission deadline.

## PURCHASER'S INTENT

The intent of the specifications supplied herein is to purchase an ambulance with the highest level of quality and engineering excellence. The intent of this vehicle is centered on the patient's need for pre-hospital care, in conjunction with a safe working environment for the Emergency Medical Personnel.

## NO ALTERNATE BIDS TAKING TOTAL EXCEPTION

**BID PACKAGES SHALL NOT TAKE TOTAL EXCEPTIONS:** Bidders are required under this bid invitation to give, for the consideration of the purchaser, a proposal that will comply with the written specifications and schedules supplied herein. The specifications supplied represent a compilation of input from all disciplines of users, patients, maintenance and management personnel who are directly affected by the vehicle performance. All the personnel who have direct working contact with the vehicle specified herein base careful consideration pertaining to safety, configuration, construction, and workmanship on



# Highland Twp. Fire Department Ambulance Specifications

working experiences. The intent of this ambulance was created as a result of resolving issues and improvement suggestions that have originated from the personnel most QUALIFIED to make such input.

The purchaser makes no claim that potential issues or improvements are included in the specifications supplied herein. The purchaser will consider any valid concern by any bidder and will consider only minor specification exceptions or alternates of equal or better performance, provided that the exceptions are steered toward meeting the intent AND the exceptions are submitted with the final bid proposal on or before the bid deadline.

**CAUTION:** A bidder who submits a bid that takes "Total Exception" and makes an offering of some "Standard" or "Stock" unit will be viewed by the purchaser as a bidder who did not make, and is not prepared to make, a valid bid, and is not qualified to manufacture the ambulance as specified herein. Alternate bids shall NOT be considered.

## **INTER-AGENCY AGREEMENTS (PIGGY-BACK)**

It is the intent of this bid document to make available to other government entities, by mutual agreement with the successful Bidder, the right to purchase the same or like equipment and or products, at the prices quoted for the period of the contract. Each Bidder shall indicate in the bid proposal, if the Bidder will honor other political subdivision's orders, in accordance with contract terms and conditions. This procedure is sometimes identified as a "Piggy-Back" Bid.

## **VENDOR QUALIFICATIONS**

Regardless of chassis purchased, all bidders shall be members in good standing of the Ford Motor Company Qualified Vehicle Modifier Program (Q.V.M.). Certification verification shall be provided with the bid response. If for any reason the Q.V.M. Certification was withdrawn or suspended by Ford Motor Company within the past five years, the bidder shall supply a full written explanation of the Q.V.M. withdrawal or suspension and any corrective actions taken to regain Q.V.M. Certification.

## **PRODUCT LIABILITY INSURANCE**

A Certificate of current liability insurance, with a Twenty-one Million Dollar minimum shall be supplied with the bid submission. The certificate of insurance shall bear the insurance carrier's name, address, and phone number. The Certificate shall also bear the name and address of the insured. This document shall contain the coverage schedule, explaining the type of insurance, the policy number, the effective date of coverage, the policy expiration date, and the individual limits of liability.

## **DRUG FREE WORKPLACE**

The bidder shall conduct business as a Drug Free Workplace. The bidder/manufacturer shall provide notice to their employees as required under the Drug Free Workplace Act of 1988. A copy of the bidder's Drug Free Workplace policy shall be furnished to the purchaser upon request.

## **CHASSIS POOL**

The bidder shall be a member of the Ford Motor Company's and/or the General Motor Company's Chassis Bailment Pool, regardless of the chassis specified within this specification. The bidder shall provide a current Ford Motor Company and/or General Motor Company's Pool account number to the purchaser upon request.

## **AMBULANCE SPECIFICATION**

All ambulance modules in this specification must be built in the United States of America.

# Highland Twp. Fire Department Ambulance Specifications

## **PRODUCT TESTING**

**AMBULANCE MANUFACTURER'S DIVISION:** The Bidder shall be a member in good standing with the National Truck Equipment Association (N.T.E.A.) and the Ambulance Manufacturer's Division (A.M.D.) of N.T.E.A. The bidder shall supply a letter with the bid response to verify current membership in both the N.T.E.A. and the A.M.D.

### **SAE J3057: AMBULANCE MODULAR BODY EVALUATION-QUASI-STATIC LOADING FOR TYPE I AND TYPE III MODULAR AMBULANCE BODIES**

SAE J3057 – The ambulance described herein shall be tested and pass all requirements of SAE J3057: Ambulance Modular Body Evaluation-Quasi-Static Loading for Type I and Type III Modular Ambulance Bodies. The test results shall be certified by an independent engineering firm not directly associated with the Ambulance Manufacturer. These certified test results shall be supplied to the purchaser upon request.

## **ROLLOVER CRASH TEST**

The manufacturer shall perform a dynamic rollover crash test with video documentation to be provided to the Purchaser upon request. Crash tests shall be performed within a controlled and repeatable environment. All testing shall be performed by an ISO/IEC 17025 accredited laboratory by an accreditation body that is recognized by the National Cooperation for Laboratory Accreditation (NACLA) or is a signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA). Refer to the following publications for specifications:

- SAE J211-1 Instrumentation for Impact Test – Part 1: Electronic Instrumentation
- SAE J211-2 Instrumentation for Impact Test – Part 2: Photographic Instrumentation
- SAE J21733 Sign Convention for Vehicle Crash Testing
- SAE 3027 Ambulance Litter Integrity, Retention, and Patient Restraint

## **SIDE IMPACT CRASH TEST**

The manufacturer shall perform a dynamic side impact crash test with video documentation to be provided to the Purchaser upon request. Crash tests shall be performed within a controlled and repeatable environment. All testing shall be performed by an ISO/IEC 17025 accredited laboratory by an accreditation body that is recognized by the National Cooperation for Laboratory Accreditation (NACLA) or is a signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA). Refer to the following publications for specifications:

- SAE J211-1 Instrumentation for Impact Test – Part 1: Electronic Instrumentation
- SAE J211-2 Instrumentation for Impact Test – Part 2: Photographic Instrumentation
- SAE J21733 Sign Convention for Vehicle Crash Testing
- SAE 3027 Ambulance Litter Integrity, Retention, and Patient Restraint

## **NON-COLLUSIVE BID CERTIFICATION**

By submission of this bid response, the Bidder and/or Bidder's authorized representative(s), certify under penalty of perjury, to the best of their knowledge and belief the following:

- A. The prices in this bid response have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor, and;
- B. Unless otherwise required by law, the prices which have been quoted in the bid response have not knowingly been disclosed by the Bidder and will not knowingly be disclosed by the Bidder, prior to the public bid opening, either directly or indirectly to any competitor, and;
- C. No attempt has been made or will be made by the Bidder, for the purpose of restricting competition, to induce any person, partnership, or corporation not to submit a bid response.

# Highland Twp. Fire Department Ambulance Specifications

## DEBARMENT STATUS

By submission of this bid response, the Bidder and/or its authorized representatives, certify under penalty or perjury, that to the best of their knowledge and belief they are not currently debarred from submitting bids or bidding on contracts from any agency within the home state of the purchaser, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency within the home state of the purchaser.

## DELIVERY STATEMENT

The bidder shall state the number of calendar days required for delivery of the completed ambulance, after receipt of an order and receipt of chassis by the manufacturer.

Delivery shall be within \_\_\_\_\_ calendar days after receipt of order and receipt of chassis. (State number of calendar days)

## REQUIRED DELIVERY ITEMS

REQUIRED DELIVERY ITEMS: Upon a successful bid award, the vendor shall provide the following to the purchaser, upon ambulance delivery:

1. Manufacturer's Quality Assurance Vehicle Testing and acceptance documents.
2. One (1) copy of conversion parts, service, and operational manuals.
3. OEM Chassis Owner's Guide materials as provided by the chassis manufacturer.
4. One (1) copy of "as built" customized electrical schematics for the ambulance conversion.

## PURCHASER'S RIGHTS

ACCEPTANCE OR REJECTION: The Purchaser reserves the right to accept or reject any and all bids as deemed to be in the best interest of the purchaser and is not bound to accept the lowest bid.

BID PROPOSAL TIME LIMITS: All bids submitted to the purchaser shall remain in effect for a minimum period of (30) thirty calendar days.

BID WITHDRAWAL: Only written bid withdrawal requests will be accepted by the purchaser. Bid withdrawals received less than (3) three working days prior to the advertised bid opening will not be accepted.

## MICHIGAN DEALER REQUIREMENT

It is a requirement that the bidder has a Michigan Dealer and Michigan Service License.

**Please provide supporting documents.**

## FORCE MAJEURE

Company shall not be liable or responsible to Purchaser, or be deemed to have defaulted or breached these Standard Terms and Conditions, for any failure or delay in fulfilling or performing any of these Standard Terms and Conditions when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Company including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities, terrorist threats or acts, riot or other civil unrest, national emergency, revolution, insurrection, epidemic/pandemic, telecommunication breakdown, power outage, lockouts, strikes or other labor disputes (whether or not relating to either party's workforce), restraints or delays affecting carriers, inability or delay in obtaining chassis from an original equipment manufacturer or other supplies of adequate or suitable components or materials at reasonable prices. Any delays of subcontractors occasioned by any of the causes specified in the immediate preceding clause.

# Highland Twp. Fire Department Ambulance Specifications

## DYNAMIC SIDE IMPACT & ROLLOVER TESTS

Y\_\_\_N\_\_\_

Bidder shall perform Dynamic Side Impact & Rollover Tests with same module that was involved in side impact crash test. This module must be the same brand, make, and model for both tests. Video documentation to be provided to the Purchaser upon request. Crash test shall be performed within a controlled and repeatable environment, validated by a third-party testing facility.

## BIDDER IS KKK-A-1822F AMENDMENT 1 COMPLIANT

Y\_\_\_N\_\_\_

**Bidder must provide an ambulance with an all-aluminum welded interior.** Providing an ambulance with a wood or use of fasteners on the interior walls not acceptable. Does the ambulance you are bidding have a welded aluminum interior?

Y\_\_\_N\_\_\_

**Bidder must provide an ambulance that does NOT have wood in the floor.** We intend on keeping this vehicle in service for 10+ years and we do not want a wood floor. We also feel that a wood floor, over time, can allow blood borne pathogens to seep into the wood. Does the ambulance you are bidding NOT have a wood floor?

Y\_\_\_N\_\_\_

## - Chassis

Air Horn - (Buell) dual trumpets, one (1) 10" and one (1) 12", recessed in the Buckstop bumper, compressor w/cover in OSS #2. The air horns shall be activated by push buttons located one (1) on the passenger's side and one (1) on the driver's side of the MCC (master control console).

Y\_\_\_N\_\_\_

Two (2) Whelen SA315 - 100-watt siren speakers, shall be recessed in Buckstop bumper openings. These sirens will be connected to the standard Whelen 295-HFSA7 siren.

Y\_\_\_N\_\_\_

There shall be a Buckstop Utility Winch Mount Bumper installed on the front of the chassis. The Buckstop bumper shall be black powder coated.

Y\_\_\_N\_\_\_

## FLOOR CONSOLE F550 STANDARD CONSOLE

Y\_\_\_N\_\_\_

There shall be a Federal BP200 siren speaker recessed in the Buckstop bumper with an Electric "F" grille covering. The speaker shall be connected to the EQ2B siren.

Y\_\_\_N\_\_\_

## TYPE I - AMBULANCE - I FORD - 72 INCH INTERIOR HEADROOM

Y\_\_\_N\_\_\_

SPECIFICATION INTENT: 2025 Type I, 169-inch module, constructed with not less than 72-inches interior module height, an overall length of 307-inches, an overall width of 98-inches and an overall exterior height not to exceed 112-inches.

CH\_F4550LG

CHASSIS - FORD F-550 193" WB 4X4 DRW (108 C.A.) GAS ENGINE

Y\_\_\_N\_\_\_

Please see the **Chassis Spec attached for GENERAL reference only.**

# Highland Twp. Fire Department Ambulance Specifications

FORD F550 CHASSIS CAB, 193" WB 4X4 DRW (108" C.A.)

SPECIFICATION FOR GENERAL REFERENCE ONLY. It is the intent that the bidder provides a current model year chassis (current to the year the module is being manufactured) and meet the intent of the chassis spec below:

## MECHANICAL

- Axle -Mono-beam front axle w/coil spring suspension
- Battery - Batteries Dual 750 CCA
- Brakes – Four-wheel Disc Brakes; Anti-lock Brake System (ABS)
- Emission 50-State Emissions System
- Engine — 7.3L 2V DEVCT NA PFI V8 gas (\*99N\*)
- Engine block heater (\*41H\*)
- Rear-axle 4.88 Limited-slip (\*X8L\*)
- Tires - 225/70Rx19.5G BSW A/P (TGJ)
- Transmission – TorqShift® Ten-Speed 10R140 with Neutral Idle Automatic w/Selectable Drive Modes (\*44G\*)

## FUNCTIONAL

- Audio – AM/FM stereo MP3 player
- Alternator: 397 amp (\*67B\*)
- Ambulance Prep Package (\*47A\*)
- FordPass™ Connect 4G
- Hood release
- Horn - dual electric
- Shock absorbers - heavy -duty gas
- Sirius XM® Radio (Note: Includes a 3-month prepaid subscription. Service is not available in Alaska or Hawaii)
- Spare Tire, Wheel and Jack (Excludes carrier; includes Hydraulic Jack (\*512\*  
\*61J\*))
- Springs, rear auxiliary
- Stabilizer bars – front rear
- Trailer Brake Controller

## EXTERIOR

- Bumper – front, chrome
- CAL SER VEH EXP (\*936\*)
- Color - Oxford White (\*Z1\*)
- Fender vents – front
- Front License Plate Bracket
- Fuel Tank — 40-gallon aft axle
- Glass – privacy
- Grille – two (2) bar, bright chrome
- Preferred Equipment Package XLT Trim (\*663A\*)
- Scuff plates – front, color-coordinated
- "Three Blink" Lane change signal

# Highland Twp. Fire Department Ambulance Specifications

- Tow hooks – front (2)
- Trailer wiring – 7 wire harness w/relays, blunt cut labeled
- Wheels – 19.5" Forged Polished Aluminum w/Bright Hub Covers/Center Ornaments (19.5" x 6.75") (64D)
- Windshield Wipers – intermittent

## INTERIOR/COMFORT/CONVENIENCE

- 4.2" LCD Productivity Screen, includes menus for Gauge Setup, Trip Computer, Fuel Economy and towing/off-road application. (5) button message control on steering wheel (included with SYNC® and SYNC® Services)
- 12V Power point, auxiliary
- 110V/400W outlet
- Power Adjustable Pedals (62M)
- Air conditioning – single-zone, manual
- Air conditioning vents – black w/chrome ring and knob
- Auxiliary audio input jack
- Cabin Air Particulate Filter
- Carpet Delete (replaced with black flooring) (\*166\*)
- Coat hooks, LH/RH color-coordinated
- Dash top tray
- Daytime Running Lamps (DRL) (\*942\*)
- Dome lamp – LH/RH door activated I/P switch operated w/delay
- Door locks w/ backlit switches
- Door-trim – soft armrest, grab handle, power window/lock switches and reflector; front map pockets
- Gauges Meters - Fuel, Transmission temperature, Engine coolant temperature, Oil pressure (gas engine), Speedometer, Odometer, and Tachometer
- Handles, grab – driver front-passenger Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
- Headrests - driver and passenger 4 way adjustable
- Map lights – dual (front and rear w/Crew Cab)
- Mirror – rearview 11.5" day/night
- Outside Temperature Display
- Overhead Console – with dual storage bin and map lights
- Power Equipment Group – 1ST row (front-seat) windows w/one-touch up/down, power/door-locks w/backlit switches accessory delay
- Seat –Front, high-series cloth 40/20/40 medium earth grey (\*3S\*) split bench - 20% center under-seat storage, – w/center armrest, cupholder and storage (manual lumbar – driver's side) — Two-way adjustable driver/passenger headrests
- Steering – power

# Highland Twp. Fire Department Ambulance Specifications

- Steering wheel – Black urethane with manual tilt and telescoping steering wheel/column; with redundant audio and SYNC® controls
- Sun visors – color-coordinated cloth, driver w/pocket, both driver and passenger w/covered mirrors
- Upfitter switches – 6 located in Overhead Console
- Power windows w/backlit switches

## SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Advanced Security Pack (inc. Inclination / Intrusion Sensors)
- AutoLamp – Auto On/Off Headlamps with Rain lamp Wiper activated Headlamps
- Autolock, Auto unlock
- Belt-Minder® (front safety belt reminder)
- Driver and passenger frontal and side airbag/curtain; passenger side deactivation switch
- Headlamps – Quad beam jewel effect halogen
- Lamps – Roof marker/clearance – LED
- Mirrors – manually telescoping (\*54K\*) /folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals
- MyKey® owner controls feature
- Remote keyless entry
- Safety Belts – color-coordinated w/height adjustment (front-outboard seating positions only)
- Safety Canopy® System
- SecuriLock® Passive Anti-Theft System (PATS)
- Stationary Elevated Idle Control (SEIC)
- SOS Post-Crash Alert System™
- Trailer Sway Control and Hill Start Assist

## DRIVER ASSIST

- Automatic High Beam – standard
- Cruise Control (steering wheel mounted)
- SYNC® 3 – Enhanced Voice-Recognition Communications and Entertainment System with 911 Assist® and AppLink®, Apple CarPlay™, and Android Auto™•

## WEIGHT RATINGS

- FRONT AXLE WEIGHT RATING 7000 lbs
- REAR AXLE WEIGHT RATING 13660 lbs
- GROSS VEHICLE WEIGHT RATING 18000 lbs

FUEL TANK - FULL UPON FACTORY RELEASE

Y\_\_\_\_N\_\_\_\_

# Highland Twp. Fire Department Ambulance Specifications

The chassis fuel tank of the completed unit shall be full at time of release from the ambulance manufacturer's facility.

-----  
ENGINE BLOCK HEATER - OEM PLUG

Y\_\_\_N\_\_\_

An engine block heater shall be included in the chassis with the 125 VAC power cord.

HEAT SHIELDS, PROTECTIVE

Y\_\_\_N\_\_\_

Aluminized steel protective heat shields shall be installed to the upper laterals above the exhaust system to help protect the module from the chassis exhaust system heat. This shall meet OEM guidelines for heat shields.

-----  
HIGH IDLE SYSTEM, AUTOMATIC

Y\_\_\_N\_\_\_

A high-idle module will be added to the chassis. The high idle will be engaged automatically by the M-Tech system when all chassis parameters are met. Chassis parameters include but not limited to vehicle in park, service brake not depressed, accelerator not depressed, parking brake set. High-idle is also activated by the M-Tech heat or A/C.

-----  
SUSPENSION - LIQUID SPRING TYPE I

Y\_\_\_N\_\_\_

A CLASS®, or Compressible Liquid Adaptive Suspension System, shall be provided and installed. Utilizing a strut, with a compressible fluid as the spring/damping medium, and its sophisticated on-board microprocessor, CLASS® adapts the entire vehicle's response to road variations and the driver. Unlike current steel and air sprung suspension systems, CLASS® can automatically and instantaneously change the spring stiffness and damping at each wheel over a very broad range with minimal power consumption while the vehicle is being driven and without driver intervention. The system shall include an automatic lowering feature, which is activated by opening the rear patient compartment doors. There shall be a switch near the rear doors which will defeat the lowering feature.

-----  
BATTERY - TWO SYSTEM - F SERIES CHASSIS

Y\_\_\_N\_\_\_

The vehicle shall have a 12 V two (2) battery system rated at 1500 cold cranking amps. Both batteries shall be securely installed in the Ford OEM locations, under the vehicle hood.

-----  
INBOARD ARM RESTS FOR ALUMINUM CONSOLE

Y\_\_\_N\_\_\_

Inboard arm rests shall be provided and installed for both the driver's and passenger's seats in the cab.

-----  
BACKUP ALARM

Y\_\_\_N\_\_\_

An (OSHA approved) back up alarm shall be installed with a disable control for silent backing. The disable control shall be located on the MCC (master control console). The back up alarm system shall automatically reset to the "on" mode when the transmission is taken out of reverse.

-----  
RUNNING BOARDS - STAR PUNCHED DIAMOND PLATE

Y\_\_\_N\_\_\_

Aluminum diamond plate running boards with a star punched non-skid surface shall be provided on the cab. The running boards shall be dip anodized after they are formed to retain finish and increase corrosion resistance.

-----  
LIGHTS RUNNING BOARD -WHELEN MINI-LED

Y\_\_\_N\_\_\_

One (1) pair of Whelen white Mini-LED's shall be installed one (1) each side, low on the module front, as running board lights. The lights shall activate with the cab door switches.



# Highland Twp. Fire Department Ambulance Specifications

MIRRORS, EXT OEM MANUAL TELESCOPING WREMOTE & HEAT

Y\_\_\_\_N\_\_\_\_

The chassis shall have OEM manual telescoping, folding trailer tow mirrors with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals.

-----  
OEM AUTO-LOCK DISABLED (cab & module doors do not auto lock or unlock)

Y\_\_\_\_N\_\_\_\_

The OEM auto-lock feature will be disabled.

-----  
SIREN, FEDERAL EQ2B ELECTRONIC Q SIREN

Y\_\_\_\_N\_\_\_\_

A Federal e-Q2B Electronic "Q" siren shall be installed, with a control head mounted in the master control console located in the cab. Federal Signal has completely redesigned the e-Q2B™ electronic siren to incorporate a 200-watt Class D audio amplifier for increased reliability, smaller footprint, additional feature set and ever lower amp draw. The newly engineered keypad features backlit membrane switches and large rubberized knobs making it easy to use. The e-Q2B combines Digital Signal Processing to accurately reproduce the distinctive trademark sound of the Q-Siren, with a current draw of only 20 amps.

- Traditional Q-Siren wail, yelp, airhorn, PA and radio rebroadcast, park kill input and horn ring input.
- Requires (1) 200-watt speaker or (2) 100-speakers to complete the 200-watt system of the e-Q2B
- Current draw of 20 amps makes the system ideal for large apparatus, ambulance applications and command vehicles.
- Redesigned for increased reliability and improved functionality
- Features the traditional trademarked Q-Siren sound
- New keypad features backlit membrane switches with tactile feel
- New easy-to-read external diagnostics
- Includes end plate with mounting legs
- Improved power connector ensures increased reliability and connection strength
- Smaller footprint

SIREN, WHELEN 295-HFSA7-REMOTE WITH MICROPHONE (Meets CA Title 13)

Y\_\_\_\_N\_\_\_\_

A Whelen 295-HFSA7 remote dual siren amplifier shall be flush-mounted in the master control console located in the cab. The siren shall be capable of hands-free operation and shall be equipped with a noise canceling microphone. Note - Meets CA Title 13. Some features of this siren include:

**DUAL 200 WATT, FLUSH MOUNT SIREN with REMOTE SIREN AMPLIFIER**

- Six function siren plus radio repeat and public address.
- Operates two 100-watt speakers.
- Operates in dual (outputs 2 independent siren tones creating rich harmonic dual tone sound) or mono sound modes.
- External dip switch programmable siren tones.
- PTT (push to talk) switch on microphone overrides all siren functions.
- Removable unidirectional microphone with adjustable microphone volume adjustable preset radio repeat volume.
- SI TEST®, silent diagnostic test.

# Highland Twp. Fire Department Ambulance Specifications

- Quick disconnect plug for ease of service or replacement.

## 12 Siren Tones

- Air horn
- Wail
- Yelp
- Piercer
- Manual Coast to Stop
- Manual
- Mechanical Coast to Stop
- Hi/Low
- Yelp 249
- Warble
- Whoop
- Mechanical Tone

WHEELS, FORGED POLISHED ALUMINUM - 19.5 - F450/550 193" WB

Y\_\_\_\_N\_\_\_\_

19.5" forged, polished aluminum wheels with bright hub covers / center ornaments shall be provided on front and rear outer steel inner wheels. Valve stem extensions shall be included.

## - Electrical

There shall be a 6" X 10" removable plate installed on the curbside of the module for future radio installation. Behind the plate there shall be One (1) set of 12 volt/40 amp radio tie-in points and pre-wires installed. The set shall include one (1) "Battery Hot", one (1) "Ignition Hot", and one (1) "Grounded" junction stud rated for a maximum of 80 amps. The two coax antennas shall also terminate behind this plate.

Y\_\_\_\_N\_\_\_\_

125 VAC OUTLETS: One (1) 2-wire +plus ground 125 VAC duplex outlet in the upper #2 front wall cabinet. One (1) 2-wire +plus ground 125 VAC duplex outlet in the lower #2 front wall cabinet. One (1) 2-wire +plus ground 125 VAC duplex outlet installed in the passenger's side of the module in the pass through area. One (1) 2-wire +plus ground 125 VAC duplex outlet installed in the driver's side of the module in the pass through area.

Y\_\_\_\_N\_\_\_\_

OUTLETS, 12VDC One (1) 12 VDC power point outlet shall be installed in the patient compartment, in the upper #2 front wall cabinet,. One (1) 12 VDC power point outlet shall be installed in the patient compartment, in the lower #2 front wall cabinet. One (1) 12 VDC power point outlet shall be installed in the street side primary action area, per. One (1) 12 VDC power point outlet shall be installed in the driver's side pass through. One (1) 12 VDC power point outlet shall be installed in the passenger's side pass through. One (1) 12 VDC power point outlet shall be installed in the rearward wall of OSS #3. The outlets shall be labeled, "12 VDC". A Schottky diode medical isolator shall be provided to protect the 12 VDC outlets.

Y\_\_\_\_N\_\_\_\_

There shall be an eight (8) button soft touch pod installed on the curb side of the module. The soft touch pod shall be installed. The buttons shall be programmed as

Y\_\_\_\_N\_\_\_\_

# Highland Twp. Fire Department Ambulance Specifications

follows: The first four (4) soft touch buttons 1. Mod Power 2. Suction 3. O2 4. Heat/AC fan The second four (4) soft touch buttons 1. Checkout lights 2. Left dome lights (This will be used as the dimmer as well) 3. Right dome lights (This will be used as the dimmer as well) 4. Vent (Exhaust)

-----  
Clarification: The dealer (Kodiak) requests that the window level lights are not to flash in an A/B Patten with the emergency master and that is to put a special flash pattern in the design that is close to the Action Scan flash pattern (per Brian Holbrooks and Todd Kiser). This was Change Order 1 on first order.

Y\_\_\_\_N\_\_\_\_

## ----- ELECTRICAL SYSTEM - WELDON V-MUX, MICRO PROCESSOR BASED

A Weldon V-MUX 100% solid state microprocessor based multiplex system shall be installed to control the electrical functions. The system shall include load management, load shedding, power modulation, load sequencing capabilities and provide on-board diagnostics with real-time status reporting. The system shall consist of one (1) color control console (Vista) in the cab, one (1) color control console (Vista) in the patient compartment, a total of three (3) control nodes: two (2) High Content nodes and one (1) 8 X 16 node, and a module warning display with video input and monitoring capabilities. The system must be a Weldon V-MUX. No exception. Bidders who propose any other proprietary electrical system shall be considered as non-compliant. Documentation required with bid submission. Bidder must supply with his/her bid proposal, a listing of not less than 1500 ambulances produced with the Weldon V-MUX system within the past 5 years. The documentation shall include a production order number, the purchaser's agency name, and the date the ambulance was delivered. Bids submitted without this documentation shall not be considered.

Y\_\_\_\_N\_\_\_\_

## ----- ELECTRICAL CIRCUITS

All electrical circuits shall have wiring and circuit protection suitable to the demand and must meet the national electric code (NEC) wiring requirements. All added on wiring (18 GA through 10 GA) shall be color coded and stamped with code numbers and functions every 4" for easy identification (all other wiring shall be color coded). SLX high temperature thermoplastic cross link wire shall be used. insulated cable shall be used for all under hood / underbody battery and charging system cable. High temperature (375° f) thermoplastic loom shall be used on all harnesses.

Y\_\_\_\_N\_\_\_\_

## ----- ELECTRICAL COMPARTMENT (PDQ) - MULTIPLEX ELECTRICAL SYSTEM

The Power Distribution Quarters (PDQ) shall hold electrical components, (i.e, power distribution nodes, circuit breakers, etc.). The electrical compartment shall have a hinged door with two (2) chrome locking lever latches and be shall located on the partition wall behind the attendant seat.

Y\_\_\_\_N\_\_\_\_

## ----- FLASHER - MULTIPLEX ELECTRICAL SYSTEM

The flasher shall be provided within and programmed by the multiplex electrical system.

Y\_\_\_\_N\_\_\_\_

## ----- FLASHING HEADLIGHTS - MULTIPLEX ELECTRICAL SYSTEM

The headlights (high beams) shall be programmed through the multiplex system to alternate flash (wig-wag), activated by a switch on the master control console screen labeled "Flashing Headlights", with the ignition on and module power and emergency master switches enabled. The flashing headlights are to be disabled when the low or high beams are activated. They are also disabled when the transmission is placed in the neutral/park position. The flashing headlights shall have the capability to be reactivated

Y\_\_\_\_N\_\_\_\_

# Highland Twp. Fire Department Ambulance Specifications

with the "park override" switch in the "on" position if the low and high beams are off.  
-----

## GROUND FAULT CIRCUIT INTERRUPTER-GFCI

Y\_\_\_N\_\_\_

A 125 VAC, 20 AMP circuit breaker with ground fault circuit interrupter (GFCI) electronic ground leakage detection shall be installed in the load center for the shoreline circuit.  
-----

## MODULE DISCONNECT - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

A disconnect to keep the system power engaged after the ignition is switched to the "off" position.  
-----

## REVERSE -TRANSMISSION- FUNCTIONS - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

The system shall be programmed to provide activation for the rear outboard warning lights, the rear side warning lights, the rear scene lights, and the rear side scene lights, when the transmission selector lever is placed into "reverse" position.  
-----

## SPARE CIRCUIT - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

One (1) spare 15-amp circuit shall be provided.  
-----

## WIRING HARNESS CONNECTORS - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

All wiring harnesses shall be connected via quick connect circular plug connectors.  
-----

## VOLTMETER - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

One (1) digital voltmeter shall be provided on the master control console screen.  
-----

## WARNING DISPLAY - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

A digital warning display shall be integrated into the cab display console and programmed through the multiplex system to provide visual and audible indications for: Parking brake set condition, Parking brake release condition, Patient status alarm (four color with reset capability), Individual outside storage compartment "door open" warnings in vehicle outline form, Low voltage alarm, Low oxygen pressure alarm.  
-----

## EMERGENCY MASTER SWITCH - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

A single emergency master switch shall be supplied for activating all the emergency warning lights and shall be provided on the master control console screen. The emergency master switch will activate the module power automatically. There shall also be an Emergency Master Menu button which shall allow access to individual warning light functions.  
-----

## CONTROL PANEL SWITCHES - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

The switches on the master control console and attendant control panel screens shall have dimmable perimeter backlighting for easy identification.  
-----

## MODULE POWER SWITCH - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

A module power switch for the electrical system shall be provided on both the Master Control Console and the Attendant Control Panel screens.  
-----

## ATTENDANT CONTROL PANEL (ACP) - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

The Attendant Control Panel (ACP) shall contain a color micro processor screen, which will control all equipment installed in the patient compartment.  
-----

## PARK OVERRIDE - MULTIPLEX ELECTRICAL SYSTEM

Y\_\_\_N\_\_\_

A park override switch, located on the master control console screen, shall reactivate all lights disabled when the transmission is placed in the neutral/park position.  
-----

# Highland Twp. Fire Department Ambulance Specifications

LOAD MANAGER-SEQUENTIAL SWITCHING SYSTEM - MULTIPLEX ELECTRIC SYSTEM The load manager-sequential switching system shall be controlled by the microprocessor based electrical system. The emergency master button shall control the sequential switching of the emergency lights and/or other warning devices. The load manager shall automatically shed non-critical electrical loads during low voltage conditions to help prevent electrical system overload when the vehicle is stationary, and the transmission is in the park position. -----	Y___N___
FRONT CLEAR DISABLE SWITCH - MULTIPLEX ELECTRICAL SYSTEM Activation of the switch on the master control console screen shall disable all forward-facing clear warning lights. -----	Y___N___
CURBSIDE SCENE LIGHTS ON WITH CURBSIDE DOOR The Curbside scene lights shall be programmed to activate when the Curbside door is in the open position. -----	Y___N___
REAR SCENE LIGHTS ON WITH REAR DOORS OPEN The rear scene lights shall be programmed to activate when the rear doors are in the open position. -----	Y___N___
DISABLE SWITCH FOR REAR SCENE LIGHTS - MULTIPLEX ELECTRICAL SYSTEM A disable switch shall be installed at the rear door area to disable the rear scene lights. -----	Y___N___
DISABLE SWITCH FOR SIDE SCENE LIGHTS - MULTIPLEX ELECTRICAL SYSTEM A disable switch shall be installed at the curbside door area to disable the curbside scene lights. -----	Y___N___
VISTA IV ACP - PUSH BUTTON A Weldon V-MUX Vista IV interface module / display screen shall be provided and mounted on an angled flip - down panel with chrome lever latches, in the patient compartment ACP area. The Vista module shall be operated through the use of push buttons. A temperature sensor shall be mounted to the bottom of the ACP panel. -----	Y___N___
VISTA IV MCC - PUSH BUTTON A Weldon V-MUX Vista IV interface module / display screen shall be provided and installed in the cab. The Vista module shall be operated through the use of push buttons. -----	Y___N___
SYSTEM ACTIVE AND CHECK OUT LIGHTS - 15 MINUTES A switch shall be located at the curb and rear entry doors that will allow activation of the electrical system. There shall also be a check out light switch located at the curb and rear doors that will allow activation of the LED angled lights prior to entering the module. The system shall be programmed to shut down automatically after 15 minutes unless the ignition is on.	Y___N___
DAYTIME RUNNING LAMPS - MULTIPLEX ELECTRICAL SYSTEM The OEM Daytime Running Light Headlights , for daytime operation when transmission is placed in drive, as a feature of the multiplex system. (if not standard on the chassis). The OEM Daytime Running Light Headlights shall be activated, for daytime operation, when transmission is placed in drive as a feature of the multiplex system. (if not standard on the chassis). -----	Y___N___
CAMERA REAR VIEW - SINGLE SYSTEM - VISTA SCREEN A color camera system connected to the cab Vista display screen shall be installed, providing rear view monitoring to the rear exterior of the module. The camera shall be connected to the video input provided in the cab's Vista screen. This camera image shall	Y___N___

# Highland Twp. Fire Department Ambulance Specifications

automatically be displayed on the MCC Vista when the vehicle is placed in reverse. The Vista shall resume normal operation when the vehicle is taken out of reverse. Camera alignment will be conducted at final inspection, if applicable.

-----  
USB - DUAL OUTLET, ONE (1) INTERIOR LOCATED ON CONSOLE

Y\_\_\_N\_\_\_

One (1) dual USB port outlet, 5 volt / 2.1 amp, shall be installed on the Master Control Console in the cab. The outlet shall have power and ground for charging equipment, such as cell phones, iPad, etc..

-----  
OUTLET, USB - ONE (1) DUAL - PRIMARY ACTION AREA

Y\_\_\_N\_\_\_

One (1) dual USB port outlet, 5 volt / 2.1 amp, shall be installed in the vehicle, located on the streetside primary action area in the patient compartment. The outlet shall have power and ground for charging equipment, such as cell phones, iPad, etc.

-----  
OUTLET, 125VAC - TWO (2) INTERIOR DUPLEX - LEFT WALL ACTION AREA

Y\_\_\_N\_\_\_

Two (2) 2-wire +plus ground 125 VAC hospital grade duplex outlets shall be installed in the street side wall in the primary action area, with wiring connected to the shoreline. An indicator lamp shall be located within the 125 VAC outlet as a line monitor to indicate a live circuit. The outlets shall be labeled, "125 VAC".

-----  
OUTLET, 125VAC - ONE (1) INTERIOR DUPLEX - SECONDARY ACTION AREA

Y\_\_\_N\_\_\_

One (1) 2-wire +plus ground 125 VAC hospital grade duplex outlet shall be installed in the street side wall in the secondary action area, with wiring connected to the shoreline. An indicator lamp shall be located within the 125 VAC outlet as a line monitor to indicate a live circuit. The outlet shall be labeled, "125 VAC".

-----  
INVERTER, VANNER - 1100 WATT, LIFESINE LSC 12-1100-DC CHARGER

Y\_\_\_N\_\_\_

A Vanner LifeSine LSC 12-1100-DC, 1100 watt inverter with battery conditioner/charger, shall be provided and installed (non-hardwired).

-----  
INVERTER, TO BE ON WITH THE IGNITION

Y\_\_\_N\_\_\_

The mod power, and any option associated with auto on when mod power is engaged, will also come on with ignition. If mod power is turned off while ignition is on, turning mod power back on will also re-engage the inverter power.

-----  
RECEPTACLE SHORELINE INLET-SUPER 20 AMP, AUTO EJECT - YELLOW COVER

Y\_\_\_N\_\_\_

A Kussmaul super auto eject shoreline inlet receptacle with yellow cover shall be installed on the module exterior (forward Streetside) near the driver's door. The receptacle shall be equipped with an integral dynamic disconnect. The 125 VAC, heavy duty 20-amp circuit breaker shall have GFCI protection and shall be connected to the lighted 125 VAC patient compartment outlet(s). A mating connector shall be shipped loose with the completed ambulance.

-----  
SHORELINE INDICATOR LIGHT- ALLIED VCC RED MINI NEON - EXTERIOR MOUNTED

Y\_\_\_N\_\_\_

A VCC red mini neon indicator light will be installed on the module and located near the shoreline inlet. The indicator shall illuminate when shoreline power is present at the inlet.

-----  
LIGHT, ATTENDANT CONTROL PANEL AREA - TECNIQ SILHO-X LED - WARM WHITE

Y\_\_\_N\_\_\_

A Tecniq Silho-X 2.75" round warm white LED light with SS trim ring, shall be mounted above the left wall forward action area counter. The light shall be operated through a button on the control screen labeled "Attendant Light"

-----  
LIGHT, LED ELECTRICAL COMPARTMENT -PDO

Y\_\_\_N\_\_\_

# Highland Twp. Fire Department Ambulance Specifications

A 12 VDC LED light shall be located in the electrical compartment. The light shall be wired "battery-hot" to activate when the power distribution quarter's door is in the open position. The light shall be off when the door is in the closed position.

LIGHTS, DOME LED (10) WHELEN SUPER LED

Y\_\_\_N\_\_\_

Ten (10) Super LED dome lights, Whelen #80COEHCR, shall be provided in the patient compartment. The dome lights shall be controlled by separate switches for the left bank and right bank of lights. The dome lights shall be activated by switches on both the attendant control panel and the master control console. The dome lights shall be illuminated at low power whenever the patient compartment side or rear doors are opened.

-----  
LIGHTS, DELETE LIGHTS ON PANEL CURBSIDE ANGLED

Y\_\_\_N\_\_\_

Delete /omit the lights on the Curbside interior,angled panels.

-----  
LOCKS POWER - PASSAGE, 5 COMPARTMENTS, KEY FOBS

Y\_\_\_N\_\_\_

Power door locks shall be included on module passage doors and five (5) outside storage compartments. The locks shall be activated from the interior of the rear and the curbside doorway, as well as the OEM chassis cab door switches. A keyless entry system shall be installed. The system shall operate with the OEM key fobs to lock/unlock all cab doors, module passage doors, and outside storage compartment doors. NOTE: This does not include the battery bay door.

SWITCH DOOR UNLOCK, WATERPROOF - HIDDEN IN FRONT GRILLE AREA

Y\_\_\_N\_\_\_

An exterior waterproof hidden door unlock switch shall be provided and installed in the front grille area.

-----  
PROGRAMMING, V-MUX - REAR WINDOW LEVEL LIGHTS - BRAKE OVER RIDE

Y\_\_\_N\_\_\_

Window level lights shall be tied into the brake circuit, and shall activate as low intensity brake lights when the brake pedal is depressed.

## **- Exterior Lighting**

There shall be two (2) Hiviz Guardian LED scene lights installed on the rear of the module,. Lights shall operate as standard rear scene lights.

Y\_\_\_N\_\_\_

-----  
Four (4) Hiviz Gaurdian side scene lights shall be installed, two (2) each module side inboard of the warning lights.

Y\_\_\_N\_\_\_

-----  
Install Firetech 46" Brow Light FT-B-46-W to the front of the module using a white housing.

Y\_\_\_N\_\_\_

-----  
LIGHTS REAR MODULE, UPPER OUTER - 2 WHELEN 900 LED Two (2) Whelen 900 series super LED warning lights with chrome bezels shall be installed on the upper rear of the module, in the outer location. The driver's side rear outer light is to be green with clear lens and the passenger's side rear outer light is to be red with clear lens. The lights shall operate from a switch on the master control console, labeled "Flashers".

Y\_\_\_N\_\_\_

-----  
There shall be seven (7) Tecniq E10 white LED lights mounted on brackets underneath the module. The lights shall turn on automatically when the vehicle is shifted into park. The lights may also be activated by a switch on the MCC Vista display screen labeled

Y\_\_\_N\_\_\_

# Highland Twp. Fire Department Ambulance Specifications

"Underbody Lights". There shall be three (3) lights on each side of the unit and one (1) on the rear of the unit. Lights to be installed.

-----  
LIGHTS REAR WINDOW - 2 WHELEN 900 SUPER LED Two (2) Whelen 900 series super LED warning lights with chrome flanges shall be installed on the rear of the module at window level, one (1) on each side. These lights shall operate from a switch on the master control console, labeled "Flashers". These are not to flash in an A/B pattern with the emergency master and is to put a special flash pattern in the design that is close to the Action Scan flash pattern. Y\_\_\_N\_\_\_

-----  
All White LED lights on the front of Module to power off when vehicle is in Park/Secondary Y\_\_\_N\_\_\_

-----  
Clarification: SR00069273: 46" Firetech brow light to be installed/ designed per customers request. (Reference attached documents). During the last build this was a major issue for the customer and this had to be re-worked a few times. took a lot of pictures, notes, created a work instruction, etc. Ahren at Kodiak can provide more info if needed but must match last build. Y\_\_\_N\_\_\_

-----  
WARNING LIGHTS FLASH PATTERN ACTION SCAN - MULTIPLEX ELECTRICAL SYSTEM The flash pattern for the warning lights shall be the (Whelen) ActionScan. These warning lights will be operated from a single button labeled "flashers" via the Multiplex System on the master control console. Y\_\_\_N\_\_\_

-----  
CLEAR LENSES ON ALL WARNING LIGHTS All warning lights to have clear lenses Y\_\_\_N\_\_\_

-----  
LIGHTS GRILLE - 2 WHELEN 500 SUPER LED Two (2) Whelen 500 series super LED warning lights, with waterproof connectors shall be installed the grille area of the chassis. The lights shall operate from a switch on the master control console labeled "Flashers". Y\_\_\_N\_\_\_

-----  
GRILLE WARNING LIGHT LOCATION 1 - RED The warning light located on the grille in location 1 shall be red. Y\_\_\_N\_\_\_

-----  
GRILLE WARNING LIGHT LOCATION 2 - RED The warning light located on the grille in location 2 shall be red. Y\_\_\_N\_\_\_

-----  
STRAIGHT PATTERN WARNING LIGHTS The front warning lights will be aligned in a straight pattern across the module. Y\_\_\_N\_\_\_

-----  
LIGHTS, ICC / LED CLEARANCE - ON MODULE FRONT - TECNIO The vehicle shall have five (5) amber Tecniq LED (S33-AA00-1) clearance / ICC lights on the front of the module near the roof line. Y\_\_\_N\_\_\_

-----  
LIGHTS FRONT MODULE - 7 WHELEN 900 SUPER LED Seven (7) Whelen 900 series super LED warning lights with chrome bezels shall be installed on the module front. The lights shall operate from a switch on the master control console, labeled "Flashers". Y\_\_\_N\_\_\_  
-----



# Highland Twp. Fire Department Ambulance Specifications

FRONT WARNING LIGHT LOCATION 1 - RED

The warning light located on the upper front of the module in location 1 shall be red.

Y\_\_\_N\_\_\_

FRONT WARNING LIGHT LOCATION 2 - RED-WHITE

The warning light located on the upper front of the module in location 2 shall be split red/white.

Y\_\_\_N\_\_\_

FRONT WARNING LIGHT LOCATION 3 - RED

The warning light located on the upper front of the module in location 3 shall be red.

Y\_\_\_N\_\_\_

FRONT WARNING LIGHT LOCATION 4 - WHITE

The warning light located on the upper front of the module in location 4 shall be white.

Y\_\_\_N\_\_\_

FRONT WARNING LIGHT LOCATION 5 - RED

The warning light located on the upper front of the module in location 5 shall be red.

Y\_\_\_N\_\_\_

FRONT WARNING LIGHT LOCATION 6 - RED-WHITE

The warning light located on the upper front of the module in location 6 shall be split red/white.

Y\_\_\_N\_\_\_

FRONT WARNING LIGHT LOCATION 7 - RED

The warning light located on the upper front of the module in location 7 shall be red.

Y\_\_\_N\_\_\_

LIGHTS, FRONT MODULE TURN SIG - WHELEN 600 LED ARROWS AMBER

One (1) pair of Whelen 600 LED amber turn arrows in chrome bezels shall be mounted on the front of the module under the warning lights.

Y\_\_\_N\_\_\_

LIGHTS, ICC / LED CLEARANCE - ON MODULE REAR - TECNIQ

The vehicle shall have five (5) red TECNIQ LED (S33-RR00-1) clearance / ICC lights on the rear of the module near the roof line.

Y\_\_\_N\_\_\_

LIGHTS REAR MODULE, UPPER CENTER - 1 WHELEN 900 LED

One (1) Whelen 900 series super LED warning light with a chrome bezel shall be installed on the upper rear of the module, center location. The light shall operate from a switch on the master control console, labeled "Flashers".

Y\_\_\_N\_\_\_

REAR CENTER MODULE LIGHT LOCATION 1-AMBER

The warning light located on upper rear of the module in the center location shall be amber.

Y\_\_\_N\_\_\_

WINDOW LEVEL LIGHT LOCATION 1 - RED

The warning light located on rear of the module at window level, location 1 shall be red.

Y\_\_\_N\_\_\_

WINDOW LEVEL LIGHT LOCATION 2 - RED

The warning light located on rear of the module at window level, location 2 shall be red.

Y\_\_\_N\_\_\_

LIGHTS, REAR TAIL - WHELEN 600 LED STOP, TURN, & MINIMUM INTENSITY BACK-UP

One (1) pair each of Whelen 600 series LED stop/tail lights, turn lights, and MINIMUM intensity LED back-up lights with chrome bezels shall be installed on the rear of the module.

Y\_\_\_N\_\_\_

LIGHT, LICENSE PLATE LED - WHELEN OACOEDCR

Y\_\_\_N\_\_\_

# Highland Twp. Fire Department Ambulance Specifications

One (1) Whelen OACOEDCR LED license plate light with 45 deg angled chrome-plated bezel shall be installed on the rear of the module, lower left side.

-----  
LIGHTS FRONT INTERSECTION - 2 WHELEN 700 LED W/15 DEGREE TILT HOUSING

Y\_\_\_N\_\_\_

Two (2) Whelen 700 series super LED warning lights, with water-proof connectors, shall be mounted in 15 degree tilt housings on the front chassis fenders, one (1) on each side. The lights shall operate from a switch on the master control console labeled "Flashers".

NOTE: When vehicle is placed in park, the override switch must be on for intersection light(s) to remain on.

-----  
FRONT INTERSECTION LIGHT LOCATION 1 - RED

Y\_\_\_N\_\_\_

The warning light located on front of the chassis fender in location 1 shall be red.

-----  
FRONT INTERSECTION LIGHT LOCATION 2 - RED

Y\_\_\_N\_\_\_

The warning light located on front of the chassis fender in location 2 shall be red.

-----  
LIGHTS INTERSECTION REAR - 2 WHELEN 700 LED

Y\_\_\_N\_\_\_

Two (2) Whelen 700 series super LED warning lights with, chrome flanges and water-proof connectors, shall be installed above the rear wheel wells, one (1) on each side. These lights shall operate from a switch on the master control console screen labeled "Flashers". NOTE: When vehicle is placed in park, the override switch must be on for intersection light(s) to remain on.

-----  
REAR INTERSECTION LIGHT LOCATION 1 - RED

Y\_\_\_N\_\_\_

The warning light located on above the rear wheel well at location 1 shall be red.

-----  
REAR INTERSECTION LIGHT LOCATION 2 - RED

Y\_\_\_N\_\_\_

The warning light located on above the rear wheel well at location 2 shall be red.

-----  
LIGHTS, ICC / LED CLEARANCE - ON MODULE SIDE - TECNIQ

Y\_\_\_N\_\_\_

The vehicle shall have two (2) red Tecniq LED (S33-RR00-1) marker lights: one (1) red on each side at the rear of the vehicle which will also flash with turn signal.

-----  
LIGHTS SIDE WARNING - 4 WHELEN 900 SUPER LED

Y\_\_\_N\_\_\_

Four (4) Whelen 900 series super LED warning lights with chrome flanges shall be installed, two (2) on each side of module exterior. These lights shall operate from a switch on the master control console labeled "Flashers".

-----  
SIDE WARNING LIGHT LOCATION 1 - RED

Y\_\_\_N\_\_\_

The warning light located on side of the module, in outer location 1 shall be red.

-----  
SIDE WARNING LIGHT LOCATION 2 - RED

Y\_\_\_N\_\_\_

The warning light located on side of the module, in outer location 2 shall be red.

-----  
SIDE WARNING LIGHT LOCATION 3 - RED

Y\_\_\_N\_\_\_

The warning light located on side of the module, in outer location 3 shall be red.

-----  
SIDE WARNING LIGHT LOCATION 4 - RED

Y\_\_\_N\_\_\_

The warning light located on side of the module, in outer location 4 shall be red.

-----  
**- Module Body Construction**

# Highland Twp. Fire Department Ambulance Specifications

## AWS ALUMINUM CERTIFIED WELDERS

Y\_\_\_N\_\_\_

AWS Aluminum Certified Welders shall construct the module. AWS certificates shall be required to be part of the completed bid packet. Bids without AWS certificates shall be considered non-compliant (no Exception).

## CONNECTIONS, MODULE

Y\_\_\_N\_\_\_

The module shall be bolted to the chassis frame rail with (12) 5/8" -11 grade 8 bolts through OEM rubber insulating spacers installed on outriggers at twelve (12) separate locations (six each frame rail), providing noise insulation and easy removal for chassis replacement. The frame mounting bolts shall be properly torqued and secured with locktite. The system used for fastening the module to the frame shall be that approved by the chassis manufacturer.

## INSULATION - POLYURETHANE SPRAY FOAM

Y\_\_\_N\_\_\_

The entire underside of the module floor (except for mounting pads), the underside of the outside storage compartments, the wheel wells, and the underside of the curbside step area shall be completely insulated with sprayed on Class I urethane foam for thermal and acoustical insulation. The insulation shall comply with FMVSS #302 flame spread requirements. The underside of the body shall be properly prepared to ensure adhesion before the spray insulation is applied.

## MODULE BODY CONSTRUCTION - SEAMLESS

Y\_\_\_N\_\_\_

The module shall be fabricated entirely of parts cut and formed from .125" (minimum) thickness 5052-H32 flat aluminum sheet stock, using CNC machines capable of .010" repeatability. This is the only alloy that may be used for body parts that are welded together. **The roll-cage type interior super-structure, aluminum partition and module shall all be welded together into a single unit to give optimum strength for patient and attendant protection.** The module roof shall be designed with a minimum 1.5" crown to facilitate water run-off. The floor, roof, sides, and all exterior doors shall be fabricated from .125" (minimum) thick flat aluminum sheet stock. The exterior joints between the roof and side components shall be continuous full seam welded the entire length of the module. All exterior body panel joints shall be continuous full seam welded. **No VHB bonding tape or other adhesives shall be used in the construction of the ambulance module.**

## SOLE SOURCE MODULE BODY CONSTRUCTION

Y\_\_\_N\_\_\_

It is required that the manufacturer of this vehicle have the ability to manufacture a completed ambulance, with the exception of the chassis, within their own manufacturing facility. The module body must be designed by the manufacturer and shall not be the design of a subcontractor or any company other than the manufacturer.

## ***- Module Features / Exterior (Outside Storage = OSS)***

Outside storage compartment #4, Curbside rear, hinged door, locking handle. There shall be a fixed divider separating OSS #4. The rear portion of OSS #4 shall be used for backboard/scoop storage. There will be a strap installed to secure the backboard/scoop. The forward portion of OSS #4 shall have a fixed shelf with a 1" lip installed 39" from the floor. Below the shelf there will be a strap used to secure a stair chair. Above the shelf there shall be a strap to secure an Autopulse. The upper forward portion of OSS #4 shall have inside/outside access to the Autopulse.

Y\_\_\_N\_\_\_

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Install: Each STD outside storage compartment clear Ridgeback LED strip lighting located one each side of the door opening, activated by a magnetic switch, excluding battery compartment. Lengths dependent on OSS dimensions. Y\_\_\_N\_\_\_

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Outside storage compartment #3, streetside rear, tall hinged door, locking handle. OSS #3 shall be outside access only and shall have one (1) shallow depth upper adjustable shelf. The lower 36" of this compartment is to be full depth. This compartment shall have two (2) angled Zico SCBA KD-UH-6-SF brackets in the rearward and forward corners of the back walls. The brackets shall be capable of holding Scott X3's with 4500psi 45 minute holders. Y\_\_\_N\_\_\_

-----  
Outside storage compartment #5, Curbside forward, I / O access, hinged door and locking handle. OSS #5 - INSIDE/OUTSIDE ACCESS WITH (3) ADJUSTABLE SHELVES - #5B OPEN STORAGE AREA There shall be an outside storage compartment #5, Curbside forward, with inside / outside access. #5A shall have three (3) adjustable shelves, with one (1) shelf acting as a divider between the interior cabinets. #5B as an open storage area. Y\_\_\_N\_\_\_

-----  
An oxygen storage bracket shall be welded in OSS #1 for retention of "H" or "M" oxygen cylinders. (1) fixed divider 15" from rearward wall with sprayed on polyurethane material installed in outside storage compartment #1. One (1) adjustable shelf with track shall be installed over the O2 tank. Y\_\_\_N\_\_\_

-----  
Clarification: Due to the Interior Compartment inside/outside access door for OSS#4 being 12.75 wide and the dimensions of 4B are 18.50 wide the width of OSS#4A needs changed from 15.00 wide to 10.00 wide (per Dave Reinhard) see attached notes. This was change order 2 on first order Y\_\_\_N\_\_\_

-----  
A small flashing LED shall be installed on all of the REAR facing (5) module compartment doors (does NOT include the rear entry doors, only compartment doors). LED shall be GREEN. LED's are to activate when doors are open. Y\_\_\_N\_\_\_

-----  
ALUMINUM PARTS - MODULE EXTERIOR Y\_\_\_N\_\_\_  
All unpainted exterior aluminum parts shall be bright dip anodized after fabrication to retain the finish and increase corrosion resistance.

-----  
CORROSION MINIMIZATION - MODULE Y\_\_\_N\_\_\_  
All module contact with dissimilar metals shall be minimized with the use of nylon screw-hole inserts to provide hinge to door isolation with the module body, polypropylene strip hinge isolation, polyethylene backed rubber tape, ceramic coated stainless steel hinge bolts, and corrosion inhibitor spray.

-----  
DOOR CONSTRUCTION - GASKET PLACEMENT Y\_\_\_N\_\_\_  
All exterior hinged module doors shall be constructed in an inverted pan-formed design. The pan shall be constructed from .125" thick 5052-H32 flat sheet aluminum. The exterior door skin shall be constructed of .190" thick aluminum and welded to the pan. Door gaskets shall be attached to the interior side of the door skin on the top, bottom and outer edge of the door. The gasket on the hinge side of the door will be attached to

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the door frame.

-----  
EXTERIOR COMPARTMENTS - SWEEP-OUT

Y\_\_\_N\_\_\_

Exterior module compartments shall be of a sweep-out design to aid in facilitation of the purchaser's routine care and cleaning of the vehicle.

All exterior compartment floors, with the exception of the front ALS compartment shall be constructed to be flush with the bottom door frame.

EXTERIOR COMPARTMENTS DESIGN

Y\_\_\_N\_\_\_

All exterior compartments shall be vented and include these features:

- Sound absorbing slip resistant polyurethane material shall be sprayed on the inside of all compartments and compartment shelving, slide out trays and closeouts.
- Baffled seep holes shall be provided to prevent water from splashing or seeping into the exterior compartments.
- Full-length, two-way adjustable, stainless steel hinges on all exterior compartment doors with 3/16" stainless steel hinge pins.
- Compartment doors shall be installed, flush with the module body.
- When double doors are provided, each door shall have an exterior handle, but only the forward door shall be lockable. (rearward door is secured when forward door is locked). All exterior compartments and passage doors shall be keyed alike.
- Lockable, Eberhard "free-floating" type chrome plated handles with rotary locks. A gasket shall be installed under each handle to protect the paint.
- Drip rails shall be installed above all exterior compartment doors.

EXTERIOR COMPARTMENTS, VENTING

Y\_\_\_N\_\_\_

A minimum of nine (9) square inches of venting shall be provided inside the #1, #2, #3, & #4 exterior storage compartments to provide for easier closure of the compartment doors.

-----  
EXTERIOR COMPARTMENTS, VENTING - OXYGEN STORAGE

Y\_\_\_N\_\_\_

A minimum of nine (9) square inches of venting shall be provided in the exterior oxygen storage compartment, to dissipate any leaking oxygen gas.

-----  
HANDLES, EBERHARD - CHROME FREE FLOATING TYPE

Y\_\_\_N\_\_\_

Eberhard #EMC-1-2110 chrome "free-floating" handles shall be installed on each exterior module door. The handles shall be large enough to accommodate a gloved hand.

-----  
LOWERED MODULE SIDES

Y\_\_\_N\_\_\_

Module sides to be as low as possible and still comply with KKK-1822-F ramp break over angle. Lowered sides will allow easier entry into the module as well as increased compartment storage.

-----  
STEPWELL, CURBSIDE DOORWAY - MID STEP AREA

Y\_\_\_N\_\_\_

An aluminum diamond plate step well and mid-level step shall be installed in the curbside doorway threshold area.

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## THRESHOLD, STAINLESS STEEL - ALL OSS STORAGE COMPARTMENTS

Y\_\_\_N\_\_\_

Each exterior storage compartment with a hinged door shall have a stainless steel lower threshold at the door opening to protect the paint as equipment is installed and removed from the compartment.

## STONE GUARDS, MOD FRNT -ANODIZED DIAMOND PLATE

Y\_\_\_N\_\_\_

An anodized aluminum diamond plate stone guards shall be installed, on module front, (1) each side.

## DOCK BUMPERS, REAR

Y\_\_\_N\_\_\_

Formed hard rubber dock bumpers shall be attached to the rear bumper.

## DOOR SLIDING - MODULE CURBSIDE PASSAGE

Y\_\_\_N\_\_\_

The module body shall include a sliding side entry door to access the curbside of the patient compartment. The door shall slide out and towards the rear of the module body. The door design must meet FMVSS 206 for sliding doors and shall have been cycle tested in excess of 100,000 cycles. The door shall not extend out more than 5 1/4" from the module when in the open position and shall be flush in the closed position. The door shall operate on a total of nine (9) casters and three (3) tracks for ease of operation. The door shall be held closed with two (2) rotary latches and two (2) locking tabs. The door must have a system to prevent the door from self-closing, when unit is parked on an incline. A measured force of ten (10) pounds maximum shall be required to release the door from the open to closed position. A chrome locking handle shall be installed on the exterior of the door. The door shall be lockable from the inside and outside and shall shut on molded air-core, automotive type door seals to prevent any water from leaking into the vehicle interior. A drip rail shall be installed above the door.

### Documentation required:

The bidder must submit with this bid proposal a listing of not less than 500 ambulances produced with curbside sliding doors in the past five years. The listing is to include a production order number, the purchaser's agency name, and date the ambulance equipped with the curbside sliding door was delivered.

Failure to provide the required documentation shall be considered as non-responsive.

## DOORS - REAR PASSAGE

Y\_\_\_N\_\_\_

There shall be a 47.50" wide x 59" high rear door opening in the patient compartment. The doors shall be flush without a protruding flange or lip. The right rear passage door shall have a lockable, chrome exterior handle. The left rear door shall have a non-locking, chrome exterior handle. All handles shall be installed with a gasket to protect the paint. The hinge shall be full length stainless steel with a 3/16" stainless steel hinge pin and shall be two-way adjustable. Each rear door shall have a two-point slam action automotive type rotary latching system to the body. The right rear door shall lock to the body at the top and bottom, not to the left rear door. The doors shall have .213" steel door latch activator rods with clevis adjusters. The doors shall be lockable from the inside and outside. All doors shall shut on molded, air-core, automotive type door seals to prevent any water from leaking into the vehicle interior.

## EMERGENCY RELEASE LEVER, REAR PATIENT PASSAGE DOORS

Y\_\_\_N\_\_\_

An emergency release lever shall be attached to each rear passage door latch and be free-floating from the interior door linkages. These levers shall provide a means of

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actuating the latches from the patient compartment without the use of the interior door handles.

## WINDOWS, PASSAGE DOOR - (CURB SLIDING, REAR FIXED)

Y\_\_\_N\_\_\_

The curbside passage door shall have a 16" x 23" openable (sliding) window with removable screen. Each rear passage door shall have a 19" x 18" non-openable window to assure maximum vision to the rear. The windows shall have a 69% dark tint and shall be secured with black oxide coated fasteners. No warning lights shall be blocked from view when the curbside or rear doors are open.

## FENDERETTES - POLISHED ALUMINUM

Y\_\_\_N\_\_\_

Polished aluminum fenderettes shall be installed around the rear wheel well openings.

## HOLD-OPEN - REAR DOORS - GRABBERS

Y\_\_\_N\_\_\_

Door grabbers (1 pair) with hard rubber inserts shall be installed on the rear doors, permitting a door hold open position of 130 degrees.

## KICKPLATE/THRESHOLD, REAR DOORWAY - ANODIZED DIAMOND PLATE

Y\_\_\_N\_\_\_

An anodized aluminum diamond plate kick plate shall be installed at the rear exterior doorway, providing a kick / scuff plate at the rear of the vehicle above the rear step.

## MUD FLAPS, REAR - BLACK RUBBER FIBERGLASS REINFORCED - THREE COLOR

Y\_\_\_N\_\_\_

Black rubber, fiberglass reinforced mud flaps with a minimum 1/4" thickness shall be bolted to the underside of the module behind the rear wheels. The width and length of the flaps shall provide adequate coverage of the rear dual wheels of the chassis. The mud flaps shall be three color with the Manufacturers Logo.

## REAR STEP/BUMPER -FLIP-UP CENTER SECTION - STAR PUNCHED AND ANODIZED

Y\_\_\_N\_\_\_

The rear bumper shall be affixed to the chassis frame. The bumper shall be constructed with a hinged center section with a flip up center step. Two (2) steel braces shall secure the step to the chassis frame. The outer 17" on each end of the bumper shall be constructed from heavy gauge stamped polished stainless steel bumper parts and shall provide smooth rounded corners. The step shall be constructed of star punched .125" thick aluminum diamond plate. Two (2) rear LED step illumination lights shall be provided. All diamond plate surfaces shall be anodized. Rear step installation shall comply with AMD standard 018. A strip of black PVC shall be installed on the face of the step to protect the patient cots during loading.

## TOW HOOKS, MODULE REAR

Y\_\_\_N\_\_\_

Two (2) tow hooks shall be provided in the rear step area and shall be securely fastened to the rear step braces.

## RUB RAILS, ANODIZED ALUMINUM

Y\_\_\_N\_\_\_

anodized polished aluminum rub rails shall be installed on the lower sides of the body below the outside compartment sill areas. The rub rails shall be offset 3/16" from the body to facilitate wash down of road debris.

## DOOR SKINS, OUTSIDE STORAGE COMPARTMENTS - DIAMOND PLATE INTERIOR SKINS

Y\_\_\_N\_\_\_

The interior door skins for all outside storage compartments shall be constructed of .063" thick aluminum diamond plate.

## OSS #2 - STREETSIDE CENTER

Y\_\_\_N\_\_\_

There shall be an outside storage compartment OSS #2 (streetside center) with hinged double doors held open by spring-loaded gas cylinders. An exterior handle shall be installed on each door, with the locking handle being installed on the forward door.

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OSS #2 - (1) ADJUSTABLE SHELF

Y\_\_\_N\_\_\_

There shall be an outside storage compartment OSS #2, (streetside center). The compartment shall contain one (1) adjustable shelf.

-----  
OSS #2 - SHELF ONE (1) ADJUSTABLE WITH TRACK

Y\_\_\_N\_\_\_

Outside storage compartment #2 shall contain one (1) adjustable shelf with track.

## **- Module Interior / Patient Compartment**

Install: a total of (7) 10-7/8" black vulcanized rubber with steel core assist handles installed: (1) handle on each rear door, (1) on the curbside door, (1) at the forward wall of the curbside doorway, (1) at the rear wall of the curbside doorway, and (2) at the rear doorway.

Y\_\_\_N\_\_\_

-----  
The street side interior upper wall above the CPR seat shall have a cabinet #6. The cabinet shall have a flip-up polycarbonate door, hold-opens, and center squeeze latches.

Y\_\_\_N\_\_\_

-----  
OXYGEN-FW 521 PORTABLE OXYGEN STORAGE BRACKETS TWO (2) FOR "D" OR JUMBO "D" RECESSED INTO HEAD OF SQUAD BENCH Two (2) Ferno Washington #521 storage brackets, installed for "D" or Jumbo "D" oxygen cylinders, to be recessed, installed into the forward end of the squad bench.

Y\_\_\_N\_\_\_

-----  
A EVS CPR seat shall be installed on the street side of the patient compartment aft of the main action area counter/ V4 harness style shoulder / seat belt. The seat bottom, backrest, and headrest shall be padded and covered with color coordinated, cushioned vinyl. The CPR shall have storage underneath and shall be secured with an automatic latching fastener.

Y\_\_\_N\_\_\_

-----  
Squad bench top and cushion shall have a hinged lid / bench covered with color coordinated vinyl upholstery material/automatic latching fastener shall be installed.

Y\_\_\_N\_\_\_

-----  
Left wall, upper interior cabinet (#2): flip-up restocking frame, sliding polycarbonate doors w/full length handles, the outer most sliding door to have handles on both ends, center divider with (1) adjustable shelf, each side.

Y\_\_\_N\_\_\_

-----  
Left wall, interior cabinet (#3): fixed frame, sliding polycarbonate doors w/full length handles, the outer most sliding door to have handles on both ends, (1) adjustable shelf. Cabinet shall have interior access only.

Y\_\_\_N\_\_\_

-----  
All interior cabinets with polycarbonate doors shall have Ridgeback 12v blue LED strip lights down each side of cabinet. Lights to be controlled by button on Vista Screen. Cabinet lights shall also be programmed to come on with module power. 8 cabinets total: Street side #1, #2, #3, #4, & #6, Curbside #1, & #3, & Front Wall #1 and #2. (9 cabinets total)

Y\_\_\_N\_\_\_



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There shall be a lower front wall cabinet #4 installed below the pass through. The cabinet shall be enclosed by a black cargo net. Cabinet is to be topped with a solid acrylic countertop with the color of the countertop to match the streetside countertop colors. Y\_\_\_\_N\_\_\_\_

-----  
The upper front wall cabinet #1 shall have a flip-up aluminum door with hold opens / with combination Kaba Simplex lock / center squeezed latch / one (1) adjustable shelf. Proair IW 3856 Heat/AC Y\_\_\_\_N\_\_\_\_

-----  
Left wall, upper rear interior cabinet (#1): flip-up restocking frame, sliding polycarbonate doors w/full length handles, the outer most sliding door to have handles on both ends, center divider with (1) adjustable shelf each side. Y\_\_\_\_N\_\_\_\_

-----  
The curbside interior upper wall shall have two (2) #3 cabinets. The cabinets shall have flip up polycarbonate doors with hold-opens and center squeeze latches. Y\_\_\_\_N\_\_\_\_

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ANGLED STREET SIDE INTERIOR LIGHTING Two (2) LED Ridgeback lights street side. Y\_\_\_\_N\_\_\_\_

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A window opening: provided in the rear of the cab to accommodate pass-through communications to the patient compartment, bellows provided to connect the cab to the module. Install a sliding pass through window on the cab side of the pass through. there are to be no finger holes to slide the window open and closed, it is to have full length handles. Y\_\_\_\_N\_\_\_\_

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A USSC Valor rear facing, R-back attendant seat with an integrated child seat installed at the head of the patient cot: a (2) position swivel seat mounted on a pedestal base with a heavy duty seat frame / ABTS (All Belts To Seat) application with (4) point / (2) retractors single click internal mount belt system. The seat shall be padded and covered with sewn matching vinyl upholstery. The attendant seat shall be placed in the side position. Y\_\_\_\_N\_\_\_\_

-----  
Install two (2) single aluminum glove box holders in the rear head pad, with hinged polycarbonate doors. There shall be a 1/4 turn latch installed to secure doors. Y\_\_\_\_N\_\_\_\_

-----  
A Squad bench seat with one (1) EVS, V4 harness, individual seating position will be installed on the curb side of the patient compartment. Y\_\_\_\_N\_\_\_\_

-----  
The front wall interior cabinets #2: separated into (2) cabinets. Both cabinets inside/outside access, enclosed by (1) set of hinged polycarbonate doors attached to a fixed frame, full length handles with the left door overlapping the right door, with non-locking center squeeze latches on the right side and locking center squeeze latches on the left side , (1) adjustable shelf per each cabinet. One (1) each 125VAC and 12VDC outlets located in both compartments, upper left. Y\_\_\_\_N\_\_\_\_

-----  
There shall be a 5qt sharps container installed with a securing strap at the foot end of the squad bench. Sharps container shall be installed. Y\_\_\_\_N\_\_\_\_

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There shall be a cabinet (#2) at the head of the squad bench on the curbside of the module. The cabinet shall contain three (3) pull-out drawers. The drawers shall pull-out toward the squad bench. All three drawers shall have locking stainless steel flush pull latches. Cabinet is to have a solid acrylic counter top that will match the color of the street side counter tops. Below the cabinet there shall be a sharps/waste drawer off set. The drawer shall be secured by a locking stainless steel flush pull latch.

Y\_\_\_N\_\_\_

-----  
Cabinet #1 on the rearward curb side wall, inside / outside access to OSS #4, hinged polycarbonate door, full length handle, center squeeze latch.

Y\_\_\_N\_\_\_

## ----- CABINET CONSTRUCTION - INTERIOR - ALUMINUM

All interior cabinets shall be constructed of .090" thick welded aluminum. **Wood products shall not be used in the construction of any interior cabinet.** All cabinet exteriors, interiors, drawer fronts, drawer interiors, and aluminum doors shall be sealed with a washable sprayed-on multi-use polychromatic coating.

Y\_\_\_N\_\_\_

## ----- CATCH, MAGNETIC - ADHESIVE BACK FOR INTERIOR DOOR(S) OVER 36 INCHES

All interior doors that are over 36" inches tall with a latch on the top of the door shall have an adhesive back magnetic catch installed on the bottom of the door.

Y\_\_\_N\_\_\_

## ----- EMBLEMS / SIGNS - REAR PATIENT COMPARTMENT

Two (2) "No Smoking / Oxygen Equipped / Fasten Seat Belts" signs shall be provided. One (1) sign shall be installed in the cab and one (1) above the oxygen outlets in the patient compartment street side cabinet.

Y\_\_\_N\_\_\_

## ----- FLOOR CONSTRUCTION- PATIENT COMPARTMENT, NON-WOOD COMPOSITE

The sub-floor in the patient compartment shall be constructed of .125" thick aluminum over .125" and .190" thick reinforcing hat sections and mounting laterals. The aluminum sub-floor shall be covered with a 3/4" non-wood composite material. All corner molding, edging and trim shall be anodized aluminum or stainless steel and shall be sealed to prevent fluids from seeping under the cabinets. **Wood floors are not satisfactory and shall not be accepted by the purchaser.**

Y\_\_\_N\_\_\_

## ----- FLOORING - COVE

The patient compartment floor radius shall be covered with pre-formed floor coving material. The coving shall be installed behind the vinyl floor covering, along both the street side and curbside walls.

Y\_\_\_N\_\_\_

## ----- HEADLINER - REAR PATIENT COMPARTMENT

The headliner in the patient compartment shall be one-piece, seamless, .090 thick aluminum finished with sprayed-on multi-use polychromatic coating.

Y\_\_\_N\_\_\_

## ----- HOLD OPENS FOR INTERIOR DOORS

All interior cabinets with doors less than 6" tall shall have friction hinges as hold opens for door(s). Doors 6" and taller shall be designed using gas shocks as hold opens for the door(s).

Y\_\_\_N\_\_\_

## ----- PADDED EDGING PROTECTION

Y\_\_\_N\_\_\_

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Padded corner edging shall be installed where necessary on exposed corners and edges in the patient compartment for patient and attendant protection.

-----  
ROUNDED INTERIOR CORNERS

Y\_\_\_N\_\_\_

Interior vertical edges shall have rounded/padded corners in the following locations: forward and aft edges of the CPR seat (if provided), the wall at the aft end of the squad bench, and the partition opening cabinet edges, along with the upper front wall cabinet (if provided).

-----  
RECESSED ADJUSTABLE SHELF TRACK - CABINETS

Y\_\_\_N\_\_\_

Unistrut 13/16" x 13/32", 19-gauge channel shall be installed in the interior cabinets that contain adjustable shelves. The track shall be welded in and recessed to reduce the number of fasteners and provide a cleaner look.

-----  
UPHOLSTERY - PATRIOT PLUS CHARCOAL #8605

Y\_\_\_N\_\_\_

All cushions, head pads and seats shall be covered with Spradling International Patriot Plus Charcoal #8605 expanded vinyl upholstery material. The vinyl and all foam cushion material shall comply with FMVSS #302 flame spread requirements.

-----  
INTERIOR MODULE PADS

Y\_\_\_N\_\_\_

Vinyl upholstered, foam cushioned head/back pads shall be installed as follows: the lower edge of the upper front wall cabinet (above the partition doorway or window), above the rear doors, above the side door, and on the street side wall behind and on each side of the CPR seat. The pads shall be covered with a flame-retardant color coordinated vinyl upholstery material.

-----  
LONPLATE II, NON-SLIP EMBOSSED SM. GRID - GUNMETAL #424

Y\_\_\_N\_\_\_

The floor in the patient compartment shall be covered with Lonseal brand "Lonplate II" non-slip; small grid (embossed) Gunmetal #424, resilient sheet vinyl flooring material, which shall be covered 3-inches up the wall on the street side, and to the top of the squad bench base on the curbside. The flooring material shall be stripped and waxed before delivery.

-----  
CABINET DOORS - CLEAR POLYCARBONATE

Y\_\_\_N\_\_\_

All cabinet doors shall be clear polycarbonate material. The sliding cabinet doors shall be installed in aluminum track lined with PPL inserts to eliminate rattles and prevent the doors from opening during transit. An edge mounted aluminum handle shall be installed on each sliding cabinet door.

-----  
CABINETS/ WALLS - POLYCHROMATIC COATING - MARBLE STONE

Y\_\_\_N\_\_\_

All exposed side walls, the partition wall (on the patient compartment side only), the headliner, along with the cabinet and drawer fronts, aluminum doors, cabinet and drawer interiors shall be covered with a washable Marble Stone sprayed-on multi-use polychromatic coating, to create a laminate-free interior.

-----  
COUNTER TOP, SOLID ACRYLIC - SECONDARY ACTION AREA

Y\_\_\_N\_\_\_

A solid acrylic countertop shall be installed in the secondary action area. The countertop shall have a 1/2" lip.

-----  
COUNTER TOP, SOLID ACRYLIC

Y\_\_\_N\_\_\_

A solid acrylic countertop shall be installed in the primary action area. The countertop shall have a 1/2" lip.

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## COUNTERTOP - SOLID ACRYLIC - STARRY NIGHT (GRAY/BLACK)

Y\_\_\_N\_\_\_

A solid acrylic counter top, Starry Night (#508) with a 1/2" lip shall be installed to prevent equipment from sliding off.

## LATCHES, CABINET, CN10 COMPLIANT AS APPLICABLE

Y\_\_\_N\_\_\_

The ACP (attendant control panel) door and the PDQ (power distribution quarters) door shall be secured with chrome locking lever latches; all remaining interior hinged cabinet doors shall be secured with center squeeze latches (if applicable). All interior drawers shall be secured with flush pull latches (if applicable). Cabinet(s) shall be KKK-A-1822F Change Notice 10 compliant and conform to all applicable SAE J3058 requirements.

## LEFT WALL - ATTENDANT CONTROL PANEL - WITH FLAT AREA

Y\_\_\_N\_\_\_

A control screen shall be mounted on a hinged access panel and secured with two (2) latches. The panel will be located to the immediate right of the attendant's seat. The forward portion of the panel will contain a flat area that may be used for future radio mounting, etc.

## CABINET - HINGED POLYCARBONATE DOOR WITH LATCH AND (1) ADJUSTABLE SHELF

Y\_\_\_N\_\_\_

The left wall interior cabinet (#4), below the secondary action area, shall be enclosed by a side hinged, polycarbonate door with latch, and contain one (1) adjustable shelf.

## PULL-OUT DRAWER WITH HINGED ACRYLIC WRITING SURFACE AND LOCKING STAINLESS STEEL FLUSH PULL LATCH. RECESSED SUCTION BELOW DRAWER

Y\_\_\_N\_\_\_

The left lower wall shall have (1) one drawer (#5), aisle facing, installed in the primary action area under the attendant control panel. The drawer shall have a hinged acrylic writing surface and a locking stainless steel flush pull latch. A recessed SSCOR suction canister shall be located below the drawer. An SSCOR suction system with a 12 VDC electric vacuum pump shall be recessed into the street side lower interior wall near the attendant seat. The 12 VDC electric vacuum pump shall be mounted in the #2 outside storage compartment. The system shall be activated by a switch on the attendant control panel. The SSCOR vacuum pump exhaust shall be vented to the exterior of the vehicle.

## ASPIRATOR / SUCTION - SSCOR - WITH ELECTRIC PUMP - RECESSED

Y\_\_\_N\_\_\_

An SSCOR suction system with a 12 VDC electric vacuum pump shall be recessed into the street side lower interior wall near the attendant's seat. The 12 VDC electric vacuum pump to be installed in an exterior compartment. The system shall be activated by a switch on the attendant control panel. The SSCOR vacuum pump exhaust shall be vented to the exterior of the vehicle.

## HOLD OPENS - SQUAD BENCH LID - GAS CYLINDERS

Y\_\_\_N\_\_\_

Gas cylinders hold-open(s) shall be provided and installed to hold the cushioned lid in the open and closed position.

## SQUAD BENCH FACE - VINYL FLOORING MATERIAL

Y\_\_\_N\_\_\_

The face of the squad bench shall be covered with vinyl flooring material.

## SQUAD BENCH BASE W/STORAGE

Y\_\_\_N\_\_\_

A storage area shall be provided in the squad bench base. The squad bench base shall be constructed of .090" thick aluminum for maximum storage capacity and minimum weight. The interior of the squad bench shall be sprayed with sound absorbing polyurethane material.

## CABINET - PDQ

Y\_\_\_N\_\_\_

The Power Distribution Quarters (PDQ) shall hold electrical components, (i.e. power distribution nodes, circuit breakers, etc). The electrical compartment shall have a hinged

# Highland Twp. Fire Department Ambulance Specifications

door with (2) two chrome locking lever latches and be shall located on the partition wall behind the attendant seat.

-----  
CABINET - VENTED RADIO CABINET PDQ ABOVE

Y\_\_\_N\_\_\_

The Power Distribution Quarters (PDQ) compartment and a vented radio compartment below the PDQ, shall be located in front wall, left.

-----  
CABINET - FRONT WALL, LOWER BELOW PDQ (SINGLE VENTED DOOR)

Y\_\_\_N\_\_\_

A radio cabinet with a vented, hinged aluminum door, secured by a chrome locking lever latch, shall be located on the front lower left wall. Door to open towards rear of the module.

-----  
COUNTER TOP, SOLID ACRYLIC

Y\_\_\_N\_\_\_

A solid acrylic countertop shall be installed in the pass-through opening. The countertop shall have a 1/2" lip.

-----  
DOOR PANELS - MODULE PASSAGE DOORS - FULL LENGTH ALUMINUM - W/ACCESS PANELS

Y\_\_\_N\_\_\_

The inner door panels shall be manufactured from aluminum and covered with a washable sprayed-on multi-use polychromatic coating. The panels shall run the full length of the door and will contain a removable latch access panel.

-----  
EXHAUST VENTILATOR, 3-SPEED - MULTIPLEX ELECTRIC SYSTEM

Y\_\_\_N\_\_\_

A three-speed, 250 CFM (minimum) exhaust fan meeting KKK-A-1822F requirements shall be provided and located in the street side cabinet in the patient compartment. The exhaust fan shall be pulse width modulated from a switch on the attendant control panel control screen. The exhaust system shall have a louvered grille inside and a chrome vent outside. The exhaust system shall vent through the side of the vehicle, not through the roof.

-----  
GLOVE DISPENSER - (3) BOX - ABOVE ENTRY DOOR - CURBSIDE (ABS)

Y\_\_\_N\_\_\_

A three (3) - box glove dispenser unit, with a 1/4" clear acrylic hinged access panel with three (3) cut-outs, shall be recessed above the curbside entry door. The dispenser shall be 8.25" high x 33.50" wide with interior dimensions of 5.38" high x 30.25" wide x 3.25" deep. A 1/4" turn latch will be installed on the face of the glove box access panel.

-----  
GRAB RAILS, 1-1/4" DIAMETER, ANTI-MICROBIAL(STAINLESS STEEL) 96" AND 64"

Y\_\_\_N\_\_\_

Two (2) 1-1/4" diameter STAINLESS STEEL Anti-microbial grab rails shall be installed on the ceiling of the patient compartment. One (1) 64" rail shall be installed over the squad bench area and one (1) 96" rail shall be installed over the patient cot area for attendant/patient balance control. The 96" grab rail will be attached to the ceiling with three (3) mounting brackets that secure it to the super structure of the module. Installation of each grab rail shall comply with AMD-008 requirements.

-----  
IV HANGERS - CEILING RECESSED - CAST PRODUCTS #IV2008-1 (2)

Y\_\_\_N\_\_\_

Two (2) Cast Products #IV2008-1 recessed; dual, ceiling I.V. hangers shall be provided. One (1) installed near the Streetside above the cot area, and one (1) near the Curbside above the squad bench area.

-----  
OXYGEN SYSTEM, ELECTRIC - MULTIPLEX ELECTRIC SYSTEM

Y\_\_\_N\_\_\_

A 12 VDC controlled electric O2 system operated through the electrical system shall be provided and installed.

# Highland Twp. Fire Department Ambulance Specifications

The oxygen system shall be completely installed and include a pre-set oxygen regulator with a cylinder pressure gauge and a 200 PSI safety valve with all necessary piping and connections. The oxygen system shall be completely low pressure, and the regulator shall be fastened directly to the cylinder. The regulator shall be set to operate at approximately 50 PSI. The oxygen cylinder shall be installed so the system may be easily turned on and off at the main cylinder valve from the patient compartment. The oxygen cylinder shall be provided by the purchaser.

The oxygen system monitor shall be readily available to the attendant while seated at the head of the cot as part of the microprocessor based electrical system. Flexible conductive oxygen hose with a minimum 900 lbs. burst rating shall be installed between the regulator and the oxygen receptacles. The system shall be tested and tagged in conformance with NFPA-56-F and KKK-A-1822F.

The electric oxygen system shall be provided with an on/off switch on the attendant control panel. The emergency manual bypass valve shall be located near the oxygen storage compartment in the patient compartment.

OXYGEN OUTLET (1) LEFT WALL - OHIO MED - ACTION AREA

Y\_\_\_N\_\_\_

One (1) Ohio Medical flush mounted; quick release wall outlet shall be installed in the forward street side cabinet action area.

OXYGEN OUTLET (1) RIGHT WALL - OHIO MED - HEAD END OF SEATING AREA

Y\_\_\_N\_\_\_

One (1) Ohio Medical flush mounted; quick release wall outlet shall be installed in the right wall above the head end of the curbside seating area.

OXYGEN OUTLET (1) CEILING - OHIO MED - ABOVE HEAD OF COT

Y\_\_\_N\_\_\_

One (1) Ohio Medical flush mounted; quick release oxygen outlet shall be installed in the ceiling above the head of cot in the center mount position.

FLOW METER, OXYGEN - THORPE STYLE

Y\_\_\_N\_\_\_

One (1) Thorpe style oxygen flow meter (15LPM) shall be shipped loose with the completed vehicle.

STAINLESS STEEL WALL PROTECTION - INTERIOR STREETSIDE

Y\_\_\_N\_\_\_

A brushed stainless steel panel shall be provided on the street side wall from the bottom of the CPR seat

## **- Optional Patient Compartment Items**

A Whelen 500 LED light shall be located at the top of each rear entry door (total of 2 LEDs, one on each door). Light shall be activated when rear doors are open and off when doors are closed. Light shall also be controlled with a momentary switch located at the back right side entry, with the other group of switches.

Y\_\_\_N\_\_\_

CLOCK - FRANKLIN DIGITAL - REAR HEAD PAD

Y\_\_\_N\_\_\_

A Franklin digital clock shall be installed in the head pad above the rear module passage doors.

# Highland Twp. Fire Department Ambulance Specifications

## CUSTOMER SUPPLIED STRYKER POWER LOAD COT MOUNT

Y\_\_\_N\_\_\_

A customer supplied Stryker Power-LOAD, power-loading cot fastener system and floor plate shall be installed on the module floor to accommodate a Stryker cot. It shall be center mount and load through the rear doorway. Install transfer relay and breaker - system to charge only when shoreline plugged in or system is active.

## LIGHTS, INTERIOR - WHELEN MINI LED BRAKE/TURN REAR HEADPAD

Y\_\_\_N\_\_\_

Brake and Turn signal indicator lights shall be installed on the interior rear headpad of the vehicle and wired to the applicable flasher on the vehicle.

### *- Paint / Graphics*

Paint codes: OEM White Red paint codes TBD at time of pre-construction

Y\_\_\_N\_\_\_

The cab shall be painted per the attached layout. The paint codes are: OEM White Red paint code 926367CT

Y\_\_\_N\_\_\_

## PAINT PROCEDURE

Y\_\_\_N\_\_\_

All non-anodized aluminum module body surfaces shall be completely chemically steam cleaned, filled with premium body filler as needed, sanded smooth and primed with an epoxy primer and then primed again with a high solid primer.

The cured primer surfacer shall be DA sanded with 320 grit and cleaned. A high solid primer shall then be applied, where needed, as a sealer.

## STANDARDS AND SPECIFICATIONS FOR VEHICLE PAINT APPEARANCE

Y\_\_\_N\_\_\_

## BUFF PAINT - STANDARD CAB TYPE I

Y\_\_\_N\_\_\_

The paint on the cab shall be buffed to a high shine using a recommended paint buff system.

## BUFFING, PAINT - MODULE

Y\_\_\_N\_\_\_

The paint on the module sides shall be buffed to a high shine using a recommended paint buff system.

## PAINT BOTTOM HALF MODULE ONLY See code from last build

Y\_\_\_N\_\_\_

The bottom half of the module shall be painted in an alternate color. The balance of the module shall be painted OEM white in color.

## PAINT BOTTOM HALF OF CAB ONLY See code from last build

Y\_\_\_N\_\_\_

The bottom half of the cab shall be painted in an alternate color. The balance of the cab shall be painted OEM white in color.

## Graphics

Y\_\_\_N\_\_\_

Bidder shall supply and install graphics to match the current fleet

## REFLECTIVE - DOOR REFLECTIVITY

Y\_\_\_N\_\_\_

Reflective material (25" x 2.5" red/silver chevron style), meeting FMVSS 108 requirements, shall be installed on the lower interior stainless steel panel of each rear door and hinged side door.

# Highland Twp. Fire Department Ambulance Specifications

If a sliding side door is provided, it shall have a 1.50" x 40.00" white reflective stripe installed on the rear facing edge.

REFLECTIVE - BLACK MATERIAL IN RUB RAILS

Y\_\_\_\_N\_\_\_\_

Rub rails shall incorporate a 5/8" wide black reflective scotchlite safety accent stripe.

-----

## - *Vehicle Manuals*

VEHICLE MANUALS (1) PACKAGE SET

Y\_\_\_\_N\_\_\_\_

One (1) Delivery Manual Package shall be supplied with the vehicle and shall include the following items: Ambulance manufacturer parts, service, and operation manuals, OEM chassis owner's guide, complete 12 VDC and 125 VAC wiring schematics for all included standard and optional systems, Multiplex Electrical system programming - electronic media

-----

STATEMENT OF LIMITED WARRANTY NEW AMBULANCES – Bidder has provided all the warranty documents

Y\_\_\_\_N\_\_\_\_

-----

Two (2) antenna bases with attached coax cables shall be installed on the module roof. The coax cables shall terminate behind the access panel on the curbside wall.. Access to the antenna bases shall be through adjacent module interior dome lights

Y\_\_\_\_N\_\_\_\_

-----

A Weldon #8080 red/cir dome light shall be installed in the cab headliner, on the passenger side but AS CLOSE TO CENTER AS POSSIBLE so that it can also be reached by the driver (it is understood that with the Ford Type I it cannot be directly in the center). Red portion of light shall be toward the driver. Light shall be activated by pushing the lens on the light and power to the light shall be through the cab (does NOT require the module to be on).

Y\_\_\_\_N\_\_\_\_

-----





# Memorandum

To: Highland Township Board of Trustees  
From: Rick A. Hamill  
Date: March 4, 2024  
Re: New Cingular Wireless, land lease agreement for fixed generator

---

I am requesting the authorization to sign the first amendment to the land lease agreement between the Charter Township of Highland and New Cingular Wireless PCS, LLC. The contract includes the lease expansion area for a fixed generator.



Market: MI/ IN  
Cell Site Number: MI2255  
Cell Site Name: Verizon #1060  
Fixed Asset Number: 10550168

## FIRST AMENDMENT TO LAND LEASE AGREEMENT

THIS FIRST AMENDMENT TO LAND LEASE AGREEMENT (“**Amendment**”), dated as of the latter of the signature dates below, is by and between Charter Township of Highland, a Michigan municipal corporation, having a mailing address of 205 North John Street, Highland, Michigan 48357 (“**Landlord**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 1025 Lenox Park Blvd NE, 3<sup>rd</sup> Floor, Atlanta, GA 30319 (“**Tenant**”).

WHEREAS, Landlord and Tenant entered into a Land Lease Agreement dated December 18, 2012, whereby Landlord leased to Tenant certain Premises, therein described, that are a portion of the Property located at 510 Clyde Road, in the County of Oakland, State of Michigan (“**Agreement**”); and

WHEREAS, Landlord and Tenant desire to amend the Agreement to increase the size of the Premises; and

WHEREAS, Landlord and Tenant desire to amend the Agreement to modify the notice section thereof; and

WHEREAS, Landlord and Tenant desire to amend the Agreement to permit Tenant to add, modify and/or replace equipment in order to be in compliance with any current or future federal, state or local mandated application, including but not limited to emergency 911 communication services; and

WHEREAS, Landlord and Tenant, in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree to amend the following sections:

**1. Lease of Premises.** Section 1 of the Agreement is hereby deleted in its entirety and replaced with the following:

Landlord hereby leases to Tenant a certain portion of Property containing approximately four hundred sixty three (463) square feet including the air space above such room/cabinet/ground space for the placement of Tenant’s Communication Facility and an additional one hundred and twenty eight (128) square feet for the placement of a generator, for a total of five hundred and ninety one (591) square feet (the “Premises”) Landlord grants such easements as are necessary for installation of all equipment required or advisable to connect Tenant’s antennas located on the antenna structure owned by Antenna Landlord with the Communication Facility (as such term is defined in Paragraph 2). Exhibit 1-A hereby replaces Exhibit 1 to the Agreement.

**2. Permitted Use.** Section 2 of the Agreement shall be amended to add the following language:

Tenant shall have the right to install, repair, maintain, modify, replace, remove, utilize and operate (including but not limited to operate as may be required by applicable law) equipment within the Premises, including without limitation a concrete pad and generator thereon, including back-up power supply. The generator pad may not be installed prior to Landlord approving a building permit as well as a mechanical and electrical permit for the generator. The generator shall remain the property of Tenant, and Tenant shall have the right to remove or modify it at any time.

**3. Notices.** Section 17 of the Agreement is hereby deleted in its entirety and replaced with the following:

**NOTICES.** All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows.

If to LANDLORD: Charter Township of Highland  
205 North John Street  
Highland, Michigan 48357  
Attn: Township Supervisor

If to TENANT: New Cingular Wireless PCS, LLC  
Attn: TAG – LA  
Re: Cell Site # MI2255  
Cell Site Name: Verizon #1060  
Fixed Asset #: 10550168  
1025 Lenox Park Blvd NE  
3rd Floor  
Atlanta, GA 30319

With copy to: New Cingular Wireless PCS, LLC  
Attn: Legal Department  
Re: Cell Site # MI2255  
Cell Site Name: Verizon#1060  
Fixed Asset #: 10550168  
208 S. Akard Street  
Dallas, Texas, 75202-4206

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice. Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

**4. Unmanned Aircraft System.** If Tenant elects to utilize an Unmanned Aircraft System (“UAS”) in connection with its installation, construction, monitoring, site audits, inspections, maintenance, repair, modification, or alteration activities at a Property, Landlord hereby grants Tenant, or any UAS operator acting on Tenant’s behalf, express permission to fly over the applicable Property and Premises, and consents to the use of audio and video navigation and recording in connection with the use of the UAS.

**5. Memorandum of Lease.** As provided in Section 24(b) of the Lease, the either party may record the Memorandum of Lease, at any time, in its absolute discretion.

**6. Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this Amendment, the terms of this Amendment shall control. Except as expressly set forth in this Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Amendment.

**7. Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

**[Signatures Appear on Following Page]**

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be effective as of the last date written below.

**LANDLORD:**

Charter Highland of Michigan,  
a Michigan municipal corporation

**TENANT:**

New Cingular Wireless PCS, LLC,  
a Delaware limited liability company

By: AT&T Mobility Corporation  
Its: Manager

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT 1-A**

**DESCRIPTION OF PREMISES**

Page \_\_\_ of \_\_\_

to the First Amendment Land Lease Agreement dated \_\_\_\_\_, 2024, by and between Charter Township of Highlands, as Landlord, and New Cingular Wireless PCS, LLC, as Tenant.

The Premises are described and/or depicted as follows:

Property Legal Description:

**Beginning at the Southeast corner of Section 4, Town 3 North, Range 7 East, Highland Township, Oakland County, Michigan; thence South 89 degrees 44 minutes 30 seconds West 327.00 feet along the centerline of Clyde Road (66 feet wide) and the South line of said Section 4; thence North 01 degrees 18 minutes 03 seconds East 333.00 feet; thence North 89 degrees 44 minutes 30 seconds East 327.00 feet; thence South 01 degrees 18 minutes 03 seconds West 333.00 feet along the centerline of Buckhorn Road (66 feet wide) and the East line of said Section 4 to the point of beginning, being part of the Southeast 1/4 of said Section 4.**

Lease Area Sketch or Survey:

See Attached Site Plan

**Notes:**

1. This Exhibit may be replaced by a land survey and/or construction drawings of the Premises once received by Tenant.
2. Any setback of the Premises from the Property's boundaries shall be the distance required by the applicable governmental authorities.
3. Width of access road shall be the width required by the applicable governmental authorities, including police and fire departments.
4. The type, number and mounting positions and locations of antennas and transmission lines are illustrative only. Actual types, numbers and mounting positions may vary from what is shown above.

**LANDLORD REPRESENTATIVE ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by \_\_\_\_\_  
\_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_.

Notary Seal	
	(Signature of Notary) My Commission Expires: _____

**TENANT ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by \_\_\_\_\_  
\_\_\_\_\_, the \_\_\_\_\_ of AT&T Mobility Corporation.

Notary Seal	
	(Signature of Notary) My Commission Expires: _____





# at&t

Your world. Delivered.

**AT&T SITE ID: MI2255**

**FA#: 10550168**

**MI2255**

**510 CLYDE ROAD  
HIGHLAND, MI 48357**

**GENERATOR PROJECT**



11/16/2022

### APPLICABLE CODES

ALL WORK SHALL COMPLY WITH THE FOLLOWING APPLICABLE CODES:  
**2018 BUILDING CODE**  
**2018 NFPA 70**  
**2018 MECHANICAL CODE**  
**2018 PLUMBING CODE**  
**2018 FIRE CODE**  
**2018 ENERGY CODE**  
**2018 MICHIGAN BUILDING CODE**

IN THE EVENT OF CONFLICT, THE MOST RESTRICTIVE CODE SHALL PREVAIL

### GENERAL NOTES

THE FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS REQUIREMENTS ARE NOT REQUIRED IN ACCORDANCE WITH THE CURRENT APPLICABLE BUILDING CODES. A TECHNICIAN WILL VISIT THE SITE AS REQUIRED FOR ROUTINE MAINTENANCE. THE PROJECT WILL NOT RESULT IN ANY SIGNIFICANT DISTURBANCE OR EFFECT ON DRAINAGE; NO SANITARY SEWER SERVICE, POTABLE WATER, OR TRASH DISPOSAL IS REQUIRED AND NO COMMERCIAL SIGNAGE IS PROPOSED.

### SITE INFORMATION

**APPLICANT:** AT&T TOWER ASSET GROUP  
575 MOROSGO DR.  
ATLANTA, GA 30324-3300

**TOWER OWNER:** AMERICAN TOWER  
10 PRESIDENTIAL WAY  
WOBBURN, MA 01801

**ASSESSORS PARCEL NUMBER:** N/A

**LATITUDE:** 42° 40' 55.88" N (42.682189)

**LONGITUDE:** 083° 37' 32.37" W (-83.625661)

**LAT/LONG TYPE:** NAD-83

**EXISTING ZONING:** N/A

**PROPOSED PROJECT AREA:** 128 S.F. INCREASE

**TYPE OF CONSTRUCTION:** TYPE V-B

**OCCUPANCY GROUP:** U

**JURISDICTION:** HIGHLAND CHARTER TOWNSHIP

### PROJECT DESCRIPTION

AT&T MOBILITY PROPOSES TO MODIFY AN EXISTING UNMANNED WIRELESS COMMUNICATIONS FACILITY. THIS MODIFICATION WILL CONSIST OF THE FOLLOWING:

#### TOWER SCOPE OF WORK

- NO TOWER WORK

#### GROUND SCOPE OF WORK

- REMOVE (E) ATS/CAM LOC
- INSTALL (1) 30KW KOHLER STANDBY DIESEL GENERATOR (KOHLER 30RE02K) WITH BASE FUEL TANK ON A CONCRETE PAD
- INSTALL (1) 200A ATS/CAM LOC (#GM90908)
- INSTALL ATS ALARM RELAY
- INSTALL 12'-0" WIDE ACCESS GATE
- INSTALL 8'X16' FENCED COMPOUND EXPANSION

### DRAWING INDEX

SHEET NO:	SHEET TITLE
T-1	TITLE SHEET
GN-1	GENERAL NOTES
A-0	EQUIPMENT LAYOUT
A-1	PRECAST GENERATOR PAD DETAILS
A-1.1	GENERATOR PAD DETAILS
A-1.2	FENCE DETAILS
E-1	ELECTRICAL PLAN
E-2	EQUIPMENT & CONDUIT DETAILS
E-3	ALARM DETAILS & ONE LINE DIAGRAM
G-1	GROUNDING DETAILS

### APPROVALS

THE FOLLOWING PARTIES HEREBY APPROVE AND ACCEPT THESE DOCUMENTS & AUTHORIZE THE SUBCONTRACTOR TO PROCEED WITH THE CONSTRUCTION DESCRIBED HEREIN. ALL DOCUMENTS ARE SUBJECT TO REVIEW BY THE LOCAL BUILDING DEPARTMENT & MAY IMPOSE CHANGES OR MODIFICATIONS.

AT&T \_\_\_\_\_ DATE: \_\_\_\_\_  
SITE ACQUISITION \_\_\_\_\_ DATE: \_\_\_\_\_  
CONSTRUCTION MANAGER \_\_\_\_\_ DATE: \_\_\_\_\_

### SCALE

THE DRAWING SCALES SHOWN IN THIS SET REPRESENT THE CORRECT SCALE ONLY WHEN THESE DRAWINGS ARE PRINTED IN A 11"X17" OR 24"X36" FORMAT.



CALL MICHIGAN ONE CALL  
(800) 482-7171  
CALL 3 WORKING DAYS  
BEFORE YOU DIG!



### PROJECT TEAM

**CLIENT REPRESENTATIVE (NATIONAL):** MASTEC NETWORK SOLUTIONS  
3443 AIRPORT RD  
SACRAMENTO, CA 95834  
CONTACT: CLEON MITCHELL  
EMAIL: CLEON.MITCHELL@MASTEC.COM

**CONSTRUCTION:** MASTEC NETWORK SOLUTIONS  
710 BELDEN AVE.  
ADDISON, IL 60101  
CONTACT: JAMES FLOWERS  
EMAIL: JAMES.FLOWERS@MASTEC.COM

**ENGINEERING (NATIONAL):** MASTEC NETWORK SOLUTIONS  
1151 SE CARY PARKWAY, STE. 101  
CARY, NC 27518  
CONTACT: RAPHAEL MOHAMED  
PH: (919) 674-5895  
EMAIL: RAPHAEL.MOHAMED@MASTEC.COM

**SITE ACQUISITION (NATIONAL):** MASTEC NETWORK SOLUTIONS  
2189 PARKWAY LAKE DR.  
HOOVER, AL 35244  
CONTACT: CLEON MITCHELL  
EMAIL: CLEON.MITCHELL@MASTEC.COM

**SCOPING ENGINEER (NATIONAL):** MASTEC NETWORK SOLUTIONS  
2189 PARKWAY LAKE DR.  
HOOVER, AL 35244  
CONTACT: DAVID ROGERS  
EMAIL: DAVID.ROGERS@MASTEC.COM

### SUBMITTALS

DATE	DESCRIPTION	REV	ISSUED BY
11/16/2022	CONSTRUCTION	0	RM

DRAWN BY: JG  
CHECKED BY: TM  
APPROVED BY: RM

THE INFORMATION CONTAINED IN THESE DOCUMENTS IS PROPRIETARY BY NATURE. REPRODUCTION OR CAUSING TO BE REPRODUCED THE WHOLE OR ANY PART OF THESE DRAWINGS WITHOUT THE PERMISSION OF MASTEC NETWORK SOLUTIONS IS PROHIBITED.

PREPARED FOR:



PREPARED BY:



FA NUMBER:  
**10550168**

SITE NAME:  
**MI2255**

SITE ADDRESS:  
510 CLYDE ROAD  
HIGHLAND, MI 48357

TOWER OWNER ID:  
**ATC-414034**

SHEET TITLE  
**TITLE SHEET**

SHEET NUMBER  
**T-1**





NOTE  
 THESE DRAWINGS WERE PRODUCED WITHOUT THE BENEFIT OF  
 A CURRENT LAND SURVEY. ALL PROPERTY LINES, EASEMENTS,  
 SETBACKS, AND EXISTING CONDITIONS ARE APPROXIMATE AND  
 SHALL BE VERIFIED PRIOR TO START OF CONSTRUCTION.



11/16/2022

SUBMITTALS			
DATE	DESCRIPTION	REV	ISSUED BY
11/16/2022	CONSTRUCTION	0	RM

DRAWN BY: JG  
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 APPROVED BY: RM

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PREPARED FOR:



PREPARED BY:



FA NUMBER:  
**10550168**

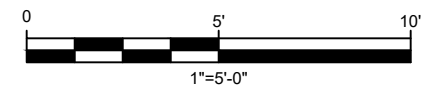
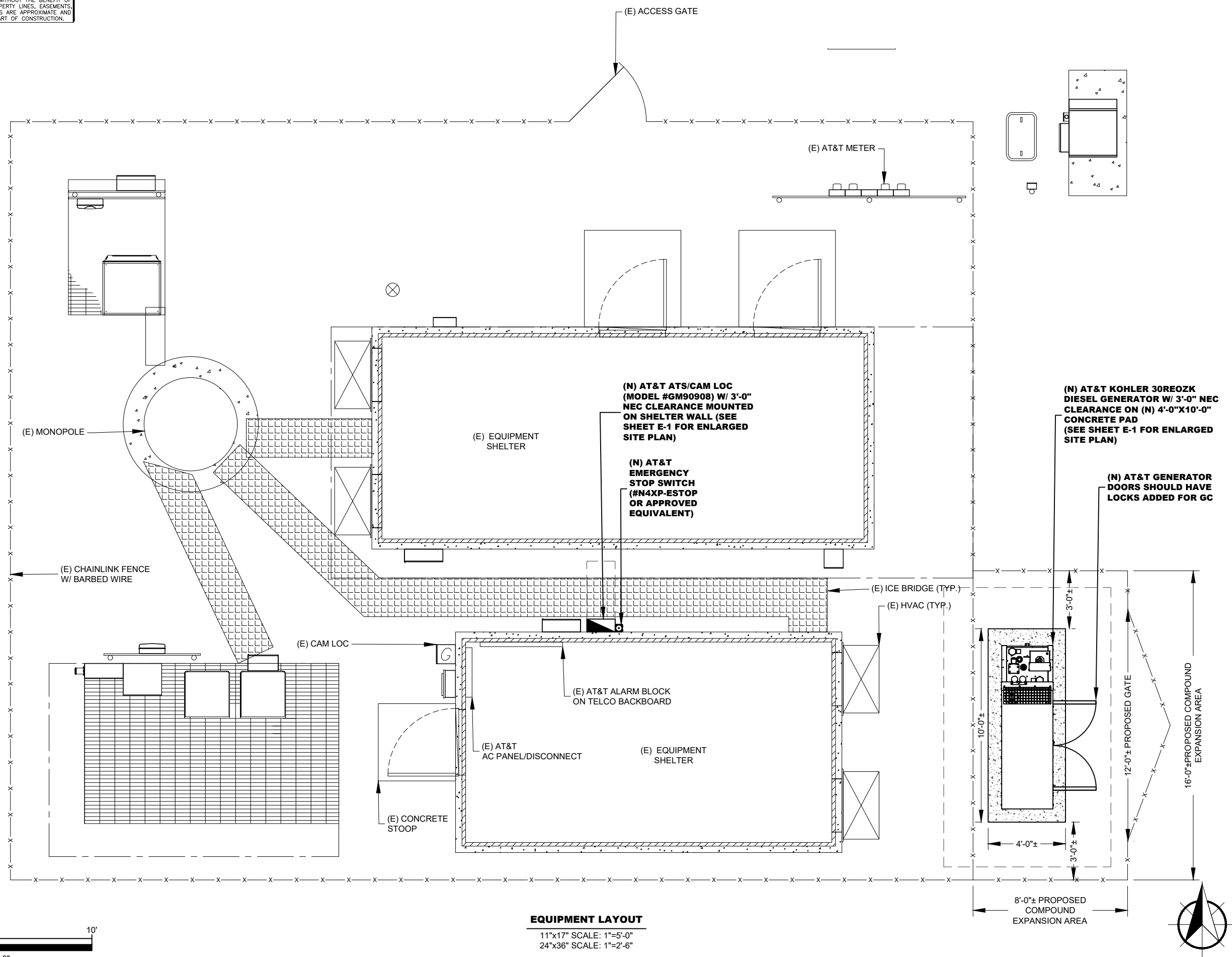
SITE NAME:  
**MI2255**

SITE ADDRESS:  
 510 CLYDE ROAD  
 HIGHLAND, MI 48357

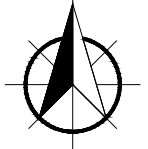
TOWER OWNER ID:  
**ATC-414034**

SHEET TITLE  
**EQUIPMENT LAYOUT**

SHEET NUMBER  
**A-0**

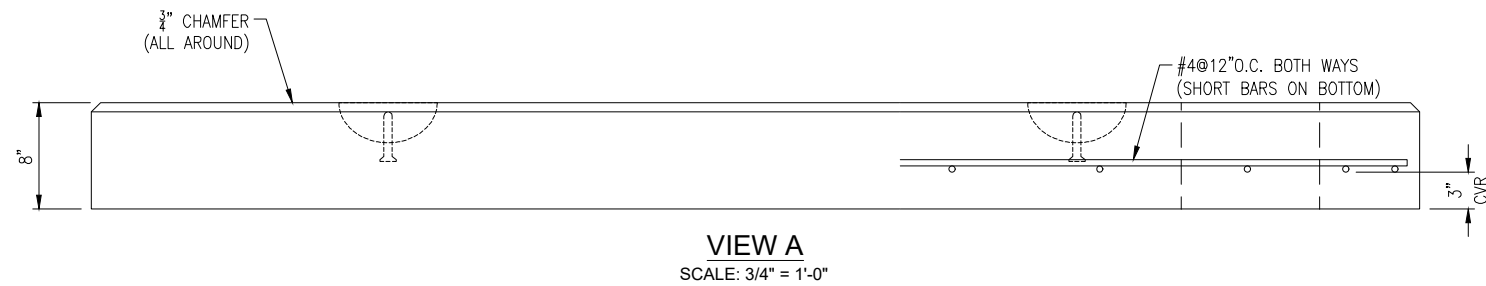
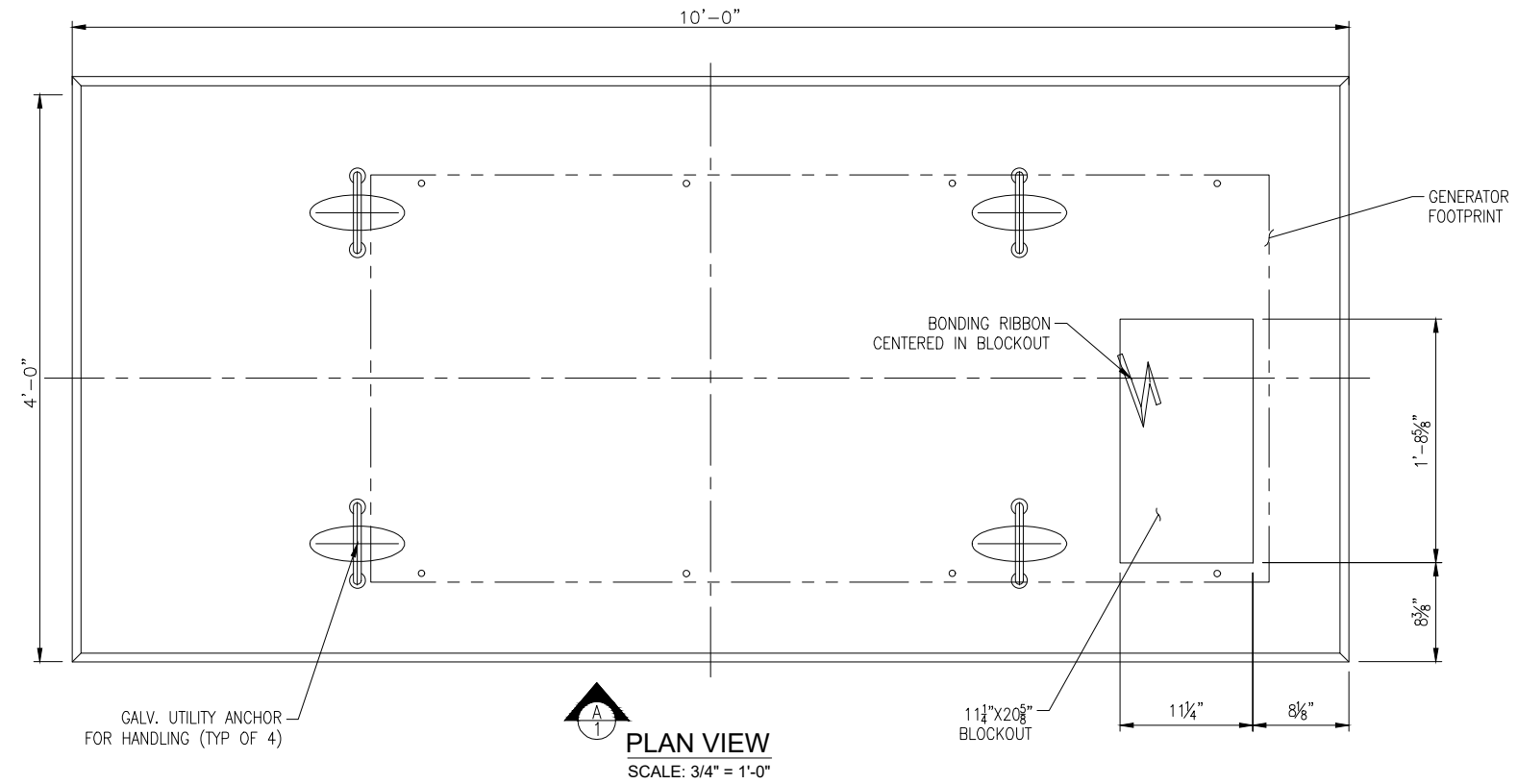


**EQUIPMENT LAYOUT**  
 11"x17" SCALE: 1"=5'-0"  
 24"x36" SCALE: 1"=2'-6"



GENERAL NOTES

1. CONCRETE: 28 DAY COMPRESSIVE STRENGTH  $F'c = 5,000$  PSI (MIN).
2. REINFORCING: ASTM A-615, GRADE 60.
3. SLAB DESIGNED BY OTHERS PER CONTRACT DRAWING #C-2.
4. SLAB SHALL BE SUPPORTED IN ACCORDANCE WITH PROJECT SPECIFICATIONS (I.E. LEVEL AND COMPACTED BEARING SURFACE).
5. ELECTRICAL STUB-UP COORDINATE SIZE & PLACEMENT W/ MANUFACTURER DRAWINGS.



WEIGHT		
SECTION	WEIGHT (lbs.)	CONCRETE (CY)
8" THK PAD	3,000	0.74



11/16/2022

SUBMITTALS			
DATE	DESCRIPTION	REV	ISSUED BY
11/16/2022	CONSTRUCTION	0	RM

DRAWN BY: JG  
 CHECKED BY: TM  
 APPROVED BY: RM

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PREPARED FOR:



PREPARED BY:



FA NUMBER:  
**10550168**

SITE NAME:  
**MI2255**

SITE ADDRESS:  
510 CLYDE ROAD  
HIGHLAND, MI 48357

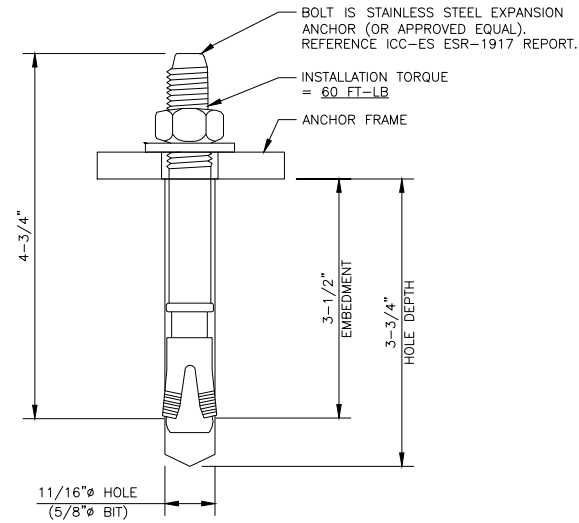
TOWER OWNER ID:  
**ATC-414034**

SHEET TITLE  
**PRECAST GENERATOR PAD DETAILS**

SHEET NUMBER  
**A-1**

GENERAL NOTES

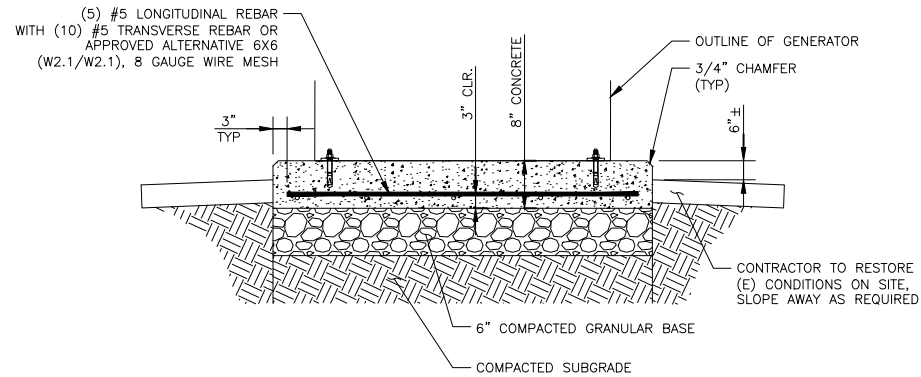
1. CONCRETE SHALL REACH A MINIMUM COMPRESSIVE STRENGTH OF 3,000 PSI IN 28 DAYS FOR FOUNDATIONS, SLABS, AND CONDUIT ENCASEMENTS. CONCRETE SHALL HAVE A 4" NOMINAL SLUMP AND 4.5-6.5% AIR CONTENT. COMPRESSIVE STRENGTH TEST TO BE PERFORMED ON CONCRETE USED FOR FOUNDATION ONLY.
2. ALL REINFORCING STEEL SHALL BE ASTM A-615, GRADE 60 DEFORMED BARS.
3. ALL DETAILING, FABRICATION AND PLACING OF REINFORCING STEEL SHALL CONFORM TO THE MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES (ACI 318).
4. ALL BAR SPLICES SHALL BE CLASS "B" TENSION SPLICES.
5. CHAMFER ALL EXPOSED EXTERNAL CORNERS OF CONCRETE WITH A 3/4" X 45° CHAMFER.
6. FINISHED SLAB TO BE LEVEL ±1/4".
7. FLEXIBLE UTILITY CONNECTIONS SHOULD BE USED AT UNDERGROUND TO GENERATOR INTERACTIONS.
8. EQUIPMENT PAD DESIGN BASED ON AN ASSUMED ALLOWABLE SOIL BEARING CAPACITY OF 2000 PSF. EQUIPMENT FOUNDATIONS BEARING ON CLAY SOILS SHALL HAVE A MAXIMUM SOIL PLASTICITY INDEX OF 27.
9. INSTALL EQUIPMENT ANCHORAGE PER MANUFACTURER'S WRITTEN RECOMMENDATIONS.
10. THE ATTACHMENT OF THE GENERATOR TO THE FOUNDATION SLAB AND THE FOUNDATION ITSELF ARE DESIGNED TO RESIST A 3 SEC. GUST WIND SPEED OF 143 MPH (ULTIMATE WIND SPEED).
11. ELECTRICAL STUB-UP AREA WILL BE DETERMINED BY GENERATOR ORIENTATION.



TYPICAL ANCHOR DETAIL

SCALE: NONE 3

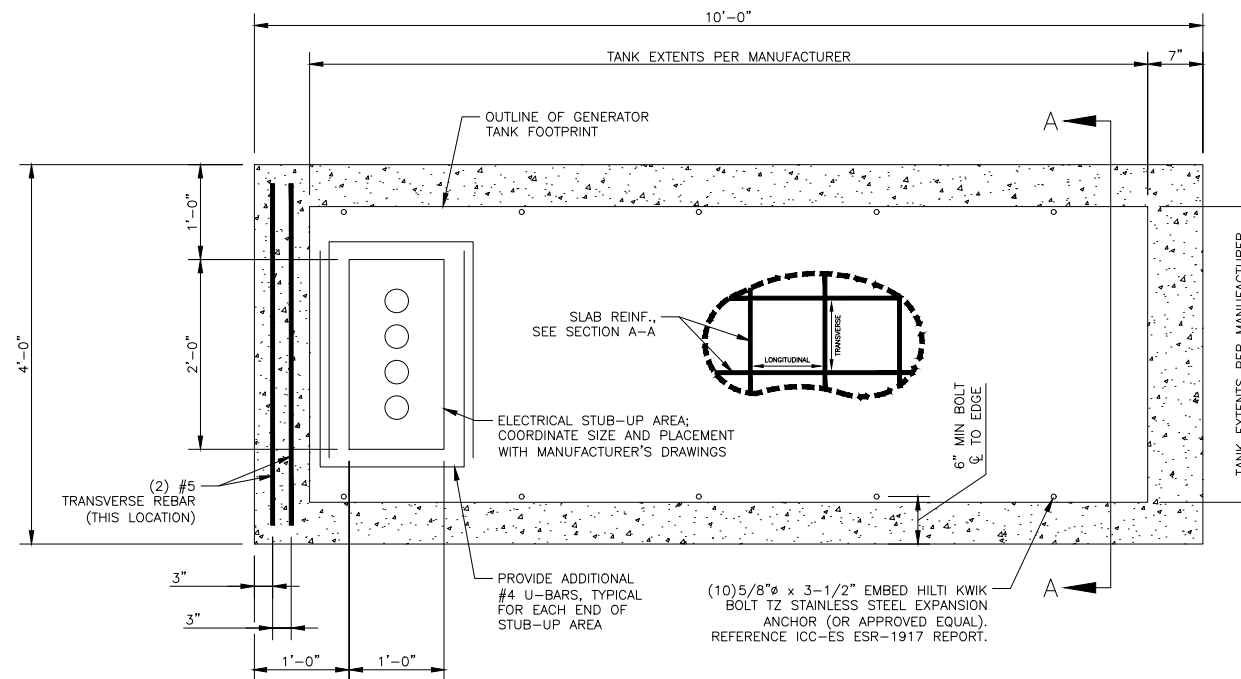
INSTALLER NOTE:  
BASE FLOOD ELEVATION (BFE) NOT PROVIDED. CONTRACTOR TO ENSURE TOC OF GENERATOR PAD MATCHES OR EXCEEDS TOC OF EXISTING AT&T EQUIPMENT PAD/FOUNDATION.



GENERATOR PAD DETAIL - SECTION A-A

SCALE: NONE 2

INSTALLER NOTE:  
CONDUIT STUB-UP LOCATIONS SHALL BE COORDINATED ON SITE WITH CONSTRUCTION MANAGER, PRIOR TO INSTALLING CONCRETE PAD



CAST-IN-PLACE GENERATOR PAD DETAIL

SCALE: NONE 1



11/16/2022

SUBMITTALS			
DATE	DESCRIPTION	REV	ISSUED BY
11/16/2022	CONSTRUCTION	0	RM

DRAWN BY: JG  
CHECKED BY: TM  
APPROVED BY: RM

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PREPARED FOR:



PREPARED BY:



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HIGHLAND, MI 48357

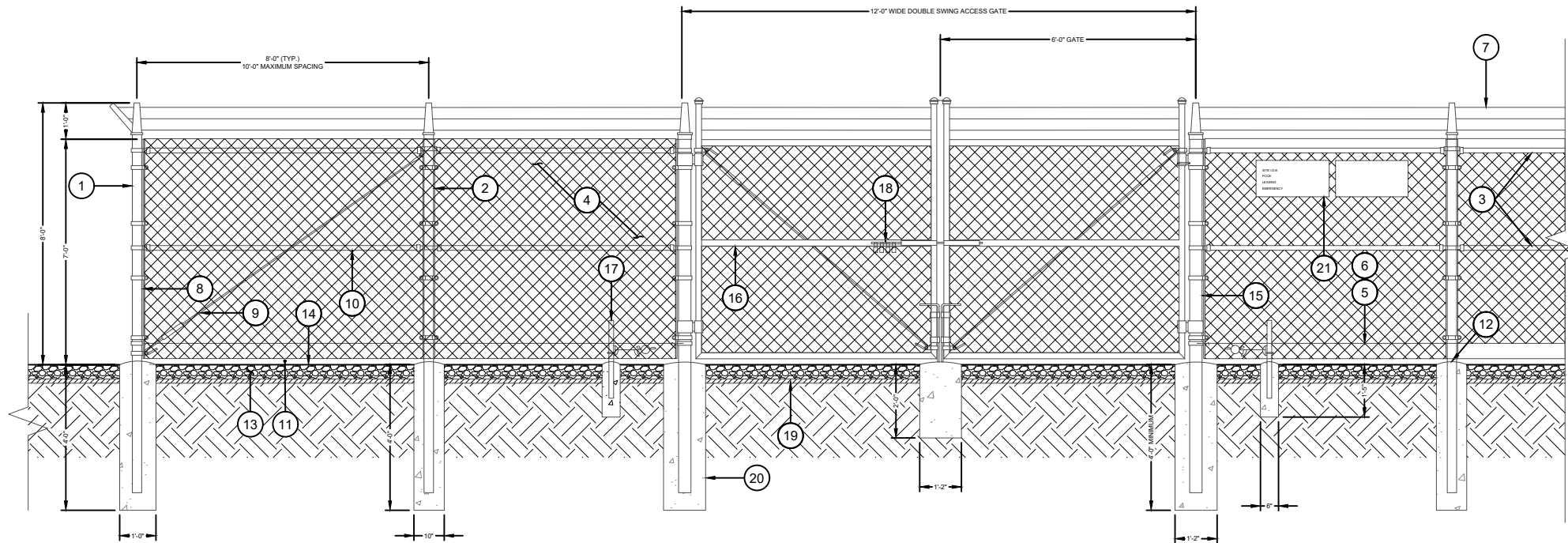
TOWER OWNER ID:  
ATC-414034

SHEET TITLE  
GENERATOR PAD  
DETAILS

SHEET NUMBER  
A-1.1

**CALLOUTS:**

- 1 3" O.D. GALVANIZED STEEL SCHEDULE 40 CORNER POSTS (PER ASTM-F1083).
- 2 2-1/2" NOMINAL GALVANIZED STEEL, SCHEDULE 40 INTERMEDIARY LINE POSTS (PER ASTM-F1083). LINE POSTS SHALL BE EQUALLY SPACED AT MAXIMUM 10' O.C.
- 3 1-5/8" O.D. ROUND TOP RAIL & BRACE PIPE RAIL (PER ASTM-F1083).
- 4 9 GAUGE FABRIC CORE WIRE WITH 2" MESH (TO CONFORM TO ASTM-A392).
- 5 9 GAUGE ALUMINUM TIE WIRE. PROVIDE HOG RING FABRIC TIES SPACED 12" O.C. FOR POSTS AND GATES AND 24" O.C. FOR RAILS AND WIRE.
- 6 9 GAUGE ALUMINUM TENSION WIRE.
- 7 3 STRANDS 14 GAUGE BARBED WIRE WITH 4 POINT BARBS. SPACE BARBS APPROXIMATELY 5" O.C.
- 8 3/16"x3/4" STRETCHER BAR; TO EXTEND FULL HEIGHT OF FENCE.
- 9 3/8" DIAGONAL ROD WITH GALVANIZED STEEL TURNBUCKLE OR DIAGONAL THREADED ROD.
- 10 1-5/8" DIAMETER CORNER POST BRACE.
- 11 MAINTAIN A 1" MAXIMUM CLEARANCE FROM FINISHED GRADE.
- 12 PROVIDE CROWNED/PITCHED FINISH FOR FENCE POST PIER FOUNDATIONS; TO EXTEND 1" ABOVE GRADE.
- 13 6" CRUSHED STONE (TYP.).
- 14 FINISHED GRADE SHALL BE UNIFORM AND LEVEL.
- 15 4" O.D. GALVANIZED STEEL SCHEDULE 40 GATE POSTS (PER ASTM-F1083).
- 16 1-1/2" NOMINAL PIPE FOR GATE FRAME BRACE RAIL (PER ASTM F-1083).
- 17 DUCK BILL OPEN GATE HOLDER. CONTRACTOR TO VERIFY EXACT LOCATION PRIOR TO INSTALLATION.
- 18 NOT USED
- 19 PROPOSED GEOTEXTILE FABRIC.
- 20 CONCRETE PIER FOUNDATION; TO ACHIEVE A MINIMUM STRENGTH OF 3000 PSI AT 28 DAYS. CONCRETE DEPTH TO BE A MINIMUM OF 6" BELOW FROST LINE (48" MINIMUM, TYP.).
- 21 12"x24" SITE INFORMATION SIGN.

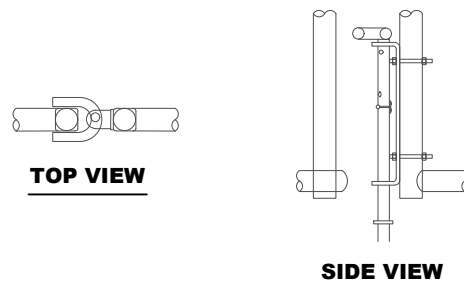


**FENCING DETAIL**

SCALE: N.T.S.

**NOTES:**

1. ALL FENCING TO BE INSTALLED PER ASTM F-567. ALL SWING GATES TO BE INSTALLED PER ASTM F-900.
2. BARBED WIRE PERMIT REQUIRED SHALL BE COMPLETED IF LOCAL ORDINANCE REQUIRES.
3. POST & GATE PIPE SIZES ARE INDUSTRY STANDARDS. ALL PIPE TO BE GALVANIZED (HOT DIP, ASTM A120 GRADE "A" STEEL). ALL GATE FRAMES SHALL BE WELDED. ALL WELDINGS SHALL BE COATED WITH (3) COATS OF GOLD GALV. (OR EQUAL). ALL OPEN POSTS SHALL HAVE END-CAPS.
4. ALL SIGNS MUST BE MOUNTED ON INSIDE OF FENCE FABRIC USING GALVANIZED HOG-RING WIRE.
5. MUSHROOM ANCHOR AND PLUNGER REQUIRED FOR GATE. GENERAL CONTRACTOR RESPONSIBLE FOR GATE LOCK.

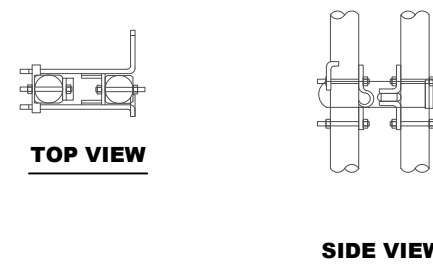


**TOP VIEW**

**SIDE VIEW**

**DROP ROD ASSEMBLY DETAIL**

SCALE: N.T.S.



**TOP VIEW**

**SIDE VIEW**

**LATCH ASSEMBLY DETAIL**

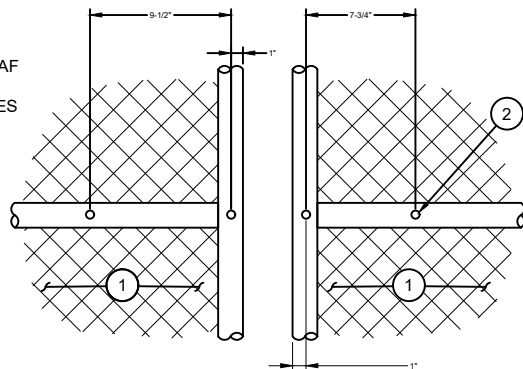
SCALE: N.T.S.

**CONTRACTOR NOTES:**

1. ONLY INSTALL WHAT IS REQUIRED FOR THIS SPECIFIC SITE AND THE REST IS FOR INFORMATIONAL PURPOSES.
2. MATCH THE EXISTING HEIGHT, MATERIALS, AND COLOR AS NEEDED.

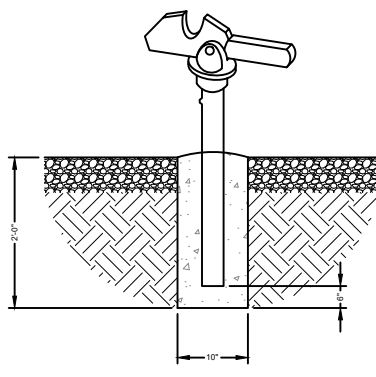
**CALLOUTS:**

- 1 GATE LEAF
- 2 3/8" HOLES (TYP.)



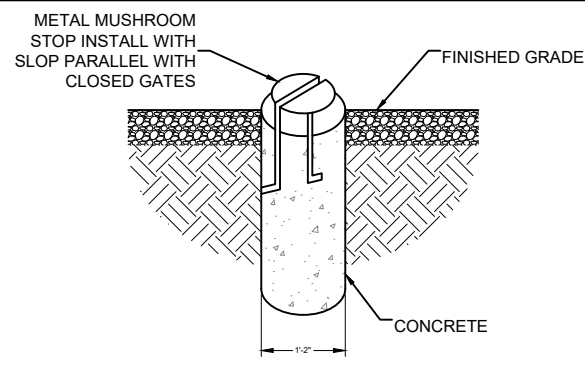
**GATE FACE - ACCOMODATING MULTI-TENTANT LOCK**

SCALE: N.T.S.



**GATE KEEPER DETAIL**

SCALE: N.T.S.



**MUSHROOM STOP DETAIL**

SCALE: N.T.S.



11/16/2022

**SUBMITTALS**

DATE	DESCRIPTION	REV	ISSUED BY
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DRAWN BY: JG

CHECKED BY: TM

APPROVED BY: RM

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PREPARED FOR:



PREPARED BY:



FA NUMBER:

**10550168**

SITE NAME:

**MI2255**

SITE ADDRESS:

510 CLYDE ROAD  
HIGHLAND, MI 48357

TOWER OWNER ID:

**ATC-414034**

SHEET TITLE

**FENCE DETAILS**

SHEET NUMBER

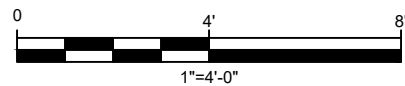
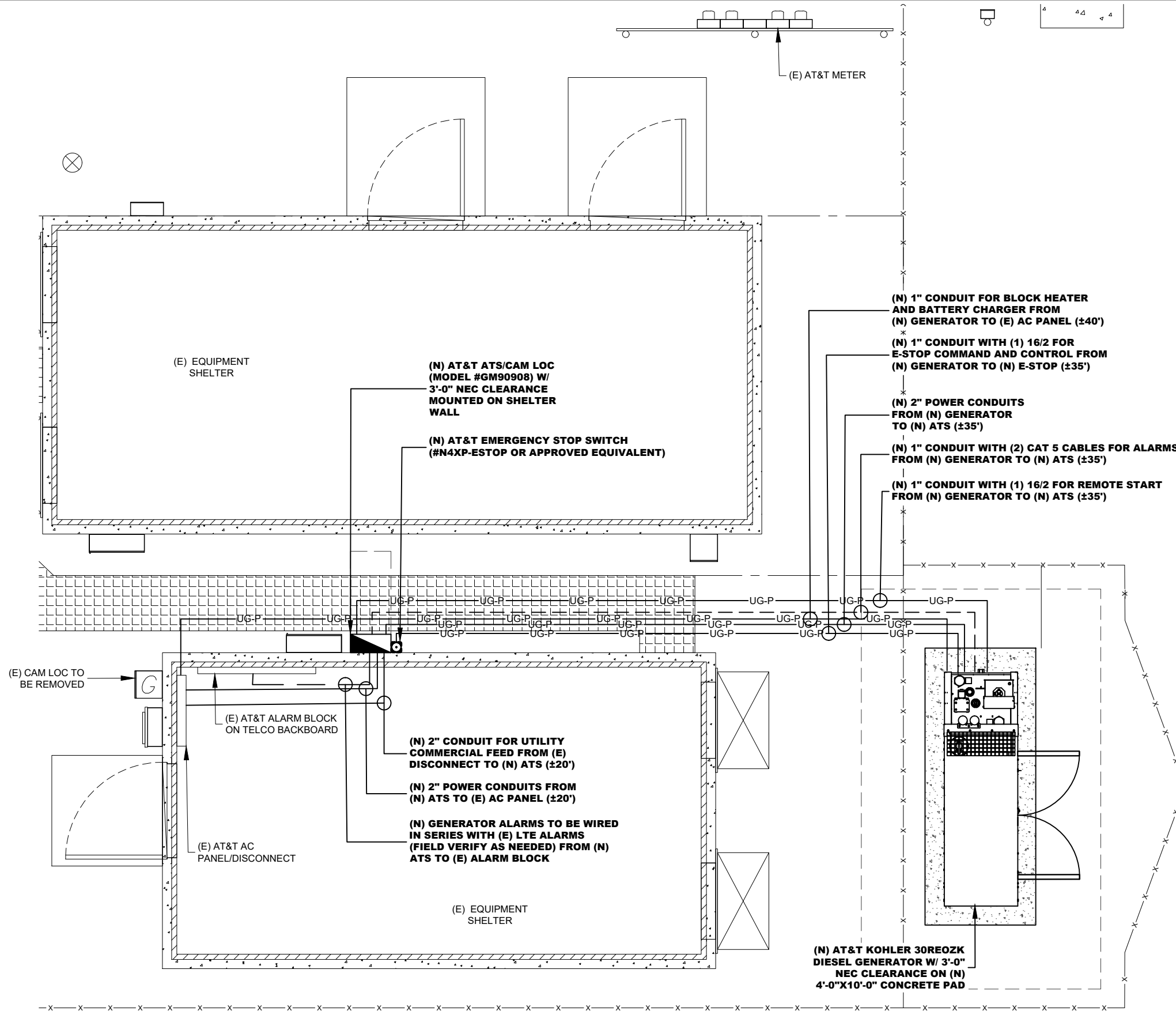
**A-1.2**

NOTES AND SPECIFICATIONS

- ALL ELECTRICAL WORK SHALL COMPLY WITH NEC, STATE, AND LOCAL CODES.
- CONTRACTOR SHALL OBTAIN OWNER/TENANT SPECIFICATIONS AND REVIEW FOR ADDITIONAL DETAILS AND REQUIREMENTS THAT MAY NOT BE SHOWN IN THESE DRAWINGS. CONTRACTOR SHALL COMPLY WITH ANY ADDITIONAL OWNER/TENANT SPECIFICATIONS AND REQUIREMENTS.
- CONTRACTOR SHALL COORDINATE WITH THE ELECTRIC UTILITY FOR THE EXACT TRANSFORMER LOCATION, METERING REQUIREMENTS, AND SERVICE ROUTING. CONTRACTOR SHALL COORDINATE WITH THE TELEPHONE UTILITY FOR THE EXACT TELEPHONE REQUIREMENTS AND SERVICE ROUTING.
- PRIOR TO PURCHASING EQUIPMENT, THE CONTRACTOR SHALL CONTACT THE ELECTRIC COMPANY AND OBTAIN IN WRITING THE MAXIMUM AVAILABLE FAULT CURRENT AT THE UTILITY SERVICE POINT. THE CONTRACTOR SHALL ENSURE ALL ELECTRICAL EQUIPMENT, CIRCUIT BREAKERS, DISCONNECTS, FUSES, AND PANELBOARDS HAVE A FAULT CURRENT INTERRUPTING RATING GREATER THAN THE AVAILABLE FAULT CURRENT. IN NO CASE SHALL THE FAULT CURRENT INTERRUPTING RATING BE LESS THAN 10,000 AMPS.
- CONTRACTOR TO PROVIDE 2-200 LB TEST POLYETHYLENE PULL CORDS SECURELY FASTENED AT EACH END OF POWER AND TELCO CONDUIT. PROVIDE CAPS ON END OF UNUSED CONDUIT.
- CONTRACTOR TO PROVIDE A REBAR MARKER WITH AT LEAST 2 FEET EXPOSED ABOVE GRADE AND PAINTED BRIGHT ORANGE TO INDICATE LOCATION OF CONDUIT CAPPED BELOW GRADE.
- PRIOR TO TRENCHING CONTRACTOR SHALL LOCATE ALL EXISTING UNDERGROUND UTILITIES. CONTRACTOR SHALL REPAIR AT CONTRACTOR'S EXPENSE ANY DAMAGE TO EXISTING UTILITIES.
- CONTRACTOR TO VERIFY EXACT ROUTING OF POWER AND TELCO CONDUIT WITH LOCAL UTILITIES AND OWNER/TENANT. ENSURE ALL CONDUIT STUB-UPS ACCOMMODATE EQUIPMENT REQUIREMENTS.
- UNDERGROUND CONDUITS SHALL BE SCHEDULE 40 PVC UNLESS NOTED OTHERWISE. USE SCHEDULE 80 PVC UNDER ROADS.
- CONDUIT RUNS SHALL HAVE A CONTINUOUS SLOPE DOWNWARDS AND AWAY FROM THE EQUIPMENT TO ALLOW WATER TO FLOW AWAY FROM THE EQUIPMENT AND SHELTER. EXCAVATE TRENCHES ALONG STRAIGHT LINES PRIOR TO INSTALLING CONDUIT TO ACCOMMODATE ADJUSTING THE ELEVATION, AS NEEDED.
- CONDUIT ENTERING EQUIPMENT SHALL BE SEALED WITH A SEALANT THAT IS IDENTIFIED FOR USE WITH THE CABLE/CONDUCTOR INSULATION, SHIELDING, ETC.
- THE OWNER SHALL FURNISH AND THE CONTRACTOR SHALL INSTALL ADDITIONAL SIGNAGE TO BE LOCATED AT THE COMPOUND FENCE. CONTRACTOR SHALL COORDINATE WITH OWNER/TENANT CONSTRUCTION MANAGER FOR PLACEMENT OF SIGNAGE.
- UPON COMPLETION OF CONSTRUCTION, CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE CAUSED BY CONSTRUCTION ACTIVITIES TO THE LANDSCAPING AREA.
- CONTRACTOR TO ENSURE A MIN. 3' CLEARANCE IN FRONT OF ELECTRICAL PANELS PER NEC.
- ALL ELECTRICAL MATERIALS, DEVICES, APPLIANCES AND EQUIPMENT SHALL BE LABEL TESTED BY AN APPROVED THIRD PARTY TESTING AGENCY.

CONDUCTOR COLOR CODE		
SYSTEM	CONDUCTOR	COLOR
120/240V, 1 $\phi$	A PHASE	BLACK
	B PHASE	RED
	NEUTRAL	WHITE
	GROUND	GREEN
120/208V, 3 $\phi$	A PHASE	BLACK
	B PHASE	RED
	C PHASE	BLUE
	NEUTRAL	WHITE
	GROUND	GREEN
	A PHASE	BROWN
	B PHASE	ORANGE OR PURPLE
	C PHASE	YELLOW
277/480V, 3 $\phi$	NEUTRAL	GREY
	GROUND	GREEN
	DC VOLTAGE	POS (+)
	NEG (-)	BLACK**

\* SEE NEC 210.5(C)(1) AND (2)  
\*\* POLARITY MARKED AT TERMINATION



**ELECTRICAL PLAN**  
11"x17" SCALE: 1"=4'-0"  
24"x36" SCALE: 1"=2'-0"

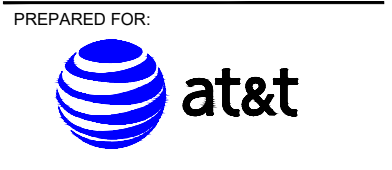


11/16/2022

SUBMITTALS			
DATE	DESCRIPTION	REV	ISSUED BY
11/16/2022	CONSTRUCTION	0	RM

DRAWN BY: JG  
CHECKED BY: TM  
APPROVED BY: RM

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PREPARED BY:  
**MasTec**  
Network Solutions  
1151 SE CARY PARKWAY, SUITE 101  
CARY, NC 27518

FA NUMBER:  
**10550168**

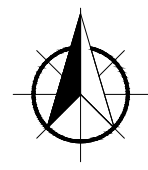
SITE NAME:  
**MI2255**

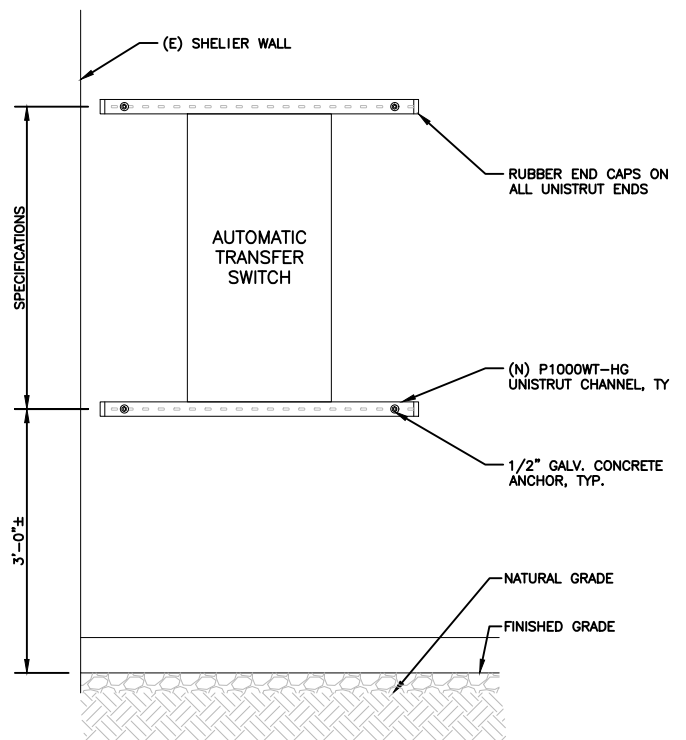
SITE ADDRESS:  
510 CLYDE ROAD  
HIGHLAND, MI 48357

TOWER OWNER ID:  
**ATC-414034**

SHEET TITLE  
**ELECTRICAL PLAN**

SHEET NUMBER  
**E-1**



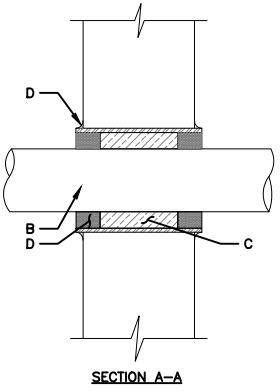
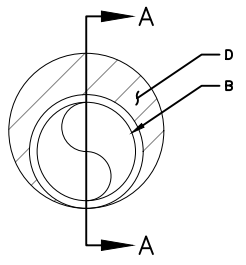


WALL MOUNT ELEVATION

SCALE: NONE 5

U.L. SYSTEM NO. C-AJ-1150  
 CONDUIT THROUGH BEARING WALL SIMILAR TO U.L. DESIGN NO. U802  
 F RATING = 3 HR  
 T RATING = 0 HR

- A. FLOOR OR WALL ASSEMBLY : MINIMUM 4-1/2" THICK REINFORCED LIGHTWEIGHT OR NORMAL WEIGHT (100-150 PCF) CONCRETE. WALL MAY ALSO BE CONSTRUCTED OF ANY UL CLASSIFIED CONCRETE BLOCKS\*. MAX DIAMETER OF OPENING IS 4". (SEE CONCRETE BLOCKS CAT2) CATEGORY IN THE FIRE RESISTANCE DIRECTORY FOR NAMES OF MANUFACTURERS.
- B. THROUGH PENETRATIONS : ONE METALLIC PIPE OR CONDUIT TO BE RIGIDLY SUPPORTED ON BOTH SIDES OF FLOOR OR WALL ASSEMBLY. THE ANNULAR SPACE SHALL BE MINIMUM 0". (POINT CONTACT) TO MAXIMUM 1-3/8". THE FOLLOWING TYPES AND SIZES OF METALLIC PIPES OR CONDUITS MAY BE USED:  
 a. STEEL PIPE-NOMINAL 6" DIAMETER (OR SMALLER) SCHEDULE 40 (OR HEAVIER) STEEL PIPE  
 b. IRON PIPE-NOMINAL 6" DIAMETER (OR SMALLER) CAST OR DUCTILE IRON PIPE.  
 c. CONDUIT - NOMINAL 4" DIAMETER (OR SMALLER) STEEL ELECTRICAL METALLIC TUBING OR NOMINAL 3-1/2" DIAMETER (OR SMALLER) STEEL CONDUIT.
- C. PACKING MATERIAL: MINIMUM 6" THICKNESS OF MIN 4.0 PCF MINERAL WOOL BATTING INSULATION FIRMLY PACKED INTO OPENING AS A PERMANENT FORM. PACKING MATERIAL TO BE RECESSED FROM TOP SURFACE OF FLOOR OR FROM BOTH SURFACES OF WALL AS REQUIRED TO ACCOMMODATE THE REQUIRED THICKNESS OF FILL MATERIAL.
- D. FILL VOID, OR CAVITY MATERIAL\*: SEALANT: MINIMUM 1/4" THICKNESS OF FILL MATERIAL APPLIED WITHIN THE ANNULUS, FLUSH WITH TOP SURFACE OF FLOOR AND WITH BOTH SURFACES OF WALL. AT THE POINT CONTACT LOCATION BETWEEN PIPE AND CONCRETE, A MINIMUM 1/2" DIAMETER BEAD OF FILL MATERIAL SHALL BE APPLIED AT THE CONCRETE/PIPE INTERFACE ON THE TOP SURFACE OF FLOOR AND ON BOTH SURFACES OF WALL. W-RATING APPLIES ONLY WHEN CP601S OR CP604 SEALANT IS USED.
- HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC. : CP601S, CP604, CP606, OR FS-ONE SEALANT.
- \* BEARING THE UL CLASSIFICATION MARK



- INSTALLER NOTES:  
 1. IF EXISTING CONSTRUCTION VARIES FROM THIS DETAIL, AN EQUAL 3-HR U.L. PENETRATION APPROPRIATE FOR THE EXISTING WALL TYPE SHALL BE CONSTRUCTED  
 2. GC SHALL USE NON-SHRINKING CAULK TO WEATHERSEAL ALL PENETRATIONS INTO OR THRU SHELTER WALL.

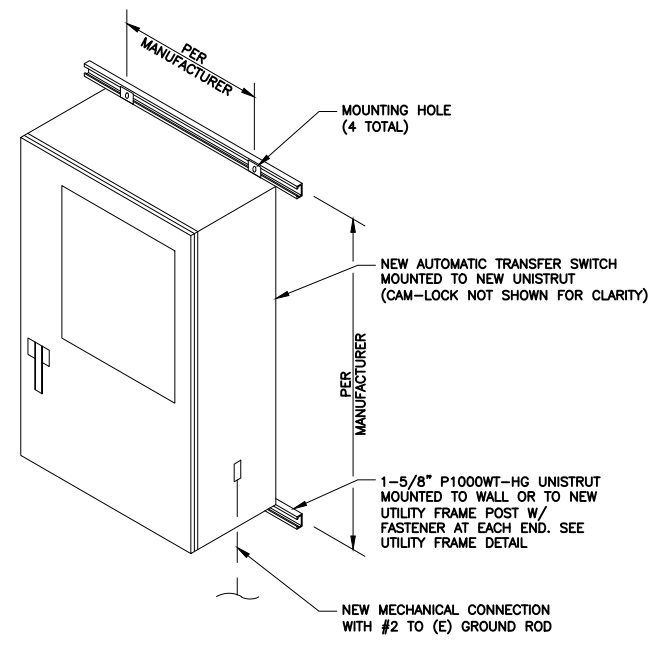
OUTER WALL PENETRATION DETAIL

SCALE: NONE 6

UNISTRUT WALL ATTACHMENT:

WALL CONSTRUCTION TYPE	FASTENER	ANCHOR SPACING
WOOD STUD	3/8" DIA. LAG SCREW	16"
CONCRETE BLOCK (HOLLOW)	-	8"
CONCRETE BLOCK (SOLID)	3/8"Ø SIMPSON TITEN HD ANCHOR MINIMUM EMBEDMENT 2-3/4"	24"

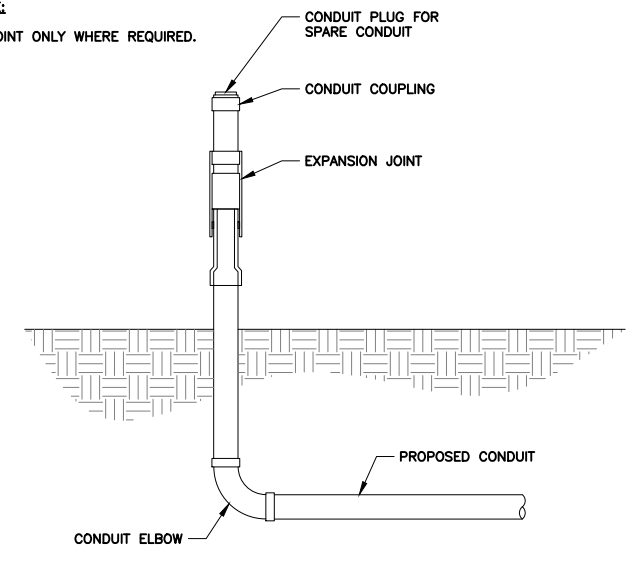
NOTES:  
 1. USE GALVANIZED OR STAINLESS STEEL HARDWARE FOR WALL MOUNT AND CONNECTION OF CHANNELS.  
 2. GC SHALL USE NON-SHRINKING CAULK TO WEATHER SEAL ALL PENETRATIONS INTO OR THROUGH SHELTER WALL.  
 3. MINIMUM (3) ANCHORS TO BE USED FOR EACH CHANNEL.



ATS MOUNTING DETAIL

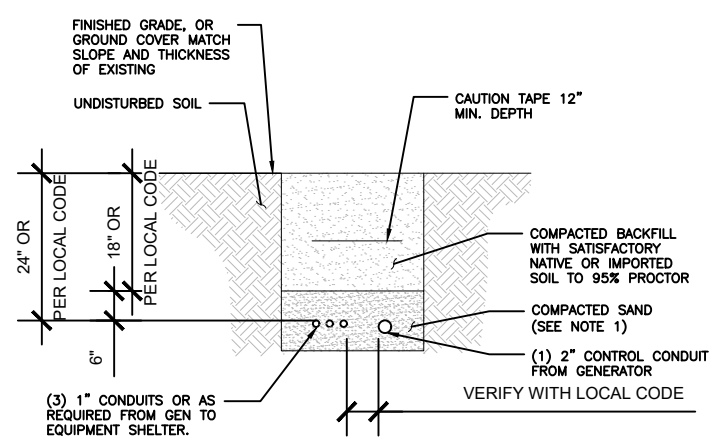
SCALE: NONE 4

INSTALLER NOTE:  
 INSTALL SLIP JOINT ONLY WHERE REQUIRED.



SLIP JOINT DETAIL

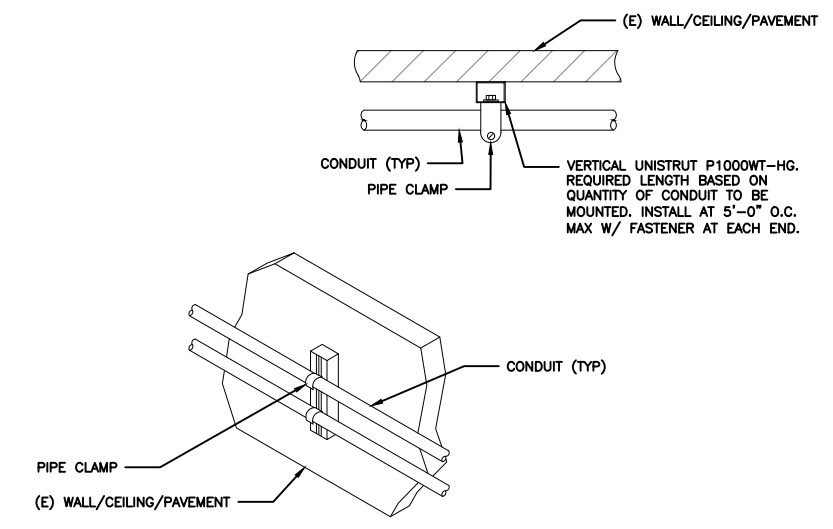
SCALE: NONE 3



TRENCH DETAIL

SCALE: NONE 2

- NOTES:  
 • SEPARATION DIMENSIONS TO BE VERIFIED WITH LOCAL UTILITY CO. REQUIREMENTS.  
 • PROVIDE PVC CONDUIT BELOW GRADE EXCEPT AS NOTED BELOW.  
 • PROVIDE RGS CONDUIT AND ELBOWS AT STUB UP LOCATIONS IF REQUIRED.  
 • INSTALL UTILITY PULLBOXES PER NEC IF REQUIRED.  
 • FOLLOW MINIMUM COVER REQUIREMENTS PER NEC 300-5



CONDUIT WALL MOUNT DETAIL

SCALE: NONE 1



11/16/2022

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 APPROVED BY: RM

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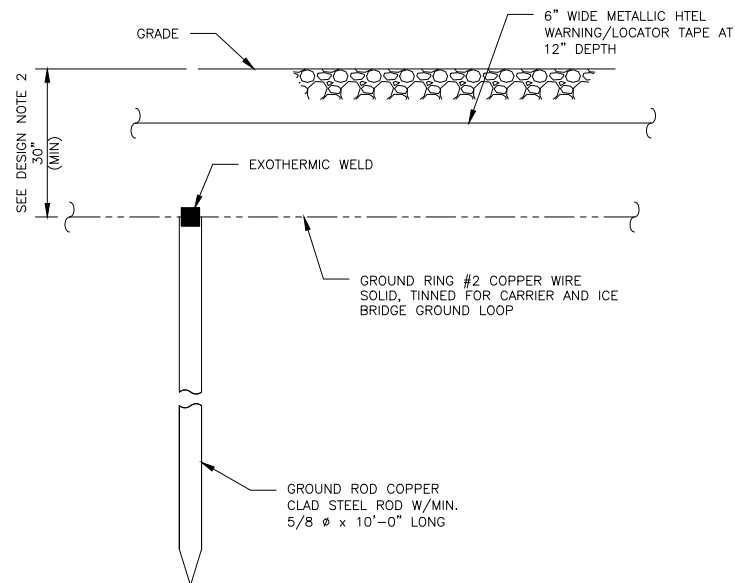
TOWER OWNER ID:  
**ATC-414034**

SHEET TITLE  
**EQUIPMENT & CONDUIT DETAILS**

SHEET NUMBER  
**E-2**



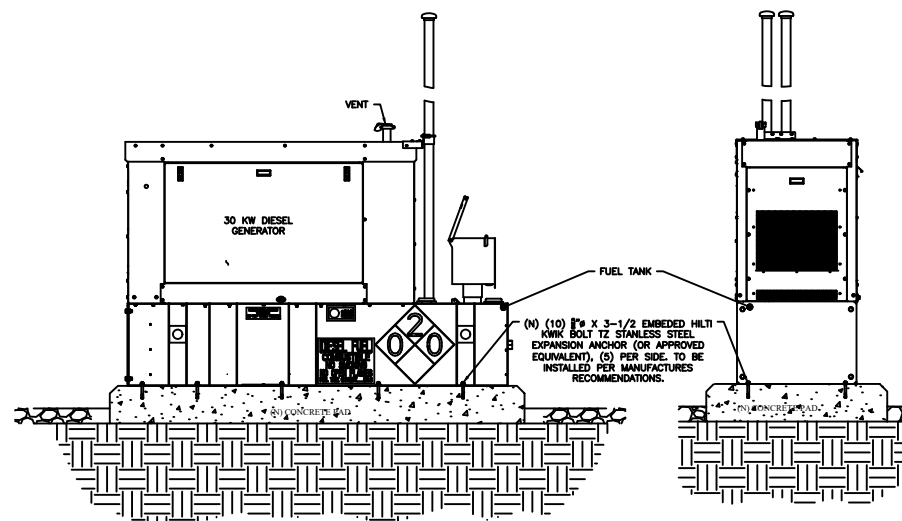




- NOTES:
- GROUND ROD SHALL BE DRIVEN VERTICALLY, NOT TO EXCEED 45 DEGREES FROM THE VERTICAL.
  - GROUND WIRE SHALL BE MIN. 30" BELOW GRADE OR 6" BELOW FROST LINE. (WHICH EVER IS GREATER) AS PER N.E.C. ARTICLE 250-50(D)

GROUND ROD DETAIL

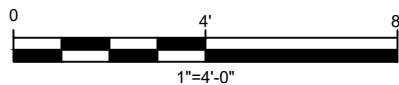
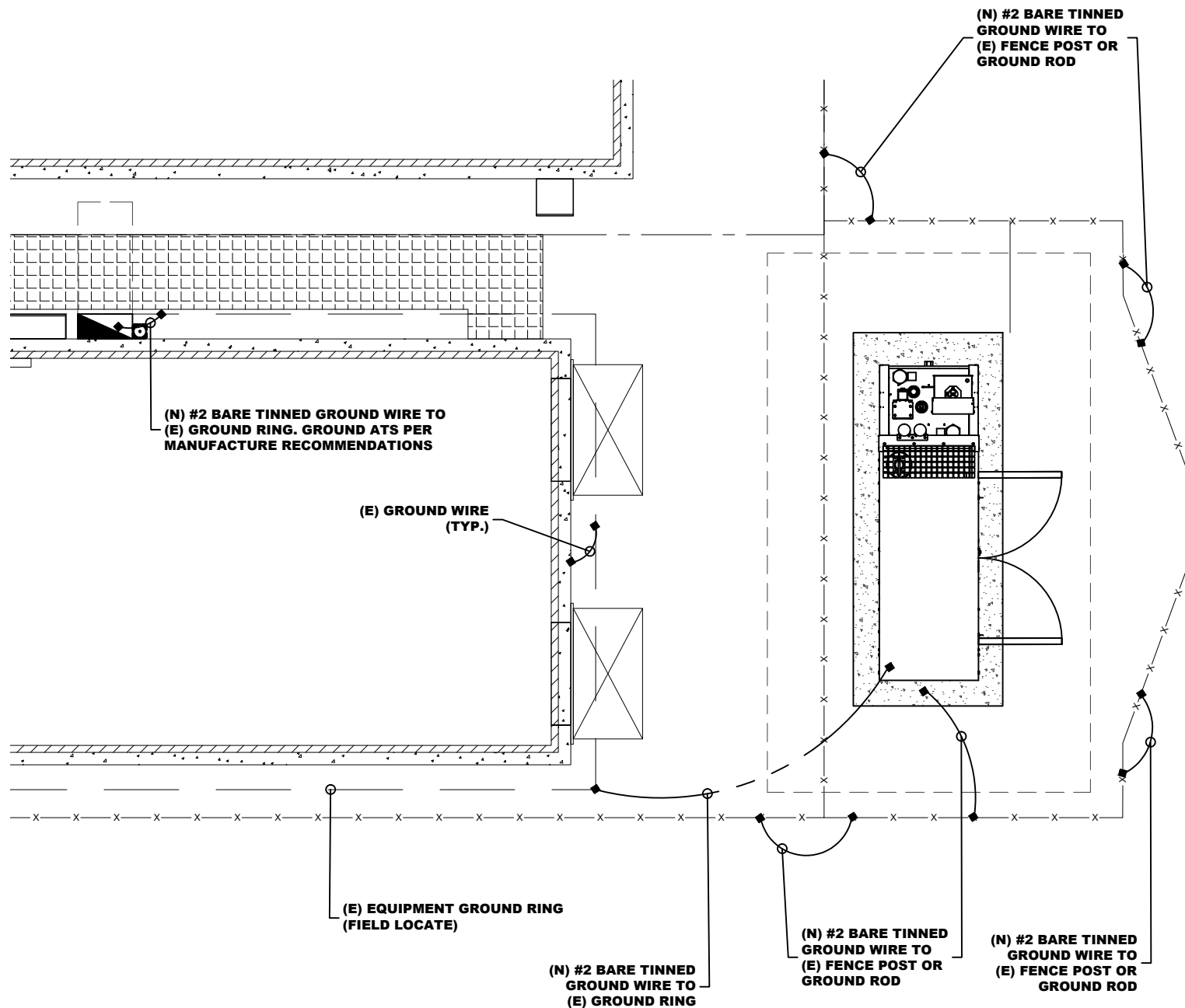
SCALE: NONE 3



NOTE: GENERATOR SHOWN FOR GRAPHIC REPRESENTATION ONLY EXACT MODEL MAY VARY IN APPEARANCE.

GENERATOR DETAIL

SCALE: NONE 2



GROUNDING PLAN

11"x17" SCALE: 1"=4'-0"  
24"x36" SCALE: 1"=2'-0"



11/16/2022

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SITE NAME:  
MI2255

SITE ADDRESS:  
510 CLYDE ROAD  
HIGHLAND, MI 48357

TOWER OWNER ID:  
ATC-414034

SHEET TITLE  
GROUNDING DETAILS

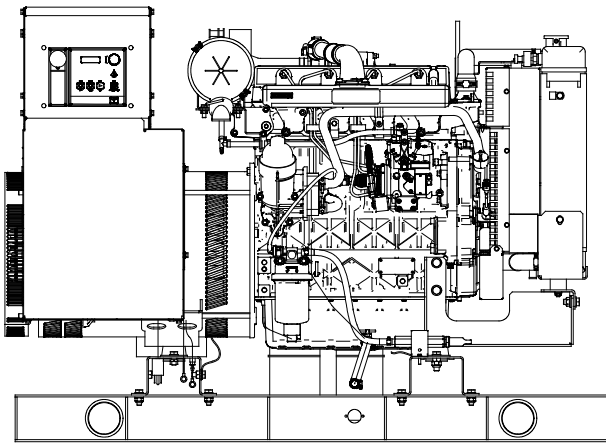
SHEET NUMBER  
G-1



**EPA-Certified for Stationary  
Emergency Applications**

## Ratings Range

		<b>60 Hz</b>
<b>Standby:</b>	<b>kW</b>	23- 31
	<b>kVA</b>	23- 39
<b>Prime:</b>	<b>kW</b>	21- 28
	<b>kVA</b>	21- 35



## Standard Features

- Kohler Co. provides one-source responsibility for the generating system and accessories.
- Approved for use with certified renewable Hydrotreated Vegetable Oil (HVO) / Renewable Diesel (RD) fuels compliant with EN15940 / ASTM D975.
- The generator set and its components are prototype-tested, factory-built, and production-tested.
- The 60 Hz generator set offers a UL 2200 listing.
- The generator set accepts rated load in one step.
- The 60 Hz generator set meets NFPA 110, Level 1, when equipped with the necessary accessories and installed per NFPA standards.
- The generator set engine is certified to meet the Environmental Protection Agency (EPA) emergency stationary emissions requirements.
- A one-year limited warranty covers all generator set systems and components. Two- and five-year extended limited warranties are also available.
- Alternator features:
  - Kohler's wound field excitation system with its unique PowerBoost™ design delivers great voltage response and short-circuit capability.
  - The brushless, rotating-field alternator has broadrange reconnectability.
- Other features:
  - Kohler designed controllers for one-source system integration and remote communication. See Controllers on page 3.
  - The low coolant level shutdown prevents overheating (standard on radiator models only).
  - Integral vibration isolation eliminates the need for under-unit vibration spring isolators.

## Generator Set Ratings

Alternator	Voltage	Ph	Hz	130°C Rise Standby Rating		105°C Rise Prime Rating	
				kW/kVA	Amps	kW/kVA	Amps
4D5.6	120/208	3	60	29/36	101	26/33	90
	127/220	3	60	29/36	95	26/33	85
	120/240	3	60	29/36	87	26/33	78
	120/240	1	60	23/23	96	21/21	88
	139/240	3	60	29/36	87	26/33	78
	220/380	3	60	27/34	51	25/31	47
	277/480	3	60	29/36	44	26/33	39
	347/600	3	60	29/36	35	26/33	31
4D8.3	120/208	3	60	31/39	108	28/35	97
	127/220	3	60	31/39	102	28/35	92
	120/240	3	60	31/39	93	28/35	84
	120/240	1	60	29/29	121	26/26	108
	139/240	3	60	31/39	93	28/35	84
	220/380	3	60	31/39	59	28/35	53
	277/480	3	60	31/39	47	28/35	42
	347/600	3	60	31/39	37	28/35	34
4E5.6	120/240	1	60	29/29	121	26/26	108
4E8.3	120/240	1	60	31/31	129	27/27	113

**RATINGS:** All three-phase units are rated at 0.8 power factor. All single-phase units are rated at 1.0 power factor. *Standby Ratings:* Standby rating is applicable to varying loads for the duration of a power outage. There is no overload capability for this rating. *Prime Power Ratings:* At varying load, the number of generator set operating hours is unlimited. A 10% overload capacity is available for one hour in twelve. Ratings are in accordance with ISO-8528-1 and ISO-3046-1. For limited running time and continuous ratings, consult the factory. Obtain the technical information bulletin (TIB-101) for ratings guidelines, complete ratings definitions, and site condition derates. The generator set manufacturer reserves the right to change the design or specifications without notice and without any obligation or liability whatsoever.

# Alternator Specifications

Specifications	Alternator
Manufacturer	Kohler
Type	4-Pole, Rotating-Field
Exciter type	Brushless, Wound Field
Leads: quantity, type	12, Reconnectable 4, 110- 120/220- 240 V
Voltage regulator	Solid State, Volts/Hz
Insulation:	NEMA MG1
Material	Class H
Temperature rise	130°C, Standby
Bearing: quantity, type	1, Sealed
Coupling	Flexible Disc
Amortisseur windings	Full
Voltage regulation, no-load to full-load	Controller Dependent
One-step load acceptance	100% of Rating
Unbalanced load capability	100% of Rated Standby Current

- NEMA MG1, IEEE, and ANSI standards compliance for temperature rise and motor starting.
- Capable of sustained line-to-neutral short-circuit current of up to 300% of the rated current for up to 2 seconds. (IEC 60092-301 short-circuit performance.)
- Sustained short-circuit current enabling downstream circuit breakers to trip without collapsing the alternator field.
- Self-ventilated and dripproof construction.
- Windings are vacuum-impregnated with epoxy varnish for dependability and long life.
- Superior voltage waveform from a two-thirds pitch stator and skewed rotor.

Specifications	Alternator
Peak motor starting kVA:	(35% dip for voltages below)
480 V 4D5.6 (12 lead)	75
480 V 4D8.3 (12 lead)	120
240 V 4E5.6 (4 lead)	44
240 V 4E8.3 (4 lead)	74

## Application Data

### Engine

Engine Specifications	
Manufacturer	Kohler Diesel
Engine model	KDI2504TM/G18
Engine type	4-Cycle, Turbocharged
Cylinder arrangement	4 Inline
Displacement, L (cu. in.)	2.5 (158)
Bore and stroke, mm (in.)	88 x 102 (3.46 x 4.02)
Compression ratio	18:1
Piston speed, m/min. (ft./min.)	367 (1206)
Main bearings: quantity, type	5, Sleeve
Rated rpm	1800
Max. power at rated rpm, kWm (BHP)	36.4 (48.8)
Cylinder head material	Cast Iron
Crankshaft material	Cast Iron
Valve material:	
Intake	Stainless Steel
Exhaust	Stainless Steel
Governor: type, make/model	Mechanical (or Electronic *)
	Droop, 5% (or Isochr. *)
Frequency regulation, no-load to full-load	±0.5%
Frequency regulation, steady state	Fixed
Frequency	Dry
Air cleaner type, all models	
* Requires available electronic governor option	

### Exhaust

Exhaust System	
Exhaust manifold type	Dry
Exhaust flow at rated kW, m <sup>3</sup> /min. (cfm)	7.8 (275)
Exhaust temperature at rated kW, dry exhaust, °C (°F)	543 (1009)
Maximum allowable back pressure, kPa (in. Hg)	8 (2.4)
Exhaust outlet size at engine hookup, mm (in.)	50.8 (2)

### Engine Electrical

Engine Electrical System	
Battery charging alternator:	
Ground (negative/positive)	Negative
Volts (DC)	12
Ampere rating	50
Starter motor rated voltage (DC)	12
Battery, recommended cold cranking amps (CCA):	
Quantity, CCA rating	One, 650
Battery voltage (DC)	12

### Fuel

Fuel System	
Fuel supply line, min. ID, mm (in.)	8.0 (0.31)
Fuel return line, min. ID, mm (in.)	6.0 (0.25)
Max. lift, electric fuel pump, m (ft.)	3.0 (10.0)
Max. fuel flow, Lph (gph)	46.0 (12.2)
Max. return line restriction, kPa (in. Hg)	20 (5.9)
Fuel filter	
Prefilter	74 Microns
Primary/Water Separator	5 Microns @ 98% Efficiency
Recommended fuel	#2 Ultra Low Sulfur Diesel / HVO / RD

### Lubrication

Lubricating System	
Type	Full Pressure
Oil pan capacity, L (qt.) §	10.7 (11.3)
Oil pan capacity with filter, L (qt.) §	11 (11.6)
Oil filter: quantity, type §	1, Cartridge
Oil cooler	—
§ Kohler recommends the use of Kohler Genuine oil and filters.	

## Application Data

### Cooling

#### Radiator System

Ambient temperature, °C (°F) *	50 (122)
Engine jacket water capacity, L (gal.)	4.4 (1.6)
Radiator system capacity, including engine, L (gal.)	11.4 (3)
Engine jacket water flow, Lpm (gpm)	59.0 (15.6)
Heat rejected to cooling water at rated kW, dry exhaust, kW (Btu/min.)	27.0 (1536)
Water pump type	Centrifugal
Fan diameter, including blades, mm (in.)	406 (16.0)
Fan, kWm (HP)	0.6 (0.8)
Max. restriction of cooling air, intake and discharge side of radiator, kPa (in. H <sub>2</sub> O)	0.125 (0.5)

\* Enclosure reduces ambient temperature capability by 5°C (9°F).

### Operation Requirements

#### Air Requirements

Radiator-cooled cooling air, m <sup>3</sup> /min. (scfm) †	53.8 (1900)
Combustion air, m <sup>3</sup> /min. (cfm)	2.7 (96.9)
Heat rejected to ambient air:	
Engine, kW (Btu/min.)	10.3 (587)
Alternator, kW (Btu/min.)	6.7 (381)
Max. air intake restriction, kPa (in. Hg)	3.0 (0.89)

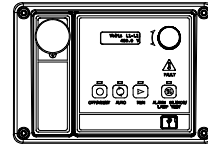
† Air density = 1.20 kg/m<sup>3</sup> (0.075 lbm/ft<sup>3</sup>)

#### Fuel Consumption\*\*

Diesel, Lph (gph) at % load	Standby Rating
100%	9.8 (2.6)
75%	7.9 (2.1)
50%	5.7 (1.5)
25%	3.4 (0.9)
Diesel, Lph (gph) at % load	Prime Rating
100%	9.1 (2.4)
75%	7.2 (1.9)
50%	5.3 (1.4)
25%	3.0 (0.8)

\*\* Fuel consumption is up to 4% higher when using HVO/RD than #2 ULSD.

## Controller



#### APM402 Controller

Provides advanced control, system monitoring, and system diagnostics for optimum performance and compatibility.

- Digital display and menu control provide easy local data access
- Measurements are selectable in metric or English units
- Remote communication thru a PC via network or serial configuration
- Controller supports Modbus® protocol
- Integrated hybrid voltage regulator with ±0.5% regulation
- Built-in alternator thermal overload protection
- NFPA 110 Level 1 capability

Refer to G6-161 for additional controller features and accessories.

Modbus® is a registered trademark of Schneider Electric.

## Additional Standard Features

- Air Cleaner, Heavy Duty with Air Cleaner Restriction Indicator
- Alternator Protection
- Battery Rack and Cables
- Closed Crankcase Ventilation
- Oil Drain and Coolant Drain with Hose Barb
- Oil Drain Extension (with enclosure models only)
- Operation and Installation Literature
- Stainless Steel Fasteners on Enclosure (with enclosure models only)
- Rodent Guards

## Available Options

### Approvals and Listings

- CSA Certified
- IBC Seismic Certification
- UL2200 Listing

### Enclosed Unit

- Sound Enclosure (with enclosed critical silencer)
- Weather Enclosure (with enclosed critical silencer)
- Stainless Steel Latches and Hinges

### Open Unit

- Exhaust Silencer, Critical (kit: PA-352663)
- Flexible Exhaust Connector, Stainless Steel

### Fuel System

- Flexible Fuel Lines
- Fuel Pressure Gauge
- Subbase Fuel Tanks

### Controller

- Two Input/Five Output Module
- Manual Speed Adjust (requires Electronic Governor)
- Remote Annunciator Panel
- Remote Emergency Stop
- Run Relay

### Cooling System

- Block Heater (600 W, 110- 120 V)  
Required for ambient temperatures below 0°C (32°F).
- Radiator Duct Flange

### Electrical System

- Alternator Strip Heater
- Battery
- Battery Charger, Equalize/Float Type
- Battery Heater
- Electronic Governor
- Line Circuit Breaker (NEMA type 1 enclosure)
- Line Circuit Breaker with Shunt Trip (NEMA type 1 enclosure)

### Miscellaneous

- Engine Fluids Added
- Rated Power Factor Testing

### Literature

- General Maintenance
- NFPA 110
- Overhaul
- Production

### Warranty

- 2-Year Basic Limited Warranty
- 5-Year Basic Limited Warranty
- 5-Year Comprehensive Limited Warranty

### Other Options

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

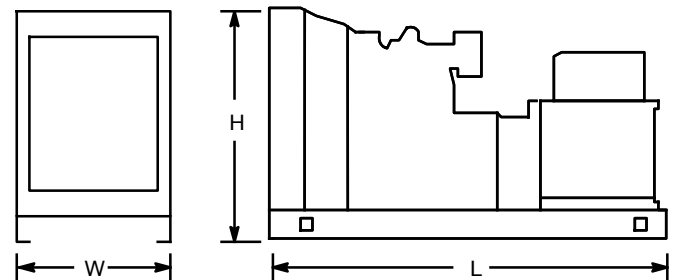
## Dimensions and Weights

Overall Size, L x W x H, mm (in.):

Open Unit Skid: 1438.2 x 810 x 1024.1 (56.6 x 31.9 x 40.3)

Enclosure Skid: 1969 x 882 x 1327 (77.5 x 34.7 x 52.3)

Weight (radiator model), wet, kg (lb.): 512 (1130)



NOTE: This drawing is provided for reference only and should not be used for planning installation. Contact your local distributor for more detailed information.

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# Memorandum

To: Highland Township Board of Trustees  
From: Rick Hamill  
Date: March 4, 2024  
Re: Personnel Changes at Highland Activity Center

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Based on Heidi Bey, Activity Center Director's recommendation please consider the following:

Motion to move current part time Coordinator, Chari Scicluna, to full time Coordinator at current hourly rate starting March 11, 2024.

Motion to move Current part time Clerical, Mary Jeffrey, to part time Clerical Floater. This position is not to exceed an average of 24 hours per week, per calendar year at current hourly rate, starting March 11, 2024.



BUDGET AMENDMENT WORKSHEET  
 2024 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING - March 4, 2024

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2024	AS AMENDED 12/31/2024	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>				
<b>Expenditures:</b>				
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	\$0.00	\$0.00 +	\$32,017.00 = \$32,017.00
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	\$29,432.00	\$29,432.00 -	\$22,432.00 = \$7,000.00
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	\$27,045.00	\$27,045.00 -	\$5,045.00 = \$22,000.00
101-672-704.008	ACT CTR: FLOATER WAGE P-T	\$0.00	\$26,540.00 -	\$4,540.00 = \$22,000.00

**Purpose of Amendment:**

To amend funds for wages for the Activity Center for positions changing according to the memo. The net effect is zero.





10. Adjourn

Time: \_\_\_\_\_