



CHARTER TOWNSHIP OF HIGHLAND

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

REGULAR BOARD OF TRUSTEES MEETING AGENDA

May 1, 2023 - 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) April 3, 2023 Board of Trustees Meeting Minutes
 - b) List of Bills dated April 24, 2023 and May 4, 2023 plus additions
 - c) Budget Amendment for Part-Time Bookkeeping Assistant
 - d) Highland Activity Center Council Appointment - Lisa Jagusch
 - e) Appoint Grant Charlick to Zoning Board of Appeals as the Planning Commission Liaison

Receive and File:

Building Department Report - March 2023
Fire Department Report – March 2023
Library Board Minutes – March 2023
Library Director's Report - March 2023
Sheriff's Department Report – March 2023
Treasurer's Report – March 2023
6. Announcements and Information Inquiry:
 - a) Highland Township Offices will be closed May 29, 2023 in observance of Memorial Day
 - b) Prayer Breakfast on Thursday, May 4th, for National Day of Prayer – Church of the Holy Spirit
 - c) Founders Day Parade and Festivities on Saturday, May 20, 2023, at 10:00 a.m.
7. Public Comment:
8. Presentation:
 - a) Swearing in of Fire Fighter Justin Bearden – Badge #234
9. New Business:
 - a) Hire Seasonal Part Time Maintenance Position
 - b) Budget Amendment for Seasonal Part Time Maintenance Position
 - c) Purchase of Ricoh IM C2500 Printer
 - d) Miles Grubb & Associates L.L.C. d/b/a/ Star EMS and Highland Township Fire Department Billing Service Agreement
10. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/85949377604>
Meeting ID: 859 4937 7604

Any member of the audience wishing to address the board will be asked to state their 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) 887-3791X5 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: May 1, 2023

Present

Absent

Board Member

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) April 3, 2023 Board of Trustees Meeting Minutes
- b) List of Bills dated April 24, 2023 and May 4, 2023 plus additions
- c) Budget Amendment for Part-Time Bookkeeping Assistant
- d) Highland Activity Center Council Appointment - Lisa Jagusch
- e) Appoint Grant Charlick to Zoning Board of Appeals as the Planning Commission Liaison

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
April 3, 2023 - 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: 7

Approval of Agenda:

Mr. Hamill added under New Business k) Township Auditorium Rental. Mrs. Cooper moved to approve the agenda as amended. 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.

Consent Agenda Approval:

Approve:

- a) March 30, 2023 Special Board of Trustees Meeting Minutes
- b) List of Bills dated 04/06/23
- c) Resolution 23-07 to Authorize the Placement of Signage on M-59 Median for Founders Day Celebration
- d) Resolution 23-08 to Authorize Closure of Roads for Founders Day Parade and Events
- e) Resolution 23-09 Declining Operation and Ownership of Countryside Condominium Association Water System
- f) Resolution 23-10 Approving Opting-In to the National Opioid Litigation Settlements with CVS, Walmart, Teva and Allergan
- g) Resolution 23-11: Commitment of Monthly Cell Tower Revenue
- h) Notification of Grant/Program Application Oakland County West Nile Virus Reimbursement Program
- i) Resolution 23-12 to Authorize West Nile Virus Fund Expense Reimbursement Request

Receive and File:

Activity Center Activity Report and Treasurer's Report – February 2023
Activity Center Advisory Council Minutes – February 2023
Building Department Report – February 2023
Downtown Development Authority Board Minutes – January and February 2023
Financial Report – January and February 2023
Fire Department Report – February 2023

Library Board Minutes – February 2023
Library Director’s Report – February 2023
Treasurer’s Report – January and February 2023
2023 Paramedic Scholarship Award
Fire Department Captain Patrick O’Neil’s Retirement

Mrs. Cooper moved to approve the Consent Agenda 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.

Announcements and Information Inquiry:

- a) Highland Township Offices will be closed April 7, 2023 in observance of Good Friday
- b) Prayer Breakfast on Thursday, May 4th, for National Day of Prayer – Church of the Holy Spirit
- c) Founders Day Parade and Festivities on Saturday, May 20, 2023, at 10:00 a.m.

Public Comment:

The Garden Club is having a speaker Monday, April 10th, at the Activity Center on Native Plants. The talk begins at 7:00 p.m. Recognition of first responders for the services they provided our community during the recent shooting incident. Sheriff Bouchard commended the deputies that responded. The victims received great medical care.

New Business:

- a) Hire Full Time Assistant to the Supervisor

Mr. Hamill moved to hire Cassie Blascyk to fill the position of Assistant to Township Supervisor. Starting pay will be \$26.00 per hour not to exceed 40 hours per week. Her effective start date will be April 10, 2023. Mr. Salvia supported the motion, 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) Donation of Two Sheds to Community Sharing

Mr. Hamill moved to approve the Public Purpose Service Contract with Community Sharing for a one-year term commencing April 2023. The Township agrees to pay up to \$8,500 plus two sheds. 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.

- c) Duck Lake Park Court Resurfacing

Mrs. Cooper moved to approve the Supervisor to sign the agreement with Laser Striping and Sport Surfacing to apply the required markings and surface coatings to our refurbished tennis and basketball courts in the amount of \$29,700. Mr. Howe supported. After discussion, Mrs. Cooper amended her motion to add waiving the Purchasing Policy. Mr. Howe 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.

d) Award Lawn Mowing Bid

Mr. Hamill moved to award the bid to MWG Lawn & Snow Removal in the amount of \$950 per week for a three-year period. Lawn mowing will be done April 1, 2023 thru November 30, 2023, April 1, 2024 thru November 30, 2024, and April 1, 2025 thru November 30, 2025, not to exceed an annual amount of \$30,000.00, subject to attorneys addition of a termination condition in the contract. 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.

e) Budget Amendment – DDA

Mr. Hamill moved to approve the Budget Amendment – DDA as presented. 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.

f) Budget Amendment – Fire Capital

Mr. Hamill moved to approve the Budget Amendment Fire Capital 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.

g) Budget Amendment – Capital Fund Township Improvement

Mr. Hamill moved to approve the Budget Amendment – Capital Fund Township Improvement 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.

h) Land Lease Agreement – Highland Township and Cellco Partnership d/b/a Verizon Wireless

Ms. Frederick moved to approve the Supervisor to sign the Land Lease Agreement between Highland Township and Cellco Partnership d/b/a Verizon Wireless as presented. 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.

i) Memorandum of Lease Agreement Lessee Site #659 Duck Lake Rd. N

Ms. Frederick moved to approve the Supervisor to Sign the Memorandum of Lease Agreement between Highland Township and Cellco Partnership d/b/a Verizon Wireless Site #659 Duck Lake Rd. N as presented. 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.

j) Rate adjustment – Bookkeeping Assistant

Mr. Hamill moved to approve the Bookkeeping Assistant's salary to \$20.00 per hour effective the beginning of the next pay period. 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.

k) Township Auditorium Rental

Discussion regarding the township auditorium rental. A policy will be presented to the Board at a future meeting.

Adjourn:

Supervisor Hamill adjourned the meeting at 7:34 p.m.

Tami Flowers, MiPMC
Highland Township Clerk

Rick A. Hamill
Highland Township Supervisor

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
101-000-072.000 COUNTY OF OAKLAND					
1159	TREASURER	101-RIDGEWOOD-OAK CTY	MAR 2023	04/12/2023	204.00
1159	TREASURER	101-HIGHLAND HILLS OAK CTY	MAR 23	04/12/2023	132.50
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	MARCH 2023	04/12/2023	343.00
101-000-075.000 HURON VALLEY SCHOOLS					
1159	TREASURER	101-RIDGEWOOD-HVS	MAR 2023	04/12/2023	816.00
1159	TREASURER	101-HIGHLAND HILLS HVS	MAR 23	04/12/2023	530.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	MARCH 2023	04/12/2023	1,372.00
101-000-084.000 DUE TO/FROM WOTA					
1060	MICHIGAN MUNICIPAL RISK	101-WOTA INSURANCE M0001676	2023-3Mb	04/10/2023	7,085.00
101-000-202.001 BUILDING BONDS PAYABLES					
5411	ARANEAE INC.	101-ESCROW/BUILDING	B21-01016	04/17/2023	100.00
5411	ARANEAE INC.	101-ESCROW/BUILDING	B21-01017	04/17/2023	100.00
4624	BRICKSTONE CONSTRUCTION	101-ESCROW/BUILDING	B22-00326	04/17/2023	125.00
4624	BRICKSTONE CONSTRUCTION	101-REINSPECTION FEE	B22-00326	04/17/2023	60.00-
4624	BRICKSTONE CONSTRUCTION	101-REINSPECTION FEE	B22-00326	04/17/2023	60.00-
4614	DOYENNE DETROIT	101-ESCROW/BUILDING	B23-00007	04/03/2023	125.00
7239	FINISHED BASEMENTS PLUS LLC	101-ESCROW/BUILDING	B22-00704	04/06/2023	500.00
7239	FINISHED BASEMENTS PLUS LLC	101-REINSPECTION	B22-00704	04/06/2023	60.00-
6704	FOUNDATION SYSTEM OF MICHIGAN	101-ESCROW/BUILDING	B21-01050	04/17/2023	125.00
6704	FOUNDATION SYSTEM OF MICHIGAN	101-ESCROW/BUILDING	B22-00226	04/06/2023	250.00
4622	GINGRAS, ERIC	101-ESCROW/BUILDING	B22-00594	04/17/2023	125.00
2035	GLASS DOCTOR OF MICHIGAN	101-ESCROW/BUILDING	B22-00479	04/06/2023	125.00
4477	GUTIERREZ, JUAN	101-ESCROW/BUILDING	B22-00085	04/03/2023	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00225	04/13/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00326	04/17/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00326	04/17/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00704	04/06/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00707	04/03/2023	60.00
4615	HUME-SCHILKEY, AUDREY	101-ESCROW/BUILDING	B23-00036	04/03/2023	125.00
6304	KEARNS BROTHERS INC	101-ESCROW/BUILDING	B22-00550	04/05/2023	250.00
6304	KEARNS BROTHERS INC	101-ESCROW/BUILDING	B22-00603	04/03/2023	250.00
4621	KESSLER, JAY T.	101-ESCROW/BUILDING	B22-00360	04/17/2023	125.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00366	03/30/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00556	04/06/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00567	04/17/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00583	04/03/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00623	04/03/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00641	04/17/2023	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00656	04/17/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00698	04/03/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00699	04/03/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00707	04/03/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B22-00707	04/03/2023	60.00-
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00714	04/03/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B23-00009	04/17/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B23-00028	04/03/2023	250.00
6041	PELLA WINDOWS & DOORS INC.	101-ESCROW/BUILDING	B23-00032	04/03/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00159	04/17/2023	500.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00160	04/17/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00222	04/17/2023	250.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00294	04/03/2023	500.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00606	04/03/2023	500.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B22-00610	04/03/2023	500.00
6826	RENEWAL BY ANDERSON LLC	101-ESCROW/BUILDING	B23-00002	04/03/2023	250.00
4620	ROMAN CUSTOM HOMES	101-ESCROW/BUILDING	B22-00225	03/31/2013	1,700.00
4620	ROMAN CUSTOM HOMES	101-REINSPECTION FEE	B22-00225	03/31/2013	60.00-
4623	SIMMERMAN, KEVIN	101-ESCROW/BUILDING	B22-00102	04/17/2023	125.00
6077	TROMBLEY, CAROL LYNNE	101-ESCROW/BUILDING	B23-00073	04/20/2023	250.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B22-00680	04/17/2023	125.00
101-000-202.005	PLANNING ESCROW PAYABLES				
2284	HUBBELL ROTH & CLARK INC.	101-HIGHLAND HOLDING SELF STORAGE	0201795	11/18/2022	4,091.29
2284	HUBBELL ROTH & CLARK INC.	101-HIGHLAND AUTO WASH	0201797	11/18/2022	2,141.51
2284	HUBBELL ROTH & CLARK INC.	101-HIGHLAND BUSINESS CTR PHASE 4	0201798	11/18/2022	448.05
2284	HUBBELL ROTH & CLARK INC.	101-PRIME TIME STORAGE	0205099	03/30/2023	873.07
2284	HUBBELL ROTH & CLARK INC.	101-MANTUA FARMS	0205100	03/30/2023	2,278.18
2284	HUBBELL ROTH & CLARK INC.	101-1655 N MILFORD RD OUT BLDG	0205102	03/30/2023	387.88
101-000-412.000	DELINQUENT P. PROPERTY TAX				
6317	OAKLAND COUNTY TREASURER	101- DELINQUENT PROPERTY TAX	03312023	03/31/2023	13.08
Total :					31,615.56
CLERK					
101-215-820.000	CLERK: DUES/ED/TRAVEL				
1754	MTA	101-ANNUAL CONFERENCE-FLOWERS	207240	04/17/2023	275.00
1370	OAKLAND COUNTY CLERK ASSOC	101-SPRING MTG. - FLOWERS & MECKLENBORG	04202023	04/20/2023	80.00
Total CLERK:					355.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
TREASURER					
101-253-820.000 TREAS: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-APA MEMBERSHIP-FREDERICK	3/09/23-4/08/23	04/09/2023	564.00
Total TREASURER:					564.00
GENERAL GOVERNMENT					
101-261-728.000 GEN GOV: OFFICE SUPPLIES					
8253	AMAZON CAPITAL SERVICES	101-LAMINATING MACHINE	1QVP-7RXT-CXHX	04/01/2023	319.99
1521	CHASE CARDMEMBER SERVICE	101-LAMINATION FILM/POS PAPER	3/09/23-4/08/23	04/09/2023	168.63
2541	STAPLES	101-CHAIRMAT	3534692450	03/13/2023	174.22
2541	STAPLES	101-CALCULATOR/DATE STAMP	3534692451	03/28/2023	91.49
2541	STAPLES	101-STORAGE BOXES/STAPLES	3534692456	03/31/2023	36.59
101-261-801.001 GEN GOV: PROF SERVICES					
2284	HUBBELL ROTH & CLARK INC.	101-STREET MAP EDITS	0201794	11/18/2022	220.92
101-261-804.000 GEN GOV: LEGAL SERVICES					
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53192	03/30/2023	3,450.00
8409	HALLAHAN & ASSOCIATES PC	101-LEGAL-ASSESSING PRESTWICK VILLAGE GOLF	20346	04/03/2023	54.40
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SOUTH BAY SHORE LOT TRANSER	1079262	04/11/2023	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-PROPERTY-FORECLOSED/WOODSIDE	1079262	04/11/2023	155.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-DUCK LAKE CELL TOWER	1079262	04/11/2023	310.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-NEW CINGULAR TO ADD GENERATOR FS3	1079262	04/11/2023	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1079262	04/11/2023	155.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-OPIOID LIGATION	1079262	04/11/2023	62.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-CLYDE RD CELL TOWER	1079262	04/11/2023	46.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1079262	04/11/2023	341.00
101-261-805.000 GEN GOV: AUDITING					
1014	PLANTE & MORAN PLLC	101-PROGRESS BILLING PREAUDIT 2022	2275528	04/10/2023	24,600.00
1014	PLANTE & MORAN PLLC	101-GASB 87	2275528	04/10/2023	1,550.00
1014	PLANTE & MORAN PLLC	101-ADDITIONAL AUDIT PROCEDURES	2275528	04/10/2023	1,645.00
1014	PLANTE & MORAN PLLC	101-ADDITIONAL AUDIT/DOCUMENTATION	2275528	04/10/2023	1,925.00
1014	PLANTE & MORAN PLLC	101-AUDIT PREP ACCOUNTING SERVICES	2275528	04/10/2023	2,105.00
101-261-821.000 GEN GOV: MEMBER FEES					
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	3/09/23-4/08/23	04/09/2023	26.00
101-261-850.001 GEN GOV: PHONE SERVICE					
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X041	04/06/2023	23.65
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X041	04/06/2023	47.04
101-261-900.001 GEN GOV: ADVERTISING					
4619	OAKLAND COUNTY TIMES	101-ADVERTISING	20240430_Highland	04/12/2023	1,500.00
101-261-920.000 GEN GOV: UTILITIES					
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	04172023 66330	04/18/2023	14.89

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	04172023 66959	04/18/2023	95.32
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	04172023 67072	04/18/2023	403.56
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	04172023 67460	04/18/2023	14.89
1005	DTE ENERGY	101-146 S JOHN ST 920048278989	04172023 78989	04/18/2023	54.11
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	04172023 80059	04/18/2023	747.65
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	04172023 80661	04/18/2023	16.08
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	04172023 80786	04/18/2023	84.06
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	04172023 80885	04/18/2023	56.77
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	04182023 67205	04/19/2023	49.14
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE				
1521	CHASE CARDMEMBER SERVICE	101-CLEANING SUPPLIES	3/09/23-4/08/23	04/09/2023	35.78
1864	FIRE PROTECTION PLUS INC.	101-ANNUAL INSPECTION TWP	0411-12	04/11/2023	155.00
9228	M-2 AUTO PARTS OF HIGHLAND	101-TRACTOR HYDRAULIC FITTINGS	127580	04/12/2023	71.19
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - TWP	2348908	04/03/2023	87.35
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	1311	04/05/2023	125.00
1642	PETER'S TRUE VALUE HARDWARE	101-CHAINSAW CHAINS	K66845	04/04/2023	56.99
1642	PETER'S TRUE VALUE HARDWARE	101-SHARPEN BLADE	K66966	04/13/2023	20.00
101-261-937.000	GEN GOV: VEHICLE OP MAINT				
9232	HIGHLAND WASH MANAGEMENT LLC	101-FORSTERS AUTO WASHES-TWP VEHICLES	2011	03/31/2023	16.00
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT				
1283	BS&A SOFTWARE	101-ANNUAL SERVICE CONTRACT	146628	05/01/2023	4,532.00
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/ICLOUD	3/09/23-4/08/23	04/09/2023	110.03
101-261-955.000	GEN GOV: MISCELLANEOUS				
1521	CHASE CARDMEMBER SERVICE	101-FLAGS	3/09/23-4/08/23	04/09/2023	291.95
9105	TENDER CORPORATION	101-INSECT REPELLENT W NILE PROGRAM	S674513	04/17/2023	2,772.00
101-261-959.000	GEN GOV: METRO AUTHORITY EXP				
2158	ROAD COMMISSION FOR O.C.	101-TRAFFIC SIGNAL MAINT.	5268	03/31/2023	9.32
101-261-971.001	GEN GOV: COMP CAP OUTLAY				
1521	CHASE CARDMEMBER SERVICE	101-IPAD FOR PLANNING COMMISSION	3/09/23-4/08/23	04/09/2023	349.79
Total GENERAL GOVERNMENT:					49,207.30
GENERAL GOVERNMENT PERSONNEL B					
101-279-712.000	GGP:HEALTH/DENTAL/LIFE/DIS INS				
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 IN-HOUSE	230970018836	04/07/2023	1,240.00
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	230970018836	04/07/2023	8,105.36
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	230970018836	04/07/2023	335.59
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	230970018836	04/07/2023	908.07
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001518640633	04/10/2023	39.60
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001518640633	04/10/2023	114.64
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001518640633	04/10/2023	152.21

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001518640633	04/10/2023	817.46
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001518640633	04/10/2023	35.96
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	5/01/23-5/31/23	04/12/2023	1,370.80
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	5/01/23-5/31/23	04/12/2023	445.04
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	5/01/23-5/31/23	04/12/2023	24.02
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	5/01/23-5/31/23	04/12/2023	144.20
Total GENERAL GOVERNMENT PERSONNEL B:					13,732.95
BUILDING					
101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	03/29/23-04/11/23	04/12/2023	700.97
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	03/29/23-04/11/23	04/12/2023	1,205.19
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	03/29/23-04/11/23	04/12/2023	1,197.61
Total BUILDING:					3,103.77
SOCIAL SERVICES					
101-670-880.000 SOC SERV: COMMUNITY PROMOTIONS					
4174	COMMUNITY SHARING	101-PUBLIC PURPOSE SERVICE CONTRACT	080819B	04/14/2023	8,500.00
101-670-967.005 SOC SERV: CDBG EXPENSES					
2314	WESTERN OAKLAND MEALS ON WHEELS PROGR	101-CDBG - MEALS ON WHEELS	03272023	03/27/2023	3,063.00
7919	WESTERN OAKLAND TRANSPORTATION AUTHORI	101-TRANSPORTATION SERVICES	763	03/27/2023	3,063.00
Total SOCIAL SERVICES:					14,626.00
SENIOR CENTER					
101-672-728.000 ACTIVITY CTR: OFFICE SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	101-STORAGE BINS/SHREDDER/DRY ERASE MARKERS/L	3/09/23-4/08/23	04/09/2023	452.90
1521	CHASE CARDMEMBER SERVICE	101-RETURN SHREDDER	3/09/23-4/08/23	04/09/2023	119.89
1521	CHASE CARDMEMBER SERVICE	101-SHREDDER	3/09/23-4/08/23	04/09/2023	119.89
1521	CHASE CARDMEMBER SERVICE	101-MESSAGE BOARD/DESK CHAIR	3/09/23-4/08/23	04/09/2023	456.16
101-672-729.000 ACTIVITY CTR: OPER. SUPPLIES					
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL/CUPS/LINERS-ACT CTR	INV33930	04/13/2023	191.96
101-672-900.000 ACTIVITY CTR: ADVERT./PRINTING					
4617	LITURGICAL PUBLICATIONS INC	101-EXTRA PAGES FOR NEWSLETTER	023009	03/23/2023	88.90
101-672-920.000 ACTIVITY CTR: UTILITIES					
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	04102023 66702	04/12/2023	362.57
101-672-936.000 ACTIVITY CTR: BUILDING MAINT					
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	59958354	03/31/2023	12.00
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	59961629	03/31/2023	12.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	88773867	03/20/2023	95.40
1521	CHASE CARDMEMBER SERVICE	101-KITCHEN FAUCET/FAUCET HOSE	3/09/23-4/08/23	04/09/2023	214.66
1521	CHASE CARDMEMBER SERVICE	101-RETURN KITCHEN FAUCET	3/09/23-4/08/23	04/09/2023	174.68
1021	GILL-ROY'S HARDWARE	101-CLEANING SUPPLIES	2303-873924	03/31/2023	16.87
1581	MR. MAT RENTAL SERVICE	101-MONTHLY CHG - ACTIVITY CENTER	2348913	04/03/2023	21.00
Total SENIOR CENTER:					1,749.74
PLANNING & ORDINANCE					
101-701-820.000 PLNG: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	101-APA MEMBERSHIP/WEBINAR-CORWIN	3/09/23-4/08/23	04/09/2023	619.00
1521	CHASE CARDMEMBER SERVICE	101-APA MEMBERSHIP-BURKHART	3/09/23-4/08/23	04/09/2023	413.00
1521	CHASE CARDMEMBER SERVICE	101-APA MEMBERSHIP-LITTLEBEAR	3/09/23-4/08/23	04/09/2023	99.00
Total PLANNING & ORDINANCE:					1,131.00
ZONING BOARD OF APPEALS (ZBA)					
101-702-900.000 ZBA: ADVERTISING					
4559	PUBLIC NOTICE WEEKLY	101-ADVERTISEMENT-ZBA	1187	04/05/2023	354.90
Total ZONING BOARD OF APPEALS (ZBA):					354.90
PARKS					
101-751-729.002 PARKS: HICKORY RIDGE					
1864	FIRE PROTECTION PLUS INC.	101-ANNUAL INSPECTION-PARKS HICKORY RDG	0411-13	04/11/2023	70.00
101-751-729.003 PARKS: DUCK LAKE PINES					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	04172023 67940	04/18/2023	431.10
1864	FIRE PROTECTION PLUS INC.	101-ANNUAL INSPECTION-PARKS DUCK LK	0411-13	04/11/2023	130.00
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK	1305	03/31/2023	250.00
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK	1309	04/05/2023	175.00
101-751-920.000 PARKS: UTILITIES					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	04172023 67551	04/18/2023	73.60
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	04182023 66587	04/19/2023	21.22
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	04182023 66835	04/19/2023	14.89
101-751-935.000 PARKS: MAINTENANCE					
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	1310	04/05/2023	250.00
Total PARKS:					1,415.81
Total GENERAL FUND:					117,856.03

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
ROAD FUND					
ROAD					
203-596-967.000 DUST CONTROL					
1468	CRIPPS, RUTH	203-DUST CONTROL-CURTIS RD.	04142023	04/14/2023	200.00
7634	ODDEN, SUSAN	203-CHLORIDE DUST CONTROL- BEN DRIVE	04062023	04/06/2023	390.00
203-596-967.001 TRI PARTY PROGRAM					
2158	ROAD COMMISSION FOR O.C.	203-TRI-PARTY GRAVEL ROAD PROGRAM	103168	04/06/2023	38,908.00
Total ROAD:					39,498.00
Total ROAD FUND:					39,498.00
FIRE FUND					
FIRE					
206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS					
9135	BLUE CARE NETWORK OF MICHIGAN	206-BCN GROUP 00138219 CLASS 0001 FIRE	230970018836	04/07/2023	4,606.09
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001518640633	04/10/2023	128.70
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001518640633	04/10/2023	564.75
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001518640633	04/10/2023	85.00
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001518640633	04/10/2023	35.96
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	5/01/23-5/31/23	04/12/2023	174.44
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	5/01/23-5/31/23	04/12/2023	24.02
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	5/01/23-5/31/23	04/12/2023	685.24
206-336-727.000 FIRE: SUPPLIES					
1521	CHASE CARDMEMBER SERVICE	206-CLEANING SUPPLIES/SLED REPAIR ROPE	3/09/23-4/08/23	04/09/2023	229.48
9208	HIGHLAND SUPPLY INC.	206-STATION SUPPLIES	INV33698	04/11/2023	857.24
9228	M-2 AUTO PARTS OF HIGHLAND	206-OIL DRY	127490	04/11/2023	279.80
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES (FLOOR CLEANING)	K66803	03/31/2023	10.98
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K66847	04/04/2023	23.78
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES (9V)	K66875	04/06/2023	41.98
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K66876	04/06/2023	18.09
206-336-731.000 FIRE: MEDICAL SUPPLIES					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84908911	03/31/2023	39.64
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84910626	04/03/2023	205.73
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	84918129	04/10/2023	391.25
1651	HURON VALLEY-SINAI HOSPITAL	206-NARCAN KIT EMS	20230403002	04/03/2023	60.00
206-336-732.000 FIRE: UNIFORMS					
9408	TJ'S SCREEN PRINTING	206-DUTY APPAREL	7929	02/03/2023	660.00
206-336-750.000 FIRE: VEHICLE GAS/OIL					
9228	M-2 AUTO PARTS OF HIGHLAND	206-OIL CHANGE (FM&213)	127169	04/04/2023	112.32

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
206-336-806.001 FIRE: COMPUTERS/SOFTWARE					
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	3/09/23-4/08/23	04/09/2023	415.80
1521	CHASE CARDMEMBER SERVICE	206-DOMAIN RENEWAL	3/09/23-4/08/23	04/09/2023	169.96
206-336-809.000 FIRE: SOFTWARE MAINTENANCE					
1521	CHASE CARDMEMBER SERVICE	206-POWER CABLE FOR LAPTOP	3/09/23-4/08/23	04/09/2023	74.49
8231	IS ON CODE LLC	206-APP BASED BIDDING/TIME TRACKING	US-23-001	01/11/2023	1,000.00
8231	IS ON CODE LLC	206-DOMAIN HOSTING	US-23-002	01/11/2023	100.00
206-336-820.000 FIRE: DUES & EDUCATION					
2020	BONHAM, GARY	206-REIMBURSE ARSON BOOKS	111-0842832-45626	04/06/2023	161.12
1521	CHASE CARDMEMBER SERVICE	206-CONFERENCE-BELL	3/09/23-4/08/23	04/09/2023	475.38
1521	CHASE CARDMEMBER SERVICE	206-ARSON TRAINING-BONHAM	3/09/23-4/08/23	04/09/2023	1,100.00
1521	CHASE CARDMEMBER SERVICE	206-APPARATUS HANDBOOK	3/09/23-4/08/23	04/09/2023	76.00
1521	CHASE CARDMEMBER SERVICE	206-FIRE CHIEF EXPO-GEORGE/BELL/SANTINI/PEARCE/	3/09/23-4/08/23	04/09/2023	240.00
1521	CHASE CARDMEMBER SERVICE	206-ASIST-GEORGE	3/09/23-4/08/23	04/09/2023	50.00
206-336-851.000 FIRE: RADIO COMMUNICATIONS					
1029	OAKLAND COUNTY	206-DISPATCH SERVICES-JAN	CI016957	03/15/2023	4,003.08
206-336-890.000 FIRE: PUBLIC EDUCATION					
1457	STEVE'S LOCKSMITH	206-KEY FOR PUMP HOUSE	04172023	04/17/2023	5.00
206-336-920.000 FIRE: PUBLIC UTILITIES					
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X041	04/06/2023	236.39
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X041	04/06/2023	23.66
9027	AT&T MOBILITY	206-IPADS	287287294406X041	04/06/2023	217.44
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	05152023 0160011	04/12/2023	109.95
1375	CONSUMERS ENERGY	206-2550 E WARDLOW-FS2	601013256518	03/24/2023	743.78
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	04042023 06488	04/05/2023	1,433.39
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	04142023 66207	04/17/2023	112.88
1642	PETER'S TRUE VALUE HARDWARE	206-PROPANE	K66959	04/13/2023	25.98
206-336-930.000 FIRE: VEHICLE REPAIR					
9409	59 AUTO GLASS LLC	206-2014 FORD (U1)	10607	04/18/2023	280.98
9284	AG ENGINEERING LLC	206-2019 PIERCE (E11) LADDER REPAIR	2305	04/05/2023	150.00
9284	AG ENGINEERING LLC	206-2014 F450 (R213) ENGINE REPAIR	2313	04/13/2023	1,614.22
4584	BRIAN'S YELLOW ENGINE SHOP, INC	206-2019 PIERCE (E11) DOT	11031	04/06/2023	1,175.91
4499	EMERGENCY VEHICLES PLUS	206-2020 RAUSENBAUER (E2)	018736	04/19/2023	146.78
9182	GOODYEAR AUTO SERVICE CENTER	206-2018 PIERCE (E11) TIRE	0000023816	04/19/2023	768.00
7326	HAROLD'S FRAME SHOP INC.	206-2007 PIERCE (E1) REAR SPRING REPAIR/REPLACE	104250	03/15/2023	2,022.68
9228	M-2 AUTO PARTS OF HIGHLAND	206-MISC VEHICLE FLUID	127277	04/06/2023	29.94
9228	M-2 AUTO PARTS OF HIGHLAND	206-MISC AIR FILTER	127277	04/06/2023	28.79
206-336-936.000 FIRE: BLDG MAINT/REPAIR					
1541	HOME DEPOT CREDIT SERVICES	206-PAINT AND SUPPLIES	6513270	03/07/2023	66.01
9228	M-2 AUTO PARTS OF HIGHLAND	206-ST2 AIR CHUCK	127564	04/12/2023	17.98
4088	OAK CTY WATER RESOURCES COMMISSIONER	206-COMMERCIAL SOIL EROSION PERMIT 000581-2021-C	000581-2021-CO-A	04/03/2023	546.25

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2534	OVERHEAD DOOR WEST COMMERCIAL	206-FS1 (B4) DOOR REPAIR	43128	04/05/2023	232.50
1642	PETER'S TRUE VALUE HARDWARE	206-BLDG REPAIR MISC	K66820	04/01/2023	70.31
1642	PETER'S TRUE VALUE HARDWARE	206-BLDG REPAIR MISC	K66893	04/08/2023	35.46
1642	PETER'S TRUE VALUE HARDWARE	206-BLDG REPAIR MISC	K66984	04/14/2023	25.56
206-336-937.000	FIRE: EQUIP MAINT				
6212	DISCOUNT BATTERY	206-BATTERIES FLASHLIGHT	67363	02/21/2023	35.00
6212	DISCOUNT BATTERY	206-AED BATTERIES	67664	04/14/2023	32.00
6212	DISCOUNT BATTERY	206-ROLLING RACK BATTERIES	67690	04/17/2023	100.00
2078	PREMIER SAFETY	206-VENT FAN BATTERIES	04227684	03/01/2023	677.83
2287	UPS STORE - 2655, THE	206-UPS SHIPPING	35	03/28/2023	29.94
206-336-955.000	FIRE: MISC EXPENSE				
4618	AMERIVET CUSTOM FLAGS	206-RETIREMENT GIFT (O'NEIL)	1015	04/05/2023	244.50
4618	AMERIVET CUSTOM FLAGS	206-RETIREMENT GIFT (RUSSEL)	1015	04/05/2023	244.50
Total FIRE:					28,583.93
Total FIRE FUND:					28,583.93
POLICE FUND					
POLICE					
207-301-807.000	POLICE: OAKLAND CO SHER CONT				
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-JAN	CI016957	03/15/2023	239,697.16
1029	OAKLAND COUNTY	207-2022 COMP TIME	CI017666	03/31/2023	3,736.22
207-301-807.004	POLICE: OVERTIME				
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. JAN	CI016957	03/15/2023	18,848.90
207-301-920.000	POLICE: UTILITIES				
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	04172023 66454	04/18/2023	522.26
207-301-935.000	POLICE: SHERIFF'S MAINT				
1839	ABSOPURE WATER CO.	207-COOLER	59960592	03/31/2023	4.00
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	88773866	03/20/2023	29.10
1864	FIRE PROTECTION PLUS INC.	207-ANNUAL INSPECTION, FILL	0411-11	04/11/2023	312.50
1581	MR. MAT RENTAL SERVICE	207-MONTHLY CHG	2348910	04/03/2023	65.50
Total POLICE:					263,215.64
Total POLICE FUND:					263,215.64
CAPITAL IMPROVEMENT FUND					
GENERAL GOVERNMENT					
401-261-971.001	TOWNSHIP IMPROVEMENTS				
2021	GRACON SERVICES INC.	401-HP PROCURVE GIGABIT-TWP	15022	02/09/2023	157.50

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
1541	HOME DEPOT CREDIT SERVICES	401-GRAB BARS FOR BATHROOM-ACT CTR	7617261	03/06/2023	41.36
4561	RIGHTSIZE FACILITY PERFORMANCE	401-STORAGE CABINETS	SO51931-F	01/26/2023	5,159.00
2419	ROCK BOTTOM STONE SUPPLY	401-TOWNSHIP HALL SHED FOOTINGS	7922	04/07/2023	1,020.00
Total GENERAL GOVERNMENT:					6,377.86
Total CAPITAL IMPROVEMENT FUND:					6,377.86
FIRE CAPITAL FUND					
FIRE					
402-336-971.000 VEHICLES					
9262	MUNICIPAL EMERGENCY SERVICES INC	402-E2 EQUIPMENT (TIC)	IN1828395	02/08/2023	4,114.65
402-336-971.002 CAPITAL EQUIPMENT					
9188	PHOENIX SAFETY OUTFITTERS	402-TOURNOUT GEAR	SI-133593	04/14/2023	18,287.08
9180	STRYKER SALES CORP.	402-CARDIAC MONITOR EQUIPMENT	4112653M	03/31/2023	36.40
Total FIRE:					22,438.13
Total FIRE CAPITAL FUND:					22,438.13
DOWNTOWN DEVELOPMENT FUND					
DOWNTOWN DEVELOPMENT AUTHORITY					
494-729-728.000 DDA: OFFICE SUPPLIES					
2065	CUSTOM PLUS INC.	494-NAME PLATE	12142	03/29/2023	41.50
6278	TECHNOLOGY GALLERY LLC	494-INSTALL BACKUP SOFTWARE	INV-151	12/22/2022	75.00
494-729-820.000 DDA: DUES/ED/TRAVEL					
1521	CHASE CARDMEMBER SERVICE	494-BOSTON MAIN ST NOW CONF-DASHEVICH/BLASCYK	3/09/23-4/08/23	04/09/2023	2,225.42
494-729-900.000 DDA: ADVERTISING/PRINTING					
1521	CHASE CARDMEMBER SERVICE	494-CONSTANT CONTACT	3/09/23-4/08/23	04/09/2023	135.00
4619	OAKLAND COUNTY TIMES	494-ADVERTISING	20240430_Highland	04/12/2023	1,500.00
494-729-920.000 DDA: RENT/ UTILITIES					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	3/09/23-4/08/23	04/09/2023	199.00
494-729-935.000 DDA: MAINTENANCE STREETScape					
3152	KOPACKI, KRIS	494-REPAIR BANNERS	1063	04/10/2023	140.00
3152	KOPACKI, KRIS	494-REMOVE/REPLACE BANNERS	1064	04/14/2023	325.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					4,640.92
Total DOWNTOWN DEVELOPMENT FUND:					4,640.92

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
WATER SYSTEM					
WATER					
591-536-993.001 INTEREST EXPENSE					
1624	JP MORGAN CHASE BANK N.A	591-INTEREST PAYMENT	0004721166	04/11/2023	4,393.25
Total WATER:					4,393.25
Total WATER SYSTEM:					4,393.25
HIGHLAND ADVISORY COUNCIL					
GENERAL GOVERNMENT					
702-261-729.000 HAAC: DEDUCTIONS					
4625	BAR, TERRY	702-MOTHERS DAY PERFORMANCE	04192023	04/19/2023	150.00
1521	CHASE CARDMEMBER SERVICE	702-PIANO	3/09/23-4/08/23	04/09/2023	150.00
1521	CHASE CARDMEMBER SERVICE	702-HOLOCAUST TRIP	3/09/23-4/08/23	04/09/2023	70.66
8351	RATLIFF RENTALS	702-BOUNCE HOUSE RENTALS	1313	05/20/2023	920.00
4626	SPOTLIGHT ON STORIES	702-PRESENTATION	04192023	04/19/2023	250.00
8313	TRAVELING TRAINERS, THE	702-EXERCISE CLASS	1112	02/13/2023	1,280.00
Total GENERAL GOVERNMENT:					2,820.66
Total HIGHLAND ADVISORY COUNCIL:					2,820.66
DUCK LAKE ASSOC					
TRUST & AGENCY ADMIN					
764-255-956.000 DUCK LAKE: DEDUCTIONS					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	04172023 91144	04/18/2023	196.44
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	04182023 07439	04/19/2023	196.23
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	04182023 13643	04/19/2023	434.62
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	04182023 13650	04/19/2023	460.68
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	04182023 13668	04/19/2023	654.43
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	04182023 43164	04/19/2023	543.68
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	04182023 75436	04/19/2023	68.64
4300	DUCK LAKE PROPERTY OWNERS ASSOC.	764-NEWSLETTER POSTAGE	04072023	04/07/2023	397.51
4300	DUCK LAKE PROPERTY OWNERS ASSOC.	764-BUOYS HARDWARE/LIGHTS	04192023	04/19/2023	275.04
4300	DUCK LAKE PROPERTY OWNERS ASSOC.	764-BUOYS AND PARTS	SORB1000253	04/13/2023	2,479.48
9241	LAKE SAVERS LLC	764-2023 ANNUAL MAINTENANCE-DUCK LAKE	SI-103670	03/16/2023	32,675.00
9241	LAKE SAVERS LLC	764-BACTERIA TREATMENT-DUCK LAKE	SI-103671	03/16/2023	28,868.00
9241	LAKE SAVERS LLC	764-BACTERIA TREATMENT-DUCK LAKE	SI-103676	03/17/2023	19,666.00
9191	RESTORATIVE LAKE SCIENCES	764-LAKE CONSULTING WATER QUALITY-DUCK LAKE	8001	03/14/2023	4,750.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					91,665.75
Total DUCK LAKE ASSOC:					91,665.75
HIGHLAND LAKE ASSOC					
TRUST & AGENCY ADMIN					
765-255-956.000 HIGHLAND LAKE: DEDUCTIONS					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	04142023 67338	04/17/2023	23.80
Total TRUST & AGENCY ADMIN:					23.80
Total HIGHLAND LAKE ASSOC:					23.80
TAGGETT LAKE ASSOC					
TRUST & AGENCY ADMIN					
766-255-956.000 TAGGETT LAKE: DEDUCTIONS					
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	04142023 80281	04/17/2023	12.95
Total TRUST & AGENCY ADMIN:					12.95
Total TAGGETT LAKE ASSOC:					12.95
KELLOGG LAKE ASSOC					
TRUST & AGENCY ADMIN					
767-255-956.000 KELLOGG LAKE: DEDUCTIONS					
1005	DTE ENERGY	767-KELLOGG/4061 TAGGETT LAKE 910008280281	04142023 80281	04/17/2023	7.61
Total TRUST & AGENCY ADMIN:					7.61
Total KELLOGG LAKE ASSOC:					7.61
CHARLICK LAKE ASSOC					
TRUST & AGENCY ADMIN					
768-255-956.000 CHARLICK LAKE: DEDUCTIONS					
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	04142023 80414	04/17/2023	14.89
Total TRUST & AGENCY ADMIN:					14.89
Total CHARLICK LAKE ASSOC:					14.89

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
WOODRUFF LAKE ASSOC					
TRUST & AGENCY ADMIN					
769-255-956.000 WOODRUFF LAKE: DEDUCTIONS					
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	04142023 67676	04/17/2023	14.89
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	04142023 80547	04/17/2023	15.22
Total TRUST & AGENCY ADMIN:					30.11
Total WOODRUFF LAKE ASSOC:					30.11
Grand Totals:					581,579.53

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
GENERAL FUND					
ASSESSOR					
101-257-720.000 ASSESSING: CONTRACTUAL SVCS					
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	MAY 2023	04/11/2023	10,517.41
Total ASSESSOR:					10,517.41
GENERAL GOVERNMENT					
101-261-801.001 GEN GOV: PROF SERVICES					
2240	CARLISLE WORTMAN ASSOC. INC.	101-GRANT APPLICATION/PARK PLANS	2168939	04/14/2023	1,092.50
2240	CARLISLE WORTMAN ASSOC. INC.	101-RETAINER PLANNING COMM MEETING	2168940	04/14/2023	600.00
101-261-850.000 GEN GOV: FIBER-OTHER COMMUNICA					
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1325577	04/01/2023	823.00
Total GENERAL GOVERNMENT:					2,515.50
PLANNING COMMISSION					
101-703-801.000 PLNG COMM: MASTER PLAN PROF.					
2240	CARLISLE WORTMAN ASSOC. INC.	101-MASTER PLAN	2168938	04/14/2023	932.50
Total PLANNING COMMISSION:					932.50
Total GENERAL FUND:					13,965.41
Grand Totals:					13,965.41

Total GENERAL FUND:	131,821.44
Total ROAD FUND:	39,498.00
Total FIRE FUND:	28,583.93
Total POLICE FUND:	263,215.64
Total CAPITAL IMPROVEMENT FUND:	6,377.86
Total FIRE CAPITAL FUND:	22,438.13
Total DOWNTOWN DEVELOPMENT FUND:	4,640.92
Total WATER SYSTEM:	4,393.25
Total HIGHLAND ADVISORY COUNCIL:	2,820.66
Total DUCK LAKE ASSOC:	91,665.75
Total HIGHLAND LAKE ASSOC:	23.80
Total TAGGETT LAKE ASSOC:	12.95
Total KELLOGG LAKE ASSOC:	7.61
Total CHARLICK LAKE ASSOC:	14.89
Total WOODRUFF LAKE ASSOC:	30.11
	<hr/>
Grand Totals:	595,544.94
	<hr/> <hr/>

Payroll and Hand Checks April 24, 2023 List of Bills

GENERAL FUND

Payroll Taxes (FICA & FWT)	\$	21,756.86
General/Fire Payroll 4/14/2023	\$	66,964.98
Equitable - Deferred Comp.	\$	1,350.00
Mission SQ - Deferred Comp.	\$	1,316.00
Flexible Savings Account	\$	812.13
Garnishments		
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time	\$	540.00
Highland Firefighters Union Dues-Part-Time	\$	448.00
Added to 4/6/23 check run- Laser Stripping LLC Fund 401 per board approval	\$	14,850.00
04/30/2023 DDA LOAN-Monthly	\$	3,771.83

List of Bills dated May 4, 2023 will be emailed to Board Members on Monday, May 1, 2023.

BUDGET AMENDMENT WORKSHEET
 2023 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - April 3, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>GENERAL FUND</u>				
Revenues:				
101-000-692.000 APPROPRIATION FUND BAL.	\$0.00	\$0.00	+ \$1,780.00 =	\$1,780.00
Expenditures:				
101-191-704.001 ACCTG: P-T ASSISTANT	\$22,394.00	\$22,394.00	+ \$1,780.00 =	\$24,174.00

Purpose of Amendment:

To appropriate funds for the part-time bookkeeping assistant in the Accounting Department.



Memorandum

To: Highland Township Board of Trustees
From: Heidi Bey
Date: May 1, 2023
Re: Highland Activity Council New Member Recommendation

The Highland Activity Center Council recommends the appointment of Lisa Jagusch as a new member.





Memorandum

To: Highland Township Board of Trustees
From: Rick A. Hamill
Date: April 24, 2023
Re: Appointment of Grant Charlick to Zoning Board of Appeals as PC Liaison

I recommend appointment of Grant Charlick to the Zoning Board of Appeals as the required liaison from the Planning Commission. Mr. Charlick was selected by his peers on the Planning Commission. His term would run concurrently with his Planning Commission appointment or until such time as a new liaison is duly selected from the Planning Commission membership..



5b. Receive and File:

Building Department Report - March 2023

Fire Department Report – March 2023

Library Board Minutes – March 2023

Library Director's Report - March 2023

Sheriff's Department Report – March 2023

Treasurer's Report – March 2023

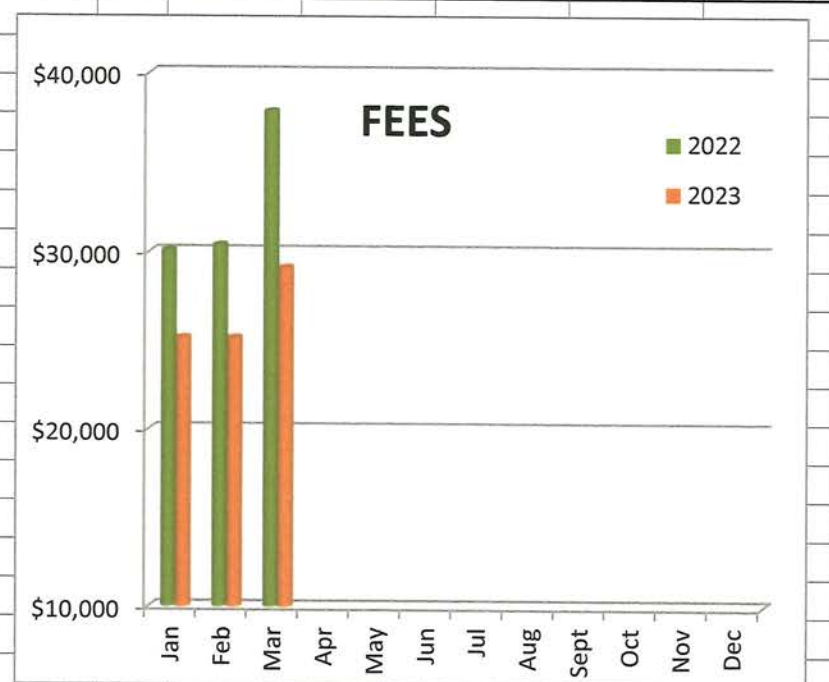
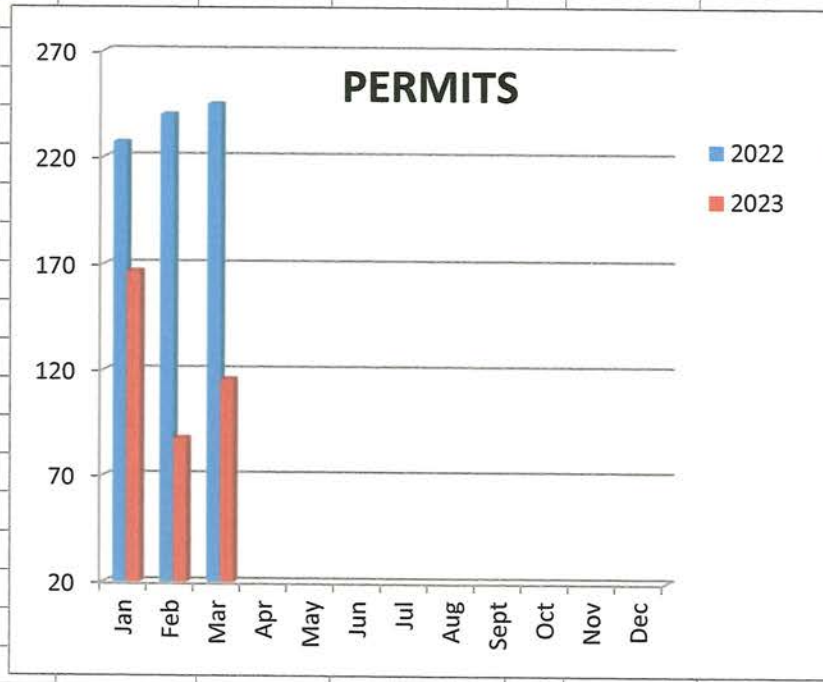
*HIGHLAND TOWNSHIP
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT
MARCH 2023*

2022-2023 HIGHLAND TOWNSHIP BUILDING DEPARTMENT

	2022	Permits	Fees		2023	Permits	Fees		Permits	Change	%	fee diff	fee % chg
Jan		227	\$30,111		Jan	167	\$25,202		January	-60	-26%	-\$4,909	-16.30%
Feb		240	\$30,422		Feb	88	\$25,191		February	-152	-63%	-\$5,231	-17.19%
Mar		245	\$37,861		Mar	116	\$29,149		March	-129	-53%	-\$8,712	-23.01%
Apr					Apr				April	0	#DIV/0!	\$0	#DIV/0!
May					May				May	0	#DIV/0!	\$0	#DIV/0!
Jun					Jun				June	0	#DIV/0!	\$0	#DIV/0!
Jul					Jul				July	0	#DIV/0!	\$0	#DIV/0!
Aug					Aug				August	0	#DIV/0!	\$0	#DIV/0!
Sept					Sept				September	0	#DIV/0!	\$0	#DIV/0!
Oct					Oct				October	0	#DIV/0!	\$0	#DIV/0!
Nov					Nov				November	0	#DIV/0!	\$0	#DIV/0!
Dec					Dec				December	0	#DIV/0!	\$0	#DIV/0!
Totals		712	\$98,394		Totals	371	\$79,542		Totals	-341	-48%	-\$18,852	-19.16%



HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 3/1/2023 12:00:00 AM AND
3/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
Carport					
PB23-0070	5151 Millstone Ln	TROMBLEY, CAROL LYNNE	\$38000	\$264	
Carport			\$38000	\$264	1
Commercial, New Building					
PB23-0060	2675 S MILFORD RD	ACS BUILD INC	\$394330	\$2282	
Commercial, New Building			\$394330	\$2282	1
Commercial, Renovations					
PB23-0042	5339 N MILFORD RD	Crown Castle USA Inc	\$25000	\$199	
Commercial, Renovations			\$25000	\$199	1
Deck					
PB23-0043	3566 RESERVE CT	Warren Donald Hinzman	\$30000	\$239	
PB23-0052	777 GLENEAGLES	RN Construction Inc	\$21390	\$196	
PB23-0068	5161 Millstone Ln	TROMBLEY, CAROL LYNNE	\$20000	\$174	
PB23-0069	5151 Millstone Ln	TROMBLEY, CAROL LYNNE	\$26000	\$204	
Deck			\$97390	\$813	4
Electrical					
PE23-0089	3484 HIGHLAND BLVD	Straightline Electric	\$0	\$128	
PE23-0090	70 Ash	Lite Electric	\$0	\$74	
PE23-0091	2015 LONE TREE RD	SPARKS, AARON	\$0	\$672	
PE23-0092	246 Sutherland Dr	Lite Electric	\$0	\$87	
PE23-0093	222 Sutherland Dr	Lite Electric	\$0	\$87	
PE23-0094	825 E WARDLOW RD	DERNAY, ERIC	\$0	\$78	
PE23-0095	3309 OAKGROVE	Mister Sparky	\$0	\$84	
PE23-0096	1652 Wildflower Ln	Victory Electric LLC	\$0	\$749	
PE23-0097	2326 AMELIA DR	Robin Aire Htg &Clg	\$0	\$71	
PE23-0098	250 Kelly Ct	Lite Electric	\$0	\$87	
PE23-0099	238 Sutherland Dr	Lite Electric	\$0	\$87	
PE23-0100	2823 E Highland Rd. Ste 101	Allied Signs Inc	\$0	\$70	
PE23-0101	45 Ash	Capitol Supply & Service	\$0	\$81	
PE23-0102	522 W HIGHLAND RD	Sign Fabricators	\$0	\$95	
PE23-0103	4140 CHEVRON DR	Robin Aire Htg &Clg	\$0	\$59	
PE23-0104	215 Kelly Ct	Lite Electric	\$0	\$87	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 3/1/2023 12:00:00 AM AND
3/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE23-0105	1974 SHEWCHENKO DR	Dominion Service Company	\$0	\$64	
PE23-0106	2900 W WARDLOW RD	Dominion Service Company	\$0	\$63	
PE23-0107	1191 KINGSWAY DR	Family Heating Co Inc	\$0	\$54	
PE23-0108	230 Kelly Ct	Chapple Electric Inc	\$0	\$74	
PE23-0109	1200 W HIGHLAND RD	Chapple Electric Inc	\$0	\$59	
PE23-0110	223 E Ross Ct	Lite Electric	\$0	\$87	
PE23-0111	522 W HIGHLAND RD	Copeman Electric LLC	\$0	\$85	
PE23-0112	274 Sutherland Dr	Lite Electric	\$0	\$87	
PE23-0113	991 N PARK ST	SEWELL, JOHN F	\$0	\$57	
PE23-0114	3280 DELROSE ST	Lakeside Service Co Inc	\$0	\$54	
PE23-0115	211 Mac Laren Ct	Lite Electric	\$0	\$87	
PE23-0116	1680 N DUCK LAKE RD	Dominion Service Company	\$0	\$55	
PE23-0117	4000 W HIGHLAND RD	Araneae Inc.	\$0	\$70	
PE23-0118	881 DUNLEAVY DR	TEAGAN, ALLAN TRUST	\$0	\$54	
PE23-0119	2218 S MILFORD RD	P.E.C. Electric Inc.	\$0	\$102	
PE23-0120	1998 DES JARDINS DR	Family Heating Co Inc	\$0	\$54	
PE23-0121	1652 Wildflower Ln	DemNet Technologies	\$0	\$143	
Electrical			\$0	\$3845	33
Mechanical					
PM23-0068	211 Mac Laren Ct	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0069	230 Sutherland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0070	2900 W WARDLOW RD	Dominion Service Company	\$0	\$179	
PM23-0071	1974 SHEWCHENKO DR	Dominion Service Company	\$0	\$169	
PM23-0072	1737 GLENEAGLES	Michigan Consolidated Gas Co	\$0	\$92	
PM23-0073	1181 HARVEY LAKE RD	Nations Heating & Cooling	\$0	\$256	
PM23-0074	238 Sutherland Dr	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0075	2015 LONE TREE RD	SPARKS, AARON	\$0	\$641	
PM23-0076	825 E WARDLOW RD	DERNAY, ERIC	\$0	\$101	
PM23-0077	1185 GLENEAGLES	Randazzo Mechanical Htg & Cl	\$0	\$92	
PM23-0078	45 Ash	Capitol Supply & Service	\$0	\$102	
PM23-0079	4140 CHEVRON DR	Robin Aire Htg & Clg	\$0	\$92	
PM23-0080	4028 N DUCK LAKE RD	Osburn Services Inc	\$0	\$84	
PM23-0081	1191 KINGSWAY DR	Family Heating Co Inc	\$0	\$112	
PM23-0082	136 INVERNESS	Stafford-Smith	\$0	\$98	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 3/1/2023 12:00:00 AM AND
3/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PM23-0083	1660 W WARDLOW RD	Konieczka Htg. & Clg., Inc	\$0	\$99	
PM23-0084	4000 W HIGHLAND RD	Alliance Mechanical	\$0	\$1281	
PM23-0085	2702 JACKSON BLVD	Thornton & Grooms, Inc	\$0	\$92	
PM23-0086	3417 RAMADA DR	Robin Aire Htg & Clg	\$0	\$102	
PM23-0087	4000 W HIGHLAND RD	Solomon Plumbing & Heating	\$0	\$430	
PM23-0088	1680 N DUCK LAKE RD	Dominion Service Company	\$0	\$102	
PM23-0089	881 DUNLEAVY DR	TEAGAN, ALLAN TRUST	\$0	\$102	
PM23-0090	1998 DES JARDINS DR	Family Heating Co Inc	\$0	\$102	
Mechanical			\$0	\$4589	23
Miscellaneous					
PB23-0057	2585 BRIAR CLIFF DR	Foundation Systems of Michiga	\$5570	\$101	
Miscellaneous			\$5570	\$101	1
Permit Renewal					
PB23-0053	134 W LIVINGSTON RD	DIEDRICH, RONALD W	\$0	\$79	
PB23-0054	3585 HIGHLAND BLVD	MARA, CHERYL	\$0	\$79	
PB23-0062	445 BEACH FARM CIR	CHARTER TOWNSHIP OF HI	\$0	\$0	
PB23-0071	881 DUNLEAVY DR	TEAGAN, ALLAN TRUST	\$0	\$79	
PB23-0073	3259 JACKSON BLVD	BROWN, NITASHA	\$0	\$79	
Permit Renewal			\$0	\$316	5
Plumbing					
PP23-0032	211 Mac Laren Ct	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0033	230 Sutherland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0034	238 Sutherland Dr	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0035	2015 LONE TREE RD	SPARKS, AARON	\$0	\$440	
PP23-0036	2142 N DUCK LAKE RD	CGC Water treatment	\$0	\$55	
PP23-0037	2585 BRIAR CLIFF DR	Foundation Systems of Michiga	\$0	\$57	
PP23-0038	1453 Wind Valley Ln	Adams Water Treatment, Inc	\$0	\$55	
PP23-0039	3111 Woodland Ridge Trl	Advanced Water Treatment	\$0	\$55	
PP23-0040	3800 N DUCK LAKE RD	ONEIL, CORY	\$0	\$374	
PP23-0041	1698 TURTLE CRK	Case Closed Plumbing, LLC	\$0	\$92	
Plumbing			\$0	\$1359	10
Res. Mobile Home					

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 3/1/2023 12:00:00 AM AND
3/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PMH23-0013	211 Mac Laren Ct	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0014	230 Sutherland Dr	Mobile & Modular Homes Inc	\$0	\$200	
PMH23-0015	238 Sutherland Dr	Mobile & Modular Homes Inc	\$0	\$200	
Res. Mobile Home			\$0	\$600	3
Res. Renovations					
PB23-0046	3201 S DUCK LAKE RD	Hansons Window and Constructi	\$27183	\$218	
PB23-0047	417 CARNOUSTIE	C & L Ward Bros. Co.	\$97654	\$576	
PB23-0048	1066 PLOVER DR	C & L Ward Bros. Co.	\$38037	\$274	
PB23-0050	2966 DELROSE ST	GRIFFIN, COLLEEN	\$9000	\$119	
PB23-0051	2881 ALLISON LN	A Better Exterior LLC	\$14740	\$147	
PB23-0055	1464 BLUE HERON DR	Discount Skylight	\$16000	\$172	
PB23-0058	3791 HERITAGE FARMS DR	Wallside Inc	\$5485	\$106	
PB23-0059	1066 PLOVER DR	C & L Ward Bros. Co.	\$95991	\$565	
PB23-0063	1138 BLUE HERON DR	Weathergard Window, Co., Inc.	\$7812	\$113	
PB23-0064	4810 BRETTON LN	Mills Siding & Roofing	\$15217	\$157	
PB23-0065	4328 STRATHCONA	Home Depot USA	\$1625	\$85	
PB23-0066	4021 HUNTERS DR	Renewal By Anderson LLC	\$16509	\$162	
PB23-0067	445 NAIRN CIR	Bloomfield Construction	\$50315	\$326	
PB23-0072	201 TIMBER RIDGE DR	Mills Siding & Roofing	\$22799	\$192	
Res. Renovations			\$418367	\$3212	14
Res. Single Family					
PB23-0041	2015 LONE TREE RD	SPARKS, AARON	\$824558	\$4247	
PB23-0044	1328 NEWBERRY	Elkwood Homes Inc	\$522220	\$2745	
PB23-0049	1077 Woodruff Lk Dr	KRECEK SD IRA LLC	\$290000	\$1564	
Res. Single Family			\$1636778	\$8556	3
Shed					
PB23-0056	6013 JADA DR	PLANT, MARCUS	\$7000	\$109	
Shed			\$7000	\$109	1
Signs					
PS/F23-0002	118 E LIVINGSTON RD SUITE B	Performance Creative Resources	\$0	\$202	
PSG23-0007	522 W HIGHLAND RD	Sign Fabricators	\$0	\$227	
PSG23-0008	3503 W Highland Road	Salient Sign Studio	\$0	\$127	

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permit by Category with Details

Permit.DateIssued Between 3/1/2023 12:00:00 AM AND
3/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PSG23-0009	2823 E Highland Rd. Ste 101	Allied Signs Inc	\$0	\$142	
PSG23-0010	4000 W HIGHLAND RD	Araneae Inc.	\$0	\$127	
PSG23-0011	4000 W HIGHLAND RD	Araneae Inc.	\$0	\$127	
PSG23-0012	4000 W HIGHLAND RD	Araneae Inc.	\$0	\$127	
Signs			\$0	\$1079	7
Swimming Pools-Hot Tubs/Spas					
PB23-0045	2893 COOLEY LAKE RD	San Juan Pools of Michigan, LL	\$79000	\$470	
PB23-0061	777 GLENEAGLES	MAYES TRUSTEE, DAVID	\$3000	\$89	
Swimming Pools-Hot Tubs/Spas			\$82000	\$559	2
Zoning Business Registration					
PLU23-0016	720 W HIGHLAND RD	HIGHLAND COMMONS SHO	\$0	\$0	
Zoning Business Registration			\$0	\$0	1
Zoning Land Use					
PLU23-0009	3503 W Highland Road	Redpath Auto Repair	\$0	\$0	
PLU23-0011	2255 HORSESHOE DR	RAKOWICZ, JOHN	\$0	\$0	
PLU23-0012	2823 E Highland Rd.	Nawar Yousif	\$0	\$100	
PLU23-0013	4000 W HIGHLAND RD	LAFONTAINE AUTOMOTIVE	\$0	\$0	
PLU23-0014	2330 S Milford Road Ste 102	2 Your Door, LLC	\$0	\$0	
PLU23-0015	3385 W Highland Rd Unit 2	Nonnie's Best - Temporary	\$0	\$100	
Zoning Land Use			\$0	\$200	6
Totals			\$2704435	\$28083	116

CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT



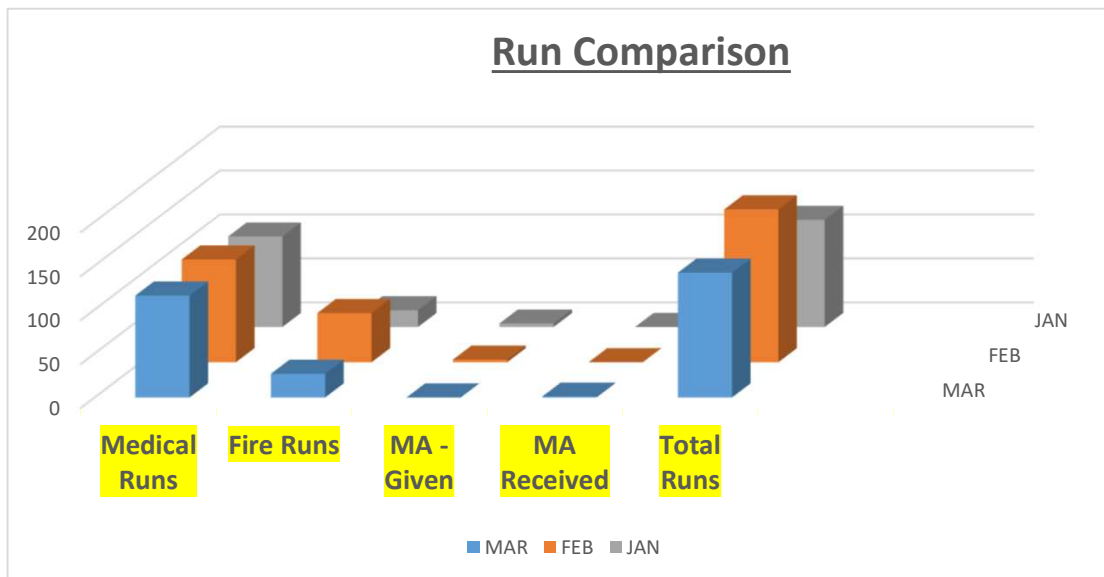
MONTHLY REPORT

March-23

	<u>Last Year (2022)</u>	<u>This Year (2023)</u>
Cost of Firefighter's by Station		
Station One	\$9,611.39	\$10,079.97
Station Two	\$19,559.69	\$11,112.19
Station Three	\$9,310.72	\$13,263.55
<u>Total</u>	\$38,481.80	\$34,455.71
Cost of Firefighter's Last Month	\$77,713.38	\$89,803.13
Alarms through Current Month	347	438
Total Alarms last Year	1798	Runs Ahead of Last Year 91

STATISTICS

	<u>Last Month</u>	<u>This Month</u>
Amount Endangered by Fire	\$567,500.00	\$80,000.00
Amount Lost by Fire	\$125,000.00	\$80,000.00
Fire Loss	22%	100%
Average Personnel Per Run	5.5	2.84
Medical Related Runs	116	103
Fire Related Runs	27	19
Mutual Aid - Given	0	4
Mutual Aid - Received	1	0
Total Runs	142	122
EMS TRANSPORTS	75	70
Fire Staff Hours	3959.75	3961.5
Administration Staff Hours	391	487



Submitted by... Chief Nick George

**Highland Township Public Library
Board Meeting Minutes
Tuesday, March 7, 2023**

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

Members Absent: J. Matthews, K. Polidori

Guest: None

The Highland Township Library Board meeting was called to order at 5:38 pm by D. Mecklenborg.

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

Motion: J. Gaglio moved and C. Hamill seconded to approve the corrected Board Meeting minutes of February 7, 2023. Roll call - unanimous vote; motion carried.

Bills: Total bills for February, 2023 are \$52,861.72. Total bills for March, 2023 are \$35,792.60, with the addition of Applied Innovation, Digital Document Store, DTE Energy, T-Mobile, when received.

Motion: J. Gaglio moved and C. Hamill seconded to approve the February, 2023 and March, 2023 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A note was shared from D. Mikula, Executive Director of MLA stating the MLA will continue to monitor bills which may compromise the freedom of all to read. Article about Puffin Publisher working with Inclusive Minds to edit and make small and carefully considered changes to the works of Roald Dahl was discussed. An article from the New York Times, "A Love Letter to Libraries" covered the ever-changing role libraries play in communities.

UNFINISHED BUSINESS

Library Network: CARL was updated in February.

Building Maintenance: Goyette renewed the maintenance contract for the same amount as in 2022. Repairs to the boiler are coming. The false alarms have ceased since Frontier fixed the problem with the phone line. The parking lot lights have been replaced and the electrical outlet on the stairs has been installed. A number of quotes have been received for the generator project.

Strategic Planning

Outreach: UM students used Miro Board to generate priorities for the new website and gave a rough draft of the mobile site prototype.

Partnerships: Impact 100 Oakland is working with ETON Academy to offer tutoring in libraries. D. Dittmar attended Career Day at Milford High School .

Marketing: The director attended the February Community Roundtable meeting in Highland.

NEW BUSINESS

Homeless: Circulation staff gave a list of homeless shelters to a homeless family and recommended meeting with Community Sharing.

Audit: An Audit appointment has been set for March 13, 2023.

Electronic Resources: World Book Encyclopedia has been renewed. LOTE4Kids is available on the website.

Policy: A. Seuryneck, the Library lawyer, has the Community Room policy.

Personnel: The policy for staff attendance at workshops and reimbursement for lodging was discussed. The Director will be having evaluations with Department Heads during the next few months. K. Toomey was commended for running Circulation alone under extenuating circumstances, with creativity and a smile.

Motion: C. Hamill moved and J. Gaglio seconded to approve the change in policy, to increase the daily lodging reimbursement for staff attendance at workshops as agreed upon. Roll call - unanimous vote; motion carried.

April Meeting: The April 4, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:36 pm.

Respectfully Submitted,

Cindy Dombrowski

Programs & Reference		
Feb	Programs	#
Adult	4	
123		
Teen	5	
30		
Youth	10	
76		
Total	19	229
Jan	26	170
Passive Yth	3	
142		
Reference		
Adult & Teen		
750		
Youth	392	
Total	1,142	
Last Month	1,362	

Public Computer Usage	
Computers	
Adult	293
Teen	8
Youth	11
AWE	743
ABCmouse	5
Wireless:	386

MAP Passes & Covid Kits

MAP Passes: 4 families

115 Covid test kits given away

Circulation of Physical Items		
December 5,535	January 6,972	February 6,001
Books: Adult 2,112	Teen 101	Youth 2,398
DVD 684	Realia 46	Board Games 24
Interlibrary Loan:		
Other TLN Library material to Highland: 1,136		
Highland Materials to other TLN Libraries: 1,312		
MeLCat Interloan Service: 36		
Unique Card Use: January 935	February 863	

Digital Usage		
Overdrive	Jan	Feb
Overall	2,150	1,859
e-books	1,070	980
e-audiobooks	1,005	808
e-magazines	75	71
New Users	27	13
Unique User	460	442
Hoopla Borrows	539	594
Kanopy Plays	17	5
Consumer Reports Page View	486	239
Mango Languages	15	40
World Book Content Views	2	29
Brainfuse	31	62
Ancestry	101	240

- Library Happenings**

 - Our parking lot lights have been replaced so that patrons can safely see to get to their cars after dark.
 - We are looking into getting some security cameras to replace outdated cameras that were installed 20 years ago.
 - We added 345 items to our physical collection in February.
 - Our teen librarian took part in Career Day at Milford High School and received greetings, praise and great questions from teens, school staff and others in attendance.
 - UM students completed survey and in-person interviews with patrons as part of their research for our new website design.

TREASURER'S REPORT
March 31, 2023

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	16,730.98	3,356.80 *
CHASE	GENERAL	H.R.A.	101		75,476.24
CHASE	GENERAL	F.S.A CHECKING	101		10,251.98
CHASE	GENERAL	CHECKING (SAVINGS)	101		630,040.72 *
CHASE	FIRE OPERATING	MONEY MARKET	206		82,280.03
CHASE	ROAD	MONEY MARKET	203		2,724.20
CHASE	HAUL ROUTE	MONEY MARKET	203		333,550.86
CHASE	POLICE	MONEY MARKET	207		182,959.42
CHASE	REFUSE	MONEY MARKET	227		836,424.22
CHASE	OPIOID SETTLEMENT	CHECKING	284		10,164.34 *
CHASE	HAAC	CHECKING	702		13,206.32 *
CHASE	DDA	MONEY MARKET	494		17,278.36
CHASE	WATERMAIN	CHECKING	591		40,254.37 *
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		366,082.96
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		77,592.60
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		75,413.70
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		60,678.74
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		65,168.47
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		62,313.02
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		231,617.98
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		5,029.08
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		2,834.47
CHASE	PENINSULA LAKE	MONEY MARKET	774		10,924.56
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		10,946.69
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		17,344.87
COMERICA	CAPITAL IMP.	PBMM	401		158,397.61
COMERICA	CAPITAL IMP.	JFUND	401		114,206.21
COMERICA	GENERAL	JFUND	101		220,556.41
FLAGSTAR	PERPETUAL FUND	CD	101		1,110.45
FLAGSTAR	GENERAL	CD	101		418,130.44
FLAGSTAR	POLICE	CD	207		309,538.92
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		13,330.71
FLAGSTAR	DDA	SAVINGS	494		240,210.11
FLAGSTAR	FIRE	SAVINGS	206		1,309,189.19
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		221,509.98
FLAGSTAR	GENERAL	SAVINGS	101		454,540.19
FLAGSTAR	CURRENT TAX	CHECKING	703	11.75	7,107.36
FLAGSTAR	POLICE	SAVINGS	207		2,626,988.34
HVSB	FIRE	CD	206		268,862.94
HVSB	GENERAL	CD	101		221,957.92
HVSB	HAUL ROUTE	CD	203		279,617.46
HVSB	POLICE	CD	207		266,768.54
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		615,232.96
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		164,650.02
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		151,252.09
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		378,683.64
MI CLASS	POLICE	INVESTMENT POOL	207		380,257.82
MI CLASS	ROAD	INVESTMENT POOL	203		54,606.55
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		2,462,166.78
OAKLAND CO	FIRE	INVESTMENT POOL	206		492,926.02
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		15,494.23
OAKLAND CO	GENERAL	INVESTMENT POOL	101		23,200.90
OAKLAND CO	POLICE	INVESTMENT POOL	207		157,421.25
OAKLAND CO	REFUSE	INVESTMENT POOL	227		158,493.38
CIBC	GENERAL	CD	101		262,241.87
CIBC	FIRE	CD	206		166,255.06
CIBC	POLICE	CD	207		274,994.87
CIBC	POLICE	CD	207		471,213.56
CIBC	CAPITAL IMP.	CD	401		348,881.57
CIBC	ESCROW	CD	101		320,262.04
CIBC	DDA	CD	494		300,000.00
HUNTINGTON	GENERAL	CD	101		215,707.97
					<u>17,769,880.36</u>

BANK STATEMENT	
713,753.53	
*In Chase checking account	
CHASE	3,223,915.00
COMERICA	493,160.23
FLAGSTAR	5,601,655.69
HVSB	1,037,206.86
LPL FINANCIAL	779,882.98
MI CLASS	3,426,966.88
OAKLAND COUNTY	847,535.78
CIBC	2,143,848.97
HUNTINGTON	215,707.97
TOTAL	17,769,880.36

Flagstar Bank Statement
7,119.11

Respectfully submitted,
Jennifer Frederick, Treasurer

	BANK/GL REC. SORTED BY		FUND						
	March 31, 2023					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		FUND	FUND
								TOTAL	NUMBER
CHASE	GENERAL	CHECKING	101				3,356.80		
CHASE	GENERAL	H.R.A. CHECKING	101				75,476.24		
CHASE	GENERAL	F.S.A. CHECKING	101				10,251.98		
CHASE	GENERAL	CHECKING (SAVINGS)	101				630,040.72		
COMERICA	GENERAL	JFUND	101				220,556.41		
FLAGSTAR	GENERAL	MAX SAVINGS	101				454,540.19		
HVSB	GENERAL	CD	101				221,957.92		
OAKLAND CO	GENERAL	INVESTMENT POOL	101				23,200.90		
CIBC	GENERAL	CD	101				262,241.87		
CIBC	GENERAL - ESCROW	CD	101				320,262.04		
HUNTINGTON	GENERAL	CD	101				215,707.97		
FLAGSTAR	GENERAL	CD	101				418,130.44		
FLAGSTAR	PERPETUAL FUND	CD	101				1,110.45		
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101	609.59	5,318,054.41		2,462,166.78	5,319,000.71	101
CHASE	ROAD	SAVINGS	203				2,724.20		
MI CLASS	ROAD	INVESTMENT POOL	203				54,606.55		
CHASE	HAUL ROUTE	SAVINGS	203				333,550.86		
HVSB	HAUL ROUTE	CD	203	0.00	670,499.07		279,617.46	670,499.07	201
FLAGSTAR	FIRE	MAX SAVINGS	206				1,309,189.19		
HVSB	FIRE	CD	206				268,862.94		
OAKLAND CO	FIRE	INVESTMENT POOL	206				492,926.02		
CIBC	FIRE	CD	206				166,255.06		
CHASE	FIRE	SAVINGS	206	0.00	2,319,513.24		82,280.03	2,319,513.24	206
CHASE	POLICE	SAVINGS	207				182,959.42		
FLAGSTAR	POLICE	MAX SAVINGS	207				2,626,988.34		
FLAGSTAR	POLICE	CD	207				309,538.92		
HVSB	POLICE	CD	207				266,768.54		
MI CLASS	POLICE	INVESTMENT POOL	207				380,257.82		
OAKLAND CO	POLICE	INVESTMENT POOL	207				157,421.25		
CIBC	POLICE	CD	207				274,994.87		
CIBC	POLICE	CD	207	0.00	4,670,142.72		471,213.56	4,670,142.72	207
CHASE	OPIOID SETTLEMENT	CHECKING	284	0.00	10,164.34		10,164.34	10,164.34	284
LPL FINANCIAL	POST EMPLOYEE BENEFITS	CASH ACCOUNT	737				615,232.96		
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	779,882.98		164,650.02	779,882.98	737
CHASE	REFUSE	SAVINGS	227				836,424.22		
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	994,917.60		158,493.38	994,917.60	227
CHASE	HAAC	CHECKING	702	0.00	13,206.32		13,206.32	13,206.32	702
COMERICA	CAPITAL IMP.	PBMM	401				158,397.61		
COMERICA	CAPITAL IMP.	JFUND	401				114,206.21		

6. Announcements and Information Inquiry

- a) Highland Township Offices will be closed May 29, 2023 in observance of Memorial Day
- b) Prayer Breakfast on Thursday, May 4th, for National Day of Prayer – Church of the Holy Spirit
- c) Founders Day Parade and Festivities on Saturday, May 20, 2023, at 10:00 a.m.

7. Public Comment



Charter Township of Highland - Fire Department

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

TO: Charter Township of Highland Board
FROM: Nick George, Fire Chief
SUBJECT: Completion of Probationary process
DATE: 04/01/23

It is my pleasure to announce members of our department that have progressed from Probationary Fire Fighter, to the rank of Fire Fighter.

- FF/EMT Justin Bearden – Badge #234

On average, it takes roughly 12–18 months to achieve the required certification of Michigan Fire Fighter I & II, Emergency Medical Technician (EMT-B), logging hours of vehicle operation, and HTFD community & operations competency testing.

To put this into perspective, each candidate must complete:

- Approximately 700 hours of training, and testing (FF Certification, EMT Certification, HTFD department/community competency training)
- Maintain a minimum response to 15% of emergency calls (1,750 runs annually)
- **ALL while juggling their careers and family lives**

At the May 1, 2023 Charter Township of Highland Board meeting, I would like to respectfully request time on the agenda to:

- Recognize the staff member
- Have the Township Clerk Swear- In the new Fire Fighter
- Present the staff member with his Fire Fighter helmet.

Should you have any questions and/or concerns, please feel free to contact me.



Memorandum

To: Highland Township Board of Trustees
From: Rick Hamill
Date: 5/01/2023
Re: Hire Seasonal Part Time Maintenance

We have reached a point where a single maintenance employee cannot handle all of the work load being required of him. Parks and buildings are projects that require two employees to safely do many of the needed repairs and general maintenance.

The position is being advertised on our web site, the digital sign and all local social media platforms. We have received 2 applications for the position at this time. An individual has not been selected as yet so we are requesting to approve the position and pay rate at the board level with the selection of the new employee to follow at a later date with approval of the Supervisor and the in house planning director and building official as the selection committee.

I am requesting that the board approve the hiring of an individual to fill the position of Part Time Seasonal Maintenance worker. This position will not be year round. Starting pay will be up to \$20.00 per hour not to exceed 29 hours per week. Seasonal schedule will be from March 1 through December 1 of each calendar year. Employee may be called upon to assist during some seasonal winter events on an as needed basis. Effective start date will be as early as May 1, 2023.

A budget amendment will be required to add this position in the amount of \$25,000.00

Warm inside. Great outdoors.



BUDGET AMENDMENT WORKSHEET
 2023 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - May 1, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<u>General Fund</u>				
<u>Revenues:</u>				
101-000-692-000 APPROPRIATION FUND BAL.	\$0.00	\$0.00 +	\$25,000.00 =	\$25,000.00
<u>Expenditures:</u>				
101-171-705-000 SUP: PART-TIME SEASONAL MAINT	\$0.00	\$0.00 +	\$25,000.00 =	\$25,000.00

Purpose of Amendment:

To appropriate funds for a Part-Time Seasonal Maintenance position under the Supervisor's Department.



Memorandum

To: Highland Township Board of Trustees

From: Rick Hamill

Date: 5/01/2023

Re: Purchase Ricoh IM C2500 printer

It has become apparent that the time wasted passing through multiple security doors to access the printer on the south end of the building needs to be addressed.

I recommend that we purchase a new printer for the north end of the building to improve the efficiency of operations. I contacted our printer supplier and they have quoted for a Ricoh color laser printer with MITN pricing to take care of the need.

The printer is a Ricoh IM C2500 Color MFP for \$4,926.00. This printer is a smaller version of the Ricoh printer at the south end of the building.

Recommended motion to: purchase a Ricoh IM C2500 Color MFP for \$4,926.00.

Warm inside. Great outdoors.



RICOH IM C2500

B&W and Color Multifunctional Device



The Ricoh IM C2500 delivers high-quality black & white/color copying, printing, and advanced scanning capabilities, flexible paper handling, and the latest security features, making it an ideal document management solution for any size organization.

Key Features

- Fast output speed of 25 pages per minute Color and B&W
- 220 Sheet Document Feeder
- 2 GB RAM 320 GB HDD
- 1200 x 1200 dpi resolution
- Up to 166 lb. index paper
- Secure/Locked Printing
- Data Overwrite Security System/ Hard Drive Encryption
- Energy Star® compliant

Included Accessories

- Copy, Print, Color Scan.
- OCR Unit Type M13
- 4 x 550 Paper Trays
- Internal Shift Tray

Pricing Components

- Delivery
- Set Up & Installation
- Network Installation
- Key Operator Training
- Maintenance includes all toner, parts, labor, and preventative service.

RICOH IM C2500 COLOR MFP

State of Michigan Highland Twp.

MITN purchase price. \$4,926.30

48 Mo. \$1.00 out lease \$197.79

60 Mo. \$1.00 out lease \$173.65

Maintenance & Toner

Includes 1,005 b/w & 486 Color prints
In the lease option.

B&W billed usage @ .013

Color billed usage @ .076

BILLING SERVICE AGREEMENT

Star EMS: Miles, Grubb & Associates LLC,
DBA Star EMS
63 Oakland Ave
Pontiac, MI 48342
P.O. Box 420155
Telephone: (248) 338-9097
Facsimile: (248) 338-9364

Client: Highland Township, Oakland County, Michigan
205 N. John Street
Highland, MI 48357

Contact: Nick George, Fire Chief, Highland Twp. Fire Department
205 N. John Street
Highland, MI 48357
Phone: (248) 887-9050

THIS AGREEMENT is made this 1st day of May, 2023 by and between Miles, Grubb & Associates LLC, DBA Star EMS, with headquarters located in Oakland County, Michigan hereinafter referred to as Star EMS and The Charter Township of Highland, hereinafter referred to as "The Township". Also referenced is the Township's Fire Department hereinafter referred to as the "Fire Department" and the Township's Emergency Services Cost Recovery Division of the Code of Ordinances herein referred to as the "Cost Recovery Ordinance" (and attached).

THE TERMS AND CONDITIONS SET FORTH HEREINAFTER CONSTITUTES AN AGREEMENT BY AND BETWEEN STAR EMS AND THE TOWNSHIP. THE TOWNSHIP ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

TERMS AND CONDITIONS

1. SERVICES

- A. Star EMS agrees to perform those activities, which are reasonably necessary to invoice, collect monies, and post payments in a generally accepted accounting method on behalf of The Township for Emergency Response Services as defined in the Cost Recovery Ordinance and other billing and accounting functions and activities related thereto from the effective date of this agreement to the date of the termination of this agreement.
- B. The Township acknowledges that Star EMS is not responsible for validating or verifying the accuracy of documentation or detecting or correcting errors in documentation relating to the Emergency Response and it shall defend, indemnify and hold Star EMS harmless from those liabilities, costs and expenses (including actual attorney's fees) related or arising out of the Emergency Response services provided by the Township in error. Star EMS shall defend and

indemnify and hold The Township harmless from those liabilities' costs and expenses (including actual attorney fees) related to or arising out of services provided by Star EMS.

- C. Star EMS shall process all invoices for services rendered within ten business days from the date Star EMS receives accurate and complete information and required signatures which will permit it to perform its services under this Agreement, including, if applicable, demographic, procedure charge, diagnosis, treatment rendered, and other information and documentation as listed or identified in Appendix A (Billing Form). Star EMS shall promptly notify the Fire Department if Star EMS fails to process such invoices within twenty (20) days of Star EMS's receipt of accurate and complete billing information.
- D. Star EMS shall, if so requested by The Township, deposit all cash receipts upon receipt, into a lock box or bank account established and paid for by The Township, and further direct all other payments to such lock box or bank account. Star EMS shall have no right to negotiate checks payable to The Township. Star EMS shall instruct all prospective payers billed for the Fire Department's Emergency Medical and Other Services to make all funds payable to Highland Township. Any funds made payable to Star EMS for services provided by the Fire Department shall be returned to that payer for proper payment or endorsed by Star "Payable to Highland Township" and deposited as indicated above.
- E. Star EMS's invoicing process and the general forms of notices that will be used with respect to all individuals the Township has provided Emergency Response Services for are set forth in Appendix B (forms and schedules).

2. TERM

This Agreement shall be in full force and effect beginning **May 1st, 2023, to April 30th, 2026**. At the end of the initial three-year period, this Agreement shall continue until canceled by either party, by giving to the other thirty (30) days prior written notice thereof.

3. THE TOWNSHIP OBLIGATIONS AND AUTHORIZATION REQUIRMENTS

- A. The Township agrees that, during the term of this Agreement, it shall promptly submit to Star EMS for processing all of its billing information for Emergency Response Service rendered by The Township.
- B. The Township agrees to provide accurate and prompt notification to Star EMS of names (and Explanation of Benefits if applicable) of each person or entity who has paid an invoice billed by Star EMS directly to The Township.
- C. The Township hereby authorizes Star EMS to use its provider numbers and agrees to execute any and all documentation, which may be necessary in connection therewith including, but not limited to, current Federal form W9.

4. PAYMENT AND COLLECTION

- A. In payment for Star EMS's billing services provided herein, The Township agrees to pay an amount equal to seven and one half (7.5%) percent of the amount collected for The Township each month from The Township's accounts receivable (the "Percentage Fee"). Star EMS shall provide an invoice to the Township showing the amount collected for The Township by Star EMS and the corresponding 7.5% fee.
- B. Star EMS shall provide accounts receivable credit report for monies collected on behalf of the Township by the Friday before the second Monday of the month following the month documented on the accounts receivable credit report. The Township shall pay Star EMS the full amount of the invoiced billing fee of seven- and one-half percent (7.5%) of the monies not in dispute within twenty (30) days of receiving the invoice and accounts receivable credit report from Star EMS (net 30).
- C. Any amount owed to Star EMS outstanding greater than or equal to forty-five (45) days from the date the Township received the invoice may bear interest at the rate of one and one-half (1-½%) percent per month or the maximum monthly rate permitted by applicable law, whichever is less, from the day on which payment was due, as specified above in 4-B until said amount is paid in full. Further, The Township agrees to pay all costs and expenses not in dispute, including actual attorney's fees which Star EMS incurs in collecting any past due amounts from The Township.
- D. Any other provision of the Agreement notwithstanding, in the event The Township has amounts which are past due to Star EMS; Star EMS shall have a lien (as may be allowed by law) upon all records or proceeds otherwise belonging to The Township (including the right to apply such proceeds to any amounts which are past due) in its possession for all amounts due it by The Township.
- E. Star EMS may not include amounts that it knows have been dishonored for payment (NSF checks) as amounts collected for The Township and after Star EMS's billing, The Township shall be entitled to claim and be given credit against amounts otherwise owing to Star EMS, in the amount of seven and one half (7.5%) percent of the amounts that are collected for The Township by Star EMS but not honored for payment (NSF checks).

5. CONFIDENTIALITY

Star EMS agrees that it shall not disclose to any third parties any information about The Township or its Fire Department or about any individuals for whom the Township performs Emergency Response Services all of which will be considered confidential. This provision shall not prohibit Star EMS from disclosing such information (i) to the Township, (ii) in the performance of Star EMS's obligations under this Agreement. (iii) in any action by Star EMS and or The Township's contracted Collection Agency to collect amounts due The Township hereunder, or (iv) as otherwise required by law. The Township agrees that Star EMS may disclose to others that The Township is one of its clients.

6. TERMINATION Notwithstanding the provisions of Section 2.

- A. Either party will have the right to terminate this Agreement on thirty (30) days' written notice of termination to the other, if (i) the other party defaults on any of its material obligations under this Agreement (excluding The Township's payment obligations) and such party has not begun to cure such default (which cure must be diligently pursued in a timely manner until completed) within fifteen (15) days after written notice of such default is delivered; (ii) a court having appropriate jurisdiction enters a decree or order for relief in respect of the other party in an involuntary case under any applicable bankruptcy, insolvency or other similar law now or hereafter in effect; or (iii) the other party commences a voluntary case under any applicable bankruptcy, insolvency or other similar law now or hereafter in effect; and
- B. Star EMS will have the right to terminate this Agreement immediately if The Township defaults on its payment obligations under Section 4 and such payment default is not cured within thirty (30) days from the date the payment was due.

7. TERMINATION PROCEDURES

- A. In the event of termination of this Agreement under the provisions of Section 2 or 6. Star EMS shall, on the effective date of such termination (the "Termination Date"), cease to accept new Billing Information from The Township, but may continue invoice and collection efforts on behalf of The Township for Emergency Response and Other Services which have previously been submitted to Star EMS for such purposes.

8. AMBULANCE FEE SCHEDULE AND COST RECOVERY CHARGES

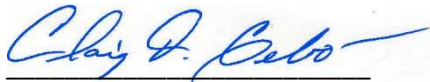
- A. Star EMS does not set the charges for services provided by the Township or the Fire Department. All charges for services provided by the Highland Township Fire Department have been provided to Star EMS, by a Township or Fire Department authorized representative.

This space intentionally left blank

This Agreement shall be governed by the laws of The State of Michigan IN WITNESS WHEREOF: the parties hereto have set their hands and seals,

Witness

Miles Grubb & Associates L.L.C. d/b/a/ Star EMS





Signature

By: William P. Grubb

Its: President & CEO

Date: 05/01/2023

Witness

Highland Township

Signature

By: _____

Its: _____

Date: _____

Appendix A

Township Authorized Ambulance Fee Schedule:

CHARGE CODE	LEVEL OF CARE	BILLED AMOUNT
A0433	ALS-EMERG II	\$1,050.00
A0427	ALS-EMERG	\$950.00
A0426	ALS-NON EMERG	\$950.00
A0429	BLS-EMERG	\$800.00
A0428	BLS-NON EMERG	\$800.00
A0425	MILEAGE	\$17.00

The ambulance fee schedule is set by Highland Township and provided to Star EMS for the purpose of processing claims.

Appendix B
COST RECOVERY FEE SCHEDULE

Cost Recovery Sheet

Highland Township
Fire Department

Incident Date:	Incident Number:
Time of Call:	MSP/OCSD Incident Number:
Time Cleared:	MSP/OCSD Officer Name:

Type of Incident:

Vehicle	Quantity	Hours	Amount Per Hour	Total Cost
Ambulance Non-Transport			\$130.00	\$0.00
Chief			\$80.00	\$0.00
Engine/Service			\$180.00	\$0.00
Rescue			\$130.00	\$0.00
Tanker			\$180.00	\$0.00
Utility/Command			\$100.00	\$0.00
Brush			\$100.00	\$0.00
			Vehicle Total:	\$0.00

Fire Personnel	Quantity	Hours	Amount Per Hour	Total Cost
Chief, Captain, Lieutenant			\$35.00	\$0.00
Other Personnel			\$30.00	\$0.00
			Personnel Total:	\$0.00

Police Personnel	Quantity	Hours	Amount Per Hour	Total Cost
Per Officer			\$45.00	\$0.00
Other			\$0.00	\$0.00
			Police Personnel Total:	\$0.00

Basic Life Support Ambulance	Quantity	Hours	Amount Per Hour	Total Cost
Base Rate			\$800.00	\$0.00
Mileage			\$17.00	\$0.00

Advanced Life Support Ambulance	Quantity	Hours	Amount Per Hour	Total Cost
Base Rate			\$950.00	\$0.00
Mileage			\$17.00	\$0.00
			Transport Total:	\$0.00

Other	Quantity	Hours	Amount Per Hour	Total Cost
				\$0.00
				\$0.00
			Other Total:	\$0.00

Notes:

Cost Recovery Invoice Total:	\$0.00
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Appendix C

See Cost Recovery Ordinance promulgated by the Township

10. Adjourn

Time: _____