



# CHARTER TOWNSHIP OF HIGHLAND

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

## REGULAR BOARD OF TRUSTEES MEETING AGENDA September 11, 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) August 22, 2023 Special Board of Trustees Meeting Minutes
  - b) List of Bills Dated August 24, 2023 and September 7, 2023 plus additions
  - c) Baker Tilly US, LLP Engagement Letter Agreement and Invoice Related to Services
  - d) DDA Budget Amendments
  - e) Huron Cemetery Maintenance Contract
  - f) Municipal Credit and Community Credit Contract for FY2024
  - g) Budget Amendment Duck Lake Pines Striping
  - h) Budget Amendment Duck Lake Pines Well
  - i) Demolition of 146 N. John Street

Receive and File:

Activity Center Activity Reports – July 2023  
Building Department – July 2023  
Financial Report – July 2023  
Fire Department Report – July 2023  
Library Board Minutes – July 2023  
Library Director's Report – July 2023  
Sheriff's Department Report – July 2023  
Treasurer's Report – July 2023
6. Announcements and Information Inquiry:
  - a) Highland Activity Health Fair Tuesday, October 10th, from 9:00 a.m. to 2:00 p.m.
  - b) Farmers' Market on Saturdays at Milford Rd & M-59 from 10 a.m. to 2 p.m.
7. Public Comment:
8. Public Hearing:
  - a) Special Assessment District for Peninsula Lake Weed Control
9. Pending Business:
  - a) Resolution #23-23 to Proceed with the Peninsula Lake Special Assessment District for the Control of Weeds in Peninsula Lake and Related Services

10. New Business:
  - a) Award Bid for Cemetery Fencing
  - b) Budget Amendment Cemetery Improvement
  - c) Election Inspector Pay
  - d) Document Management System
  - e) Hire Karen Genson as a Part Time Seasonal Employee
  - f) Fire Department Purchase of Fire Hose
  - g) Fire Department Purchase of SCBA Air Compressor
  - h) Addition of Three Fire Department Positions
  - i) Fire Department Budget Amendment
  - j) Highland Township Purchasing Policies
  - k) Resolution 23-24 Amended Fee Schedule dated September 11, 2023
  - l) Purchase of Security Cameras for Township Hall
  
11. Adjourn

This zoom connection will be available to the public: <https://us02web.zoom.us/j/83759130286>.  
Meeting ID: 837 5913 0286

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: September 11, 2023

Present

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

Absent

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

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) August 7, 2023 Special Board of Trustees Meeting Minutes
- b) List of Bills Dated August 24, 2023 and September 7, 2023 plus additions
- c) Baker Tilly US, LLP Engagement Letter Agreement and Invoice Related to Services
- d) DDA Budget Amendments
- e) Huron Cemetery Maintenance Contract
- f) Municipal Credit and Community Credit Contract for FY2024
- g) Budget Amendment Duck Lake Pines Striping
- h) Budget Amendment Duck Lake Pines Well
- i) Demolition of 146 N. John Street

CHARTER TOWNSHIP OF HIGHLAND  
SPECIAL BOARD OF TRUSTEES MEETING  
August 22, 2023 – 3:00 p.m.

The meeting was called to order at 3:00 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

Visitors: 0

**Approval of Agenda:**

Mrs. Cooper moved to approve the 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.

**Consent Agenda Approval:**

**Approve:**

a) August 7, 2023 Board of Trustees Minutes

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) Township Offices will be closed on Monday, September 4th, in Observance of Labor Day
- b) Farmers' Market on Saturdays at Milford Rd & M-59 from 10 a.m. to 2 p.m.
- c) Sounds Like Summer Concert Series August 22nd at 6:30 p.m. and August 29th at 7:00 p.m. in Veterans Park

**Public Comment:**

None

**New Business:**

a) Resolution 23-21 Approving Opting-In to the National Opioid Litigation Settlement with Walgreens

Mr. Hamill moved to approve the Resolution 23-21 Approving Opting-In to the National Opioid Litigation Settlement with Walgreens 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.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 3:02 p.m.

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Tami Flowers, MiPMC  
Highland Township Clerk

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Rick A. Hamill  
Highland Township Supervisor

UNAPPROVED

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	JUL 2023	08/07/2023	139.00
1159	TREASURER	101-RIDGEWOOD-OAK CTY	JUL 23	08/07/2023	208.00
1159	TREASURER	101-HIGHLAND GREENS-OAK CTY	JULY 2023	08/07/2023	340.00
<b>101-000-075.000 HURON VALLEY SCHOOLS</b>					
1159	TREASURER	101-HIGHLAND HILLS HVS	JUL 2023	08/07/2023	556.00
1159	TREASURER	101-RIDGEWOOD-HVS	JUL 23	08/07/2023	832.00
1159	TREASURER	101-HIGHLAND GREENS-HVS	JULY 2023	08/07/2023	1,360.00
<b>101-000-084.000 DUE TO/FROM WOTA</b>					
7919	WESTERN OAKLAND TRANSPORTATION AUTHORI	101-REFUND REIMB FROM MMRMA CHECK #142813	M0001676	08/03/2023	4,124.00
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
7655	180 CONTRACTING LLC	101-ESCROW/BUILDING	B23-00187	08/18/2023	500.00
7655	180 CONTRACTING LLC	101-REINSPECTION FEE	B23-00187	08/18/2023	60.00-
4542	ACS BUILD INC	101-ESCROW/BUILDING	B23-00066	08/16/2023	1,972.00
6558	ALL STARS PRESCHOOL LLC	101-ESCROW/BUILDING	B21-00526	08/11/2023	593.00
6558	ALL STARS PRESCHOOL LLC	101-REINSPECTION FEE	B21-00526	08/11/2023	60.00-
6558	ALL STARS PRESCHOOL LLC	101-REINSPECTION FEE	B21-00526	08/11/2023	60.00-
6483	ARTISTIC DEVELOPMENT FIBERGLASS	101-ESCROW/BUILDING	B22-00345	08/16/2023	500.00
8358	BURHAM JR, DANIEL	101-ESCROW/BUILDING	B23-00242	08/18/2023	125.00
4571	CARDINAL REMODELING SERVICES	101-ESCROW/BUILDING	B23-00258	08/18/2023	125.00
4699	CARLINE, THOMAS	101-ESCROW/BUILDING	B22-00385	08/08/2023	500.00
4699	CARLINE, THOMAS	101-REINSPECTION FEE	B22-00385	08/08/2023	60.00-
6704	FOUNDATION SYSTEM OF MICHIGAN	101-ESCROW/BUILDING	B23-00231	08/18/2023	250.00
6848	HEALY HOMES LLC	101-ESCROW/BUILDING	B22-00452	08/18/2023	2,500.00
6848	HEALY HOMES LLC	101-REFUSE FEE	B22-00452	08/18/2023	69.00-
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00526	08/11/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B21-00526	08/11/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00385	08/08/2023	60.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B23-00187	08/18/2023	60.00
1708	HIGHLAND TWP. SOLID WASTE FUND	101-REFUSE FEE	B22-00452	08/18/2023	69.00
1541	HOME DEPOT USA	101-ESCROW/BUILDING	B23-00199	08/18/2023	125.00
4704	LYNCH, MARGARET	101-ESCROW/BUILDING	BDemo 22-00004	08/10/2023	500.00
4706	MANTUAL, MICHAEL	101-ESCROW/BUILDING	B22-00596	08/16/2023	125.00
7731	OLTHOFF CONSTRUCTION CO	101-ESCROW/BUILDING	B23-00110	08/08/2023	500.00
4700	POBUR, HUGH	101-ESCROW/BUILDING	B22-00209	08/09/2023	125.00
4710	POWERS, THOMAS	101-ESCROW/BUILDING	B23-00213	08/16/2023	125.00
4701	RENTON, MICHAEL	101-ESCROW/BUILDING	B22-00375	08/09/2023	500.00
4711	RICHING TRUSTEE, DENISE M	101-ESCROW/BUILDING	B23-00153	08/18/2023	250.00
6468	SAN JUAN POOLS OF MICHIGAN LLC	101-ESCROW/BUILDING	B23-00053	08/09/2023	500.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
6514	SCARSELLA HOMES INC.	101-ESCROW/BUILDING	B22-00690	08/16/2023	500.00
7401	VENTURES DESIGN INC	101-ESCROW/BUILDING	B22-00216	08/04/2023	500.00
6102	WALLSIDE INC.	101-ESCROW/BUILDING	B23-00094	08/08/2023	250.00
<b>101-000-202.005</b>	<b>PLANNING ESCROW PAYABLES</b>				
4706	MANTUA PROPERTIES LLC	101-PERFORMANCE GUARANTEE REFUND	11-08-400-004	08/11/2023	20,000.00
<b>101-000-222.000</b>	<b>OAKLAND CO. ANIMAL CONTROL</b>				
4000	CHARTER TOWNSHIP OF HIGHLAND	101-DOG LICENSE	08042023	08/04/2023	92.50
4007	OAKLAND CO. ANIMAL CONTROL/PET ADOPTION	101-DOG LICENSE	08042023	08/04/2023	720.50
<b>101-000-231.002</b>	<b>STATE W/H</b>				
1106	STATE OF MICHIGAN	101-STATE W/H 38-6026891 SUW MONTHLY/QUARTERLY	AUGUST 2023	08/15/2023	8,363.46
<b>101-000-491.000</b>	<b>BUILDING PERMITS</b>				
4706	MANTUAL, MICHAEL	101-PERMIT FEE REFUND	PB22-0603	08/16/2023	48.80
<b>101-000-491.001</b>	<b>HEATING PERMITS</b>				
5633	GIARDINI, THOMAS	101-REFUND PERMIT FEES	PM23-0292	08/21/2023	45.60
<b>101-000-491.002</b>	<b>PLUMBING PERMITS</b>				
4705	CGC WATER TREATMENT	101-REFUND PERMIT FEES	PP23-0036	08/10/2023	55.00
6704	FOUNDATION SYSTEM OF MICHIGAN	101-PLUMBING PERMIT REFUND	PP23-0067	08/10/2023	50.00
<b>101-000-491.003</b>	<b>ELECTRICAL PERMITS</b>				
5633	GIARDINI, THOMAS	101-REFUND PERMIT FEES	PE23-0347	08/21/2023	8.00
<b>101-000-677.031</b>	<b>MISCELLANEOUS</b>				
1521	CHASE CARDMEMBER SERVICE	101-MISSY REIMBURSE CHARGE	7/09/23-8/08/23	08/09/2023	37.16
Total :					48,045.02
<b>CLERK</b>					
<b>101-215-820.000</b>	<b>CLERK: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAMC CONF-FLOWERS/MECKLENBORG	7/09/23-8/08/23	08/09/2023	100.00
1521	CHASE CARDMEMBER SERVICE	101-MTA CONFERENCE-FLOWERS	7/09/23-8/08/23	08/09/2023	30.00
Total CLERK:					130.00
<b>TREASURER</b>					
<b>101-253-820.000</b>	<b>TREAS: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-MTA WEBINAR-FREDERICK	7/09/23-8/08/23	08/09/2023	25.00
1521	CHASE CARDMEMBER SERVICE	101-MGFOA BOYNE CONF-FREDERICK	7/09/23-8/08/23	08/09/2023	672.54
<b>101-253-825.002</b>	<b>TREAS: CERTIFICATION</b>				
2223	APT US&C	101-MEMBERSHIP TREAS-FREDERICK/GREEN	27238	08/01/2023	299.00
Total TREASURER:					996.54

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
1002	QUILL CORPORATION	101-COPY PAPER/MARKERS/NOTES	33910409	08/08/2023	72.56
2541	STAPLES	101-INK	3543723618	07/25/2023	55.99
<b>101-261-801.001 GEN GOV: PROF SERVICES</b>					
1712	BAKER TILLY MUNICIPAL ADVISORS LLC	101-ANNUAL CONTINUING DISCLOSURE FILING	BTMA21246	08/10/2023	750.00
<b>101-261-804.000 GEN GOV: LEGAL SERVICES</b>					
1407	GROTH PLLC, LAW OFFICES OF PAUL V.	101-PROSECUTION MATTERS	53258	07/31/2023	3,680.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-SALE OF PROPERTY	1079979	08/09/2023	434.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-TOWNSHIP MATTER-ORDINANCE	1079979	08/09/2023	217.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-DUCK LAKE CELL TOWER	1079979	08/09/2023	15.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-FOIA	1079979	08/09/2023	124.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-REVIEW AGENDA	1079979	08/09/2023	77.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-OPIOID LITIGATION	1079979	08/09/2023	294.50
1114	ROSATI SCHULTZ JOPPICH ET AL	101-MEETING ATTENDANCE	1079979	08/09/2023	434.00
1114	ROSATI SCHULTZ JOPPICH ET AL	101-EMPLOYEE MATTER	1079981	08/09/2023	731.00
<b>101-261-821.000 GEN GOV: MEMBER FEES</b>					
1521	CHASE CARDMEMBER SERVICE	101-OAK PRESS	7/09/23-8/08/23	08/09/2023	26.00
<b>101-261-850.001 GEN GOV: PHONE SERVICE</b>					
9027	AT&T MOBILITY	101-ORDINANCE CELL PHONE	287287294406X081	08/06/2023	23.65
9027	AT&T MOBILITY	101-TWP CELL PHONE	287287294406X081	08/06/2023	47.04
<b>101-261-850.002 GEN GOV: WEBSITE</b>					
9049	WEB MATTERS	101-YEARLY SUBSCRIPTION SSL SECURITY	6575	08/08/2023	149.00
<b>101-261-900.000 GEN GOV: TAX BILL PRINTING</b>					
1328	OAKLAND SCHOOLS	101-SUMMER TAX BILLS 2023	GR23073119380	07/31/2023	4,173.61
<b>101-261-900.002 GEN GOV: PRINTING</b>					
1045	ALLEGRA PRINT & IMAG HIGHLAND	101-KINDNESS MATTERS	75155	08/11/2023	112.50
<b>101-261-920.000 GEN GOV: UTILITIES</b>					
1005	DTE ENERGY	101-469 E. HIGHLAND RD 910008266959	08142023 66959	08/16/2023	14.89
1005	DTE ENERGY	101-401 BEACH FARM LIBRARY 910008280786	08142023 80786	08/16/2023	75.13
1005	DTE ENERGY	101-935 S. HICKORY RDG TRL 910008266330	08152023 66330	08/16/2023	14.92
1005	DTE ENERGY	101-250 W LIVINGSTON RD-WOTA 910008267072	08152023 67072	08/16/2023	358.43
1005	DTE ENERGY	101-501 N. MILFORD RD TRAIN ST 910008267460	08152023 67460	08/16/2023	15.24
1005	DTE ENERGY	101-205 N JOHN ST 910008280059	08152023 80059	08/16/2023	718.28
1005	DTE ENERGY	101-248 W. LIVINGSTON-DDA 910008280661	08152023 80661	08/16/2023	18.63
1005	DTE ENERGY	101-100 N. MILFORD RD 910008280885	08152023 80885	08/16/2023	45.88
1005	DTE ENERGY	101-3570 N DUCK LK RD 910008267205	08162023 67205	08/17/2023	25.58
<b>101-261-936.000 GEN GOV: TOWNSHIP MAINTENANCE</b>					
2596	FIVE STAR ACE	101-LEAF BAGS	30130	08/07/2023	5.98
2596	FIVE STAR ACE	101-BATTERIES	30176	08/17/2023	22.17
3152	KOPACKI, KRIS	101-WATER TWP	1090	08/09/2023	1,020.00



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
8500	ON TIME PORTABLES LLC	101-CHILL AT THE MILL	1617	08/07/2023	125.00
8500	ON TIME PORTABLES LLC	101-HIGHLAND CONCERTS	1617	08/07/2023	175.00
1457	STEVE'S LOCKSMITH	101-FIX FILE CABINET LOCK IN BOOKKEEPING	230408-1	08/04/2023	180.00
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
8385	AMERI-ALARM	101-FIRE ALARM MONITORING	076285	08/01/2023	75.00
1521	CHASE CARDMEMBER SERVICE	101-ADOBE/ZOOM/MICROSOFT	7/09/23-8/08/23	08/09/2023	110.03
<b>101-261-955.000</b>	<b>GEN GOV: MISCELLANEOUS</b>				
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-TWP	88948420	08/07/2023	30.75
1521	CHASE CARDMEMBER SERVICE	101-FLAGS	7/09/23-8/08/23	08/09/2023	1,053.28
<b>101-261-959.000</b>	<b>GEN GOV: METRO AUTHORITY EXP</b>				
2158	ROAD COMMISSION FOR O.C.	101-TRAF SIG MAINT. HARVEY LK WARDLW MILFRD CUS	5840	07/31/2023	9.32
<b>101-261-971.000</b>	<b>GEN GOV: EQUIP CAP OUTLAY</b>				
1521	CHASE CARDMEMBER SERVICE	101-IPAD/PEN SUPVR DEPT	7/09/23-8/08/23	08/09/2023	739.88
<b>101-261-971.001</b>	<b>GEN GOV: COMP CAP OUTLAY</b>				
2021	GRACON SERVICES INC.	101-HPE ARUBA INSTANT ON	15310	08/14/2023	4,603.40
<b>101-261-971.003</b>	<b>GEN GOV: COMPUTER SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	101-MAILCHIMP	7/09/23-8/08/23	08/09/2023	117.25
Total GENERAL GOVERNMENT:					20,971.89
<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	3RD QTR 2023	08/14/2023	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	232200020164	08/08/2023	1,240.00
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 TWP	232200020164	08/08/2023	7,658.92
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ORDINANCE	232200020164	08/08/2023	335.59
9135	BLUE CARE NETWORK OF MICHIGAN	101-BCN GROUP 00138219 CLASS 0001 ACT. CTR.	232200020164	08/08/2023	908.07
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR3 LIBRARY	001572630077	08/14/2023	39.60
1967	MUTUAL OF OMAHA	101-LIFE,DENTAL,DISAB. INS. BR1 ACT CTR	001572630077	08/14/2023	63.80
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 IN-HOUSE	001572630077	08/14/2023	157.95
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. BR1 TWP	001572630077	08/14/2023	842.81
1967	MUTUAL OF OMAHA	101-LIFE, AD&D, DISAB. INS. ORDINANCE OFFICER BR1	001572630077	08/14/2023	35.96
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-TWP.	9/01/23-9/30/23	08/17/2023	1,527.36
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-IN HOUSE	9/01/23-9/30/23	08/17/2023	445.04
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ORDINANCE/FIRE MARSHAL	9/01/23-9/30/23	08/17/2023	24.02
9094	STANDARD INSURANCE CO.	101-DENTAL INSURANCE-ACT. CTR.	9/01/23-9/30/23	08/17/2023	144.20
Total GENERAL GOVERNMENT PERSONNEL B:					13,465.91

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	08/02/23-08/14/23	08/15/2023	496.87
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	08/02/23-08/14/23	08/15/2023	1,204.50
Total BUILDING:					1,701.37
<b>CEMETERY</b>					
<b>101-567-935.001</b>	<b>CEMETERY: MAINTENANCE</b>				
3152	KOPACKI, KRIS	101-DELIVERED/GRADED CRUSHED MATERIAL-CEMETE	1093	08/09/2023	1,760.00
9254	PRECISION TREE AND SHRUB SVCS INC.	101-STUMP GRINDING-CEMETERY	7247	08/07/2023	400.00
Total CEMETERY:					2,160.00
<b>SENIOR CENTER</b>					
<b>101-672-728.000</b>	<b>ACTIVITY CTR: OFFICE SUPPLIES</b>				
2541	STAPLES	101-PAPER-ACT CTR	3543723655	07/19/2023	68.99
<b>101-672-920.000</b>	<b>ACTIVITY CTR: UTILITIES</b>				
1005	DTE ENERGY	101- 209 N JOHN ACT CTR 910008266702	08102023 66702	08/10/2023	431.33
<b>101-672-920.002</b>	<b>STEEPLE HALL: UTILITIES</b>				
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL	201719969520	07/25/2023	14.48
1005	DTE ENERGY	101-205 W. LIVINGSTON RD-ANNEX 910008280133	08152023 80133	08/16/2023	376.25
<b>101-672-936.000</b>	<b>ACTIVITY CTR: BUILDING MAINT</b>				
1839	ABSOPURE WATER CO.	101- H/C COOLER-ACTIVITY CTR.	30193724	07/31/2023	12.00
1839	ABSOPURE WATER CO.	101-5 GALLON SPRING-ACTIVITY CTR.	88913452	07/10/2023	102.25
Total SENIOR CENTER:					1,005.30
<b>PLANNING &amp; ORDINANCE</b>					
<b>101-701-820.000</b>	<b>PLNG: DUES/ED/TRAVEL</b>				
1521	CHASE CARDMEMBER SERVICE	101-APA CONF-LITTLEBEAR	7/09/23-8/08/23	08/09/2023	600.00
<b>101-701-935.000</b>	<b>OE: VIOLATION CORRECTIONS</b>				
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW-846 N MILFORD RD	4961	08/04/2023	195.00
1366	TPC LAWN & LANDSCAPE	101-ORDINANCE MOW 2381 JACKSON	4963	08/07/2023	384.78
Total PLANNING & ORDINANCE:					1,179.78
<b>PARKS</b>					
<b>101-751-729.002</b>	<b>PARKS: HICKORY RIDGE</b>				
8500	ON TIME PORTABLES LLC	101-HICKORY RIDGE PARK	1617	08/07/2023	250.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-751-729.003 PARKS: DUCK LAKE PINES</b>					
1005	DTE ENERGY	101-1241 N. DUCK LAKE RD-PARKS 910008267940	08142023 67940	08/16/2023	120.36
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK	1617	08/07/2023	125.00
8500	ON TIME PORTABLES LLC	101-DUCK LAKE PINES PARK HANDICAP	1617	08/07/2023	175.00
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-333 N. MILFORD RD 910008267551	08152023 67551	08/16/2023	70.90
1005	DTE ENERGY	101-4200 N. HICK RDG-PARK-910008266835	08162023 66835	08/17/2023	14.89
1140	O.C.W.R.C.	101-WATER-HIGHLAND STATION 333 MILFORD RD ACCT#	08082023 43476-00	08/09/2023	184.96
<b>101-751-935.000 PARKS: MAINTENANCE</b>					
1070	OAKLAND COUNTY HEALTH DIVISION	101-BAC-T TEST	CI023265	07/31/2023	12.00
Total PARKS:					953.11
Total GENERAL FUND:					90,608.92
<b>FIRE FUND</b>					
<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	232200020164	08/08/2023	4,606.09
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR2 PD. ON CALL	001572630077	08/14/2023	161.70
1967	MUTUAL OF OMAHA	206-LIFE, AD&D INS. BR1 F-T FIRE	001572630077	08/14/2023	575.50
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. CHIEF BR1	001572630077	08/14/2023	86.86
1967	MUTUAL OF OMAHA	206-LIFE, AD&D, DISAB. INS. FIRE MARSHAL BR1	001572630077	08/14/2023	35.96
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE CHIEF	9/01/23-9/30/23	08/17/2023	174.44
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE MARSHAL/ORDINANCE	9/01/23-9/30/23	08/17/2023	24.02
9094	STANDARD INSURANCE CO.	206-DENTAL INSURANCE-FIRE	9/01/23-9/30/23	08/17/2023	685.24
<b>206-336-727.000 FIRE: SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	206-STATION SUPPLIES	7/09/23-8/08/23	08/09/2023	226.58
2596	FIVE STAR ACE	206-STATION SUPPLIES	30148	08/10/2023	35.97
2596	FIVE STAR ACE	206-STATION SUPPLIES	30162	08/14/2023	14.18
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K68660	08/01/2023	42.98
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K68726	08/04/2023	18.48
<b>206-336-731.000 FIRE: MEDICAL SUPPLIES</b>					
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85045028	08/03/2023	71.76
2039	BOUND TREE MEDICAL LLC	206-EMS SUPPLIES	85047829	08/07/2023	297.24
<b>206-336-732.000 FIRE: UNIFORMS</b>					
1521	CHASE CARDMEMBER SERVICE	206-DOOR/BADGES	7/09/23-8/08/23	08/09/2023	110.00
9276	HURON VALLEY GUNS LLC	206-UNIFORM GEORGE	259992	07/31/2023	21.49
9276	HURON VALLEY GUNS LLC	206-UNIFORM ALLOWANCE - YOUNG	260404	08/04/2023	77.49
9276	HURON VALLEY GUNS LLC	206-UNIFORM ALLOWANCE - YOUNG	260405	08/04/2023	217.47

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>206-336-750.000</b>	<b>FIRE: VEHICLE GAS/OIL</b>				
9228	NAPA AUTO PARTS	206-2021 FORD (R212) OIL CHANGE	132307	08/11/2023	63.01
<b>206-336-806.001</b>	<b>FIRE: COMPUTERS/SOFTWARE</b>				
1521	CHASE CARDMEMBER SERVICE	206-GOOGLE SUITES	7/09/23-8/08/23	08/09/2023	415.80
1521	CHASE CARDMEMBER SERVICE	206-MONITOR POWER CORDS	7/09/23-8/08/23	08/09/2023	16.10
<b>206-336-809.000</b>	<b>FIRE: SOFTWARE MAINTENANCE</b>				
1521	CHASE CARDMEMBER SERVICE	206-KEYBOARD	7/09/23-8/08/23	08/09/2023	274.54
<b>206-336-820.000</b>	<b>FIRE: DUES &amp; EDUCATION</b>				
1521	CHASE CARDMEMBER SERVICE	206-MI FIRE INSPEC CONF-BELL	7/09/23-8/08/23	08/09/2023	436.12
1521	CHASE CARDMEMBER SERVICE	206-HEADSET	7/09/23-8/08/23	08/09/2023	134.61
<b>206-336-920.000</b>	<b>FIRE: PUBLIC UTILITIES</b>				
9027	AT&T MOBILITY	206-FIRE DEPT CELL PHONES	287287294406X081	08/06/2023	137.10
9027	AT&T MOBILITY	206-FIRE MARSHAL CELL PHONE	287287294406X081	08/06/2023	23.66
9027	AT&T MOBILITY	206-IPADS	287287294406X081	08/06/2023	317.92
2216	COMCAST	206-1600 W HIGHLAND FS #1 0160011	09152023 0160011	08/12/2023	164.90
1005	DTE ENERGY	206-2550 E WARDLOW FS2 06488	08062023 06488	08/08/2023	798.15
1005	DTE ENERGY	206-ST#3 510 CLYDE RD 910008266207	08152023 66207	08/15/2023	193.56
<b>206-336-930.000</b>	<b>FIRE: VEHICLE REPAIR</b>				
9228	NAPA AUTO PARTS	206-2019 DODGE RAM (C1) BRAKES	131928	08/01/2023	430.13
9228	NAPA AUTO PARTS	206-2019 DODGE RAM (C1)	131940	08/01/2023	5.65-
<b>206-336-936.000</b>	<b>FIRE: BLDG MAINT/REPAIR</b>				
1521	CHASE CARDMEMBER SERVICE	206-FILTERS	7/09/23-8/08/23	08/09/2023	196.08
1642	PETER'S TRUE VALUE HARDWARE	206- STATION SUPPLIES	K68846	08/12/2023	23.48
Total FIRE:					11,102.96
Total FIRE FUND:					11,102.96
<b>POLICE FUND</b>					
<b>POLICE</b>					
<b>207-301-920.000</b>	<b>POLICE: UTILITIES</b>				
1005	DTE ENERGY	207-165 N. JOHN ST-POLICE 910008266454	08152023 66454	08/16/2023	614.75
Total POLICE:					614.75
Total POLICE FUND:					614.75
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001</b>	<b>TOWNSHIP IMPROVEMENTS</b>				
2596	FIVE STAR ACE	401-IRRIGATION SUPPLIES-205 N JOHN	30147	08/10/2023	57.98

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
2596	FIVE STAR ACE	401-TWP HALL LANDSCAPING	30149	08/10/2023	26.91
2419	ROCK BOTTOM STONE SUPPLY	401-TOWNSHIP HALL LANDSCAPE	6264	07/15/2023	1,022.20
2419	ROCK BOTTOM STONE SUPPLY	401-TOWNSHIP HALL LANDSCAPING	6524	08/11/2023	737.00
Total GENERAL GOVERNMENT:					1,844.09
<b>PARKS</b>					
<b>401-751-971.001 DUCK LAKE PARK IMPROVEMENT</b>					
1521	CHASE CARDMEMBER SERVICE	401-TOOL RENTAL	7/09/23-8/08/23	08/09/2023	49.68
Total PARKS:					49.68
Total CAPITAL IMPROVEMENT FUND:					1,893.77
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-728.000 DDA: OFFICE SUPPLIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-DROPBOX	7/09/23-8/08/23	08/09/2023	119.88
<b>494-729-801.000 DDA: PROF SERVICES</b>					
1114	ROSATI SCHULTZ JOPPICH ET AL	494-MURAL	1079980	08/09/2023	511.50
<b>494-729-880.001 DDA: PROMOTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	494-BMI MUSIC LICENSE	7/09/23-8/08/23	08/09/2023	421.00
<b>494-729-880.002 DDA: ECONOMIC RESTRUCTURING</b>					
3152	KOPACKI, KRIS	494-INSTALL/REMOVE/STORE SIDEWALK SALE SIGNS	1091	08/09/2023	210.00
<b>494-729-880.003 DDA: DESIGN</b>					
1521	CHASE CARDMEMBER SERVICE	494-POLE BANNERS	7/09/23-8/08/23	08/09/2023	1,897.00
8204	HOME AGAIN DECOR	494-MATCHING SIGN GRANT	2023-25	08/18/2023	1,500.00
3152	KOPACKI, KRIS	494-WATER FLOWER GARDENS	1089	08/09/2023	1,230.00
3152	KOPACKI, KRIS	494-REMOVE/INSTALL FARMERS MARKETBANNERS	1092	08/09/2023	210.00
<b>494-729-900.000 DDA: ADVERTISING/PRINTING</b>					
1521	CHASE CARDMEMBER SERVICE	494-FACEBOOK ADS/CONSTANT CONTACT	7/09/23-8/08/23	08/09/2023	203.79
<b>494-729-920.000 DDA: RENT/ UTILITIES</b>					
1521	CHASE CARDMEMBER SERVICE	494-RENT/STORAGE	7/09/23-8/08/23	08/09/2023	199.00
<b>494-729-935.000 DDA: MAINTENANCE STREETScape</b>					
2262	BRIEN'S SERVICES INC.	494-LANDSCAPE-DEPOSIT	46102	07/28/2023	1,818.50
2262	BRIEN'S SERVICES INC.	494-LANDSCAPE MULCH-DEPOSIT	46102	07/28/2023	1,827.50
2262	BRIEN'S SERVICES INC.	494-LANDSCAPING-BALANCE	46195	08/11/2023	1,818.50
2262	BRIEN'S SERVICES INC.	494-LANDSCAPING MULCH-BALANCE	46195	08/11/2023	1,827.50
<b>494-729-967.000 DDA: FARMERS' MARKET</b>					
1309	BRENDEL'S SEPTIC TANK SER LLC	494-FARMERS MARKET	230786	08/12/2023	225.00
1521	CHASE CARDMEMBER SERVICE	494-RAFFLE/TSHIRTS	7/09/23-8/08/23	08/09/2023	83.62

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total DOWNTOWN DEVELOPMENT AUTHORITY:					14,102.79
Total DOWNTOWN DEVELOPMENT FUND:					14,102.79
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>702-000-674.000 CONTRIBUTIONS</b>					
4702	CWIKIEL, DEE	702-REFUND CANCELLED TRAIN TRIP	08092023	08/09/2023	70.00
4703	SUMMERS, JUDY	702-REFUND CANCELLED TRAIN TRIP	08092023	08/09/2023	70.00
Total :					140.00
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
1521	CHASE CARDMEMBER SERVICE	702-LONGWAY PLANETARIUM/FOOD/GAS	7/09/23-8/08/23	08/09/2023	246.50
1521	CHASE CARDMEMBER SERVICE	702-BELLE ISLE AQUARIUM/GAS/FOOD	7/09/23-8/08/23	08/09/2023	105.08
1521	CHASE CARDMEMBER SERVICE	702-DET TIGERS/GAS	7/09/23-8/08/23	08/09/2023	789.00
1521	CHASE CARDMEMBER SERVICE	702-MI PRINCESS	7/09/23-8/08/23	08/09/2023	1,564.00
1521	CHASE CARDMEMBER SERVICE	702-DOW GARDENS TRIP/FOOD	7/09/23-8/08/23	08/09/2023	389.00
8313	TRAVELING TRAINERS, THE	702-EXERCISE CLASS	1115	08/07/2023	1,280.00
Total GENERAL GOVERNMENT:					4,373.58
Total HIGHLAND ADVISORY COUNCIL:					4,513.58
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE</b>					
4353	LERETTA LLC	703-TAX REFUND	11-22-231-007	08/10/2023	1,106.98
4353	LERETTA LLC	703-TAX REFUND	11-22-233-014	08/10/2023	1,143.18
Total :					2,250.16
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>703-255-822.000 TAX: BANK FEES</b>					
1521	CHASE CARDMEMBER SERVICE	703-BANK FEES	7/09/23-8/08/23	08/09/2023	67.29
1521	CHASE CARDMEMBER SERVICE	703-BANK FEES	7/09/23-8/08/23	08/09/2023	4.00
Total TRUST & AGENCY ADMIN:					71.29

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total CURRENT TAX COLLECT:					2,321.45
<b>DUCK LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>764-255-956.000 DUCK LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	764-3378 KINGSWAY DR 9200093 91144	08152023 91144	08/16/2023	181.92
1005	DTE ENERGY	764-2014 JACKSON BLVD IRRIGATION 920009307439	08162023 07439	08/17/2023	265.53
1005	DTE ENERGY	764- 3261 RAMADA DR IRRIGATION 920009313643	08162023 13643	08/17/2023	702.93
1005	DTE ENERGY	764-2165 DAVISTA DR IRRIGATION 920009313650	08162023 13650	08/17/2023	795.79
1005	DTE ENERGY	764-2000 LAKE CT IRRIGATION 920009313668	08162023 13668	08/17/2023	1,074.36
1005	DTE ENERGY	764-1425 BAY RDG IRRIGATION 920009143164	08162023 43164	08/17/2023	874.39
1005	DTE ENERGY	764-1590 WHITE LK RD IRRIGATION 9200 111 75436	08162023 75436	08/17/2023	113.85
1366	TPC LAWN & LANDSCAPE	764-LAWN MOWING BOAT LAUNCH	4845	07/27/2023	132.00
Total TRUST & AGENCY ADMIN:					4,140.77
Total DUCK LAKE ASSOC:					4,140.77
<b>HIGHLAND LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>765-255-956.000 HIGHLAND LAKE: DEDUCTIONS</b>					
1005	DTE ENERGY	765-2950 PALLISTER 910008267338	08142023 67338	08/15/2023	457.93
Total TRUST & AGENCY ADMIN:					457.93
Total HIGHLAND LAKE ASSOC:					457.93
<b>TAGGETT LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	766-TAGGETT LAKE WEED & ALGAE TREATMENT	19326	05/21/2023	3,450.00
1081	AQUA-WEED CONTROL INC.	766-TAGGETT LAKE ALGAE TREATMENT	19784	08/03/2023	1,971.00
1005	DTE ENERGY	766-4061 TAGGETT LAKE 910008280281	08142023 80281	08/15/2023	1,157.58
Total TRUST & AGENCY ADMIN:					6,578.58
Total TAGGETT LAKE ASSOC:					6,578.58
<b>KELLOGG LAKE ASSOC 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	08142023 80281	08/15/2023	679.85
9023	PLM LAKE & LAND MANAGEMENT CORP	767-WEED & ALGAE TREATMENT-KELLOGG LAKE	4004520	07/27/2023	1,722.00
Total TRUST & AGENCY ADMIN:					2,401.85
Total KELLOGG LAKE ASSOC:					2,401.85
<b>CHARLICK LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>768-255-956.000 CHARLICK LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	768-ALGAE/WEED TREATMENT-CHARLICK LAKE	19805	08/09/2023	4,200.00
1005	DTE ENERGY	768-3938 LOCH DR 910008280414	08142023 80414	08/15/2023	402.74
1074	MIDWEST MARINE SERVICES INC	768-WEED HARVESTING-CHARLICK LAKE	2023-1949	06/26/2023	5,000.00
1074	MIDWEST MARINE SERVICES INC	768-WEED HARVESTING-CHARLICK LAKE	2023-1951	08/07/2023	5,000.00
Total TRUST & AGENCY ADMIN:					14,602.74
Total CHARLICK LAKE ASSOC:					14,602.74
<b>WOODRUFF LAKE ASSOC TRUST &amp; AGENCY ADMIN</b>					
<b>769-255-956.000 WOODRUFF LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	769-WEED/ALGAE-WOODRUFF LAKE	19819	08/15/2023	3,387.50
1005	DTE ENERGY	769-877 WOODRUFF LK 910008267676	08142023 67676	08/15/2023	14.89
1005	DTE ENERGY	769-877 WOODRUFF LK 910008280547	08142023 80547	08/15/2023	14.89
Total TRUST & AGENCY ADMIN:					3,417.28
Total WOODRUFF LAKE ASSOC:					3,417.28
<b>WHITE LAKE IMPROVEMENT TRUST &amp; AGENCY ADMIN</b>					
<b>770-255-956.000 WHITE LAKE: DEDUCTIONS</b>					
4559	PUBLIC NOTICE WEEKLY	770-WHITE LAKE IMPROVEMENT BOARD	1273	07/26/2023	64.84
Total TRUST & AGENCY ADMIN:					64.84
Total WHITE LAKE IMPROVEMENT:					64.84



<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
Grand Totals:					<u><u>156,822.21</u></u>

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Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>ASSESSOR</b>					
<b>101-257-720.000</b>	<b>ASSESSING: CONTRACTUAL SVCS</b>				
9278	WAYNE COUNTY APPRAISAL LLC	101-MONTHLY ASSESSING CONTRACT FEE	SEPT 2023	08/10/2023	10,517.41
Total ASSESSOR:					10,517.41
<b>GENERAL GOVERNMENT</b>					
<b>101-261-850.000</b>	<b>GEN GOV: FIBER-OTHER COMMUNICA</b>				
7660	CROWN CASTLE FIBER LLC	101-205 JOHN ST. FIBER NETWORK	1389688	08/01/2023	823.00
<b>101-261-938.000</b>	<b>GEN GOV: EQ/SW MAINT CONTRACT</b>				
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-TWP	2282403	08/18/2023	52.00
Total GENERAL GOVERNMENT:					875.00
<b>BUILDING</b>					
<b>101-371-801.000</b>	<b>BLDG: INSP/ELEC/PLUMB/HTG</b>				
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	08/02/23-08/14/23	08/16/2023	1,498.48
Total BUILDING:					1,498.48
<b>PLANNING COMMISSION</b>					
<b>101-703-801.000</b>	<b>PLNG COMM: MASTER PLAN PROF.</b>				
2240	CARLISLE WORTMAN ASSOC. INC.	101-2021 MASTER PLAN	2170491	08/15/2023	2,220.00
Total PLANNING COMMISSION:					2,220.00
Total GENERAL FUND:					15,110.89
Grand Totals:					15,110.89

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Total GENERAL FUND:	105,719.81
Total FIRE FUND:	11,102.96
Total POLICE FUND:	614.75
Total CAPITAL IMPROVEMENT FUND:	1,893.77
Total DOWNTOWN DEVELOPMENT FUND:	14,102.79
Total HIGHLAND ADVISORY COUNCIL:	4,513.58
Total CURRENT TAX COLLECT:	2,321.45
Total DUCK LAKE ASSOC:	4,140.77
Total HIGHLAND LAKE ASSOC:	457.93
Total TAGGETT LAKE ASSOC:	6,578.58
Total KELLOGG LAKE ASSOC:	2,401.85
Total CHARLICK LAKE ASSOC:	14,602.74
Total WOODRUFF LAKE ASSOC:	3,417.28
Total WHITE LAKE IMPROVEMENT:	64.84
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Grand Totals:	171,933.10
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**Payroll and Hand Check August 24, 2023 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT)	\$	26,041.69
General/Fire Payroll 8/18/2023	\$	78,217.49
Equitable - Deferred Comp.	\$	1,350.00
Mission SQ - Deferred Comp.	\$	1,597.47
Flexible Savings Account	\$	812.13
Garnishments		
Highland Firefighters Assn	\$	800.00
Highland Firefighters Union Dues-Full-Time		
Highland Firefighters Union Dues-Part-Time		
08/31/2023 DDA LOAN-Monthly	\$	3,771.83

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>101-000-202.001 BUILDING BONDS PAYABLES</b>					
8316	AIS INSTALLATIONS	101-ESCROW/BUILDING	B22-00365	08/25/2023	125.00
5309	EGRESS SOLUTIONS INC.	101-ESCROW/BUILDING	B23-00267	08/30/2023	125.00
4717	GMK CONSTRUCTION CO. LLC	101-ESCROW/BUILDING	B23-00146	08/30/2023	250.00
8375	GRIFFIN, COLLEEN	101-ESCROW/BUILDING	B23-00059	08/23/2023	125.00
1498	HIGHLAND TOWNSHIP	101-REINSPECTION FEE	B22-00617	08/30/2023	60.00
8064	KRUEGER, KENNETH	101-ESCROW/BUILDING	B23-00301	08/30/2023	125.00
4663	MARA, CHERYL	101-ESCROW/BUILDING	B23-00221	08/23/2023	125.00
4718	MILLER, GREGORY S	101-ESCROW/BUILDING	B23-00218	08/30/2023	125.00
6655	MILLS SIDING & ROOFING	101-ESCROW/BUILDING	B23-00277	08/30/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-ESCROW/BUILDING	B22-00617	08/30/2023	250.00
3117	MOBILE & MODULAR HOMES INC.	101-REINSPECTION	B22-00617	08/30/2023	60.00-
6045	PRO BUILT CUSTOM BUILDING INC.	101-ESCROW/BUILDING	B23-00037	08/23/2023	500.00
4719	PUTIN, SAMUEL	101-ESCROW/BUILDING	B23-00274	08/30/2023	125.00
5821	RENOVATIONS ROOFING & REMODEL.	101-ESCROW/BUILDING	B22-00119	08/30/2023	500.00
4714	SCOPACASA, DOMINIC	101-ESCROW/BUILDING	B21-00035	08/23/2023	500.00
4714	SCOPACASA, DOMINIC	101-ESCROW/BUILDING	B21-00549	08/23/2023	250.00
4720	SHARP CONCEPTS	101-ESCROW/BUILDING	B23-00236	08/30/2023	500.00
4713	SUB CON UNLIMITED	101-ESCROW/BUILDING	B23-00279	08/23/2023	125.00
8205	THEISEN, MARY	101-ESCROW/BUILDING	B20-00596	08/30/2023	125.00
7193	VARTANIAN HOME IMPROVEMENT	101-ESCROW/BUILDING	B23-00289	08/30/2023	250.00
4712	WOLVERINE CEMENT AND CONSTRUCTION	101-ESCROW/BUILDING	B23-00220	08/23/2023	500.00
<b>101-000-202.005 PLANNING ESCROW PAYABLES</b>					
2284	HUBBELL ROTH & CLARK INC.	101-HIGHLAND HOLDING SELF STORAGE	0209406	08/22/2023	956.13
2284	HUBBELL ROTH & CLARK INC.	101-HIGHLAND AUTO WASH STUDY PLAN	0209407	08/22/2023	133.20
2284	HUBBELL ROTH & CLARK INC.	101-HIGHLAND HILLS EXPANSION-STUDY PLAN	0209409	08/22/2023	620.60
2284	HUBBELL ROTH & CLARK INC.	101-PRIME TIME STORAGE	0209410	08/22/2023	776.04
2284	HUBBELL ROTH & CLARK INC.	101-MANTUA FARMS	0209411	08/22/2023	885.57
<b>101-000-491.000 BUILDING PERMITS</b>					
4712	WOLVERINE CEMENT AND CONSTRUCTION	101-REFUND PERMIT FEES	PB23-0230	08/23/2023	185.60
Total :					8,432.14
<b>GENERAL GOVERNMENT</b>					
<b>101-261-728.000 GEN GOV: OFFICE SUPPLIES</b>					
2541	STAPLES	101-CHAIR MATS/ADDING MACHINE TAPES/PAPER	3545363447	08/18/2023	1,174.71
3254	TINO, STEVEN	101-REIMBURSE FOR HEADSET	08302023	08/30/2023	148.39
<b>101-261-830.000 GEN GOV: GEN INSURANCE</b>					
1080	MML WORKERS' COMP FUND	101-5550950-22 AUDIT PREMIUM 7/1/22-6/30/23	102207	08/17/2023	985.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-261-850.001 GEN GOV: PHONE SERVICE</b>					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-TWP	429230823	08/23/2023	219.07
2652	SPRINT	101-CELL PHONES - TWP.	337192515-258	08/23/2023	58.17
<b>101-261-900.002 GEN GOV: PRINTING</b>					
2065	CUSTOM PLUS INC.	101-NAME BADGES	12355	08/18/2023	146.70
<b>101-261-920.000 GEN GOV: UTILITIES</b>					
1375	CONSUMERS ENERGY	101-205 N JOHN-TWP	203855808353	08/24/2023	16.37
1375	CONSUMERS ENERGY	101-250 W LIVINGSTON-WOTA	205724552665	08/24/2023	71.91
1375	CONSUMERS ENERGY	101-3550 DUCK LK RD BUILDING	205724552666	08/24/2023	51.86
<b>101-261-936.000 GEN GOV: TOWNSHIP MAINTENANCE</b>					
2596	FIVE STAR ACE	101-BOLTS/SCREWS	30196	08/22/2023	1.80
2694	GOYETTE MECHANICAL	101-ANNUAL MAINTENANCE	910157283	08/23/2023	2,932.00
2694	GOYETTE MECHANICAL	101-REPAIR AC-TWP	910159385	08/26/2023	4,335.62
1157	TOP NOTCH CLEANING SERVICES	101-OFFICE CLEANING-TWP	1472	08/29/2023	2,600.00
Total GENERAL GOVERNMENT:					12,741.60
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
9261	DUNCAN LLC, JEFFREY	101-INSPECTIONS	08/15/23-08/29/23	08/29/2023	555.49
9168	LUTTMAN, ROBERT J.	101-INSPECTIONS	08/15/23-08/29/23	08/29/2023	1,614.50
Total BUILDING:					2,169.99
<b>CEMETERY</b>					
<b>101-567-935.000 CEMETERY: SEXTON</b>					
1127	HURON CEMETERY MAINTENANCE	101-CEMETERY MAINTENANCE	SEP 2023	08/24/2023	3,636.00
Total CEMETERY:					3,636.00
<b>SENIOR CENTER</b>					
<b>101-672-729.000 ACTIVITY CTR: OPER. SUPPLIES</b>					
9208	HIGHLAND SUPPLY INC.	101-PAPER TOWEL/TP/GARBAGE BAGS/PLATES/CLEANI	INV44332	08/22/2023	269.76
<b>101-672-850.000 ACTIVITY CTR: PHONE SERVICE</b>					
9090	NET EXPRESS VOIP	101-PHONE SERVICE-ACT CTR	429230823	08/23/2023	52.69
2652	SPRINT	101-CELL PHONE-ACT. CTR.	337192515-258	08/23/2023	16.19
<b>101-672-920.000 ACTIVITY CTR: UTILITIES</b>					
1375	CONSUMERS ENERGY	101-209 N JOHN ST-ACT CTR	205724552668	08/24/2023	77.64
<b>101-672-920.002 STEEPLE HALL: UTILITIES</b>					
1375	CONSUMERS ENERGY	101-205 W. LIVINGSTON RD-STEEPLE HALL	205724552667	08/24/2023	1.40

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>101-672-936.002 STEEPLE HALL: BUILDING MAINT</b>					
1157	TOP NOTCH CLEANING SERVICES	101-STEEPLE HALL OFFICE CLEANING	1470	08/29/2023	900.00
Total SENIOR CENTER:					1,317.68
<b>PARKS</b>					
<b>101-751-920.000 PARKS: UTILITIES</b>					
1005	DTE ENERGY	101-3800 N. HICKORY RDG-PARK-910008266587	08172023 66587	08/21/2023	132.46
Total PARKS:					132.46
Total GENERAL FUND:					28,429.87
<b>ROAD FUND</b>					
<b>ROAD</b>					
<b>203-596-967.000 DUST CONTROL</b>					
2468	BEL AIRE BLOCK ASSOC.	203-CHLORIDE BEL AIRE DR	08302023	08/30/2023	405.00
Total ROAD:					405.00
Total ROAD FUND:					405.00
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-830.000 FIRE: INSURANCE/BONDS</b>					
1080	MML WORKERS' COMP FUND	206-5550950-22 AUDIT PREMIUM 7/1/22-6/30/23	102207	08/17/2023	5,779.00
<b>206-336-851.000 FIRE: RADIO COMMUNICATIONS</b>					
2490	FRONTIER	206-DISPATCH LINE 616-001-6196	08192023 011603-5	08/20/2023	78.00
1029	OAKLAND COUNTY	206-DISPATCH SERVICES-JUL	C1024554	07/31/2023	4,122.75
<b>206-336-920.000 FIRE: PUBLIC UTILITIES</b>					
1375	CONSUMERS ENERGY	206-1600 W HIGHLAND FS1	202787893828	08/24/2023	86.47
1375	CONSUMERS ENERGY	206-510 CLYDE RD ST#3	204211768222	08/23/2023	9.67
1375	CONSUMERS ENERGY	206-2550 E WARDLOW-FS2	206614181342	08/24/2023	37.74
1005	DTE ENERGY	206-1600 W HIGHLAND RD 920020305909	08212023 05909	08/23/2023	1,093.11
Total FIRE:					11,206.74
Total FIRE FUND:					11,206.74
<b>POLICE FUND</b>					

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>POLICE</b>					
<b>207-301-807.000</b>	<b>POLICE: OAKLAND CO SHER CONT</b>				
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT-JUL	CI024554	07/31/2023	251,999.83
<b>207-301-807.004</b>	<b>POLICE: OVERTIME</b>				
1029	OAKLAND COUNTY	207-MONTHLY CONTRACT - O.T. JUL	CI024554	07/31/2023	16,009.20
<b>207-301-935.000</b>	<b>POLICE: SHERIFF'S MAINT</b>				
1839	ABSOPURE WATER CO.	207-COOLER	30192726	07/31/2023	4.00
1839	ABSOPURE WATER CO.	207-5 GALLON WATER	88913451	07/10/2023	14.55
1375	CONSUMERS ENERGY	207-165 N JOHN ST	205724552664	08/24/2023	22.05
1157	TOP NOTCH CLEANING SERVICES	207-MONTHLY CHG - AUG	1471	08/29/2023	675.00
Total POLICE:					268,724.63
Total POLICE FUND:					268,724.63
<b>CAPITAL IMPROVEMENT FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>401-261-971.001</b>	<b>TOWNSHIP IMPROVEMENTS</b>				
2596	FIVE STAR ACE	401-TWP HALL LANDSCAPING	30201	08/23/2023	43.96
Total GENERAL GOVERNMENT:					43.96
Total CAPITAL IMPROVEMENT FUND:					43.96
<b>DOWNTOWN DEVELOPMENT FUND</b>					
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>					
<b>494-729-880.001</b>	<b>DDA: PROMOTIONS</b>				
4715	HANSER, PAUL	494-SOUND FOR CONCERT	2023-26	08/23/2023	400.00
<b>494-729-920.000</b>	<b>DDA: RENT/ UTILITIES</b>				
9090	NET EXPRESS VOIP	494-PHONE SERVICE DDA	429230823	08/23/2023	5.55
<b>494-729-967.000</b>	<b>DDA: FARMERS' MARKET</b>				
4646	GLOBERSON, JAMIE	494-FARMERS MARKET	006	08/05/2023	300.00
4646	GLOBERSON, JAMIE	494-FARMERS MARKET	008	08/25/2023	300.00
4414	JONES, JAMISON	494-ENTERTAINMENT/SOUND	2023-27	08/29/2023	475.00
4688	LAURA, JEREMY	494-ENTERTAINMENT	2023-29	08/29/2023	75.00
4495	PYLE, ASHLEY	494-PERFORMANCE	2023-30	08/29/2023	75.00
8309	RUNYAN, BUTCH	494-ENTERTAINMENT	2023-28	08/29/2023	75.00
Total DOWNTOWN DEVELOPMENT AUTHORITY:					1,705.55



Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total DOWNTOWN DEVELOPMENT FUND:					1,705.55
<b>HIGHLAND ADVISORY COUNCIL</b>					
<b>GENERAL GOVERNMENT</b>					
<b>702-261-729.000 HAAC: DEDUCTIONS</b>					
1410	GORDON FOOD SERVICE INC.	702-TABLECLOTHS/NAPKINS/COFFEE/POPCORN/FORKS/	833195094	08/22/2023	1,122.90
4716	MICHIGAN EASY BAKE OFF	702-SERVICE FEE AND SUPPLIES	412	08/17/2023	180.00
Total GENERAL GOVERNMENT:					1,302.90
Total HIGHLAND ADVISORY COUNCIL:					1,302.90
<b>CURRENT TAX COLLECT</b>					
<b>703-000-274.000 TAX COLLECTIONS TO DISTRIBUTE</b>					
4889	MCDONALD, MATTHEW	703-TAX REFUND	11-12-106-018	08/22/2023	90.00
Total :					90.00
Total CURRENT TAX COLLECT:					90.00
<b>POST-RETIREMENT BENEFITS</b>					
<b>GENERAL GOVERNMENT PERSONNEL B</b>					
<b>737-279-719.000 RETIREE OPEB EXPENSE</b>					
1958	AmWINS GROUP BENEFITS INC.	737-RETIREE HEALTH PREMIUMS	7983057	08/24/2023	450.00
2499	GIBSON, WANDA SUE	737-RETIREE HEALTH REIMBURSEMENT	SEP 2023	08/28/2023	235.46
1181	KILEY, JUDITH A.	737-RETIREE HEALTH REIMBURSEMENT	SEP 23	08/30/2023	180.00
9095	PATTERSON, BRIDGET	737-RETIREE HEALTH REIMBURSEMENT	AUG 23	08/28/2023	229.10
1311	PILCHOWSKI, PATRICIA	737-RETIREE DENTAL REIMBURSEMENT	08312023	08/31/2023	179.00
1206	REGAN, RITA	737-RETIREE HEALTH REIMBURSEMENT	SEP 2023	08/24/2023	450.00
1373	WAGNER, PATRICIA G.	737-RETIREE HEALTH REIMBURSEMENT	AUG 2023	08/24/2023	223.23
Total GENERAL GOVERNMENT PERSONNEL B:					1,946.79
Total POST-RETIREMENT BENEFITS:					1,946.79
<b>TAGGETT LAKE ASSOC</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>766-255-956.000 TAGGETT LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	766-TAGGETT LAKE ALGAE TREATMENT	19855	08/23/2023	4,050.00

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total TRUST & AGENCY ADMIN:					4,050.00
Total TAGGETT LAKE ASSOC:					4,050.00
<b>WHITE LAKE IMPROVEMENT</b>					
<b>TRUST &amp; AGENCY ADMIN</b>					
<b>770-255-956.000 WHITE LAKE: DEDUCTIONS</b>					
1081	AQUA-WEED CONTROL INC.	770-WEED AND ALGAE TREATMENT-WHITE LAKE	19836	08/21/2023	22,345.00
1029	OAKLAND COUNTY	770-WHITE LAKE PATROL	CI024554	07/31/2023	2,273.70
Total TRUST & AGENCY ADMIN:					24,618.70
Total WHITE LAKE IMPROVEMENT:					24,618.70
Grand Totals:					342,524.14

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
<b>GENERAL FUND</b>					
<b>GENERAL GOVERNMENT</b>					
<b>101-261-938.000 GEN GOV: EQ/SW MAINT CONTRACT</b>					
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2286264	08/25/2023	112.32
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2289435	08/30/2023	112.32
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2289438	08/30/2023	112.32
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2289452	08/30/2023	112.32
2059	APPLIED INNOVATION	101-PRINTER MAINT. CONTRACT-TWP	2289453	08/30/2023	112.32
Total GENERAL GOVERNMENT:					561.60
<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	4004057647	08/23/2023	258.63
9402	ASSURITY LIFE INSURANCE CO.	101-ASSURITY INSURANCE-TWP	4004057647	08/23/2023	248.45
Total GENERAL GOVERNMENT PERSONNEL B:					507.08
<b>BUILDING</b>					
<b>101-371-801.000 BLDG: INSP/ELEC/PLUMB/HTG</b>					
1199	GREG CALME ELECTRIC LLC	101-INSPECTIONS	08/15/23-08/29/23	08/29/2023	1,594.86
Total BUILDING:					1,594.86
<b>SENIOR CENTER</b>					
<b>101-672-938.000 ACTIVITY CTR: OFF. EQUIP MAINT</b>					
2059	APPLIED INNOVATION	101-COPIER MAINT. CONTRACT-ACT. CTR	2282828	08/21/2023	454.63
2059	APPLIED INNOVATION	101-ADDITONAL PAGES- ACTIVITY CENTER	2282828	08/21/2023	285.36
Total SENIOR CENTER:					739.99
Total GENERAL FUND:					3,403.53
<b>FIRE FUND</b>					
<b>FIRE</b>					
<b>206-336-712.001 FIRE:HEALTH/DENTAL/LIFE/DISINS</b>					
9402	ASSURITY LIFE INSURANCE CO.	206-ASSURITY INSURANCE-FIRE	4004057674	08/23/2023	311.78
Total FIRE:					311.78

Vendor	Name	Description	Invoice Number	Invoice Date	Invoice Amount
Total FIRE FUND:					311.78
<b>REFUSE FUND</b>					
<b>REFUSE</b>					
<b>227-526-801.000 REFUSE: CONTRACTOR</b>					
2676	GFL ENVIRONMENTAL USA	227-MONTHLY CONTRACT-SEPT	62272951	09/01/2023	90,638.08
Total REFUSE:					90,638.08
Total REFUSE FUND:					90,638.08
Grand Totals:					94,353.39

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Total GENERAL FUND:	31,833.40
Total ROAD FUND:	405.00
Total FIRE FUND:	11,518.52
Total POLICE FUND:	268,724.63
Total REFUSE FUND:	90,638.08
Total CAPITAL IMPROVEMENT FUND:	43.96
Total DOWNTOWN DEVELOPMENT FUND:	1,705.55
Total HIGHLAND ADVISORY COUNCIL:	1,302.90
Total CURRENT TAX COLLECT:	90.00
Total POST-RETIREMENT BENEFITS:	1,946.79
Total TAGGETT LAKE ASSOC:	4,050.00
Total WHITE LAKE IMPROVEMENT:	24,618.70
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Grand Totals:	436,877.53
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**Payroll and Hand Check September 7, 2023 List of Bills**

**GENERAL FUND**

Payroll Taxes (FICA & FWT)	\$	21,883.15
General/Fire Payroll            9/1/2023	\$	66,247.15
Equitable - Deferred Comp.	\$	1,250.00
Mission SQ - Deferred Comp.	\$	1,625.96
Flexible Savings Account	\$	732.13
Garnishments		
Highland Firefighters Assn		
Highland Firefighters Union Dues-Full-Time	\$	540.00
Highland Firefighters Union Dues-Part-Time	\$	448.00
09/30/2023 DDA LOAN-Monthly	\$	3,771.83

The following need to be added to the List of Bills dated 9/7/2023:

1. DTE-streetlights Fund 101 for \$4832.31
2. WEX Fund 101 for \$478.63
3. WEX Fund 206 for \$3363.37
4. WEX Fund 702 for \$147.11

August 10, 2023

Charter Township of Highland  
Ms. Jennifer Frederick, Treasurer  
Ms. Karen Genson, Deputy Treasurer  
205 N. John Street  
Highland, MI 48357

RE: Engagement Letter Agreement Related to Services

This letter agreement (the "Engagement Letter") is to confirm our understanding of the basis upon which Baker Tilly US, LLP ("Baker Tilly") and its affiliates are being engaged by the Charter Township of Highland (the "Client") to assist the Client with advisory services.

### **Scope, Objectives and Approach**

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

### **Management's Responsibilities**

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge, or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

### **Ownership of Intellectual Property**

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables



developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices ("Baker Tilly's Preexisting Knowledge") (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

The supporting documentation for this engagement, including, but not limited to work papers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to required third parties, the Client hereby authorizes us to do so.

### **Timing and Fees**

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Payment of professional fees is not contingent upon project completion by Client nor material timing changes in project completion. Professional fees provided according to the Scope Appendix are due within 30 days of being invoiced, regardless of project status. If necessary, monthly payment plan arrangements may be negotiated upon request.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

### **Dispute Resolution**

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the

non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

### **Limitation on Damages**

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary, or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices as even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort, or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

### **Other Matters**

#### E-Verify Program

Baker Tilly participates in the E-Verify program. For the purpose of this paragraph, the E-Verify program means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Baker Tilly does not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. 1324a(h)(3).

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the 'written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other

business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

**Termination**

Both the Client and Baker Tilly have the right to terminate this Engagement Letter, or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

**Important Disclosures**

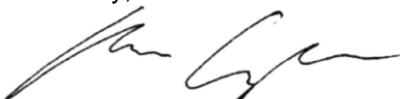
Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Sincerely,



Andy Campbell, CPA, Director

**Signature Section:**

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachment A**

### **Important Disclosures**

#### Non-Exclusive Services

Client acknowledges and agrees that Baker Tilly, including but not limited to Baker Tilly US, LLP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Investment Services, LLC, is free to render municipal advisory and other services to the Client or others and that Baker Tilly does not make its services available exclusively to the Client.

#### Affiliated Entities

Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Investment Services, LLC ("BTIS"), a division of Baker Tilly Wealth Management, LLC, is registered as an investment adviser with the Securities and Exchange Commission ("SEC") under the Federal Investment Advisers Act of 1940, may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTIS, but the Client shall be under no obligation to retain BTIS or to otherwise utilize BTIS relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains BTIS's services and adherence to Baker Tilly's fiduciary duty and/or fair dealing obligations to the Client.

Baker Tilly Capital, LLC ("BTC") is a limited-service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Client by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors ("BTMA") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). As such, BTMA may provide certain specific municipal advisory services to the Client. BTMA is neither a placement agent to the Client nor a broker/dealer. The offer and sale of any Bonds is made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client acknowledges that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the sale thereof.

Baker Tilly, may provide services to the Client in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee. Certain executives of the Client may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its subsidiaries. Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Client shall be under no obligation to retain Baker Tilly or a subsidiary or to otherwise utilize either relative to the Client's activities.

## Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

*Legal or Disciplinary Disclosure.* BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website ([www.msrb.org](http://www.msrb.org)) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

*Contingent Fee.* The fees to be paid by the Client to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

*Hourly Fee Arrangements.* Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Client do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Client whether or not the financing transaction closes.

*Fixed Fee Arrangements.* The fees to be paid by the Client to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by Client and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Client requiring BTMA to put the interests of the Client ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provide to the Client in writing at that time.

**RE: Municipal Advisory Services**

**DATE: August 10, 2023**

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between Charter Township of Highland (the "Client") and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

## **SCOPE OF WORK**

Baker Tilly Municipal Advisors, LLC ("BTMA") will perform the following services:

### **Continuing Disclosure Services**

Upon receipt of written authorization by the Client to proceed, BTMA shall, based on information supplied by Client, provide continuing disclosure services with respect to specified Debt Obligations for the period of time designated for any such Debt Obligation.

In carrying out its duties, BTMA shall do the following:

1. Preparation and filing of annual reporting

BTMA will provide a list of each issue for which the Client requires continuing disclosure services ("Services"). The Client will provide BTMA with a copy of each Continuing Disclosure Undertaking ("CDU") that has been executed for each debt obligation, including master and supplemental CDUs if any.

BTMA will:

- Identify the Client's reporting obligations, compile and prepare, as needed, any necessary operating data, and file any required annual report and financial statements, including the audit if available, as provided for in each CDU for the reporting period;
- Provide to the Municipal Securities Rulemaking Board ("MSRB") through its Electronic Municipal Market Access System ("EMMA") and the Municipal Advisory Council of Michigan ("MAC"), the annual information required under each respective CDU;
- If not filed at the time of the annual report, file the audit as set forth in the CDU pending timely receipt from the Client.

2. Assistance filing reportable events on EMMA

Upon notification of one of the events listed as set forth in each CDU (collectively, Reportable Events), BTMA will assist the Client with filing any Reportable Events. Most Reportable Events are required by the Rule to be filed within ten business days of the occurrence. Client will notify BTMA as soon as possible when they believe a reportable event has or may have occurred to enable BTMA to file a timely notice on EMMA. It is the Client's sole responsibility to notify BTMA of the potential occurrence of a Reportable Event.

3. Compliance Check

At the time that BTMA conducts services annually under item 1, BTMA will update the compliance check.

If a deficiency is found and the bonds remain outstanding at the time of BTMA's compliance check, BTMA will prepare any necessary reporting or notices to meet the CDU obligations. BTMA will provide the Client with documentation that the EMMA filing has occurred.

4. Other post issuance services (Upon Request. Hourly rates will apply.)

If requested, BTMA will provide to the Client other post issuance services including, but not limited to, consultation related to disclosure operating procedures, post issuance policies and procedures, and debt management.

Client agrees to provide BTMA with the audit and accurate information with respect to compiling the annual report in a timely manner and to fully disclose to BTMA any Reportable Events as they occur.

Compensation and Invoicing

BTMA's fees for services set forth in the Scope Appendix shall be One Thousand Dollars (\$1,000) for services rendered under sections 1-3 above.

For services rendered under section 4 in the Scope Appendix above, if requested, these services will be billed at BTMA's standard billing rates based upon the actual time and expenses incurred.

Standard Hourly Rates by Job Classification  
1/1/2023

Partners / Principals / Directors	\$295.00	to	\$525.00
Managers	\$235.00	to	\$340.00
Consultants / Analysts	\$160.00	to	\$235.00
Support / Paraprofessional	\$115.00	to	\$175.00
Interns	\$110.00	to	\$145.00

- *Billing rates are subject to change periodically due to changing requirements and economic conditions. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.*

The above fees shall include all expenses incurred by BTMA with the exception of expenses incurred for mileage which will be billed on a separate line item. No such expenses will be incurred without the prior authorization of the Client. The fees do not include the charges of other entities such as rating agencies, bond and official statement printers, couriers, newspapers, bond insurance companies, bond counsel and local counsel, and electronic bidding services, including Parity<sup>®</sup>. Coordination of the printing and distribution of Official Statements or any other Offering Document are to be reimbursed by the Client based upon the time and expense for such services.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.


We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

Notwithstanding termination provisions contained in the Engagement Letter, this Scope Appendix is intended to be ongoing and applicable individually to specific services including financings, arbitrage computations, and/or continuing disclosure engagement, ("Sub-engagements") as if they are the sole subject of the Scope Appendix. As such, termination may occur for a specific Sub-engagement without terminating the Scope Appendix itself. On termination of a Sub-engagement or the Scope Appendix, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Sub-engagement performed under this Scope Appendix will terminate 60 days after completion of the services for such Sub-engagement.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,



Andy Campbell, CPA, Director

**Signature Section:**

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Baker Tilly Municipal Advisors, LLC  
8365 Keystone Crossing Suite 300  
Indianapolis, IN 46240 • (317) 465-1500



**Highland Charter Township, Oakland County**

205 North John Street  
Highland, MI 48357

**Invoice Date:** August 10, 2023

**Invoice Number:** BTMA21246

**Client Number:** 157088

**INVOICE**

**AMOUNT**

<b>Fees</b>	
For services related to the continuing disclosure annual filing.	\$750.00
	Fees Total: \$750.00 Expenses Total: \$0.00
	<b>Invoice Total: \$750.00</b>

For questions, comments or suggestions, please contact Nikia Johnson at (317) 465-1500.

**Balance is payable upon receipt or previously agreed upon terms.**

<b>Please ACH or wire payment to:</b> US Bank, Milwaukee, WI Routing No: 075000022 Account No: 182380578936 Reference #: BTMA21246	<b>Or send payment to:</b> Baker Tilly Municipal Advisors, LLC PO Box 957915 St. Louis, MO 63195-7915	<b>Reference:</b> Client Number: 157088 Invoice Number: BTMA21246 Amount Enclosed: \$ _____
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CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the July 19, 2023 Regular Board Meeting

APPROVED

Members Present: , Dale Feigley, Matt Barnes, Supervisor Hamill, Chris Hamill, Cassie Blascyk, Roscoe Smith, Jennifer Frederick

Members Absent: Michael Zurek

Staff Present: Melissa Dashevich, Executive Director

Guest Present: Mr. Pete Eichinger of Creative Resources

Mr. Smith called the meeting to order at 6:30pm

Approve Minutes of the Regular Board Meeting dated June 21, 2023

MS. BLASCYK MOVED TO APPROVE the Regular Board Meeting Minutes of June 21, 2023 as CORRECTED. MR HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a unanimous voice vote (7 yes votes)

DIRECTOR'S REPORT

Mrs. Dashevich stated due to a large Agenda this evening, she would like to skip the verbal report as everything that she has been doing is reflected in the agenda.

TREASURER'S REPORT

Mrs. Hamill referred to the Township financial reports and reviewed with he Board. She noted that the DDA has \$507,274 in the Bank and our Township, Long Term Loan is now \$55,645. The revenue over expense is \$50,466. We have only spent 19.57% of our budget.

MS. FREDERICK MOVED TO ACCEPT the Treasurer report as presented. MR. FEIGLEY SUPPORTED THE MOTION and the MOTION CARRIED with a voice vote: Frederick-yes; Smith-yes; R.Hamill-yes; Blascyk-yes; C. Hamill-yes; Feigley-yes; Barnes-yes (7 yes votes).

NEW BUSINESS

*Three Board Members Terms have Expired*

Mr. Barnes, Mrs. Blasyck and Mr. Feigley terms' have expired. Brief discussion took place.

MS. FREDERICK MOVED TO REAPPOINT Mr. Barnes, Mrs. Blasyck and Mr. Feigley for an additional four year term ending 2027 to the Highland DDA Board. MRS. HAMILL SUPPORTED THE MOTION and the MOTION CARRIED with a roll call vote: Blasyck-yes; R. Hamill-yes; Smith-yes; Feigley-yes; Barnes -yes; Frederick-yes and C. Hamill-yes (7 yes votes)

### *Wayfinding Project Changes-*

Mr. Eichinger of Creative Resources, project consultant, reported that our sign proposal was submitted to both Oakland County Road Commission and MDOT. The Road Commission electronically approved all 12 signs along Milford Road. However, MDOT suggested changes for the 6 signs along M59 from Hickory Ridge to Duck Lake Road. The required changes included a reduction of panels from 5 per sign to 3, a color change for one area, font increase from 4.5" to 6", upper and lower case font to replace all caps, directional arrow placement changes and sequence of entity panel placement must match the actual sequence physically. The most substantial change was the size of the signs along M59 requiring a double breakaway post due to that size change. The requirement increases the square footage from 9 sq. ft. to 16 sq. ft. with a new backer panel size of 48 inch wide by 48 inch high. The bottom of the sign to grade is required to be 7 ft. that requires the posts to increase 10 ft. To 11 ft. All of the aforementioned changes will increase the costs of 6 signs. Two being in the district of the DDA and the remaining four are located outside of the district and will need to be presented to the Township for extra funding.

It was discussed the 2 DDA district signs will be located at Chill at the Mill and near John street. Mrs. Frederick requested further changes and the Board agreed to the following: the "Highland Stn/Shops" panel be changed to "Highland Station" and remove the slash, "Art Cntr/Steeple Hall" be changed to "Art Center" no slashes.

MS. FREDERICK MOVED TO APPROVE the sign changes per MDOT requirements on 2 signs and to approve the budget amendment of \$3,000 from General Fund to the Design Committee 880-003 per MDOT requirements. SUPPORTED BY MRS. BLASYCK AND THE MOTION CARRIED with a roll call vote: Barnes-yes; Feigley-yes; Frederick-yes; Blasyck-yes; R. Hamill - yes; C. Hamill-yes; Smith-yes. (7 Yes votes)

Mrs. Blascyk stated that Mr. Eichinger has been asked to quote a new sponsorship sign at Gateway Ticket Station Park. He has provided that quote and we will address it at the next Meeting.

### *Annual TIF Report Submitted*

Mrs Dashevich reported the required annual Tif report for 2022 has been submitted by the Highland Township Treasurer's office by June 30, 2023, as required by the 2018 PA57. Mrs. Dashevich submitted that report, as provided to the required Oakland County departments and individuals.

It was noted that \$95,663 was captured from Oakland County in 2022. Highland would not have captured this if a Downtown Development Authority TIF was not formed. We captured 253,767 total TIF in 2022

### *Flag Star Grant Opportunity*

A matching Flag Star grant for placemaking projects has been submitted for \$2500. The grant fell due between Board Meetings so it was submitted after a discussion that took place at a Design Committee meeting in hopes the Board will approve in lieu of the Lights on

Livingston Project that did not prove to be feasible. There are two parts to this placemaking project matching grant being proposed.

Mrs. Blascyk reported the first proposal consists of temporary solar light installations in the East Livingston gardens that will obtain the same goal as the original Lights on Livingston Project. She also reminded the Board that placemaking projects are temporary a lot of the times. The second part of this project/grant is that during the month of October skeletons will be placed around the district. There will be Ten public displays divided amongst 5 businesses and 5 community buildings.

Ms. Frederick moved to approve \$6,000 towards the skeletons and lights toward the Placemaking promotion and to move \$6,000 from General Fund to the Promotions Committee SUPPORTED BY BLASCYK. The motion carried with roll call vote: Smith-yes; Blascyk-yes; R. Hamill; C. Hamill; Barnes-yes; Frederick-yes; and Feigley -yes (7 yes votes)

#### *Festivals*

Mr. Hamill stated Ms. Heidi Bey has resigned from the Township Festival Committee after many years of being the driving force of this committee. This leaves a great void and we very much appreciate the service she did bring to the Township. In result the Festivals are in need of a home and he shared his opinion that the Highland DDA, and its non profit leg Friends of Downtown Highland would be an ideal fit. With that being said Rick stressed that does not mean the DDA should fund the festival. Mrs. Dashevich noted that the DDA's have to be careful of not being seen as the event planners, however, she felt the DDA has a good balance of Economic, Design and Organization projects presently and this addition of the Township Festivals will come with their existing volunteers. Mr. Hamill confirmed the fireworks expense for the Township festival will still be funded by Highland Township.

MRS. FREDERICK moved to add the Community Festivals consisting of Founders Day and Red White and Blues, be added to the Highland DDA Work Plans as organizers of the festival. SUPPORTED BY MRS. HAMILL and the motion carried with a roll call vote: Barnes - yes; Feigley-yes; Frederick-yes; Blascyk-yes; Supervisor Hamill -yes; C. Hamill-yes and Smith-yes (7 yes votes)

#### OLD BUSINESS

##### *Oakland County Market Place E-Commerce Update*

Mrs. Dashevich reported that Highland Downtown met the goal of 3 businesses with 10 products on the platform by today, July 19th. She will be contacting the other businesses to see what assistance is needed to get them registered and running. New goal date for grand opening for all of Oakland County Main Street Market Place is now in August.

##### *Gateway Ticket Station Park Lamp Post Paint Proposals*

The Gateway Ticket Station Park street lamps are in need of painting. Mrs. Blasyck contacted Diedrich Painting and obtained a quote and the Board reviewed it.

MS. FREDERICK TO APPROVE \$3,000 from the General Fund to the Design Committee Line Item 880-003 to paint the six lamp poles at the Gateway Park. MRS. BLASCYK SUPPORTED and motion carried with a roll call vote: Blascyk-yes; Feigley-YES; Frederick-yes; Barnes-yes; C. Hamill -yes; Supervisor Hamill-yes and Smith-yes (7 yes votes)

### *Train Viaduct Mural Request for Additional Funding*

Mrs. Dashevich and Mrs Blascyk reported another \$1,000 of insurance coverage for the artist to meet the CSX requirements is required. We cannot move forward with the application to CSX until the insurance is secured. It was discussed possibly we should increase the amount to keep the project moving.

MS FREDERICK MOVED to approve a \$3,000 increase to the Design Line Item 880-003 from General Fund to cover the cost of the insurance required by CSX. SUPERVISOR HAMILL SUPPORTED the motion and the motion carried with a roll call vote: Smith-yes; Blasyk-yes; Supervisor Hamill-yes; Feigley - no; Feigley- yes; Barnes - yes; C. Hamill-yes. (6 yes votes and 1 no vote)

### *Landscape Quotes from Brien's service Gateway Ticket Station Park*

Quotes were obtained from our current landscape source due to the lack of volunteers. Brien's Services provided four separate quotes on the Gateway Ticket Station Park. Maintenance in four different areas totaling approximately \$12,000. The Board discussed at length.

MR. SMITH MOVED to award the contract to Brien's Services as proposed to Brien's Services. MR. HAMILL SUPPORTED.

Discussion: It was suggested by Supervisor Hamill that Township maintenance staff, assisted by DDA volunteers, address the work as listed on Proposal #2023-1185-RU and Proposal #2023-1184-TRIM saving \$2,106.00.

The Remaining Proposals discussed:

PROPOSAL #2023-1186-MULCH 2 inches deep. \$3,655.0

PROPOSAL #2023-1183-LSM

Initial weeding and two months of maintenance - \$4,222.00 Total

A total of \$8,000.

Mr. SMITH AMENDED HIS MOTION to award the contract to Brien's Services for the Proposal to mulch, for initial clean up and 2 months of maintenance for the Ticket Station Gateway Park in the amount of \$8,000. A budget amend of \$8,000 from General Fund to Maintenance Streetscape Line Item 935.000. SUPERVISOR HAMILL SUPPORTED the MOTION and the MOTION carried with a roll call vote:

### BOARD MEMBER COMMENTS

None

### COMMITTEE REPORTS

Design-

Discussed above

## Economic Vitality

Downtown Brochure is complete and ready for print

## Promotions -

First concert of July was cancelled due to rain and will take place August 29, 2023

## Organizations

### *Vision Statement*

There were some questions and it was suggested we discuss this at a future meeting.

## OAKLAND COUNTY/MSOC

### *Transformation Strategy Webinar*

This webinar took place on June 30, 2023 and was recorded for future reference. In the Board members packets that were emailed included the link and attached reference material. Mrs. Dashevich asked the Board to go to the link if they had missed the webinar and reference the material.

## DISTRICT DEVELOPMENT/NEW BUSINESS

Jeni's Ugly Pies unexpectedly closed for personal reasons.

## COMMUNITY REPORTS

None

## CALL TO THE PUBLIC

None

Adjourn - Mr. Smith motioned to adjourn at 8:40pm

APPROVED

BUDGET AMENDMENT WORKSHEET  
 2023 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING -September 11, 2023

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b><u>DDA FUND</u></b>					
<b><u>Revenues:</u></b>					
494-000-692-000	APPROP FUND BALANCE	\$0.00	\$98,489.00	+	\$23,000.00 = \$121,489.00
<b><u>Expenditures:</u></b>					
494-729-880-003	DDA: DESIGN	\$51,145.00	\$138,781.00	+	\$9,000.00 = \$147,781.00
494-729-880.001	DDA: PROMOTIONS	\$12,250.00	\$12,250.00	+	\$6,000.00 = \$18,250.00
494-729-935-000	DDA: MAINTENANCE STREETScape	\$4,000.00	\$4,000.00	+	\$8,000.00 = \$12,000.00

**Purpose of Amendment:**

Appropriate funds to increase the expense of DDA Design by \$9,000, DDA Promotions by \$6,000, and DDA Maintenance Streetscape by \$8,000 as approved by the DDA Board at their July 19th Board meeting.

# HURON CEMETERY MAINTENANCE

764 N. Milford Road  
P.O. Box 112  
Highland, Michigan 48357  
Phone: (248) 887-6700  
Fax: (248) 887-4487

July 27, 2023

Mr. Larry Gray, Supervisor  
Ms. Melissa Creech, Clerk  
Charter Township of Commerce

Mr. Rick Hamill, Supervisor  
Ms. Tami Flowers, Clerk  
Charter Township of Highland

Mr. Donald D. Green, Supervisor  
Ms. Holly J. Brandt, Clerk  
Charter Township of Milford

Reference is made to our contract dated January 1, 2021 - December 31, 2023, for Cemetery Maintenance, Sexton, and Bookkeeping Services.

Huron Cemetery Maintenance has always strived to provide a high-quality service at a reasonable rate to the Townships. Over time cemeteries mature, and the time spent in the cemeteries and performing Sexton/Bookkeeping duties and maintenance increases. Also, like most small businesses, over the past few years our labor and operating costs have risen a significant amount.

To cover these additional operating costs and additional time spent maintaining the cemeteries, we must increase our hours billed and hourly rates to reflect these and anticipated future costs.

Included in the fees for services is a breakdown of the cost for the time spent on Cemetery maintenance and Sexton/Bookkeeping Services which includes all labor, equipment, supplies, and insurance so you may better understand how these fees are calculated.

Please accept this letter as written notice of our willingness to extend this contract for an additional three (3) years, subject to your approval of the following revisions.

Paragraph 1, to read "This Agreement shall commence on January 1, 2024, and shall terminate on December 31, 2026" would be appreciated.

Paragraph 2, "Fee for Services", is to be revised, with total annual charges (payable in monthly installments) for services under paragraph 3 to be as proposed.



# HURON CEMETERY MAINTENANCE

764 N. Milford Road  
P.O. Box 112  
Highland, Michigan 48357  
Phone: (248) 887-6700  
Fax: (248) 887-4487

## FEES FOR SERVICES

	<u>2024</u>	<u>2025</u>	<u>2026</u>
<b><u>Commerce Township</u></b>			
22 Hours per Cutting x 14 cuts	308	308	308
16 Hours for Spring Cleanup	16	16	16
24 Hours for Fall Cleanup	24	24	24
25 Hours for Sexton/Bookkeeping	<u>25</u>	<u>25</u>	<u>25</u>
Total Hours	373	373	373
Hourly Charge	<u>\$114.00</u>	<u>\$117.00</u>	<u>\$120.00</u>
<b>Total Yearly Charge</b>	<b>\$42,522.00</b>	<b>\$43,641.00</b>	<b>\$44,760.00</b>
12 Monthly payments of:	\$3,543.50	\$3,636.75	\$3,730.00
<b><u>Highland Township</u></b>			
26 Hours per Cutting x 14 cuts	364	364	364
16 Hours for Spring Cleanup	16	16	16
32 Hours for Fall Cleanup	32	32	32
24 Hours for Sexton/Bookkeeping	<u>24</u>	<u>24</u>	<u>24</u>
Total Hours	436	436	436
Hourly Charge	<u>\$114.00</u>	<u>\$117.00</u>	<u>\$120.00</u>
<b>Total Yearly Charge</b>	<b>\$49,704.00</b>	<b>\$51,012.00</b>	<b>\$52,320.00</b>
12 Monthly payments of:	\$4,142.00	\$4,251.00	\$4,360.00
<b><u>Milford Township</u></b>			
22 Hours per Cutting x 15 cuts	330	330	330
16 Hours for Spring Cleanup	16	16	16
14 Hours for Fall Cleanup	14	14	14
30 Hours for Sexton/Bookkeeping	<u>30</u>	<u>30</u>	<u>30</u>
Total Hours	390	390	390
Hourly Charge	<u>\$114.00</u>	<u>\$117.00</u>	<u>\$120.00</u>
<b>Total Yearly Charge</b>	<b>\$44,460.00</b>	<b>\$45,630.00</b>	<b>\$46,800.00</b>
12 Monthly payments of:	\$3,705.00	\$3,802.50	\$3,900.00

# HURON CEMETERY MAINTENANCE

764 N. Milford Road  
P.O. Box 112  
Highland, Michigan 48357  
Phone: (248) 887-6700  
Fax: (248) 887-4487

## APPENDIX "A"

### GRAVE OPENING AND CLOSING FEES 2024-2026

Adult.....	\$1100.00
Youth (up to 4').....	\$500.00
Baby.....	\$250.00
Cremation.....	\$550.00
2 Cremations Same Time/Grave.....	\$700.00

Above charges are doubled for Sunday burials and triple for burials on the holidays of New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve after 12:00 P.M. and Christmas Day.

An Overtime Charge of \$150.00 will be charged for all Funeral arrivals after 3:00 Monday through Friday and all day on Saturdays.

# HURON CEMETERY MAINTENANCE

764 N. Milford Road  
P.O. Box 112  
Highland, Michigan 48357  
Phone: (248) 887-6700  
Fax: (248) 887-4487

## APPENDIX "B"

### Foundation Installation Price List

*All Foundations must be larger than marker size.*

<u>FOUNDATION FEES</u>	<u>2024-2026</u>
(Minimum fee of \$250.00)	\$.70¢ per sq. in.

## APPENDIX "C"

### GRANITE MARKER FLUSH SETTING FEES \*

<u>Granite Markers</u>	<u>2024-2026</u>
(Minimum fee of \$175.00)	\$.50¢ per sq. in.

<u>Miscellaneous Fees</u>	<u>2024-2026</u>
Corner Markers (set of four)	\$200.00
Military Markers (all types)	\$250.00
Vase Only	\$200.00

*\*Add \$50.00 for Built in Vase*

# MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2024

I, Rick Hamill, as the Supervisor of **Highland Township** (hereinafter, the “Community”) hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2023 through June 30, 2024 (Section 1 below), and **Community Credits** available for the period July 1, 2023 to June 30, 2024 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$17,946** in **Municipal Credit** funds as follows:

(a)	Transfer to <u>WOTA</u>	Funding of: \$ <u>17,946.00</u>
	<small>TRANSFeree COMMUNITY</small>	

(b)	Van/Bus Operations	At the cost of: \$ _____
	(Including Charter and Taxi services)	

(c)	Services Purchased from SMART	At the cost of: \$ _____
	(Including Tickets, Shuttle Services/Dial-a-Ride)	

(d)	Services Purchased from Subcontractor	At the cost of: \$ _____
	_____	
	(NAME OF SUBCONTRACTOR)	
	(See attached Subcontractor Service Agreement)	

**Total \$17,946**

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State’s approved budget. In the event that revenue actually received is insufficient to support the Legislature’s

appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such an event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2026; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

**2. The Community agrees to use \$0 in Community Credit funds available as follows:**

- (a) Transfer to \_\_\_\_\_ Funding of: \$ \_\_\_\_\_  
TRANSFeree COMMUNITY
  
- (b) Van/Bus Operations At the cost of: \$ \_\_\_\_\_  
(Including Charter and Taxi services)
  
- (c) Services Purchased from SMART At the cost of: \$ \_\_\_\_\_  
(Including Tickets, Shuttle Services/Dial-a-Ride)
  
- (d) Capital Purchases At the cost of: \$ \_\_\_\_\_
  
- (e) Services Purchased from Subcontractor At the cost of: \$ \_\_\_\_\_  
\_\_\_\_\_  
(NAME OF SUBCONTRACTOR)  
(See attached Subcontractor Service Agreement)

**Total \$0**

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by the Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2024, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds

must be spent by June 30, 2027; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This Agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY FOR  
REGIONAL TRANSPORTATION**

**HIGHLAND TOWNSHIP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Rick Hamill  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Township Supervisor  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A (WOTA)**

**PROJECT DESCRIPTION**

Overall Project Description (*Provide a descriptive narrative*):

Holly Township, Holly Village, Groveland Township, Highland Township, Keego Harbor, Lake Angelus, Orchard Lake, Rose Township, Sylvan Lake, Walled Lake, Waterford Township and White Lake Township are served by WOTA to provide transportation services for their residents.

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Service Area (*Provide geographic boundaries*):

West: US-23 and Fenton; East: Woodward in Pontiac, Great Lakes Crossing, Orchard Lake Road between 12 & 16 Mile Roads; North: into Grand Blanc, Flint and Clarkston to I-75; and South: 10-Mile & Haggerty and Grand River Ave.

Service Times (*Provide days and hours of service*):

Monday-Friday 7am-4pm and 6am-9pm.

Eligible User Groups (*Users eligible to use the service*):

Elderly 55+, disabled adults 18+, Veterans and Low-income residents of all above listed communities.

Fare Structure (*Cost to use service*):

\$2.00 per stop.

Service Mode (*Describe the number and type of vehicles used and if they are wheelchair lift-equipped*):

Availability up to 30 vehicles: 23-ft buses, Ford Transit Vans, Pro Master vans and Chrysler Voyager minivans, are equipped with wheelchair accessibility.

**EXHIBIT B**

**PROJECT OPERATING BUDGET**

Municipality: Highland Township

Contract Period: July 1, 2023 through June 30, 2024

Account Number: 48217

**OPERATING EXPENSES:**

Administrative Fee: <i>(All employees other than drivers and dispatchers)</i>	42,762	
(10% max. of MC & CC funds)		
Driver Wages	304,375	
Fringe Benefits	98,923	
Gasoline & Lubricants	42,803	
Vehicle Insurance	40,413	
Parts, Maintenance Supplies	27,940	
Mechanic Wages	20,935	
Fringe Benefits	6,908	
Dispatch Wages	32,935	
Other <i>(Specify)</i>		
<b>Sub-Total (Operating Expenses)</b>		<b>\$ 617,994</b>

**PURCHASED SERVICE:**

Taxi Service	
Charter Service	
SMART Bus Tickets	
SMART Shuttle Service	



SMART Dial-A-Ride

---

Other (WOTA)

---

\$ 17,946

**Sub-Total (Purchased Service)**

---

\$ 635,940

---

**CAPITAL EQUIPMENT:**

*(Only list purchases to be made with Community Credits)*

Computer Equipment

---

Software

---

Vehicle

---

Maintenance Equipment

---

Other (Specify)

---

**Sub-Total (Capital Equipment)**

\$ 0.00

---

**TOTAL EXPENSES: \_\_\_\_\_ Operating  
Expenses, Purchased Service, and Capital  
Equipment:**

\$

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**EXHIBIT B, continued (Page 2)**

**REVENUES:**

Municipal Credit Funds	\$ 17,946
Community Credit Funds	\$
Specialized Services Funds	\$ 54,606
General Funds	\$ 436,243
Farebox Revenue	\$ 9,000
In-Kind Service	
Special Fares ( <i>Contracted Service</i> )	
Other ( <i>Specify</i> ) Grants	\$118,145

**TOTAL REVENUE:**

**\$ 635,940**

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**(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)**

# EEO COMPLIANCE REPORT A

## COMMUNITY PARTNERSHIP FORM

Agency/Community Information		
Program Type: Community Partnership Program (CPP) <input checked="" type="checkbox"/> Specialized Service <input checked="" type="checkbox"/> New Freedom <input type="checkbox"/> JARC <input type="checkbox"/> 5310 <input checked="" type="checkbox"/>		
Name of Agency/Community: Western Oakland Transportation Authority		
Address: 250 W. Livingston Rd		
City: Highland	State: MI	Zip: 48357
Agency/Community Data		
1) Has your agency/community completed in excess of \$1,000,000 in DOT federally funded contracts from SMART in the past year? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
2) Does your agency/community employ over fifty (50) transit related employees? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If the answers to the previous two questions were both "Yes", Please forward your agency's/community's Affirmative Action plan to the address below:  Buhl Building 535 Griswold Street, Suite 600 Detroit, MI 48226  Attn: EEO Coordinator		
Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
Drug and Alcohol Testing Program Requirements		
Does your agency/community have a DOT Drug and Alcohol testing program for Safety-sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Name of drug and alcohol testing manager? Amy Grzymkowski	Title: Deputy Director	
Phone Number: 248-717-2231	Ext:	Email: amy@ridewota.org
Please Proceed to Employment Data Section on Back		

# EEO COMPLIANCE REPORT A

## COMMUNITY PARTNERSHIP FORM

### Employment Data

Report **ONLY** employees directly involved in the operation of your non-emergency transportation program. Including permanent, temporary, or part-time employees. Enter the appropriate figures in the spaces below relating to each employee's race and gender.

Job Classification	Race																	
	Total				Minority													
					White		African American		Hispanic		Asian		Pacific Islander		American Indian		Multi Race	
	Employees	Male	Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Managers		6	1	5		1	4						1					
Professionals																		
Technicians																		
Office and Clerical Staff	4		4			4												
Craftsmen (Skilled)	1	1			1													
Operators (Semi-Skilled)	36	23	13		22	13									1			
Laborers (Unskilled)																		
Service Workers																		
Journey Workers																		
Apprentices																		
<b>Total</b>	47																	

### Certification

How was this information obtained? Visual Survey: Yes  No  Employment Records: Yes  No

Name of Authorizing Official (Print): Rick Hamill Title: Township Supervisor

Signature: \_\_\_\_\_ Date: 8/25/2023

Contact person for report: Amy Grzymkowski Title: Deputy Director

Telephone: 248-717-2231 Ext: \_\_\_\_\_ Email: amy@ridewota.org



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: September 11, 2023

Re: Duck Lake Park Improvement-Budget Amendment

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With additional unforeseen fees for court striping at Duck Lake Pines Park, I am requesting a budget amendment of an additional \$25,000.00 be added to the line item, Duck Lake Park Improvement 401-751-971.001 to cover costs we approved at the July board meeting.



BUDGET AMENDMENT WORKSHEET  
 2023 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING -September 11, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b>Capital Fund</b>				
<b>Revenue:</b>				
401-000-692.000      APPROPRIATION FUND BAL.	\$524,500.00	\$1,324,595.00	+      \$25,000.00 =	\$1,349,595.00
<b>Expenditures:</b>				
401-751-971.001      DUCK LAKE PARK IMPROVEMENT	\$125,000.00	\$125,000.00	+      \$25,000.00 =	\$150,000.00

**Purpose of Amendment:**

To appropriate funds from the Capital Fund for additional Capital Improvement for Duck Lake Park for basketball and pickleball courts.

BUDGET AMENDMENT WORKSHEET  
 2023 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING -September 11, 2023

FUND & ACCOUNT		ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023		PROPOSED AMENDMENTS		PROPOSED NEW BUDGET
<b><u>GENERAL FUND</u></b>							
<b>Revenues:</b>							
101-000-692.000	APPROPRIATION FUND BAL.	\$0.00	\$1,556,280.00	+	\$20,000.00	=	\$1,576,280.00
<b>Expenditures:</b>							
101-751-729.003	PARKS: DUCK LAKE PINES	\$3,000.00	\$3,000.00	+	\$20,000.00	=	\$23,000.00

**Purpose of Amendment:**

To appropriate funds for unexpected well replacement at Duck Lake Pines Park.



# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: September 11, 2023

Re: 146 N. John Street Demolition

---

The demolition of 146 N. John Street, Highland MI is scheduled to be completed. We had originally planned to use CDBG funding for demotion. Unfortunately, these funds are not available for the project at this time. I am recommending that we continue the project and use Capitol Improvement Fund #401-523-971.000 Steeple Hall Improvements. The existing budget in that account is sufficient to cover this project.







# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: September 11, 2023

Re: Snowplow Contract

---

The snowplow contract with Golden's Lawn Care LLC has expired. They have performed very well over the years that we have employed them and I believe that we should hire them for an additional 1-year contract.

Attached is their bid proposal for the 2023-2024 snow season. The bid price will increase by \$1,242.00 over their previous contract with a 3% increase. This falls within the purchasing policy for renewal without going out for sealed bids.

Previous contract for 2022-23 \$39,890.00 + calcium chloride upgrade \$1,500.00 = \$41,390.00

2022-2023 Contract \$41,390.00

2023-24 contract 3% increase \$ 1,242.00

New 2023-2024 Contract Total \$42,632.00



HIGHLAND TOWNSHIP  
BID PROPOSAL: SNOW PLOWING

Bidder: Golden's Lawn Care Inc.

Date: 8/30/23

Address: 2275 Childs Lake Rd

Milford, MI 48381

Phone: 248-889-3339

The snowplow contract shall run for one year beginning October 1, 2023. All parking lots and driveways will be plowed when new snow accumulates to a depth of two inches or more, or upon request of the Township Supervisor. Applications of de-icing agents will be done as needed or at the request of the Supervisor.

Snow plowing services will be billed in 3 installments to the Charter Township of Highland, 205 N. John Street, Highland MI 48357. First due on November 1, 2023, Second due on January 1, 2024 and the final payment due on March 1, 2024.

**Snow-plowing and applications of de-icing agents shall be done at the following locations:**

Sheriff's Substation, Township Hall and Activity Center at 205 N. Johns st.: All parking areas, driveways and sidewalks (by 7:00 a.m.).

Town Center Drive, Beach Farm Circle, driveway to the north-cell tower and Township Library, 444 Beach Farm Circle: Both sides of boulevard, library parking lot and sidewalks (by 9:00 am).

Township cemeteries: Highland Cemetery, 561 N. Milford Rd. and West Highland Cemetery, 977 S. Hickory Ridge Rd.: Driveways shall be plowed with care taken regarding gravel surface and close proximity of graves to road edge. Scheduling will be coordinated with cemetery sexton.

Highland Historical Library Bldg., 205 W. Livingston Rd.: Parking lot, sidewalks and driveway (by 7:00 a.m.).

Township Parks: Veteran's Park – the sidewalk along Livingston Rd. between John St. and the Fire Station; Hickory Ridge Pines Park, 4200 North Hickory Ridge Rd. (soccer park): Driveway from entrance off Hickory Ridge Rd. to concession stand; and Duck lake Pines Park, 1241 Duck Lake Rd. – Parking lot and entrance.

**Scope of Work:**

1. The contractor shall furnish labor, equipment and tools to plow, clear and melt snow and ice from parking lots, driveways, sidewalks, entrances and doorways so that the facilities are ready for business at their respective opening times.
2. Approved de-icing agents for sidewalks, entrances and parking lots include road salt or rock salt. New concrete sidewalks will be done with Calcium Chloride.
3. Contractor is expected to judiciously limit the amount of de-icing agents utilized in order to address environmental concerns. Where residual amounts of salt are found lying on the pavement after the snow/ice melt has been affected, the contractor should adjust salt application for future similar snowfall/ice storm events.

snow/ice melt has been affected, the contractor should adjust salt application for future similar snowfall/ice storm events.

4. All curbs, sidewalks and driveways shall be staked to minimize damage by snow removal equipment.
5. Contractor shall be responsible to repair any damage caused by snow removal equipment to buildings, vehicles, equipment, sidewalks, curbs, driveways and landscaping.
6. Contractor is responsible for providing adequate number of vehicles and equipment to complete the work in the event of a breakdown. Contractor should note a back-up plan of action should they experience equipment failure.
7. Contractor shall provide a current certificate of insurance showing general liability and workman's comp insurance with their bid proposal.

With no limits to the number of pushes, the Annual Bid(s) for snow removal service are:

One year contract October 1, 2023 to September 30, 2024: \$42,632.00

\*If retail price of salt exceeds \$250.00 per ton the additional expense will be billed on a month to month basis.

Signed: J. Guadalupe Salcido

Print name of signee: Jose Guadalupe Salcido

Company Name: Golden's Lawn Care LLC

Address: 2275 Childs Lake Rd

Milford, MI 48381

Phone: 248-889-3339

Acceptance:

Signed: \_\_\_\_\_

Print Name of signee: \_\_\_\_\_

Highland Township.

**5b. Receive and File:**

Activity Center Activity Reports – July 2023

Building Department – July 2023

Financial Report – July 2023

Fire Department Report – July 2023

Library Board Minutes – July 2023

Library Director's Report – July 2023

Sheriff's Department Report – July 2023

Treasurer's Report – July 2023



Highland Activity Center

Directors Activity Report

July Activity Report

Meeting: Tuesday, August 8, 2023 at 9:00am (Township Auditorium)

### Stats for July– 7148

**Volunteers Lunch August 24th at Westlake on Bogie Lake Rd. 12:30 start time tours before and after lunch. Meal will be served at 1:30. Please RSVP.**

"This Weeks Tickets Available " (Linda's Creation...updated weekly.)

**Located in the offices so the staff can share info (know what going on) as well as "occupy" others waiting to sign up for trips.**

Aug 14th—A League On Their Own—All American Girls Baseball FREE 7 pm

Aug 15th—Armada Fair \$5 WAIT LIST

Aug 17th—Easy Bake Oven Baking Contest with Child FREE

Aug 22nd—Burger 11/11 Review Crew \$5 (lunch on your own)

Aug 31st—Michigan State Fair (Senior Day) \$5 WAIT LIST

Sept 1st— Labor Day Luncheon \$10

Sept 7th—Nutrition with Nancy FREE six week Class

Sept 12th—Paint with Pat Classes begin—\$10 for 1 segment of 2 classes

Sept 18th—Fall Craft with Kathi—\$20

Sept 19th—Tai Chi/Hula Hoop/Yoga- \$30 per 6 week session for each class.

Sept 25th—Hart Plaza FREE 7pm

**SAVE THE DATES—FLIERS ON WALL -TICKETS ARE NOT OPEN FOR SALE (FOR ITEMS BELOW)**

**SEPT 7TH—GEURNSEY / PARMENTERS CIDER MILL**

**SEPT 28TH—UNCLE JOHNS CIDER MILL**

### **ACTIVITIES**

- \* Exercise M,W & F.
- \* Monday night cards at 4pm. 6-8 ppl. Open to the public.
- \* Bingo M&W at 12. GROWNIG 20-35 ppl.
- \* Mah Jongg Tuesday at 10am –8-16 ppl. Will teach for those want to participate.
- \* Puppy class on Tuesday at 6pm.
- \* Movies: Friday at noon.
- \* Coin Club 2nd Wednesdays at 6:30. Doors open at 6:15.
- \* Thursday, Knitters at 10am. 3-6 ppl.
- ◆ Friday Euchre at new time 12:00pm - 24+ ppl.
- \* Friday Bridge. Noon, 12 people.
- \* Free bread after 10:30 M-F
- ◆ Bible Study group first Thursday at 10AM. B#2
- \* The Happy Bookers meeting at B2. Last Thursdays at 10am.
- \* The Quilters on the 1st Wednesday of the month at 6pm.
- \* Big dogs training, changing back to Fridays at 6pm.
- \* Chair Massage on Wednesday by appointment. Starts at 10am. \$
- \* Books in a bag delivery for home bound (6ppl).
- ◆ Ask the Lawyer consults AND ask The Money Man consults (By phone or Face to Face)  
FYI Marc Hallowell retired. New Lawyer Lise Beatty.
- \* Technical help with devices, phones, and how to Zoom, by Justin. Call for appointment. 248-887-1707
- ◆ Oakland Audiology hearing tests by appointment (Next date- September 11)

Jul-23	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
			M	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	TH	F			M	TU	W	TH	F			M	
Ask the Lawyer												1					1		2													4
Ask the Money Man											1						1		1													3
Beautification/Garden Club																																0
Bible Study			C																											3	3	
Bingo					22		2			23		34					28		29					30		33					34	235
Blood Pressure											1	1							1	1						1						5
Book Clubs/ 1&2																											8					8
Bridge													11								10							12				33
Bread/Doughnuts					15	5	5			13	6	6	6	5			19	7	10	3	5			15	7	2	1	1		19	150	
Business Network				L																												0
Cards/Games							1							3							5							3				12
Classes																																0
Classes W/Justin																									2							2
Coin Club												35																				35
Computer/Phone/Justin														2																33	35	
Copies/Faxes				O																											10	10
Crafting																				5												5
DLPOA																																0
Dogs/Puppies											12			7				12		7					12			7				57
Donations																																0
Ema's Massage																																0
Eucler				S			20							23							20							26				89
Exercise-Tues/Thurs																																0
Exercise - M, W, F																	21		21		19			22		22				19	124	
Festivals																																0
Foot Doctor																																0
Get Hooked w/ Randi						3							4															3				10
Ham Radio Club				E																												0
HDDA																																0
Hearing Test																	2															2
Highland Historical Society																																0
HVCA																																0
Knitters For Knockers/zoom					11							11									11						11					44
Majong				D							5							8								8						21
Meals on Wheels					50	58	38			50	24	52	50	37			50	25	58	52	37			50	24	0	52	41			56	804
Medical Shed					2					1	2	2		2			2														125	136





*HIGHLAND TOWNSHIP  
BUILDING DEPARTMENT*



*PERMIT ACTIVITY REPORT  
July 2023*



HIGHLAND TOWNSHIP BUILDING DEPARTMENT/PERMIT ACTIVITY REPORT

July 2023

TOTAL (forward)..... \$25,249

Additional fees:

Building..... \$0.00

Electric..... \$60.00

Plumbing..... \$120.00

Heating..... \$0.00

Licenses & Misc Fees..... \$4.00

sub total: \$184

MONTH-END GRAND TOTAL REVENUE..... \$25,433

Total number of all Permits to date	This Year:	1116
	Last Year:	1750

Total number of all Electric, Plumbing, & Heating	This Year:	717
	Last Year:	1201

Total number of Building permits to date:	This Year:	349
	Last Year:	542

Total number of New Single-Family Units:	This Year:	10
	Last Year:	14

Total number of Land Use Permits	This Year:	20
	Last Year:	14

Respectfully Submitted:

STEVE ITINO  
 Building Official  
 Ordinance Dept Supervisor

**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 7/1/2023 12:00:00 AM AND  
7/31/2023 11:59:59 PM

<b>Permit #</b>	<b>Address</b>	<b>Applicant</b>	<b>Estimated Value</b>	<b>Permit Fee</b>	<b># of Permits</b>
<b>Carport</b>					
PB23-0264	6020 Granite Ln	TROMBLEY, CAROL LYNNE	\$20000	\$174	
			\$20000	\$174	1
<b>Commercial, New Building</b>					
PB23-0275	2500 W Fifty Nine Ct	Daniel John Leclair	\$197000	\$1203	
			\$197000	\$1203	1
<b>Commercial, Renovations</b>					
PB23-0239	784 N MILFORD RD	Justin Vangordon	\$4000	\$94	
PB23-0244	1185 S MILFORD	MCSHANE, PHILLIP	\$2500	\$86	
			\$6500	\$180	2
<b>Commercial, Utility Building</b>					
PB23-0271	2500 W Fifty Nine Ct	Daniel John Leclair	\$200000	\$1282	
PB23-0274	2500 W Fifty Nine Ct	Daniel John Leclair	\$200000	\$1282	
			\$400000	\$2564	2
<b>Deck</b>					
PB23-0258	3145 BEAUMONT DR	BURNHAM, DANIEL T	\$2000	\$84	
PB23-0262	2206 ESTATES DR	Miles Bradley Bldg & Remod In	\$45900	\$319	
PB23-0266	3469 HARVEY LAKE RD	MALPEDE, MICHAEL	\$5000	\$99	
PB23-0268	826 OAKGROVE	All American Remod LLC	\$18500	\$181	
PB23-0278	451 TIMBER RIDGE DR	Steve Rumble Construction	\$15900	\$168	
PB23-0281	1285 N LAKEVIEW LN	Mark Swiastyn	\$38000	\$279	
			\$125300	\$1130	6
<b>Demolition</b>					
PB23-0277	3154 N MILFORD RD	MCCALLUM, BRYAN	\$0	\$162	
			\$0	\$162	1
<b>Electrical</b>					
PE23-0318	1844 ELKRIDGE CT	DHW Electric LLC	\$0	\$187	
PE23-0319	4534 TEAL CT	Colonial Heating & Cooling	\$0	\$83	
PE23-0320	3540 BURWOOD LN	Streamline Electric	\$0	\$67	
PE23-0321	138 ABERDEEN	Power Construction	\$0	\$109	

**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 7/1/2023 12:00:00 AM AND  
7/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PE23-0322	300 NAIRN CIR	Robin Aire Htg &Clg	\$0	\$59	
PE23-0323	1103 S MILFORD RD	Signarama	\$0	\$95	
PE23-0324	770 HARVEY LAKE RD	COOK II, STANLEY	\$0	\$92	
PE23-0325	866 BLUE HERON DR	Robin Aire Htg &Clg	\$0	\$64	
PE23-0326	1825 WILDFLOWER LN	Income Power LLC	\$0	\$131	
PE23-0327	1920 CLYDE RD	Noonan Electrical Services	\$0	\$99	
PE23-0328	3050 ROBINWOOD LN	Mister Sparky	\$0	\$108	
PE23-0329	3326 HIGHLAND BLVD	Westborn Electric LLC	\$0	\$84	
PE23-0330	2911 KATIE LN	Westborn Electric LLC	\$0	\$92	
PE23-0331	258 Sutherland Dr	Capitol Supply & Service	\$0	\$81	
PE23-0332	2386 Douglas	Capitol Supply & Service	\$0	\$81	
PE23-0333	248 W Glengarry Ct	Capitol Supply & Service	\$0	\$81	
PE23-0334	222 Kelly Ct	Capitol Supply & Service	\$0	\$81	
PE23-0335	230 Kelly Ct	Capitol Supply & Service	\$0	\$81	
PE23-0336	246 Kelly Ct	Capitol Supply & Service	\$0	\$81	
PE23-0338	221 Kelly Ct	Capitol Supply & Service	\$0	\$81	
PE23-0339	2423 Mead Blvd	Capitol Supply & Service	\$0	\$81	
PE23-0340	2415 Mead	Capitol Supply & Service	\$0	\$81	
PE23-0341	4281 MALLARDS LNDG	CHENG TRUST	\$0	\$101	
PE23-0342	1801 HORSESHOE DR	NORRIS, KRISTY L	\$0	\$57	
PE23-0343	2890 ROSE CENTER RD	Family Heating Co Inc	\$0	\$55	
PE23-0344	1015 TROON	State Electic Company	\$0	\$52	
PE23-0345	3915 STRATHCONA	Dominion Service Company	\$0	\$64	
PE23-0346	1789 LA SALLE BLVD	GROSS, JEFFERY S & Carloss	\$0	\$173	
PE23-0347	3270 N HICKORY RIDGE RD	GIARDINI, THOMAS	\$0	\$187	
PE23-0348	1991 SHEWCHENKO DR	Family Heating Co Inc	\$0	\$64	
<b>Electrical</b>			\$0	\$2752	30
<b>Fence</b>					
PB23-0242	231 BEAUMONT RD	KILMER, CRAIG	\$500	\$149	
PB23-0273	3743 N DUCK LAKE RD	Cardinal Remodeling Services	\$11765	\$88	
<b>Fence</b>			\$12265	\$237	2
<b>Garage, detached</b>					
PB23-0265	1900 DEACONS WAY	SALCIDO-GUTIERREZ, JOSE	\$225000	\$701	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

Permit.DateIssued Between 7/1/2023 12:00:00 AM AND  
7/31/2023 11:59:59 PM

Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Garage, detached</b>			\$225000	\$701	1
<b>Mechanical</b>					
PE23-0337	233 Kelly Ct	Capitol Supply & Service	\$0	\$81	
PM23-0266	1844 ELKRIDGE CT	A G Gas Service	\$0	\$129	
PM23-0267	2999 SUMMIT DR	Williams Distributing Co	\$0	\$147	
PM23-0268	2825 E HIGHLAND RD Ste 123	Huff Refrigerations Serv. Inc	\$0	\$98	
PM23-0269	4534 TEAL CT	Colonial Heating & Cooling	\$0	\$293	
PM23-0270	300 NAIRN CIR	Robin Aire Htg &Clg	\$0	\$92	
PM23-0271	138 ABERDEEN	Chris Sampson	\$0	\$115	
PM23-0272	770 HARVEY LAKE RD	COOK II, STANLEY	\$0	\$84	
PM23-0273	866 BLUE HERON DR	Robin Aire Htg &Clg	\$0	\$159	
PM23-0274	5170 Millstone	Mobile & Modular Homes Inc	\$0	\$87	
PM23-0275	1280 Gardenia Ct 2	Unlimited Heating and Air	\$0	\$357	
PM23-0276	3326 HIGHLAND BLVD	Osburn Services Inc	\$0	\$84	
PM23-0277	2911 KATIE LN	Osburn Services Inc	\$0	\$84	
PM23-0278	258 Sutherland Dr	Capitol Supply & Service	\$0	\$102	
PM23-0279	2386 Douglas	Capitol Supply & Service	\$0	\$102	
PM23-0280	248 W Glengarry Ct	Capitol Supply & Service	\$0	\$102	
PM23-0281	222 Kelly Ct	Capitol Supply & Service	\$0	\$102	
PM23-0282	230 Kelly Ct	Capitol Supply & Service	\$0	\$102	
PM23-0283	246 Kelly Ct	Capitol Supply & Service	\$0	\$102	
PM23-0284	233 Kelly Ct	Capitol Supply & Service	\$0	\$102	
PM23-0285	221 Kelly Ct	Capitol Supply & Service	\$0	\$102	
PM23-0286	2423 Mead Blvd	Capitol Supply & Service	\$0	\$102	
PM23-0287	2415 Mead	Capitol Supply & Service	\$0	\$102	
PM23-0288	650 ROBINSON CT	American Heating and Cooling	\$0	\$52	
PM23-0289	3407 S WOODLAND DR	DUNCAN, TIFFANY C	\$0	\$45	
PM23-0290	2890 ROSE CENTER RD	Family Heating Co Inc	\$0	\$102	
PM23-0291	3915 STRATHCONA	Dominion Service Company	\$0	\$179	
PM23-0292	3270 N HICKORY RIDGE RD	GIARDINI, THOMAS	\$0	\$55	
PM23-0293	1991 SHEWCHENKO DR	Family Heating Co Inc	\$0	\$169	
<b>Mechanical</b>			\$0	\$3432	29
<b>Miscellaneous</b>					
PB23-0237	4255 PETREL CT	All-ways dry LLC	\$10870	\$143	

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
PB23-0241	1915 OAKLAND DR	Foundation Systems of Michiga	\$22520	\$187	
PB23-0247	3326 Emerald Park Drive	RIDGEWOOD LLC	\$3240	\$90	
PB23-0248	3333 Topaz Ct	RIDGEWOOD LLC	\$3240	\$90	
PB23-0249	3617 Crystal Ridge Dr	RIDGEWOOD LLC	\$3240	\$90	
PB23-0250	5170 Millstone	RIDGEWOOD LLC	\$3240	\$90	
PB23-0254	3900 Emerald Park Dr	RIDGEWOOD LLC	\$3240	\$90	
PB23-0255	5111 Millstone Ln	RIDGEWOOD LLC	\$3240	\$90	
PB23-0263	1599 S TIPSICO LAKE RD	Foundation Systems of Michiga	\$11828	\$133	
PB23-0282	1264 S HICKORY RIDGE RD	Egress Solutions, Inc.	\$6500	\$121	
<b>Miscellaneous</b>			\$71158	\$1124	10
<b>Permit Renewal</b>					
PB23-0276	1789 LA SALLE BLVD	GROSS, JEFFERY S & Carloss	\$10000	\$126	
<b>Permit Renewal</b>			\$10000	\$126	1
<b>Plumbing</b>					
PP23-0065	910 W LIVINGSTON RD	MONTE, ALAN W	\$0	\$187	
PP23-0066	250 N MILFORD RD	Carters Plumbing	\$0	\$98	
PP23-0067	1915 OAKLAND DR	Foundation Systems of Michiga	\$0	\$50	
PP23-0068	138 ABERDEEN	Great Provider Plumbing Co Inc	\$0	\$140	
PP23-0069	445 HELEN	Foundation Systems of Michiga	\$0	\$52	
PP23-0070	688 Perthshire Dr	Healy Homes LLC	\$0	\$83	
PP23-0071	5170 Millstone	Mobile & Modular Homes Inc	\$0	\$77	
PP23-0072	650 ROBINSON CT	Shawn Allan Plumbing	\$0	\$206	
PP23-0073	1280 Gardenia Ct 2	Pete Black Plumbing	\$0	\$315	
PP23-0074	1599 S TIPSICO LAKE RD	Foundation Systems of Michiga	\$0	\$60	
PP23-0075	828 N MILFORD RD	Postma Plumbing Inc	\$0	\$98	
PP23-0076	1915 OAKLAND DR	Benjamin Franklin Plumbing	\$0	\$60	
<b>Plumbing</b>			\$0	\$1426	12
<b>Res. Additions</b>					
PB23-0267	3733 ORCHARD DR	Dell, Darin Michael	\$359000	\$1890	
<b>Res. Additions</b>			\$359000	\$1890	1
<b>Res. Mobile Home</b>					
PMH23-0016	5170 Millstone	Mobile & Modular Homes Inc	\$0	\$200	



**HIGHLAND TOWNSHIP BUILDING DEPARTMENT****Permit by Category with Details**Permit.DateIssued Between 7/1/2023 12:00:00 AM AND  
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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Res. Mobile Home</b>			\$0	\$200	1
<b>Res. Renovations</b>					
PB23-0236	855 N HICKORY RIDGE RD	Kroll Construction, Co.	\$53500	\$366	
PB23-0238	138 ABERDEEN	Ryan Dershem	\$39780	\$288	
PB23-0245	650 ROBINSON CT	Ion Construction LLC	\$122143	\$686	
PB23-0246	720 TOMAHAWK TRL	Sharp Concepts	\$29200	\$219	
PB23-0251	4021 HUNTERS DR	Renewal By Anderson LLC	\$11998	\$136	
PB23-0252	1837 GROVE ST	Wallside Inc	\$8500	\$121	
PB23-0253	167 PRESTWICK TRL	Wallside Inc	\$5075	\$106	
PB23-0256	1050 MIDDLE RD	Home Exteriors of Michican	\$11300	\$233	
PB23-0257	445 HELEN	Foundation Systems of Michiga	\$6700	\$122	
PB23-0260	2396 JACKSON BLVD	Timothy James Myers	\$80000	\$490	
PB23-0261	1420 PETTIBONE LAKE RD	HEYN, JEFFREY	\$70000	\$425	
PB23-0269	2921 MIDDLE RD	DAMUTH JR, RANDALL M	\$3000	\$89	
PB23-0272	1448 ORBAN RD	Bloomfield Construction	\$40000	\$279	
PB23-0279	208 N MILFORD RD	A Better Exterior LLC	\$6540	\$111	
PB23-0283	2355 ESTATES DR	Hansons Window and Constructi	\$58121	\$376	
<b>Res. Renovations</b>			\$545857	\$4047	15
<b>Res. Single Family</b>					
PB23-0259	688 Perthshire Dr	HEALY HOMES LLC	\$0	\$2926	
<b>Res. Single Family</b>			\$0	\$2926	1
<b>Shed</b>					
PB23-0240	374 LONE TREE RD	FARRAR, RICHARD C	\$6200	\$105	
PB23-0243	3999 PRESIDENTIAL WAY	VELAZQUEZ, ARLIE	\$1700	\$143	
PB23-0270	1714 S HICKORY RIDGE RD	TEICHMAN, TYLER WILLIA	\$7000	\$109	
PB23-0280	1736 PETTIBONE LAKE RD	JOHNSON, NORMAN	\$2000	\$88	
<b>Shed</b>			\$16900	\$445	4
<b>Signs</b>					
PSG23-0017	1103 S MILFORD RD	Signarama	\$0	\$142	
PSG23-0018	1103 S MILFORD RD	Signarama	\$0	\$127	
PSG23-0019	2961 E HIGHLAND RD	Araneae Inc.	\$0	\$127	
PTS23-0003	2287 S MILFORD RD	Devoted Dental	\$0	\$67	

# HIGHLAND TOWNSHIP BUILDING DEPARTMENT

## Permit by Category with Details

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Permit #	Address	Applicant	Estimated Value	Permit Fee	# of Permits
<b>Signs</b>			\$0	\$463	4
<b>Zoning Land Use</b>					
PLU23-0025	1407 ENTERPRISE DR	Liberty Bell Powder Coating	\$0	\$0	
<b>Zoning Land Use</b>			\$0	\$0	1
<b>Totals</b>			<b>\$1988980</b>	<b>\$25182</b>	<b>125</b>

# CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JULY 31, 2023

## GENERAL FUND

### ASSETS

101-000-004.000	PETTY CASH	133.40	
101-000-008.000	PERPETUAL FUND	1,087.10	
101-000-010.000	CASH - COMBINED SAVINGS	4,312,221.34	
101-000-072.000	COUNTY OF OAKLAND	( 2,104.50)	
101-000-075.000	HURON VALLEY SCHOOLS	( 6,440.50)	
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		<u>4,747,828.84</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

101-000-202.001	BUILDING BONDS PAYABLES	188,796.00	
101-000-202.002	HEALTH REIMBURSEMENT PAYABLES	6,778.62	
101-000-202.005	PLANNING ESCROW PAYABLES	555,674.53	
101-000-222.000	OAKLAND CO. ANIMAL CONTROL	375.85	
101-000-231.000	PR W/H FICA	215.94	
101-000-339.000	UNEARNED REVENUE-FEDERAL GRANT	1,408,057.63	
	TOTAL LIABILITIES		2,159,898.57

#### FUND EQUITY

101-000-390.000	FUND BALANCE	3,427,341.74	
	REVENUE OVER EXPENDITURES - YTD	( 839,411.47)	
	TOTAL FUND EQUITY		<u>2,587,930.27</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,747,828.84</u>



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**GENERAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>						
101-000-402.000	CURRENT PROPERTY TAX	556,656.00	556,656.00	565,104.80	.00 ( 8,448.80)	101.52
101-000-404.000	SALES TAX	2,051,127.00	2,051,127.00	1,029,666.00	.00 1,021,461.00	50.20
101-000-412.000	DELINQUENT P. PROPERTY TAX	.00	.00	2,186.52	75.64 ( 2,186.52)	.00
101-000-423.000	MOBILE HOME TAXES	5,000.00	5,000.00	4,752.00	687.00 248.00	95.04
101-000-477.000	CABLE TV FRANCHISE FEES	300,000.00	300,000.00	156,510.36	.00 143,489.64	52.17
101-000-478.000	DOG LICENSES	1,500.00	1,500.00	1,353.90	168.50 146.10	90.26
101-000-490.000	OTHER LIC. & PERMIT	5,000.00	5,000.00	3,117.00	518.00 1,883.00	62.34
101-000-491.000	BUILDING PERMITS	220,000.00	220,000.00	89,055.00	14,484.00 130,945.00	40.48
101-000-491.001	HEATING PERMITS	65,000.00	65,000.00	41,246.69	3,117.40 23,753.31	63.46
101-000-491.002	PLUMBING PERMITS	45,000.00	45,000.00	12,349.00	1,723.00 32,651.00	27.44
101-000-491.003	ELECTRICAL PERMITS	65,000.00	65,000.00	37,118.40	2,815.20 27,881.60	57.11
101-000-522.003	SOC SERV: C D B G REVENUE	50,000.00	50,000.00	5,780.00	5,780.00 44,220.00	11.56
101-000-528.001	ARPA FEDERAL GRANT REVENUE	710,000.00	710,000.00	.00	.00 710,000.00	.00
101-000-584.005	METRO AUTHORITY	27,000.00	27,000.00	22,271.18	.00 4,728.82	82.49
101-000-584.013	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	612.28	.00 ( 612.28)	.00
101-000-607.002	CONTRACTORS REGISTRATIONS	3,000.00	3,000.00	2,085.00	270.00 915.00	69.50
101-000-607.019	SUMMER TAX COLLECTION FEE	50,000.00	50,000.00	3,637.44	3,637.44 46,362.56	7.27
101-000-607.022	ENHANCE ACCESS FEES	3,000.00	3,000.00	4,775.82	937.39 ( 1,775.82)	159.19
101-000-607.034	ADMINISTRATION FEES	42,000.00	42,000.00	32,861.96	32,861.96 9,138.04	78.24
101-000-608.025	DISTRICT COURT MONIES	50,000.00	50,000.00	40,551.51	5,508.07 9,448.49	81.10
101-000-628.014	REZONING FEES, PLANNING	.00	.00	850.00	.00 ( 850.00)	.00
101-000-628.015	ZONING BD. OF APPEALS	7,000.00	7,000.00	4,400.00	550.00 2,600.00	62.86
101-000-628.016	SITE PL. REVIEW, OTHERS	6,000.00	6,000.00	3,125.00	115.00 2,875.00	52.08
101-000-633.000	BOND FORFEITURES	.00	.00	68,432.36	.00 ( 68,432.36)	.00
101-000-642.000	SALE OF CEMETERY LOTS	5,000.00	5,000.00	5,500.00	500.00 ( 500.00)	110.00
101-000-644.028	ASSET SALE PROCEEDS	.00	.00	5,496.51	.00 ( 5,496.51)	.00
101-000-651.007	ACTIVITY CENTER REVENUES	3,000.00	3,000.00	3,075.00	375.00 ( 75.00)	102.50
101-000-657.000	VARIOUS FINES	.00	.00	403.00	178.00 ( 403.00)	.00
101-000-658.000	ZONING FINES	.00	.00	150.00	.00 ( 150.00)	.00
101-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	104,709.47	17,771.73 ( 89,709.47)	698.06
101-000-666.001	MMRMA DISTRIBUTION	.00	.00	51,975.00	.00 ( 51,975.00)	.00
101-000-667.001	PARK: RENTALS	.00	.00	400.00	.00 ( 400.00)	.00
101-000-667.010	ACT CTR STEEPLE HALL UTILITIES	5,000.00	5,000.00	2,407.08	83.00 2,592.92	48.14
101-000-667.035	POLICE LEASE PAYMENTS	28,000.00	28,000.00	16,333.31	2,333.33 11,666.69	58.33
101-000-667.288	WOTA RENT	.00	.00	25,000.00	.00 ( 25,000.00)	.00
101-000-676.018	ELECTION REIMBURSEMENT	.00	.00	10,268.88	.00 ( 10,268.88)	.00
101-000-676.030	SNOW REMOVAL REIMBURSEMENT	7,000.00	7,000.00	.00	.00 7,000.00	.00
101-000-677.031	MISCELLANEOUS	15,000.00	15,000.00	12,931.19	767.65 2,068.81	86.21
101-000-692.000	APPROPRIATION FUND BAL.	.00	1,556,280.00	.00	.00 1,556,280.00	.00
	<b>REVENUE</b>	<b>4,340,283.00</b>	<b>5,896,563.00</b>	<b>2,370,491.66</b>	<b>95,257.31 3,526,071.34</b>	<b>40.20</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,340,283.00</b>	<b>5,896,563.00</b>	<b>2,370,491.66</b>	<b>95,257.31 3,526,071.34</b>	<b>40.20</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>LEGISLATIVE</b>							
101-102-702.000	LEGISLATIVE: SALARIES	25,899.00	26,179.00	14,940.60	1,992.08	11,238.40	57.07
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>31,899.00</b>	<b>32,179.00</b>	<b>14,940.60</b>	<b>1,992.08</b>	<b>17,238.40</b>	<b>46.43</b>
<b>SUPERVISOR</b>							
101-171-702.000	SUP DEPT: SALARIES	84,389.00	85,298.00	48,686.10	6,491.48	36,611.90	57.08
101-171-703.001	SUP DEPT: CLERICAL WAGE F-T	52,211.00	25,211.00	25,371.78	.00	( 160.78)	100.64
101-171-703.002	SUP DEPT: ASSISTANT WAGE F-T	.00	27,000.00	8,820.50	3,945.50	18,179.50	32.67
101-171-704.002	SUP DEPT: FLOATER WAGE P-T	13,996.00	8,614.00	4,840.41	287.04	3,773.59	56.19
101-171-704.003	SUP DEPT: CLERICAL WAGE P-T	22,181.00	23,757.00	9,314.28	1,501.29	14,442.72	39.21
101-171-704.005	SUP DEPT: MAINT WAGE P-T	31,803.00	32,151.00	18,311.41	2,446.44	13,839.59	56.95
101-171-704.006	SUP DEPT: MAINTENANCE WAGE P-T	.00	.00	376.74	.00	( 376.74)	.00
101-171-705.000	SUP: PART-TIME SEASONAL MAINT	.00	25,000.00	4,620.00	1,720.00	20,380.00	18.48
101-171-705.001	SUP: SEASONAL FLOATER WAGE P-	.00	5,532.00	.00	.00	5,532.00	.00
101-171-820.000	SUP DEPT: DUES/ED/TRAVEL	2,500.00	2,500.00	125.00	.00	2,375.00	5.00
	<b>TOTAL SUPERVISOR</b>	<b>207,080.00</b>	<b>235,063.00</b>	<b>120,466.22</b>	<b>16,391.75</b>	<b>114,596.78</b>	<b>51.25</b>
<b>ACCOUNTING</b>							
101-191-703.000	ACCTG: BOOKKEEPER WAGE F-T	58,476.00	59,106.00	33,924.32	4,498.51	25,181.68	57.40
101-191-704.001	ACCTG: P-T ASSISTANT	22,394.00	24,654.00	13,146.40	1,920.00	11,507.60	53.32
101-191-820.000	ACCTG: DUES/ED/TRAVEL	3,000.00	3,000.00	75.00	.00	2,925.00	2.50
	<b>TOTAL ACCOUNTING</b>	<b>83,870.00</b>	<b>86,760.00</b>	<b>47,145.72</b>	<b>6,418.51</b>	<b>39,614.28</b>	<b>54.34</b>
<b>CLERK</b>							
101-215-702.002	CLERK: SALARIES	80,169.00	81,032.00	46,251.90	6,166.92	34,780.10	57.08
101-215-703.001	CLERK: DEPUTY WAGE F-T	62,653.00	63,328.00	34,597.19	4,819.50	28,730.81	54.63
101-215-703.005	CLERK: CLERICAL WAGE F-T	42,158.00	42,618.00	24,245.27	3,243.01	18,372.73	56.89
101-215-720.000	CLERK: RECORDING SECTY	1,800.00	1,800.00	.00	.00	1,800.00	.00
101-215-820.000	CLERK: DUES/ED/TRAVEL	7,000.00	7,000.00	2,555.22	161.32	4,444.78	36.50
101-215-935.000	CLERK: VOTING EQUIP MAINT	7,050.00	7,050.00	.00	.00	7,050.00	.00
	<b>TOTAL CLERK</b>	<b>200,830.00</b>	<b>202,828.00</b>	<b>107,649.58</b>	<b>14,390.75</b>	<b>95,178.42</b>	<b>53.07</b>
<b>TREASURER</b>							
101-253-702.001	TREAS: SALARIES	80,169.00	81,032.00	46,251.90	6,166.92	34,780.10	57.08
101-253-703.000	TREAS: DEPUTY WAGE F-T	64,741.00	64,741.00	37,297.90	4,980.00	27,443.10	57.61
101-253-703.003	TREAS: CLERICAL WAGE F-T	43,898.00	43,898.00	25,243.60	3,376.51	18,654.40	57.51
101-253-705.004	TREAS: PART-TIME SEASONAL	10,000.00	10,069.00	856.72	56.32	9,212.28	8.51
101-253-820.000	TREAS: DUES/ED/TRAVEL	6,500.00	6,500.00	1,663.99	659.14	4,836.01	25.60
	<b>TOTAL TREASURER</b>	<b>205,308.00</b>	<b>206,240.00</b>	<b>111,314.11</b>	<b>15,238.89</b>	<b>94,925.89</b>	<b>53.97</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>ASSESSOR</b>							
101-257-720.000	ASSESSING: CONTRACTUAL SVCS	130,000.00	130,000.00	84,132.81	5,000.00	45,867.19	64.72
101-257-720.001	ASSESSING: TAX BD OF REVIEW	1,500.00	1,500.00	484.00	.00	1,016.00	32.27
101-257-820.000	ASSESSING: DUES/ED/TRAVEL	600.00	600.00	.00	.00	600.00	.00
	<b>TOTAL ASSESSOR</b>	<b>132,100.00</b>	<b>132,100.00</b>	<b>84,616.81</b>	<b>5,000.00</b>	<b>47,483.19</b>	<b>64.06</b>
<b>GENERAL GOVERNMENT</b>							
101-261-728.000	GEN GOV: OFFICE SUPPLIES	15,000.00	15,000.00	7,437.32	422.72	7,562.68	49.58
101-261-735.000	GEN GOV: POSTAGE	8,000.00	8,000.00	1,869.14	8.56	6,130.86	23.36
101-261-801.001	GEN GOV: PROF SERVICES	25,000.00	25,000.00	5,253.87	1,840.45	19,746.13	21.02
101-261-803.000	GEN GOV: SNOWPLOW SERV	40,000.00	40,000.00	33,933.34	.00	6,066.66	84.83
101-261-804.000	GEN GOV: LEGAL SERVICES	75,000.00	75,000.00	28,586.42	4,284.50	46,413.58	38.12
101-261-805.000	GEN GOV: AUDITING	70,000.00	70,000.00	82,277.50	.00	( 12,277.50)	117.54
101-261-810.000	GEN GOV: COURT WITNESS FEES	500.00	500.00	.00	.00	500.00	.00
101-261-813.000	GEN GOV: STORM WATER PERMIT	800.00	800.00	500.00	.00	300.00	62.50
101-261-813.001	GEN GOV: WOTA	185,000.00	185,000.00	.00	.00	185,000.00	.00
101-261-821.000	GEN GOV: MEMBER FEES	13,000.00	13,000.00	11,744.14	26.00	1,255.86	90.34
101-261-822.000	GEN GOV: BANK FEES	6,000.00	6,000.00	2,784.98	.00	3,215.02	46.42
101-261-830.000	GEN GOV: GEN INSURANCE	68,000.00	68,000.00	59,141.00	.00	8,859.00	86.97
101-261-850.000	GEN GOV: FIBER-OTHER COMMUNIC	13,000.00	13,000.00	5,761.00	823.00	7,239.00	44.32
101-261-850.001	GEN GOV: PHONE SERVICE	6,500.00	6,500.00	2,301.41	288.67	4,198.59	35.41
101-261-850.002	GEN GOV: WEBSITE	2,500.00	2,500.00	1,524.65	.00	975.35	60.99
101-261-900.000	GEN GOV: TAX BILL PRINTING	12,000.00	12,000.00	3,441.96	.00	8,558.04	28.68
101-261-900.001	GEN GOV: ADVERTISING	20,000.00	20,000.00	6,922.31	1,036.38	13,077.69	34.61
101-261-900.002	GEN GOV: PRINTING	4,500.00	4,500.00	663.03	343.62	3,836.97	14.73
101-261-920.000	GEN GOV: UTILITIES	75,000.00	75,000.00	42,712.12	6,196.56	32,287.88	56.95
101-261-936.000	GEN GOV: TOWNSHIP MAINTENANCE	45,000.00	45,000.00	38,493.39	13,719.60	6,506.61	85.54
101-261-937.000	GEN GOV: VEHICLE OP MAINT	5,000.00	5,000.00	5,390.13	516.19	( 390.13)	107.80
101-261-938.000	GEN GOV: EQ/SW MAINT CONTRACT	50,000.00	50,000.00	42,985.50	8,758.99	7,014.50	85.97
101-261-955.000	GEN GOV: MISCELLANEOUS	20,000.00	20,000.00	1,977.75	324.80	18,022.25	9.89
101-261-959.000	GEN GOV: METRO AUTHORITY EXP	27,000.00	27,000.00	27,775.97	27,534.09	( 775.97)	102.87
101-261-971.000	GEN GOV: EQUIP CAP OUTLAY	25,000.00	25,000.00	4,926.30	4,926.30	20,073.70	19.71
101-261-971.001	GEN GOV: COMP CAP OUTLAY	10,000.00	10,000.00	955.51	.00	9,044.49	9.56
101-261-971.003	GEN GOV: COMPUTER SOFTWARE	8,000.00	8,000.00	286.75	.00	7,713.25	3.58
101-261-995.401	GEN GOV: TRANS TO CAP IMPROV	.00	1,500,000.00	1,500,000.00	1,500,000.00	.00	100.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>829,800.00</b>	<b>2,329,800.00</b>	<b>1,919,645.49</b>	<b>1,571,050.43</b>	<b>410,154.51</b>	<b>82.40</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**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	91,667.00	92,767.00	57,332.16	7,829.20	35,434.84	61.80
101-279-711.000	GGP: DEFINED CONTRIBUTION PLAN	115,000.00	115,000.00	56,910.80	.00	58,089.20	49.49
101-279-712.000	GGP: HEALTH/DENTAL/LIFE/DIS INS	160,000.00	160,000.00	97,630.34	10,853.99	62,369.66	61.02
101-279-714.003	GGP: UNEMPLOYMENT CLAIMS	.00	.00	6,113.80	6,113.80	( 6,113.80)	.00
101-279-714.004	GGP: MERIT INCREASES	10,000.00	10,000.00	.00	.00	10,000.00	.00
101-279-715.000	GGP: CASH IN LIEU BENEF BUYOUT	62,000.00	62,000.00	45,586.09	7,810.24	16,413.91	73.53
101-279-716.002	GGP: TUITION REIMB	3,000.00	3,000.00	.00	.00	3,000.00	.00
101-279-717.002	GGP: BCN HEALTH REIMBURSEMEN	45,000.00	45,000.00	18,306.56	1,024.01	26,693.44	40.68
101-279-718.001	GGP: PTO CASH PAYOUT	18,000.00	18,000.00	1,228.88	.00	16,771.12	6.83
	<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>504,667.00</b>	<b>505,767.00</b>	<b>283,108.63</b>	<b>33,631.24</b>	<b>222,658.37</b>	<b>55.98</b>
<b>BUILDING</b>							
101-371-703.000	BLDG: INSPECTOR WAGE F-T	65,827.00	66,532.00	37,859.26	5,064.00	28,672.74	56.90
101-371-703.001	BLDG: CLERICAL WAGE 1 F-T	40,008.00	40,436.00	23,006.37	3,078.00	17,429.63	56.90
101-371-703.002	BLDG: CLERICAL WAGE 2 F-T	37,837.00	38,250.00	20,766.60	2,910.00	17,483.40	54.29
101-371-705.000	BLDG: PART-TIME SEASONAL	8,000.00	8,090.00	.00	.00	8,090.00	.00
101-371-735.000	BLDG: POSTAGE	600.00	600.00	229.04	.00	370.96	38.17
101-371-801.000	BLDG: INSP/ELEC/PLUMB/HTG	175,000.00	175,000.00	77,046.37	8,662.16	97,953.63	44.03
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>340,272.00</b>	<b>341,908.00</b>	<b>158,907.64</b>	<b>19,714.16</b>	<b>183,000.36</b>	<b>46.48</b>
<b>CEMETERY</b>							
101-567-935.000	CEMETERY: SEXTON	43,632.00	43,632.00	29,088.00	7,272.00	14,544.00	66.67
101-567-935.001	CEMETERY: MAINTENANCE	15,000.00	15,000.00	9,827.29	( 1,000.00)	5,172.71	65.52
	<b>TOTAL CEMETERY</b>	<b>58,632.00</b>	<b>58,632.00</b>	<b>38,915.29</b>	<b>6,272.00</b>	<b>19,716.71</b>	<b>66.37</b>
<b>SOCIAL SERVICES</b>							
101-670-705.000	SOC SERV: CROSSING GUARDS	15,000.00	15,237.00	7,824.40	.00	7,412.60	51.35
101-670-880.000	SOC SERV: COMMUNITY PROMOTION	8,500.00	8,500.00	8,500.00	.00	.00	100.00
101-670-881.000	SOC SERV: YOUTH PROMOTION	8,500.00	8,500.00	8,500.00	.00	.00	100.00
101-670-882.000	SOC SERV: DECOR-XMAS LIGHTS	2,500.00	2,500.00	.00	.00	2,500.00	.00
101-670-967.005	SOC SERV: CDBG EXPENSES	50,000.00	50,000.00	5,780.00	.00	44,220.00	11.56
	<b>TOTAL SOCIAL SERVICES</b>	<b>84,500.00</b>	<b>84,737.00</b>	<b>30,604.40</b>	<b>.00</b>	<b>54,132.60</b>	<b>36.12</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**GENERAL FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>SENIOR CENTER</b>							
101-672-703.000	ACTIVITY CTR: DIR. WAGE F-T	49,078.00	49,603.00	28,226.31	3,775.50	21,376.69	56.90
101-672-703.001	ACT CTR: COORDINATOR WAGE F-T	33,783.00	19,911.00	18,220.97	2,599.51	1,690.03	91.51
101-672-703.002	ACT CTR: COMMUNICATION WAGE F-	.00	13,163.00	.00	.00	13,163.00	.00
101-672-704.001	ACT CTR: COORDINATOR WAGE P-T	.00	9,657.00	.00	.00	9,657.00	.00
101-672-704.002	ACT CTR: COMMUNICATION WAGE P-	28,652.00	18,983.00	16,721.40	2,262.00	2,261.60	88.09
101-672-704.003	ACT CTR: CLERICAL WAGE P-T	24,874.00	25,454.00	9,344.00	1,856.00	16,110.00	36.71
101-672-704.006	ACTIVITY CTR: SECURITY P-T	6,435.00	7,185.00	255.00	.00	6,930.00	3.55
101-672-704.007	ACTIVITY CTR: MAINTEN WAGE P-T	12,870.00	13,020.00	7,119.73	990.00	5,900.27	54.68
101-672-728.000	ACTIVITY CTR: OFFICE SUPPLIES	2,500.00	2,500.00	3,143.07	.00	( 643.07)	125.72
101-672-729.000	ACTIVITY CTR: OPER. SUPPLIES	6,000.00	6,000.00	1,396.99	168.26	4,603.01	23.28
101-672-735.000	ACTIVITY CTR: POSTAGE	2,500.00	2,500.00	4.56	.00	2,495.44	.18
101-672-820.000	ACTIVITY CTR: DUES/ED/TRAVEL	1,200.00	1,200.00	.00	.00	1,200.00	.00
101-672-850.000	ACTIVITY CTR: PHONE SERVICE	1,500.00	1,500.00	486.16	52.43	1,013.84	32.41
101-672-850.001	ACTIVITY CTR: INTERNET SERVICE	2,500.00	2,500.00	618.37	.00	1,881.63	24.73
101-672-850.002	STEEPLE HALL: INTERNET SERVICE	3,500.00	3,500.00	1,945.07	276.62	1,554.93	55.57
101-672-900.000	ACTIVITY CTR: ADVERT./PRINTING	8,000.00	8,000.00	4,914.01	650.00	3,085.99	61.43
101-672-920.000	ACTIVITY CTR: UTILITIES	9,000.00	9,000.00	4,625.72	549.00	4,374.28	51.40
101-672-920.002	STEEPLE HALL: UTILITIES	7,000.00	7,000.00	4,176.45	429.81	2,823.55	59.66
101-672-936.000	ACTIVITY CTR: BUILDING MAINT	4,000.00	4,000.00	2,805.60	993.29	1,194.40	70.14
101-672-936.002	STEEPLE HALL: BUILDING MAINT	5,000.00	20,000.00	10,335.98	1,136.63	9,664.02	51.68
101-672-938.000	ACTIVITY CTR: OFF. EQUIP MAINT	2,500.00	2,500.00	899.99	.00	1,600.01	36.00
	<b>TOTAL SENIOR CENTER</b>	<b>210,892.00</b>	<b>227,176.00</b>	<b>115,239.38</b>	<b>15,739.05</b>	<b>111,936.62</b>	<b>50.73</b>
<b>PLANNING &amp; ORDINANCE</b>							
101-701-703.001	PLNG: DIR.PLAN & DEV. WAGE F-T	80,610.00	81,480.00	46,463.11	6,201.00	35,016.89	57.02
101-701-703.003	PLNG: ZONING ADMIN WAGE F-T	45,045.00	45,533.00	26,384.34	3,465.00	19,148.66	57.95
101-701-703.004	OE: ZONING ADMIN. WAGE F-T	54,627.00	55,220.00	31,411.57	4,201.51	23,808.43	56.88
101-701-703.005	OE: ORDINANCE OFFICER WAGE F-T	25,982.00	26,252.00	14,662.16	1,943.70	11,589.84	55.85
101-701-820.000	PLNG: DUES/ED/TRAVEL	4,000.00	4,000.00	2,417.04	.00	1,582.96	60.43
101-701-825.002	PLNG: CERTIFICATION	.00	.00	55.00	.00	( 55.00)	.00
101-701-935.000	OE: VIOLATION CORRECTIONS	3,000.00	3,000.00	290.00	.00	2,710.00	9.67
	<b>TOTAL PLANNING &amp; ORDINANCE</b>	<b>213,264.00</b>	<b>215,485.00</b>	<b>121,683.22</b>	<b>15,811.21</b>	<b>93,801.78</b>	<b>56.47</b>
<b>ZONING BOARD OF APPEALS (ZBA)</b>							
101-702-720.000	ZBA: MEETING PAY	8,880.00	8,880.00	3,580.00	740.00	5,300.00	40.32
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	693.00	.00	307.00	69.30
101-702-900.000	ZBA: ADVERTISING	5,000.00	5,000.00	2,475.69	245.25	2,524.31	49.51
	<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>17,780.00</b>	<b>17,780.00</b>	<b>6,748.69</b>	<b>985.25</b>	<b>11,031.31</b>	<b>37.96</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**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	11,400.00	11,400.00	2,390.00	.00	9,010.00	20.96
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.	20,000.00	20,000.00	6,447.50	1,635.00	13,552.50	32.24
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	725.00	.00	1,275.00	36.25
101-703-900.000	PLNG COMM: ADVERTISING/PRTG	5,500.00	5,500.00	423.15	.00	5,076.85	7.69
	<b>TOTAL PLANNING COMMISSION</b>	<b>50,050.00</b>	<b>50,050.00</b>	<b>9,985.65</b>	<b>1,635.00</b>	<b>40,064.35</b>	<b>19.95</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	535.82	127.32	1,964.18	21.43
101-751-729.002	PARKS: HICKORY RIDGE	3,000.00	3,000.00	1,245.00	.00	1,755.00	41.50
101-751-729.003	PARKS: DUCK LAKE PINES	3,000.00	3,000.00	19,418.16	882.47	( 16,418.16)	647.27
101-751-801.006	PARKS: FIREWORKS	13,500.00	13,500.00	11,000.00	.00	2,500.00	81.48
101-751-920.000	PARKS: UTILITIES	5,000.00	5,000.00	552.95	83.98	4,447.05	11.06
101-751-935.000	PARKS: MAINTENANCE	20,000.00	20,000.00	6,179.77	3,772.77	13,820.23	30.90
	<b>TOTAL PARKS</b>	<b>50,500.00</b>	<b>50,500.00</b>	<b>38,931.70</b>	<b>4,866.54</b>	<b>11,568.30</b>	<b>77.09</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,221,444.00</b>	<b>4,777,005.00</b>	<b>3,209,903.13</b>	<b>1,729,136.86</b>	<b>1,567,101.87</b>	<b>67.19</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>1,118,839.00</b>	<b>1,119,558.00</b>	<b>( 839,411.47)</b>	<b>( 1,633,879.55)</b>	<b>( 1,958,969.47)</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JULY 31, 2023

ROAD FUND

ASSETS

203-000-002.000	HAULING ROUTE SAVINGS ACCT.	630,016.06
203-000-010.000	CASH - COMBINED SAVINGS	68,857.47
203-000-019.000	HAUL ROUTE RECEIVABLE	8,400.00

TOTAL ASSETS

707,273.53

LIABILITIES AND EQUITY

LIABILITIES

203-000-202.001	HAULING ROUTE PAYABLE	41,146.82
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TOTAL LIABILITIES

41,146.82

FUND EQUITY

203-000-390.000	FUND BALANCE	163,949.37
203-000-392.000	RESTRICTED FUND BALANCE	491,344.23
	REVENUE OVER EXPENDITURES - YTD	10,833.11

TOTAL FUND EQUITY

666,126.71

TOTAL LIABILITIES AND EQUITY

707,273.53

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**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	1,638.81	209.03	( 1,638.81)	.00
203-000-699.401	19,000.00	50,000.00	50,000.00	50,000.00	.00	100.00
<b>REVENUE</b>	<b>74,000.00</b>	<b>105,000.00</b>	<b>51,638.81</b>	<b>50,209.03</b>	<b>53,361.19</b>	<b>49.18</b>
<b>TOTAL FUND REVENUE</b>	<b>74,000.00</b>	<b>105,000.00</b>	<b>51,638.81</b>	<b>50,209.03</b>	<b>53,361.19</b>	<b>49.18</b>
<u>ROAD</u>						
203-596-967.000	34,000.00	34,000.00	1,527.50	525.00	32,472.50	4.49
203-596-967.001	40,000.00	40,000.00	38,908.00	.00	1,092.00	97.27
203-596-971.001	.00	.00	370.20	.00	( 370.20)	.00
<b>TOTAL ROAD</b>	<b>74,000.00</b>	<b>74,000.00</b>	<b>40,805.70</b>	<b>525.00</b>	<b>33,194.30</b>	<b>55.14</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>74,000.00</b>	<b>74,000.00</b>	<b>40,805.70</b>	<b>525.00</b>	<b>33,194.30</b>	<b>55.14</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>31,000.00</b>	<b>10,833.11</b>	<b>49,684.03</b>	<b>( 20,166.89)</b>	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

FIRE FUND

ASSETS

206-000-010.000 CASH - COMBINED SAVINGS 1,914,664.88

TOTAL ASSETS 1,914,664.88

LIABILITIES AND EQUITY

FUND EQUITY

206-000-390.000 FUND BALANCE 1,479,169.98  
REVENUE OVER EXPENDITURES - YTD 435,494.90

TOTAL FUND EQUITY 1,914,664.88

TOTAL LIABILITIES AND EQUITY 1,914,664.88

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
206-000-402.000	CURRENT PROPERTY TAX	1,240,417.00	1,240,417.00	1,250,244.14	.00 ( 9,827.14)	100.79
206-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	1,364.39	.00 ( 1,364.39)	.00
206-000-603.000	CONSULTING FEE	.00	.00	650.00	.00 ( 650.00)	.00
206-000-604.000	COST RECOVERY	.00	.00	570.00	570.00 ( 570.00)	.00
206-000-627.000	RENTAL INSPECTIONS	.00	.00	750.00	150.00 ( 750.00)	.00
206-000-638.000	EMS TRANSPORT	350,000.00	350,000.00	286,304.83	29,943.11 63,695.17	81.80
206-000-665.000	INTEREST ON INVESTMENTS	10,000.00	10,000.00	32,509.01	4,404.34 ( 22,509.01)	325.09
206-000-677.000	MISCELLANEOUS	.00	.00	775.99	.00 ( 775.99)	.00
206-000-692.000	APPROPRIATION FUND BAL.	437,263.00	437,263.00	.00	.00 437,263.00	.00
	<b>REVENUE</b>	<b>2,037,680.00</b>	<b>2,037,680.00</b>	<b>1,573,168.36</b>	<b>35,067.45 464,511.64</b>	<b>77.20</b>
	<b>TOTAL FUND REVENUE</b>	<b>2,037,680.00</b>	<b>2,037,680.00</b>	<b>1,573,168.36</b>	<b>35,067.45 464,511.64</b>	<b>77.20</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**FIRE FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>FIRE</b>							
206-336-702.012	FIRE: CHIEF'S COMPENSATION	79,794.00	80,653.00	41,566.81	6,138.00	39,086.19	51.54
206-336-703.000	FIRE: F-T WAGE OFFICER	68,852.00	68,852.00	18,088.09	.00	50,763.91	26.27
206-336-703.001	FIRE: F-T WAGE OFFICER D.K.	67,131.00	67,131.00	38,622.48	5,162.20	28,508.52	57.53
206-336-703.002	FIRE: F-T WAGE OFFICER G.B.	68,852.00	68,852.00	41,098.29	5,295.76	27,753.71	59.69
206-336-703.003	FIRE: F-T WAGE MEDIC C.S.	57,899.00	57,899.00	33,379.70	4,454.12	24,519.30	57.65
206-336-703.004	FIRE: F-T WAGE MEDIC M.B.	57,899.00	57,899.00	35,953.27	4,928.26	21,945.73	62.10
206-336-703.005	FIRE: F-T WAGE MEDIC A.G.	57,899.00	57,899.00	33,539.78	4,454.12	24,359.22	57.93
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	57,899.00	57,899.00	28,173.74	4,120.22	29,725.26	48.66
206-336-703.007	FIRE: F-T WAGE MEDIC K.M.	57,899.00	57,899.00	28,838.63	4,041.06	29,060.37	49.81
206-336-703.008	FIRE: F-T WAGE MEDIC T.M.	57,899.00	57,899.00	28,196.51	4,016.34	29,702.49	48.70
206-336-703.013	FIRE: MARSHAL COMPENSATION	30,700.00	30,430.00	18,562.90	2,473.80	11,867.10	61.00
206-336-704.001	FIRE: P-T WAGE CLERICAL QA/QI	4,000.00	4,000.00	3,031.22	392.35	968.78	75.78
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	500,000.00	500,000.00	248,576.66	31,994.98	251,423.34	49.72
206-336-707.007	FIRE: F-T OVERTIME	45,000.00	45,000.00	48,580.70	6,612.33	( 3,580.70)	107.96
206-336-709.001	FIRE: CLOTHING ALLOWANCE	5,000.00	5,000.00	5,000.00	.00	.00	100.00
206-336-709.002	FIRE: FOOD ALLOWANCE	5,000.00	5,000.00	4,500.00	4,500.00	500.00	90.00
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	23,364.00	23,364.00	.00	.00	23,364.00	.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	94,958.00	94,958.00	48,282.37	6,498.85	46,675.63	50.85
206-336-711.000	FIRE: DEFINED CONTRIBUTION POC	25,000.00	25,000.00	.00	.00	25,000.00	.00
206-336-711.001	FIRE: DEFINED CONTRIBUTION F-T	33,136.00	33,136.00	11,047.32	.00	22,088.68	33.34
206-336-712.001	FIRE: HEALTH/DENTAL/LIFE/DISINS	80,000.00	80,000.00	46,138.04	5,330.06	33,861.96	57.67
206-336-713.000	FIRE: FIREFIGHTERS MEDICAL	16,000.00	16,000.00	10,492.21	1,141.67	5,507.79	65.58
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	7,021.03	963.76	6,978.97	50.15
206-336-717.000	FIRE: BCN HEALTH REIMBURSEMEN	30,000.00	30,000.00	9,012.16	1,045.74	20,987.84	30.04
206-336-719.000	FIRE: POST PLAN	15,000.00	15,000.00	.00	.00	15,000.00	.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	9,998.00	9,998.00	.00	.00	9,998.00	.00
206-336-722.010	FIRE: INSTRUCTOR TRAINING	5,000.00	5,000.00	564.00	.00	4,436.00	11.28
206-336-727.000	FIRE: SUPPLIES	9,000.00	9,000.00	5,921.43	177.66	3,078.57	65.79
206-336-731.000	FIRE: MEDICAL SUPPLIES	20,000.00	20,000.00	13,383.77	2,134.17	6,616.23	66.92
206-336-732.000	FIRE: UNIFORMS	15,000.00	15,000.00	8,456.03	740.91	6,543.97	56.37
206-336-750.000	FIRE: VEHICLE GAS/OIL	50,000.00	50,000.00	20,984.06	2,560.66	29,015.94	41.97
206-336-804.000	FIRE: LEGAL SERVICES	5,000.00	5,000.00	633.50	.00	4,366.50	12.67
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	2,500.00	2,500.00	5,287.42	787.80	( 2,787.42)	211.50
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	15,000.00	15,000.00	6,238.59	.00	8,761.41	41.59
206-336-820.000	FIRE: DUES & EDUCATION	20,000.00	20,000.00	21,486.79	5,100.00	( 1,486.79)	107.43
206-336-830.000	FIRE: INSURANCE/BONDS	120,000.00	120,000.00	116,494.00	( 75.00)	3,506.00	97.08
206-336-851.000	FIRE: RADIO COMMUNICATIONS	53,000.00	53,000.00	20,688.66	12,275.58	32,311.34	39.04
206-336-890.000	FIRE: PUBLIC EDUCATION	5,000.00	5,000.00	395.00	.00	4,605.00	7.90
206-336-920.000	FIRE: PUBLIC UTILITIES	60,000.00	60,000.00	37,163.93	1,830.02	22,836.07	61.94
206-336-930.000	FIRE: VEHICLE REPAIR	50,000.00	50,000.00	67,339.45	4,225.81	( 17,339.45)	134.68
206-336-936.000	FIRE: BLDG MAINT/REPAIR	15,000.00	15,000.00	12,467.65	609.98	2,532.35	83.12
206-336-937.000	FIRE: EQUIP MAINT	20,000.00	20,000.00	10,276.61	189.54	9,723.39	51.38
206-336-955.000	FIRE: MISC EXPENSE	2,500.00	2,500.00	2,190.66	.00	309.34	87.63
206-336-967.000	FIRE: NEW PROJECTS	2,500.00	2,500.00	.00	.00	2,500.00	.00
	<b>TOTAL FIRE</b>	<b>2,037,679.00</b>	<b>2,038,268.00</b>	<b>1,137,673.46</b>	<b>134,120.75</b>	<b>900,594.54</b>	<b>55.82</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**FIRE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	2,037,679.00	2,038,268.00	1,137,673.46	134,120.75	900,594.54	55.82
NET REVENUE OVER EXPENDITURES	1.00	( 588.00)	435,494.90	( 99,053.30)	436,082.90	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JULY 31, 2023

POLICE FUND

ASSETS

207-000-004.000	PETTY CASH	50.00
207-000-010.000	CASH - COMBINED SAVINGS	3,653,025.35

TOTAL ASSETS

3,653,075.35

LIABILITIES AND EQUITY

FUND EQUITY

207-000-390.000	FUND BALANCE	1,617,059.86
	REVENUE OVER EXPENDITURES - YTD	2,036,015.49

TOTAL FUND EQUITY

3,653,075.35

TOTAL LIABILITIES AND EQUITY

3,653,075.35

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**POLICE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
207-000-402.000	CURRENT PROPERTY TAX	3,076,641.00	3,076,641.00	3,099,968.81	.00 ( 23,327.81)	100.76	
207-000-479.000	RETURNABLE LIQUOR LICENSE FEE	10,000.00	10,000.00	27.50	.00 9,972.50	.28	
207-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	3,384.13	.00 ( 3,384.13)	.00	
207-000-582.000	MINI CONTRACT	12,000.00	12,000.00	3,546.14	.00 8,453.86	29.55	
207-000-582.001	SCHOOL PARTICIPATION	111,000.00	111,000.00	110,295.37	.00 704.63	99.37	
207-000-582.002	AMERICAN AG. CONTRACT	162,000.00	162,000.00	94,500.00	13,500.00 67,500.00	58.33	
207-000-665.000	INTEREST EARNINGS	15,000.00	15,000.00	70,587.31	9,776.22 ( 55,587.31)	470.58	
207-000-677.000	MISCELLANEOUS	.00	.00	2,000.00	.00 ( 2,000.00)	.00	
	<b>REVENUE</b>	<b>3,386,641.00</b>	<b>3,386,641.00</b>	<b>3,384,309.26</b>	<b>23,276.22</b>	<b>2,331.74</b>	<b>99.93</b>
	<b>TOTAL FUND REVENUE</b>	<b>3,386,641.00</b>	<b>3,386,641.00</b>	<b>3,384,309.26</b>	<b>23,276.22</b>	<b>2,331.74</b>	<b>99.93</b>
<b>POLICE</b>							
207-301-704.001	POLICE: CLERICAL WAGE P-T	34,000.00	34,372.00	20,092.41	2,655.00 14,279.59	58.46	
207-301-710.000	POLICE: EMPLOYER PAYROLL TAX	2,900.00	2,900.00	1,526.07	203.12 1,373.93	52.62	
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	2,912,998.00	2,912,998.00	1,141,138.33	756,000.24 1,771,859.67	39.17	
207-301-807.002	POLICE:SCHOOL RESOURCE OFFICE	111,000.00	111,000.00	110,295.37	.00 704.63	99.37	
207-301-807.003	POLICE: MINI CONTRACT	12,000.00	12,000.00	( 2,356.46)	.00 14,356.46 (	19.64)	
207-301-807.004	POLICE: OVERTIME	220,000.00	220,000.00	48,579.71	27,996.28 171,420.29	22.08	
207-301-920.000	POLICE: UTILITIES	14,000.00	14,000.00	3,584.12	736.97 10,415.88	25.60	
207-301-935.000	POLICE: SHERIFF'S MAINT	13,500.00	13,500.00	8,611.91	786.40 4,888.09	63.79	
207-301-940.000	POLICE: SUBSTATION LEASE/LC	28,000.00	28,000.00	16,333.31	2,333.33 11,666.69	58.33	
207-301-955.000	POLICE: MISCELLANEOUS	5,000.00	5,000.00	145.00	.00 4,855.00	2.90	
207-301-971.000	POLICE: RESERVE EQUIPMENT	1,000.00	1,000.00	.00	.00 1,000.00	.00	
207-301-971.001	POLICE: EQUIP CAP OUTLAY	6,000.00	6,000.00	.00	.00 6,000.00	.00	
207-301-971.002	POLICE: BUILDING RENOVATIONS	4,000.00	4,000.00	344.00	.00 3,656.00	8.60	
	<b>TOTAL POLICE</b>	<b>3,369,398.00</b>	<b>3,369,770.00</b>	<b>1,348,293.77</b>	<b>790,711.34</b>	<b>2,021,476.23</b>	<b>40.01</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>3,369,398.00</b>	<b>3,369,770.00</b>	<b>1,348,293.77</b>	<b>790,711.34</b>	<b>2,021,476.23</b>	<b>40.01</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>17,243.00</b>	<b>16,871.00</b>	<b>2,036,015.49</b>	<b>( 767,435.12)</b>	<b>2,019,144.49</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JULY 31, 2023

REFUSE FUND

ASSETS

227-000-010.000 CASH - COMBINED SAVINGS 651,249.03

TOTAL ASSETS 651,249.03

LIABILITIES AND EQUITY

FUND EQUITY

227-000-390.000 FUND BALANCE 191,024.22  
REVENUE OVER EXPENDITURES - YTD 460,224.81

TOTAL FUND EQUITY 651,249.03

TOTAL LIABILITIES AND EQUITY 651,249.03

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**REFUSE FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
227-000-626.000	REFUSE COLLECTION	1,116,625.00	1,116,625.00	1,113,090.00	.00	3,535.00	99.68
227-000-665.000	INTEREST EARNINGS	1,500.00	1,500.00	6,870.71	793.81	( 5,370.71)	458.05
227-000-677.000	MISCELLANEOUS	1,500.00	1,500.00	1,546.00	83.00	( 46.00)	103.07
	<b>REVENUE</b>	<b>1,119,625.00</b>	<b>1,119,625.00</b>	<b>1,121,506.71</b>	<b>876.81</b>	<b>( 1,881.71)</b>	<b>100.17</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,119,625.00</b>	<b>1,119,625.00</b>	<b>1,121,506.71</b>	<b>876.81</b>	<b>( 1,881.71)</b>	<b>100.17</b>
<b>REFUSE</b>							
227-526-801.000	REFUSE: CONTRACTOR	1,087,000.00	1,087,000.00	633,644.90	90,570.48	453,355.10	58.29
227-526-812.000	REFUSE: FUND ADMIN COSTS	27,637.00	27,637.00	27,637.00	27,637.00	.00	100.00
227-526-813.001	REFUSE: THIRD PARTY EXPENSES	2,000.00	2,000.00	.00	.00	2,000.00	.00
	<b>TOTAL REFUSE</b>	<b>1,116,637.00</b>	<b>1,116,637.00</b>	<b>661,281.90</b>	<b>118,207.48</b>	<b>455,355.10</b>	<b>59.22</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,116,637.00</b>	<b>1,116,637.00</b>	<b>661,281.90</b>	<b>118,207.48</b>	<b>455,355.10</b>	<b>59.22</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,988.00</b>	<b>2,988.00</b>	<b>460,224.81</b>	<b>( 117,330.67)</b>	<b>457,236.81</b>	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

OPIOID SETTLEMENT FUND

ASSETS

284-000-010.000	CASH - COMBINED SAVINGS	10,164.34
284-000-079.000	ACCOUNTS RECEIVABLE	41,624.28

TOTAL ASSETS

51,788.62

LIABILITIES AND EQUITY

FUND EQUITY

284-000-360.001	DEFERRED INFLOW REVENUE OVER EXPENDITURES - YTD	41,624.28 10,164.34
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TOTAL FUND EQUITY

51,788.62

TOTAL LIABILITIES AND EQUITY

51,788.62

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**OPIOID SETTLEMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
284-000-685.000						
OPIOID SETTLEMENT REVENUES	.00	10,000.00	10,164.34	.00	( 164.34)	101.64
	.00	10,000.00	10,164.34	.00	( 164.34)	101.64
TOTAL FUND REVENUE	.00	10,000.00	10,164.34	.00	( 164.34)	101.64
<u>DEPARTMENT 718</u>						
284-718-880.000						
OPIOID SETTLEMENT EXPENSE	.00	10,000.00	.00	.00	10,000.00	.00
TOTAL DEPARTMENT 718	.00	10,000.00	.00	.00	10,000.00	.00
TOTAL FUND EXPENDITURES	.00	10,000.00	.00	.00	10,000.00	.00
NET REVENUE OVER EXPENDITURES	.00	.00	10,164.34	.00	10,164.34	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

CAPITAL IMPROVEMENT FUND

ASSETS

401-000-010.000	CASH - COMBINED SAVINGS	2,198,193.58
401-000-084.494	DUE TO/FROM DDA	48,326.03
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

8,273,031.61

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	1,011,932.50
	REVENUE OVER EXPENDITURES - YTD	753,593.10

TOTAL FUND EQUITY

7,641,662.60

TOTAL LIABILITIES AND EQUITY

8,273,031.61

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**CAPITAL IMPROVEMENT FUND**

		ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<b>REVENUE</b>							
401-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	28,148.79	13,351.51	( 18,148.79)	281.49
401-000-665.001	INTEREST EARNINGS DDA LOAN	3,500.00	3,500.00	917.57	108.31	2,582.43	26.22
401-000-667.002	CELL TOWER LEASE	150,000.00	150,000.00	80,143.00	8,390.17	69,857.00	53.43
401-000-692.000	APPROPRIATION FUND BAL.	524,500.00	1,324,595.00	.00	.00	1,324,595.00	.00
401-000-699.000	OPERATING TRANSFER IN	.00	1,500,000.00	1,500,000.00	1,500,000.00	.00	100.00
	<b>REVENUE</b>	<b>688,000.00</b>	<b>2,988,095.00</b>	<b>1,609,209.36</b>	<b>1,521,849.99</b>	<b>1,378,885.64</b>	<b>53.85</b>
	<b>TOTAL FUND REVENUE</b>	<b>688,000.00</b>	<b>2,988,095.00</b>	<b>1,609,209.36</b>	<b>1,521,849.99</b>	<b>1,378,885.64</b>	<b>53.85</b>
<b>GENERAL GOVERNMENT</b>							
401-261-971.001	TOWNSHIP IMPROVEMENTS	25,000.00	740,302.00	718,370.88	1,838.20	21,931.12	97.04
401-261-971.005	TOWNSHIP LIGHTING & SIGNAGE	.00	20,768.00	.00	.00	20,768.00	.00
401-261-971.011	BROADBAND EXPENSE	27,000.00	27,000.00	.00	.00	27,000.00	.00
401-261-971.012	TOWNSHIP RELOCATION EXPENSES	25,000.00	25,000.00	4,930.38	.00	20,069.62	19.72
401-261-971.013	SEWER ANTICIPATION EXPENSE	50,000.00	50,000.00	.00	.00	50,000.00	.00
401-261-971.020	250 W LIVINGSTON IMPROVEMENTS	10,000.00	10,000.00	.00	.00	10,000.00	.00
401-261-972.000	PROPERTY PURCHASE	.00	33,025.00	2,125.00	325.00	30,900.00	6.43
401-261-995.103	TRANSFER TO ROAD FUND	19,000.00	50,000.00	50,000.00	50,000.00	.00	100.00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>156,000.00</b>	<b>956,095.00</b>	<b>775,426.26</b>	<b>52,163.20</b>	<b>180,668.74</b>	<b>81.10</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	15,000.00	15,000.00	.00	.00	15,000.00	.00
401-751-971.001	DUCK LAKE PARK IMPROVEMENT	125,000.00	125,000.00	80,190.00	65,340.00	44,810.00	64.15
	<b>TOTAL PARKS</b>	<b>140,000.00</b>	<b>140,000.00</b>	<b>80,190.00</b>	<b>65,340.00</b>	<b>59,810.00</b>	<b>57.28</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>361,000.00</b>	<b>1,161,095.00</b>	<b>855,616.26</b>	<b>117,503.20</b>	<b>305,478.74</b>	<b>73.69</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**CAPITAL IMPROVEMENT FUND**

	ORIGINAL	AMENDED	YTD ACTUAL	CUR MONTH	VARIANCE	% OF
NET REVENUE OVER EXPENDITURES	327,000.00	1,827,000.00	753,593.10	1,404,346.79	( 1,073,406.90)	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JULY 31, 2023

FIRE CAPITAL FUND

ASSETS

402-000-010.000 CASH - COMBINED SAVINGS 598,759.05

TOTAL ASSETS 598,759.05

LIABILITIES AND EQUITY

FUND EQUITY

402-000-390.000 FUND BALANCE 568,820.74  
REVENUE OVER EXPENDITURES - YTD 29,938.31

TOTAL FUND EQUITY 598,759.05

TOTAL LIABILITIES AND EQUITY 598,759.05

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**FIRE CAPITAL FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
402-000-402.000	CURRENT PROPERTY TAX	896,403.00	896,403.00	902,032.87	.00 ( 5,629.87)	100.63	
402-000-573.000	LOCAL COMMUNITY STABILIZ. AUTH	.00	.00	985.99	.00 ( 985.99)	.00	
402-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	17,049.87	2,406.35 ( 7,049.87)	170.50	
402-000-692.000	APPROPRIATION FUND BAL.	196,597.00	207,096.52	.00	.00 207,096.52	.00	
	<b>REVENUE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>920,068.73</b>	<b>2,406.35</b>	<b>193,430.79</b>	<b>82.63</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>920,068.73</b>	<b>2,406.35</b>	<b>193,430.79</b>	<b>82.63</b>
<u>FIRE</u>							
402-336-971.000	VEHICLES	400,000.00	400,000.00	386,806.81	5,379.04	13,193.19	96.70
402-336-971.002	CAPITAL EQUIPMENT	158,000.00	158,000.00	75,574.09	350.00	82,425.91	47.83
402-336-971.004	CONSTR IN PROCESS FIRE MIL ST2	.00	10,499.52	10,499.52	.00	.00	100.00
402-336-991.000	FIRE CAP: DEBT SVC PRINCIPAL	275,000.00	275,000.00	290,000.00	.00 ( 15,000.00)	105.45	
402-336-993.001	FIRE CAP: DEBT SVC INTEREST	270,000.00	270,000.00	126,750.00	.00	143,250.00	46.94
402-336-993.002	FIRE CAP: BONDING AGENT FEES	.00	.00	500.00	.00 ( 500.00)	.00	
	<b>TOTAL FIRE</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>890,130.42</b>	<b>5,729.04</b>	<b>223,369.10</b>	<b>79.94</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>1,103,000.00</b>	<b>1,113,499.52</b>	<b>890,130.42</b>	<b>5,729.04</b>	<b>223,369.10</b>	<b>79.94</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>29,938.31</b>	<b>( 3,322.69)</b>	<b>29,938.31</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

DOWNTOWN DEVELOPMENT FUND

<u>ASSETS</u>			
494-000-010.000	CASH - COMBINED SAVINGS	503,878.45	
494-000-019.000	TAXES RECEIVABLE	95,249.00	
		<hr/>	
	TOTAL ASSETS		<u>599,127.45</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
494-000-202.000	ACCOUNTS PAYABLE	3,300.00	
494-000-280.000	DEFERRED REVENUE	155,183.00	
494-000-308.000	LONG-TERM LOAN	48,326.03	
		<hr/>	
	TOTAL LIABILITIES		206,809.03
<u>FUND EQUITY</u>			
494-000-390.000	FUND BALANCE	337,928.06	
	REVENUE OVER EXPENDITURES - YTD	54,390.36	
		<hr/>	
	TOTAL FUND EQUITY		<u>392,318.42</u>
	TOTAL LIABILITIES AND EQUITY		<u>599,127.45</u>



**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<b>REVENUE</b>							
494-000-569.000	GRANT REVENUE	.00	.00	500.00	.00 ( 500.00)	.00	
494-000-665.000	INTEREST EARNINGS	10,000.00	10,000.00	4,718.69	661.16	5,281.31	47.19
494-000-677.000	MISCELLANEOUS	.00	.00	37.16	37.16 ( 37.16)	.00	
494-000-677.001	DDA EVENTS FUND	2,000.00	2,000.00	( 350.00)	.00	2,350.00 ( 17.50)	
494-000-677.005	FUNDRAISING	.00	.00	4,725.00	1,000.00 ( 4,725.00)	.00	
494-000-677.008	FARMERS MARKET RESERVATIONS	1,000.00	1,000.00	300.00	.00	700.00	30.00
494-000-677.010	TIF	234,000.00	234,000.00	134,292.83	12,167.38	99,707.17	57.39
494-000-692.000	APPROP FUND BALANCE	.00	98,489.00	.00	.00	98,489.00	.00
	<b>REVENUE</b>	<b>247,000.00</b>	<b>345,489.00</b>	<b>144,223.68</b>	<b>13,865.70</b>	<b>201,265.32</b>	<b>41.74</b>
	<b>TOTAL FUND REVENUE</b>	<b>247,000.00</b>	<b>345,489.00</b>	<b>144,223.68</b>	<b>13,865.70</b>	<b>201,265.32</b>	<b>41.74</b>
<b>DOWNTOWN DEVELOPMENT AUTHO</b>							
494-729-702.001	DDA: DIRECTOR	51,562.00	45,562.00	26,191.75	3,462.10	19,370.25	57.49
494-729-705.000	DDA: PART-TIME SEASONAL	.00	5,000.00	360.00	108.00	4,640.00	7.20
494-729-710.000	DDA: EMPLOYER PAYROLL TAX	4,000.00	4,000.00	2,254.20	303.11	1,745.80	56.36
494-729-715.000	GGP: CASH IN LIEU BENEF BUYOUT	.00	6,000.00	3,500.00	500.00	2,500.00	58.33
494-729-720.002	DDA: RECORDING SECRETARY	1,200.00	1,200.00	200.00	100.00	1,000.00	16.67
494-729-728.000	DDA: OFFICE SUPPLIES	1,200.00	1,200.00	1,044.99	349.79	155.01	87.08
494-729-729.000	DDA:MEETING PUBLIC ED SUPPLIES	500.00	500.00	209.88	.00	290.12	41.98
494-729-801.000	DDA: PROF SERVICES	3,000.00	3,000.00	77.50	31.00	2,922.50	2.58
494-729-801.001	DDA: MASTER PLAN	5,000.00	5,000.00	201.50	.00	4,798.50	4.03
494-729-808.000	DDA: MARKETING CONSULTANT	9,000.00	12,000.00	4,382.00	.00	7,618.00	36.52
494-729-808.001	DDA: SPECIAL PROJ CONSULTANT	4,000.00	4,000.00	.00	.00	4,000.00	.00
494-729-820.000	DDA: DUES/ED/TRAVEL	5,000.00	5,000.00	4,500.87	.00	499.13	90.02
494-729-850.000	DDA: WEBSITE	700.00	700.00	640.00	.00	60.00	91.43
494-729-880.001	DDA: PROMOTIONS	12,250.00	12,250.00	6,203.00	4,398.00	6,047.00	50.64
494-729-880.002	DDA: ECONOMIC RESTRUCTURING	11,000.00	11,000.00	4,963.66	2,191.50	6,036.34	45.12
494-729-880.003	DDA: DESIGN	51,145.00	138,781.00	13,983.76	6,369.91	124,797.24	10.08
494-729-880.004	DDA: ORGANIZATION	2,700.00	2,700.00	379.00	29.00	2,321.00	14.04
494-729-900.000	DDA: ADVERTISING/PRINTING	3,000.00	11,353.00	8,313.38	1,974.69	3,039.62	73.23
494-729-900.001	DDA: FUNDRAISER EXPENSE	3,000.00	3,000.00	995.00	.00	2,005.00	33.17
494-729-920.000	DDA: RENT/ UTILITIES	3,000.00	3,000.00	1,813.70	287.52	1,186.30	60.46
494-729-935.000	DDA: MAINTENANCE STREETScape	4,000.00	4,000.00	1,140.00	.00	2,860.00	28.50
494-729-967.000	DDA: FARMERS' MARKET	10,000.00	12,500.00	5,561.56	3,715.36	6,938.44	44.49
494-729-967.002	DDA: DDA SPONSORSHIPS	3,000.00	3,000.00	2,000.00	.00	1,000.00	66.67
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	5,000.00	5,000.00	.00	.00	5,000.00	.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	917.57	108.31	1,382.43	39.89
	<b>TOTAL DOWNTOWN DEVELOPMENT</b>	<b>236,809.00</b>	<b>343,298.00</b>	<b>89,833.32</b>	<b>23,928.29</b>	<b>253,464.68</b>	<b>26.17</b>

**CHARTER TOWNSHIP OF HIGHLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**DOWNTOWN DEVELOPMENT FUND**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	236,809.00	343,298.00	89,833.32	23,928.29	253,464.68	26.17
NET REVENUE OVER EXPENDITURES	10,191.00	2,191.00	54,390.36	( 10,062.59)	52,199.36	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET  
JULY 31, 2023

WATER SYSTEM

ASSETS

591-000-001.000	CASH - CHECKING	164,031.22
591-000-010.000	CASH - COMBINED SAVINGS	55,027.68
591-000-033.000	UTILITY RECEIVABLE WATER SYSTE	39,659.30
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

7,770,251.27

LIABILITIES AND EQUITY

LIABILITIES

591-000-202.000	ACCOUNTS PAYABLE	3,995.07
591-000-202.001	ACCOUNTS PAYABLE VOUCHER	24,455.82
591-000-209.000	INTEREST PAYABLE	2,180.50
591-000-214.000	DUE TO OTHER FUNDS-INVENTORY	849.85
591-000-300.000	BONDS PAYABLE CURRENT WATER SY	53,007.75
591-000-300.001	SPECIAL ASSESSMENT BOND	534,992.25

TOTAL LIABILITIES

619,481.24

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	( 30,048.54)
	REVENUE OVER EXPENDITURES - YTD	( 63,754.68)

TOTAL FUND EQUITY

7,150,770.03

TOTAL LIABILITIES AND EQUITY

7,770,251.27

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**WATER SYSTEM**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
591-000-629.002	CHARGES FOR SERVICES RENDERE	.00	.00	228,316.78	.00 ( 228,316.78)	.00
591-000-629.003	FIXED CHARGE DEBT SERVICES	.00	.00	38,333.12	.00 ( 38,333.12)	.00
591-000-629.004	FIXED CHARGE MAJOR MAINT	.00	.00	13,326.16	.00 ( 13,326.16)	.00
591-000-629.005	FIXED CHARGE CAPITAL IMPR	.00	.00	27,632.00	.00 ( 27,632.00)	.00
591-000-665.000	INTEREST EARNINGS	.00	.00	1,444.36	.00 ( 1,444.36)	.00
591-000-677.000	OTHER REVENUE	.00	.00	4,705.51	.00 ( 4,705.51)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>313,757.93</b>	<b>.00 ( 313,757.93)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>313,757.93</b>	<b>.00 ( 313,757.93)</b>	<b>.00</b>
<u>WATER</u>						
591-536-812.000	FUND ADMINISTRATION COST	.00	.00	44,790.24	.00 ( 44,790.24)	.00
591-536-921.000	SYSTEMS	.00	.00	39,596.50	.00 ( 39,596.50)	.00
591-536-921.001	PLAN REVIEW & PERMITTING	.00	.00	283.66	.00 ( 283.66)	.00
591-536-921.002	MAPPING UNIT	.00	.00	1,075.46	.00 ( 1,075.46)	.00
591-536-921.003	BILLING SERVICES	.00	.00	6,141.81	.00 ( 6,141.81)	.00
591-536-935.000	MAINTENANCE	.00	.00	34,794.30	.00 ( 34,794.30)	.00
591-536-938.001	WATER SYSTEMS	.00	.00	23,543.36	.00 ( 23,543.36)	.00
591-536-938.002	WATER MAINTENANCE	.00	.00	67,550.71	.00 ( 67,550.71)	.00
591-536-938.003	PUMP MAINTENANCE	.00	.00	153,586.59	.00 ( 153,586.59)	.00
591-536-971.001	WATER CAPITAL EQUIPMT IMPROVM	.00	.00	1,756.73	.00 ( 1,756.73)	.00
591-536-993.001	INTEREST EXPENSE	.00	.00	4,393.25	.00 ( 4,393.25)	.00
	<b>TOTAL WATER</b>	<b>.00</b>	<b>.00</b>	<b>377,512.61</b>	<b>.00 ( 377,512.61)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>377,512.61</b>	<b>.00 ( 377,512.61)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 63,754.68)</b>	<b>.00 ( 63,754.68)</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

HIGHLAND ADVISORY COUNCIL

ASSETS

702-000-010.000	CASH - COMBINED SAVINGS	9,232.82	
	TOTAL ASSETS		9,232.82

LIABILITIES AND EQUITY

FUND EQUITY

702-000-390.000	FUND BALANCE	12,711.14	
	REVENUE OVER EXPENDITURES - YTD	( 3,478.32)	
	TOTAL FUND EQUITY		9,232.82
	TOTAL LIABILITIES AND EQUITY		9,232.82

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**HIGHLAND ADVISORY COUNCIL**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
702-000-674.000						
CONTRIBUTIONS	.00	.00	14,968.44	3,815.00	( 14,968.44)	.00
REVENUE	.00	.00	14,968.44	3,815.00	( 14,968.44)	.00
TOTAL FUND REVENUE	.00	.00	14,968.44	3,815.00	( 14,968.44)	.00
<u>GENERAL GOVERNMENT</u>						
702-261-729.000						
HAAC: DEDUCTIONS	.00	.00	18,446.76	1,980.55	( 18,446.76)	.00
TOTAL GENERAL GOVERNMENT	.00	.00	18,446.76	1,980.55	( 18,446.76)	.00
TOTAL FUND EXPENDITURES	.00	.00	18,446.76	1,980.55	( 18,446.76)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	( 3,478.32)	1,834.45	( 3,478.32)	

# CHARTER TOWNSHIP OF HIGHLAND

## BALANCE SHEET

JULY 31, 2023

### CURRENT TAX COLLECT

#### ASSETS

703-000-010.000	CASH - COMBINED SAVINGS	1,083,096.48
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

3,531,870.00

#### LIABILITIES AND EQUITY

##### LIABILITIES

703-000-274.000	TAX COLLECTIONS TO DISTRIBUTE	1,077,669.92
703-000-280.000	DEFERRED REVENUE	2,451,951.37

#### TOTAL LIABILITIES

3,529,621.29

##### FUND EQUITY

REVENUE OVER EXPENDITURES - YTD	<u>2,248.71</u>
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#### TOTAL FUND EQUITY

2,248.71

#### TOTAL LIABILITIES AND EQUITY

3,531,870.00

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**CURRENT TAX COLLECT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
703-000-665.000						
INTEREST EARNINGS	.00	.00	3,999.71	734.76	( 3,999.71)	.00
REVENUE	.00	.00	3,999.71	734.76	( 3,999.71)	.00
TOTAL FUND REVENUE	.00	.00	3,999.71	734.76	( 3,999.71)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
703-255-822.000						
TAX: BANK FEES	.00	.00	1,751.00	245.00	( 1,751.00)	.00
TOTAL TRUST & AGENCY ADMIN	.00	.00	1,751.00	245.00	( 1,751.00)	.00
TOTAL FUND EXPENDITURES	.00	.00	1,751.00	245.00	( 1,751.00)	.00
NET REVENUE OVER EXPENDITURES	.00	.00	2,248.71	489.76	2,248.71	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

POST-RETIREMENT BENEFITS

ASSETS

737-000-010.000	CASH - COMBINED SAVINGS	91,576.40
737-000-017.001	MUTUAL FUNDS	656,086.39
737-000-017.002	LPL INVESTMENTS	48,860.00

TOTAL ASSETS

796,522.79

LIABILITIES AND EQUITY

FUND EQUITY

737-000-390.000	FUND BALANCE	765,450.00
	REVENUE OVER EXPENDITURES - YTD	31,072.79

TOTAL FUND EQUITY

796,522.79

TOTAL LIABILITIES AND EQUITY

796,522.79

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**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	14,247.09	1,680.58	5,752.91	71.24
737-000-669.001	.00	.00	36,812.19	8,295.83	( 36,812.19)	.00
737-000-692.002	39,000.00	39,000.00	.00	.00	39,000.00	.00
<b>REVENUE</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>51,059.28</b>	<b>9,976.41</b>	<b>7,940.72</b>	<b>86.54</b>
<b>TOTAL FUND REVENUE</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>51,059.28</b>	<b>9,976.41</b>	<b>7,940.72</b>	<b>86.54</b>
<b>GENERAL GOVERNMENT PERSONNE</b>						
737-279-719.000	50,000.00	50,000.00	15,769.12	2,536.64	34,230.88	31.54
737-279-822.000	9,000.00	9,000.00	4,217.37	1,548.79	4,782.63	46.86
<b>TOTAL GENERAL GOVERNMENT PER</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>19,986.49</b>	<b>4,085.43</b>	<b>39,013.51</b>	<b>33.88</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>59,000.00</b>	<b>59,000.00</b>	<b>19,986.49</b>	<b>4,085.43</b>	<b>39,013.51</b>	<b>33.88</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>31,072.79</b>	<b>5,890.98</b>	<b>31,072.79</b>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JULY 31, 2023

DUCK LAKE ASSOC

ASSETS

764-000-010.000 CASH - COMBINED SAVINGS 231,895.55

TOTAL ASSETS 231,895.55

LIABILITIES AND EQUITY

FUND EQUITY

764-000-390.000 FUND BALANCE 180,223.82  
REVENUE OVER EXPENDITURES - YTD 51,671.73

TOTAL FUND EQUITY 231,895.55

TOTAL LIABILITIES AND EQUITY 231,895.55



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

HIGHLAND LAKE ASSOC

ASSETS

765-000-010.000 CASH - COMBINED SAVINGS 60,928.05

TOTAL ASSETS 60,928.05

LIABILITIES AND EQUITY

FUND EQUITY

765-000-390.000 FUND BALANCE 53,539.00  
REVENUE OVER EXPENDITURES - YTD 7,389.05

TOTAL FUND EQUITY 60,928.05

TOTAL LIABILITIES AND EQUITY 60,928.05

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**HIGHLAND LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
765-000-581.000	.00	.00	26,467.58	.00	( 26,467.58)	.00
765-000-665.000	.00	.00	631.00	88.79	( 631.00)	.00
	<u>.00</u>	<u>.00</u>	<u>27,098.58</u>	<u>88.79</u>	<u>( 27,098.58)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>27,098.58</u>	<u>88.79</u>	<u>( 27,098.58)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
765-255-812.000	.00	.00	270.31	270.31	( 270.31)	.00
765-255-956.000	.00	.00	19,439.22	1,893.40	( 19,439.22)	.00
	<u>.00</u>	<u>.00</u>	<u>19,709.53</u>	<u>2,163.71</u>	<u>( 19,709.53)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>19,709.53</u>	<u>2,163.71</u>	<u>( 19,709.53)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>7,389.05</u>	<u>( 2,074.92)</u>	<u>7,389.05</u>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

TAGGETT LAKE ASSOC

ASSETS

766-000-010.000 CASH - COMBINED SAVINGS 44,748.51

TOTAL ASSETS 44,748.51

LIABILITIES AND EQUITY

FUND EQUITY

766-000-390.000 FUND BALANCE 67,045.06  
REVENUE OVER EXPENDITURES - YTD ( 22,296.55)

TOTAL FUND EQUITY 44,748.51

TOTAL LIABILITIES AND EQUITY 44,748.51

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**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	13,800.00	.00	( 13,800.00)	.00
766-000-665.000						
INTEREST EARNINGS	.00	.00	570.61	65.21	( 570.61)	.00
	.00	.00	14,370.61	65.21	( 14,370.61)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>14,370.61</b>	<b>65.21</b>	<b>( 14,370.61)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>14,370.61</b>	<b>65.21</b>	<b>( 14,370.61)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>						
766-255-812.000						
TAGGETT LAKE: ADMIN FEES	.00	.00	232.20	232.20	( 232.20)	.00
766-255-956.000						
TAGGETT LAKE: DEDUCTIONS	.00	.00	36,434.96	3,243.10	( 36,434.96)	.00
<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>36,667.16</b>	<b>3,475.30</b>	<b>( 36,667.16)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>36,667.16</b>	<b>3,475.30</b>	<b>( 36,667.16)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>( 22,296.55)</b>	<b>( 3,410.09)</b>	<b>( 22,296.55)</b>	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

KELLOGG LAKE ASSOC

ASSETS

767-000-010.000 CASH - COMBINED SAVINGS 41,688.28

TOTAL ASSETS 41,688.28

LIABILITIES AND EQUITY

FUND EQUITY

767-000-390.000 FUND BALANCE 47,444.86  
REVENUE OVER EXPENDITURES - YTD ( 5,756.58)

TOTAL FUND EQUITY 41,688.28

TOTAL LIABILITIES AND EQUITY 41,688.28

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**KELLOGG LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
767-000-581.000	.00	.00	14,151.54	.00	( 14,151.54)	.00
767-000-665.000	.00	.00	476.35	60.75	( 476.35)	.00
	.00	.00	14,627.89	60.75	( 14,627.89)	.00
	.00	.00	14,627.89	60.75	( 14,627.89)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
767-255-812.000	.00	.00	166.40	166.40	( 166.40)	.00
767-255-956.000	.00	.00	20,218.07	1,197.11	( 20,218.07)	.00
	.00	.00	20,384.47	1,363.51	( 20,384.47)	.00
	.00	.00	20,384.47	1,363.51	( 20,384.47)	.00
	.00	.00	( 5,756.58)	( 1,302.76)	( 5,756.58)	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

CHARLICK LAKE ASSOC

ASSETS

768-000-010.000 CASH - COMBINED SAVINGS 54,314.62

TOTAL ASSETS 54,314.62

LIABILITIES AND EQUITY

FUND EQUITY

768-000-390.000 FUND BALANCE 38,938.14  
REVENUE OVER EXPENDITURES - YTD 15,376.48

TOTAL FUND EQUITY 54,314.62

TOTAL LIABILITIES AND EQUITY 54,314.62

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**CHARLICK LAKE ASSOC**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
768-000-581.000	.00	.00	26,079.27	.00	( 26,079.27)	.00
768-000-665.000	.00	.00	531.98	79.15	( 531.98)	.00
	.00	.00	26,611.25	79.15	( 26,611.25)	.00
	.00	.00	26,611.25	79.15	( 26,611.25)	.00
<u>TRUST &amp; AGENCY ADMIN</u>						
768-255-812.000	.00	.00	319.70	319.70	( 319.70)	.00
768-255-956.000	.00	.00	10,915.07	1,352.09	( 10,915.07)	.00
	.00	.00	11,234.77	1,671.79	( 11,234.77)	.00
	.00	.00	11,234.77	1,671.79	( 11,234.77)	.00
	.00	.00	15,376.48	( 1,592.64)	15,376.48	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

WOODRUFF LAKE ASSOC

ASSETS

769-000-010.000 CASH - COMBINED SAVINGS 41,518.47

TOTAL ASSETS 41,518.47

LIABILITIES AND EQUITY

FUND EQUITY

769-000-390.000 FUND BALANCE 40,129.76  
REVENUE OVER EXPENDITURES - YTD 1,388.71

TOTAL FUND EQUITY 41,518.47

TOTAL LIABILITIES AND EQUITY 41,518.47

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**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	23,520.00	.00	( 23,520.00)	.00
769-000-665.000	INTEREST EARNINGS	.00	.00	491.17	60.50	( 491.17)	.00
	<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>24,011.17</b>	<b>60.50</b>	<b>( 24,011.17)</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>24,011.17</b>	<b>60.50</b>	<b>( 24,011.17)</b>	<b>.00</b>
	<u>TRUST &amp; AGENCY ADMIN</u>						
769-255-812.000	WOODRUFF LAKE: ADMIN FEES	.00	.00	297.60	297.60	( 297.60)	.00
769-255-956.000	WOODRUFF LAKE: DEDUCTIONS	.00	.00	22,324.86	5,266.05	( 22,324.86)	.00
	<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>22,622.46</b>	<b>5,563.65</b>	<b>( 22,622.46)</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>22,622.46</b>	<b>5,563.65</b>	<b>( 22,622.46)</b>	<b>.00</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>1,388.71</b>	<b>( 5,503.15)</b>	<b>1,388.71</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

WHITE LAKE IMPROVEMENT

ASSETS

770-000-010.000 CASH - COMBINED SAVINGS 230,968.92

TOTAL ASSETS 230,968.92

LIABILITIES AND EQUITY

FUND EQUITY

770-000-390.000 FUND BALANCE 184,817.10  
REVENUE OVER EXPENDITURES - YTD 46,151.82

TOTAL FUND EQUITY 230,968.92

TOTAL LIABILITIES AND EQUITY 230,968.92

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**WHITE LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
770-000-581.000	.00	.00	95,268.89	.00	( 95,268.89)	.00
770-000-665.000	.00	.00	2,176.12	336.59	( 2,176.12)	.00
	<u>.00</u>	<u>.00</u>	<u>97,445.01</u>	<u>336.59</u>	<u>( 97,445.01)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>97,445.01</u>	<u>336.59</u>	<u>( 97,445.01)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
770-255-812.000	.00	.00	1,116.95	1,116.95	( 1,116.95)	.00
770-255-956.000	.00	.00	50,176.24	16,895.00	( 50,176.24)	.00
	<u>.00</u>	<u>.00</u>	<u>51,293.19</u>	<u>18,011.95</u>	<u>( 51,293.19)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>51,293.19</u>	<u>18,011.95</u>	<u>( 51,293.19)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>46,151.82</u>	<u>( 17,675.36)</u>	<u>46,151.82</u>	



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

TOMAHAWK LAKE IMPROVEMENT

ASSETS

771-000-010.000 CASH - COMBINED SAVINGS 2,596.06

TOTAL ASSETS 2,596.06

LIABILITIES AND EQUITY

FUND EQUITY

771-000-390.000 FUND BALANCE 801.54  
REVENUE OVER EXPENDITURES - YTD 1,794.52

TOTAL FUND EQUITY 2,596.06

TOTAL LIABILITIES AND EQUITY 2,596.06

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**TOMAHAWK LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
771-000-581.000						
CONTRIBUTIONS-TOMAHAWK LAKE	.00	.00	4,213.06	.00	( 4,213.06)	.00
771-000-665.000						
INTEREST EARNINGS	.00	.00	32.46	3.78	( 32.46)	.00
	.00	.00	4,245.52	3.78	( 4,245.52)	.00
<b>REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>4,245.52</b>	<b>3.78</b>	<b>( 4,245.52)</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>4,245.52</b>	<b>3.78</b>	<b>( 4,245.52)</b>	<b>.00</b>
<u>TRUST &amp; AGENCY ADMIN</u>						
771-255-812.000						
TOMAHAWK LAKE: ADMIN FEES	.00	.00	51.00	51.00	( 51.00)	.00
771-255-956.000						
TOMAHAWK LAKE: DEDUCTIONS	.00	.00	2,400.00	.00	( 2,400.00)	.00
<b>TOTAL TRUST &amp; AGENCY ADMIN</b>	<b>.00</b>	<b>.00</b>	<b>2,451.00</b>	<b>51.00</b>	<b>( 2,451.00)</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>2,451.00</b>	<b>51.00</b>	<b>( 2,451.00)</b>	<b>.00</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>1,794.52</b>	<b>( 47.22)</b>	<b>1,794.52</b>	

CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

GOURD LAKE IMPROVEMENT

ASSETS

773-000-010.000 CASH - COMBINED SAVINGS 1,530.63

TOTAL ASSETS 1,530.63

LIABILITIES AND EQUITY

FUND EQUITY

773-000-390.000 FUND BALANCE 1,236.77  
REVENUE OVER EXPENDITURES - YTD 293.86

TOTAL FUND EQUITY 1,530.63

TOTAL LIABILITIES AND EQUITY 1,530.63

**CHARTER TOWNSHIP OF HIGHLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2023**

**GOURD LAKE IMPROVEMENT**

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
773-000-581.000	.00	.00	3,482.65	.00	( 3,482.65)	.00
773-000-665.000	.00	.00	23.96	2.23	( 23.96)	.00
	<u>.00</u>	<u>.00</u>	<u>3,506.61</u>	<u>2.23</u>	<u>( 3,506.61)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>3,506.61</u>	<u>2.23</u>	<u>( 3,506.61)</u>	<u>.00</u>
<u>TRUST &amp; AGENCY ADMIN</u>						
773-255-812.000	.00	.00	36.25	36.25	( 36.25)	.00
773-255-956.000	.00	.00	3,176.50	1,550.00	( 3,176.50)	.00
	<u>.00</u>	<u>.00</u>	<u>3,212.75</u>	<u>1,586.25</u>	<u>( 3,212.75)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>3,212.75</u>	<u>1,586.25</u>	<u>( 3,212.75)</u>	<u>.00</u>
	<u>.00</u>	<u>.00</u>	<u>293.86</u>	<u>( 1,584.02)</u>	<u>293.86</u>	

CHARTER TOWNSHIP OF HIGHLAND

BALANCE SHEET

JULY 31, 2023

PENNINSULA LAKE

ASSETS

774-000-010.000 CASH - COMBINED SAVINGS 7,045.59

TOTAL ASSETS 7,045.59

LIABILITIES AND EQUITY

FUND EQUITY

774-000-390.000 FUND BALANCE 5,944.96  
REVENUE OVER EXPENDITURES - YTD 1,100.63

TOTAL FUND EQUITY 7,045.59

TOTAL LIABILITIES AND EQUITY 7,045.59



CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

LOWER PETTIBONE LAKE

ASSETS

775-000-010.000 CASH - COMBINED SAVINGS 4,061.20

TOTAL ASSETS 4,061.20

LIABILITIES AND EQUITY

FUND EQUITY

775-000-390.000 FUND BALANCE 5,509.20  
REVENUE OVER EXPENDITURES - YTD ( 1,448.00)

TOTAL FUND EQUITY 4,061.20

TOTAL LIABILITIES AND EQUITY 4,061.20





CHARTER TOWNSHIP OF HIGHLAND  
BALANCE SHEET  
JULY 31, 2023

DUNLEAVY/LEONARD LAKE

ASSETS

776-000-010.000	CASH - COMBINED SAVINGS	6,623.05	
	TOTAL ASSETS		6,623.05

LIABILITIES AND EQUITY

FUND EQUITY

776-000-390.000	FUND BALANCE	7,657.48	
	REVENUE OVER EXPENDITURES - YTD	( 1,034.43)	
	TOTAL FUND EQUITY		6,623.05
	TOTAL LIABILITIES AND EQUITY		6,623.05





**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, July 11, 2023**

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

**Members Absent:** None

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:36 pm by D. Mecklenborg.

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

**Motion:** J. Matthews moved and K. Polidori seconded to approve the Board Meeting minutes of June 6, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for June, 2023 are \$40,483.25. Total bills for July, 2023 are \$34,354.04, with the addition of Applied Innovation, Digital Document Store, DTE Energy, JMHR Group, when received.

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

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

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

**Communications:** Online article from *Oakland County Times.com* shared, regarding Highland Township Library's "Awesome Collection".

## **UNFINISHED BUSINESS**

**The Library Network:** TLN Shared Automation System Committee is recommending a 2 year renewal of CARL.

**Building Maintenance:** JMHR has ordered 2 doors to be installed upon arrival. Security system cameras have been adjusted and are working well. 9 areas of the pavers are in need of repair, at a cost of \$1,100. Otis Elevator will replace and reset the elevator "rest mode" to correct a mislabeled button in braille. One phone has been replaced. Carpet, upholstery and tile floors were cleaned by Hagopian.

**Motion:** C. Hamill moved and J. Mathews seconded to accept the bid from John's Cement as presented, to repair pavers. Roll call - unanimous vote; motion carried.

## **Strategic Planning**

**Website Redesign:** Proposals for the website redesign from five companies are being considered,

with a price range from \$7,145 - \$16,200. L. Phillipson explained what to look for when considering updating a website.

**Partnerships:** D. Dittmar, A. Ireland and the Director attended the Open House at Magnetic Products. D. Dittmar worked with the HOT Robotics team to offer a BristleBot program. S. Rice borrowed items from the Laura Ingalls Wilder Historic Home & Museum, to display at the Library. The Seed Library has 150 members and has given away 810 seed packets.

**Outreach:** C. Buehner and the Director represented the Library at the Highland Red, White and Blue Festival. D. Schwaninger made presentations at schools to promote summer reading.

**Book Challenges:** Libraries across Michigan and the country continue to experience book challenges.

## **NEW BUSINESS**

**Risk Management:** Michigan Class will send an email to all authorized signers on the Library account every time a transfer or other activity occurs.

**Policy:** Recommendations from A. Seuryneck, the Library lawyer, for the use of the Library Meeting Room, were shared and discussed. Decision on adopting this policy is tabled to the next Board Meeting.

**Renewals:** The tutoring service, Brainfuse, has agreed to renew the Library subscription at the same price as last year.

**Personnel:** W. Maertens has returned to work. W. Maertens will be leaving the Library as of July 26, 2023.

**August Meeting:** The August 1, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Mathews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:38 pm

Respectfully Submitted,

*Cindy Dombrowski*

### Programs & Reference

<b>June Programs #</b>		
Adult	10	201
Teen	11	14
Youth	9	141
<b>Total</b>	<b>30</b>	<b>356</b>
May	25	275
Schools	2	475
Passive Yth	5	381
Passive Adt	1	23
<b>Reference</b>		
Adult & Teen	935	
Youth	767	
<b>Total</b>	<b>1,702</b>	
Last Month	966	
<b>People Count</b>		
June	5,532	
Last year	4,475	
Last Month	4,204	

### Public Computer Usage

<b>Computers</b>	
Adult	303
Teen	4
Youth	23
AWE	919
ABCmouse	5
Wireless:	340

### MAP Passes

**MAP Passes: 4 Families**  
 Metroparks  
 Howell Nature Center  
 Sloan Museum

### Circulation of Physical Items

April 5,954	May 5,293	June 7,748
Books: Adult 2,360	Teen 179	Youth 3,473
DVD 763	Realia 103	Board Games 27
<b>Interlibrary Loan:</b>		
Other TLN Library material to Highland: 1,217		
Highland Materials to other TLN Libraries: 1,398		
MeLCat Interloan Service: 57		
Unique Card Use:	May 833	June 1,002

### Digital Usage

<b>Overdrive</b>	May	June
Overall	2,153	2,118
e-books	1,033	1,020
e-audiobooks	1,066	1,040
e-magazines	54	58
New Users	16	27
Unique User	456	468
Hoopla Borrows	669	726
Kanopy Plays	19	44
Consumer Reports Page View	409	427
Mango Languages	10	15
LOTE4Kids	25	5
Brainfuse	0	6
World Book	5	7
Ancestry	50	31

### Library Happenings

- The library carpet and upholstery was cleaned in June in order to keep our building clean and our patrons healthy while using it.
- Yearly inspections revealed a leak in our AC unit. The AC equipment is over 20 years old.
- We received 11 proposals for the redesign of our library website. After an evaluation one company will be awarded the job.
- Library staff attended the Red, White and Blue festival
- Library staff worked with the Laura Ingalls Wilder Historic Home & Museum to provide a display of the author's life and a library program about pioneer days.



## 2023 MONTHLY ACTIVITY REPORT HIGHLAND TOWNSHIP

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
<b>Calls for Service</b>	1920	1946	2151	2219	2047	1751	1873	1958					15865
<b>Highland D.B.</b>													
Warrants Submitted	9	5	4	5	7	4	6	4					44
Warrants Obtained	4	2	6	5	7	7	6	0					37
Court Appearances	8	3	7	6	6	9	9	3					51
New Cases	27	22	18	21	25	21	19	21					174
Closed Cases	22	19	16	17	20	24	14	20					152
Call Outs	2	3	1	0	5	1	2	7					21
<b>School Liaison</b>													
Incidents / Calls	12	10	15	20	17	3	N/A	N/A					77
Special Presentations	6	0	3	0	2	0	N/A	N/A					11
<b>Traffic Enforcement</b>													
Citations	114	147	168	145	183	112	102	106					1077
Warnings	138	147	173	156	133	98	87	99					1031
<b>Substation Activity</b>													
Citizen "walk ins"	41	38	36	40	42	47	35	32					311
<b>Traffic Crashes</b>													
50	20	32	25	37	31	21	25						241
<b>Arrests</b>													
Adults	20	8	18	16	20	18	13	11					124
Juveniles	0	0	1	1	1	0	0	0					3

**TREASURER'S REPORT**  
**July 31, 2023**

BANK	FUND	ACCOUNT TYPE	FUND	O/S CHECKS	BANK BALANCE
CHASE	GENERAL	CHECKING	101	895,535.94	3,618.80*
CHASE	GENERAL	H.R.A.	101		55,374.65
CHASE	GENERAL	F.S.A CHECKING	101		11,778.62
CHASE	GENERAL	CHECKING (SAVINGS)	101		683,286.81*
CHASE	FIRE OPERATING	MONEY MARKET	206		83,368.87
CHASE	ROAD	MONEY MARKET	203		1,427.73
CHASE	HAUL ROUTE	MONEY MARKET	203		352,191.98
CHASE	POLICE	MONEY MARKET	207		81,528.61
CHASE	REFUSE	MONEY MARKET	227		492,141.75
CHASE	OPIOID SETTLEMENT	CHECKING	284		10,164.34*
CHASE	HAAC	CHECKING	702		9,232.82*
CHASE	DDA	MONEY MARKET	494		16,161.13
CHASE	WATERMAIN	CHECKING	591		55,027.68*
CHASE	DUCK LAKE IMP. BOARD	MONEY MARKET	764		231,895.55
CHASE	HIGHLAND LAKE IMP BRD	MONEY MARKET	765		60,928.05
CHASE	TAGGETT LK IMP BRD	MONEY MARKET	766		44,748.51
CHASE	KELLOGG LK IMP BRD	MONEY MARKET	767		41,688.28
CHASE	CHARLICK LK IMP BRD	MONEY MARKET	768		54,314.62
CHASE	WOODRUFF LK IMP BRD	MONEY MARKET	769		41,518.47
CHASE	WHITE LK IMP BRD	MONEY MARKET	770		230,968.92
CHASE	TOMAHAWK LK IMP BRD	MONEY MARKET	771		2,596.06
CHASE	GOURD LK IMP BRD	MONEY MARKET	773		1,530.63
CHASE	PENINSULA LAKE	MONEY MARKET	774		7,045.59
CHASE	LOWER PETTIBONE LAKE	MONEY MARKET	775		4,061.20
CHASE	DUNLEAVY LEONARD	MONEY MARKET	776		6,623.05
COMERICA	CAPITAL IMP.	PBMM	401		204,589.44
COMERICA	CAPITAL IMP.	JFUND	401		116,048.02
COMERICA	GENERAL	JFUND	101		224,113.41
FLAGSTAR	PERPETUAL FUND	CD	101		1,110.45
FLAGSTAR	GENERAL	CD	101		424,511.68
FLAGSTAR	POLICE	CD	207		311,424.16
FLAGSTAR	CAPITAL IMP.	SAVINGS	401		19,586.30
FLAGSTAR	DDA	SAVINGS	494		187,717.32
FLAGSTAR	FIRE	SAVINGS	206		1,274,878.60
FLAGSTAR	FIRE CAPITAL	SAVINGS	402		203,651.60
FLAGSTAR	GENERAL	SAVINGS	101		147,590.92
FLAGSTAR	CURRENT TAX	CHECKING	703	10.00	1,083,096.48
FLAGSTAR	POLICE	SAVINGS	207		1,701,606.56
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		268,771.52
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		167,501.91
LPL FINANCIAL	POST EMPLOYEE BENEFITS	INVESTMENT POOL	737		629,020.88
MI CLASS	CAPITAL IMP.	INVESTMENT POOL	401		1,500,907.94
MI CLASS	FIRE HALL CONSTRUCTION	INVESTMENT POOL	402		385,283.25
MI CLASS	POLICE	INVESTMENT POOL	207		386,884.84
MI CLASS	ROAD	INVESTMENT POOL	203		65,636.36
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101		1,707,636.85
OAKLAND CO	FIRE	INVESTMENT POOL	206		118,587.61
OAKLAND CO	FIRE CAPITAL	INVESTMENT POOL	402		9,824.20
OAKLAND CO	GENERAL	INVESTMENT POOL	101		23,290.77
OAKLAND CO	POLICE	INVESTMENT POOL	207		156,601.23
OAKLAND CO	REFUSE	INVESTMENT POOL	227		159,107.28
CIBC	GENERAL	CD	101		268,357.21
CIBC	FIRE	CD	206		168,966.86
CIBC	POLICE	CD	207		274,994.87
CIBC	POLICE	CD	207		471,213.56
CIBC	CAPITAL IMP.	CD	401		357,061.88
CIBC	ESCROW	CD	101		325,159.38
CIBC	DDA	CD	494		300,000.00
HUNTINGTON	GENERAL	CD	101		215,707.97
					<u>17,214,102.35</u>

1,656,866.39
*In Chase checking account
CHASE
2,583,222.72
COMERICA
544,750.87
FLAGSTAR
5,355,174.07
HVSB
1,039,209.84
LPL FINANCIAL
796,522.79
MI CLASS
4,046,349.24
OAKLAND COUNTY
467,411.09
CIBC
2,165,753.76
HUNTINGTON
215,707.97
TOTAL
<b>17,214,102.35</b>

Flagstar Bank Statement  
1,083,106.48

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



	BANK/GL REC. SORTED BY		FUND						
	July 31, 2023					LEDGER	BANK		FUND
BANK	FUND	ACCOUNT TYPE	FUND	DIFFERENCE	BALANCE	BALANCE		TOTAL	FUND NUMBER
CHASE	GENERAL	CHECKING	101			3,618.80			
CHASE	GENERAL	H.R.A. CHECKING	101			55,374.65			
CHASE	GENERAL	F.S.A. CHECKING	101			11,778.62			
CHASE	GENERAL	CHECKING (SAVINGS)	101			683,286.81			
COMERICA	GENERAL	JFUND	101			224,113.41			
FLAGSTAR	GENERAL	MAX SAVINGS	101			147,590.92			
HVSB	GENERAL	CD	101			221,957.92			
OAKLAND CO	GENERAL	INVESTMENT POOL	101			23,290.77			
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			1,110.45			
MI CLASS	STATE SHARED REV	INVESTMENT POOL	101	187.00	4,313,308.44	1,707,636.85		4,313,495.44	101
CHASE	ROAD	SAVINGS	203			1,427.73			
MI CLASS	ROAD	INVESTMENT POOL	203			65,636.36			
CHASE	HAUL ROUTE	SAVINGS	203			352,191.98			
HVSB	HAUL ROUTE	CD	203	0.00	698,873.53	279,617.46		698,873.53	201
FLAGSTAR	FIRE	MAX SAVINGS	206			1,274,878.60			
HVSB	FIRE	CD	206			268,862.94			
OAKLAND CO	FIRE	INVESTMENT POOL	206			118,587.61			
CIBC	FIRE	CD	206			168,966.86			
CHASE	FIRE	SAVINGS	206	0.00	1,914,664.88	83,368.87		1,914,664.88	206
CHASE	POLICE	SAVINGS	207			81,528.61			
FLAGSTAR	POLICE	MAX SAVINGS	207			1,701,606.56			
FLAGSTAR	POLICE	CD	207			311,424.16			
HVSB	POLICE	CD	207			268,771.52			
MI CLASS	POLICE	INVESTMENT POOL	207			386,884.84			
OAKLAND CO	POLICE	INVESTMENT POOL	207			156,601.23			
CIBC	POLICE	CD	207			274,994.87			
CIBC	POLICE	CD	207	0.00	3,653,025.35	471,213.56		3,653,025.35	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			167,501.91			
LPL FINANCIAL	POST EMPLOYEE BENEFITS	BOND	737	0.00	796,522.79	629,020.88		796,522.79	737
CHASE	REFUSE	SAVINGS	227			492,141.75			
OAKLAND CO	REFUSE	INVESTMENT POOL	227	0.00	651,249.03	159,107.28		651,249.03	227
CHASE	HAAC	CHECKING	702	0.00	9,232.82	9,232.82		9,232.82	702



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

- a) Highland Activity Health Fair Tuesday, October 10th, from 9:00 a.m. to 2:00 p.m.
- b) Farmers' Market on Saturdays at Milford Rd & M-59 from 10 a.m. to 2 p.m.

# HEALTH FAIR 2023



Tuesday,  
October 10th  
2023

9am—2pm

**FREE**



Med  
Disposal



Medicare  
Enrollment

Q & A



The Neighborhoods  
of White Lake



♦ Ask the  
Pharmacist



Visual  
Screening



Vial  
of Life

♦ Flu Shots

♦ Pneumonia  
10-2



Highland Activity Center  
209 N. John St., Highland  
Please Call for an appointment  
248-887-1707 [highlandtwp.net](http://highlandtwp.net)



Hearing Test

MICHIGAN GROWN PRODUCE & PLANTS,  
CRAFTS AND ARTISANS

 Highland  Farmers'  
**market**

*rain or shine*

**SATURDAYS**

JUNE 17<sup>TH</sup>–  
OCTOBER 7<sup>TH</sup>

**10AM–2PM**

MILFORD RD. &  
M59/HIGHLAND RD.

**HIGHLANDFARMMARKET.COM**

EMAIL [HIGHLANDFARMMARKET@GMAIL.COM](mailto:HIGHLANDFARMMARKET@GMAIL.COM)

Please visit our website for an application and schedule

**VENDORS  
NEEDED**

**FOR THE 2023 SEASON**



## 7. Public Comment

**Public Hearing**

**a) Special Assessment District for Peninsula Lake Weed Control**

**Begin Time:**

**End Time:**

**Comments:**



**1954 PA 188 PROCEEDINGS**  
**NOTICE OF PUBLIC HEARING**  
**PENINSULA LAKE SPECIAL ASSESSMENT**  
**DISTRICT**  
**CHARTER TOWNSHIP OF HIGHLAND,**  
**OAKLAND COUNTY, MICHIGAN**

PLEASE TAKE NOTICE that as a result of Petitions of property owners within the Charter Township of Highland signed by the record owners of land whose area constitutes more that 50% of the total acreage of the proposed Peninsula Lake Special Assessment District, the Township Board for the Charter Township of Highland proposes that a special assessment district be established to provide for weed control in Peninsula Lake and to create a special assessment for the recovery of the cost thereof by special assessment against the properties benefited therein, more particularly described as follows:

- |               |               |               |
|---------------|---------------|---------------|
| 11-10-151-007 | 11-10-151-017 | 11-10-153-023 |
| 11-10-151-008 | 11-10-152-002 | 11-10-176-005 |
| 11-10-151-011 | 11-10-153-004 | 11-10-176-007 |
| 11-10-151-012 | 11-10-153-007 | 11-10-176-010 |
| 11-10-151-013 | 11-10-153-013 | 11-10-176-011 |
| 11-10-151-014 | 11-10-153-017 | 11-10-301-019 |
| 11-10-151-015 | 11-10-153-020 |               |
| 11-10-151-016 | 11-10-153-022 |               |





PLEASE TAKE FURTHER NOTICE that the Township Board has received an estimate of the costs of such weed control in Peninsula Lake for a total period of five (5) years in the annual amount of \$359 per share per year, has placed same on file with the Township Clerk and has passed a Resolution tentatively declaring its intention to make such improvement and to create the aforementioned Special Assessment District and has further found the Petitions for the creation of a Special Assessment District to be in compliance with statutory requirements.

PLEASE TAKE FURTHER NOTICE that said estimates, plans and specifications and Petitions are on file with the Township Clerk and may be examined at the office of the Township Clerk from the date of this notice until the date of the public hearing.

PLEASE TAKE FURTHER NOTICE that a **public hearing** upon such Petitions, Plans and Specifications, District and Estimate of Cost will be held at the Charter Township of Highland Township Hall located at 205 N John St., Highland, Michigan at 6:30pm on the **11th day of September, 2023**.

At such hearing, the Board will consider any written objections to any of the foregoing matters which might be filed with the Board at or prior to the time of said hearing, as well as any revisions, corrections, amendments, or changes to said plans, estimates and costs or to said District.

All interested persons are invited to be present at the aforesaid time and place and to submit comments concerning any of the foregoing.

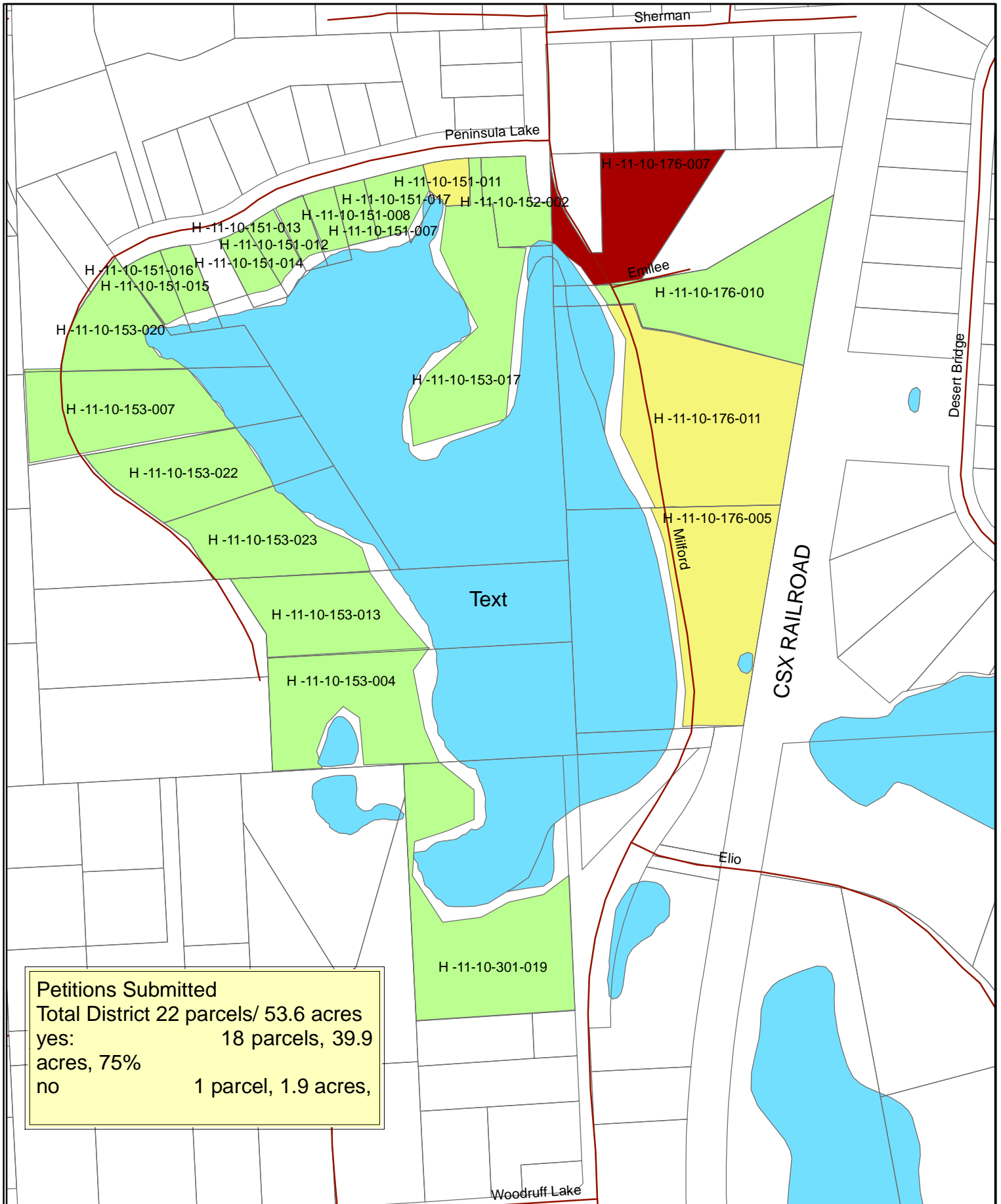
TAMI FLOWERS, TOWNSHIP CLERK  
CHARTER TOWNSHIP OF HIGHLAND  
205 N. JOHN STREET  
HIGHLAND, MICHIGAN 48357

PENINSULA LAKE SPECIAL ASSESSMENT DISTRICT		2024	2025	2026	2027	2028	Total
Weed Control		\$6,500	\$6,500	\$6,695	\$6,895	\$7,101	\$33,691
Mailings and Legal Notices		\$2,030	\$0	\$0	\$0	\$0	\$2,030
Legal Fees		\$1,000					\$1,000
DEQ Permit Application Fee		\$400	\$400	\$400	\$400	\$400	\$2,000
Subtotal		\$9,930	\$6,900	\$7,095	\$7,295	\$7,501	\$38,721
Highland Twp. Administration Costs 2%		\$199	\$138	\$142	\$146	\$150	\$774
Totals		\$10,129	\$7,038	\$7,237	\$7,441	\$7,651	\$39,495

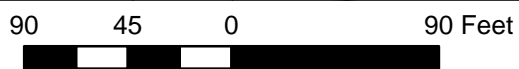
Riparians	Total Cost	Contract	Per Year
22	\$39,495	5	\$359

Cost of 3 treatment program= \$6,500.00 (10 acres) for 2024 & 2025. For each remaining year, 2026, 2027 & 2028 the cost increases 3% per year.

PENINSULA LAKE WEED CONTROL SAD 2023



**Petitions Submitted**  
 Total District 22 parcels/ 53.6 acres  
 yes: 18 parcels, 39.9 acres, 75%  
 no 1 parcel, 1.9 acres,



To Whom:

We oppose paying Peninsula Lake  
Special Assessment. With money  
being tight it's hard to agree to  
pay and additional 35% every year.  
Cost of gas, food, house hold & personal  
needs have gone up. Our income  
has not increase to match these  
needs, much less pay for a treatment  
for a very small lake. that is  
taking it's natural course, and I  
don't feel it's doing much good anyway.

Vetri Jamin

per # 11-10-176-007

117 Emilee L.



**RESOLUTION #23-23: TO PROCEED WITH THE  
PENINSULA LAKE SPECIAL ASSESSMENT  
DISTRICT FOR THE CONTROL OF WEEDS IN  
PENINSULA LAKE AND RELATED SERVICES PURSUANT  
TO 1954 P.A. 188, AS AMENDED**

At a regular meeting of the Township Board (the "Board") of the Charter Township of Highland, Oakland County, Michigan (the "Township"), held on the 11<sup>th</sup> day of September, 2023:

Present:

Absent:

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

WHEREAS, on August 7, 2023 the Township Board ("the Board") of the Charter Township of Highland ("the Township"), Oakland County, Michigan, pursuant to a petition filed by the owners of more than fifty (50%) percent of the affected property, tentatively determined to provide for the control of weeds in Peninsula Lake ("the Project"); and

WHEREAS the Board had designated a proposed special district against which all or part of the costs thereof are to be specially assessed; and

WHEREAS the Board set September 11, 2023 as the date and 6:30p.m. as the time for a hearing on whether to proceed with the Project and establish the District ("the hearing"); and

WHEREAS a Notice of Hearing on the Project and the District were published twice in the Milford Times, which first publication was at least ten days prior to the Hearing and such notices were also mailed to the persons with record ownership or interests as required by Act No. 188, Public Acts of Michigan 1954, as amended; and

WHEREAS the Board has held the Hearing and heard objections to the Project, to the Petition, and to the Special Assessment District, copies of which, if any, are on file with the Township Clerk; and

WHEREAS as a result of the foregoing hearing, the Township believes the Project to be in the best interests of the Township and that the costs thereof should be assessed to the Special Assessment District proposed to be established therefore;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The petition(s) filed by the owners of more than fifty (50%) percent of the affected property for the chemical treatment of weeds and related services for Peninsula Lake is hereby approved.

2. The plans for the Project and the estimate of cost for the completion thereof of \$39,495 (Thirty-nine thousand, four hundred and ninety-five dollars) are approved and the Township hereby determines to proceed with the Project which shall also be known as the Peninsula Lake Weed Control Project.

3. A Special Assessment District to be known as the Peninsula Lake 2023 Special Assessment District is approved against which the costs of the Project shall be assessed according to benefits, the area in the Township described on Exhibit A attached hereto. The District shall last five years or until all special assessments are paid.

4. The Supervisor or Assessing Officer is directed to prepare a special assessment roll in the amount of \$39,495 (Thirty-nine thousand, four hundred and ninety-five dollars), upon which shall be entered and described all the parcels of land to be assessed with the names of respective owners thereof if known, and a total amount to be assessed against each parcel of land within the Peninsula Lake Special Assessment District, which amount shall be a relative portion of the whole sum to be levied against other parcels of land in the Special Assessment District as the benefit to the parcel of land bears to the total benefit to all parcels of land in the Special Assessment District. When same has been completed, the Supervisor's or Assessing Officer's Certificate shall be affixed thereto, stating that the roll was prepared pursuant to and conforms in all respects with this Resolution and the applicable state statutes.

5. The Special Assessment Roll for the Project shall be filed with the Township Clerk no later than September 11, 2023 and shall be available for public examination during regular office hours until the public hearing upon the same and may be further examined at the public hearing.

6. The Board shall hold a public hearing at the Township Hall at 205 N. John Street, Highland Township, MI 48357, on October 2, 2023 at 6:30p.m. for the purpose of hearing any objections to the special assessment roll described herein.

7. Notice of such public hearing shall be given by publication of the Notice at least twice in a newspaper of general circulation in the proposed special assessment district, with the first publication being at least ten (10) days prior to the public hearing, and the Township Clerk shall also give notice of such public hearing to each owner of or party in interest in property to be assessed whose name appears upon the last ad valorem tax assessment records, by mailing such notice by first class mail at least ten (10) days prior to the public hearing. The notices shall state that the proposed Special Assessment Roll is on file with the Township Clerk for public examination, shall state the time and place designated in the resolution provided to hear any objections and shall state that any persons objecting to the improvements shall file their objections thereto in writing with the Township Board at or prior to the public hearing. The notice shall also contain such other language as to the right to appeal the assessment roll as required by law.

8. All previous resolutions, or parts of previous resolutions, of the Board which are inconsistent with this resolution are hereby rescinded.

This resolution passed this 11th day of September, 2023 at a regular meeting of the Charter Township of Highland Township Board. A roll call vote was taken on the foregoing resolution and was as follows:

YEAS:

NAYS:

ABSTAIN:

RESOLUTION DECLARED \_\_\_\_\_

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

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

I, Tami Flowers, Charter Township of Highland Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution, the original of which is on file in my office, approved by the Charter Township of Highland Board of Trustees at a Regular Meeting thereof held on September 11, 2023.

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

**Peninsula Lake Special Assessment  
Resolution #23-22  
Exhibit A**

11-10-151-007  
11-10-151-008  
11-10-151-011  
11-10-151-012  
11-10-151-013  
11-10-151-014  
11-10-151-015  
11-10-151-016

11-10-151-017  
11-10-152-002  
11-10-153-004  
11-10-153-007  
11-10-153-013  
11-10-153-017  
11-10-153-020  
11-10-153-022

11-10-153-023  
11-10-176-005  
11-10-176-007  
11-10-176-010  
11-10-176-011  
11-10-301-019





# MEMORANDUM

To: Highland Township Board of Trustees

From: Rick Hamill

Date: September 11, 2023

Re: Highland Cemetery Fence Bid

---

The Highland Cemetery fence needs to be replaced due to damage from trees and age. A competitive bid was issued on August 11<sup>th</sup>. Bids were opened on August 31<sup>st</sup> at 4:00p.m. at the Township Auditorium. Four applicants submitted bids; the lowest bidder was Milford Fence at \$35,175.00

I would like to recommend Milford Fence to complete the work at The Highland Cemetery located at 561 N. Milford Road, Highland MI.



## **Advertisement for Bids Charter Township of Highland**

Sealed bids clearly marked "Bid for Cemetery Fence" will be accepted by the Charter Township of Highland Clerk's Office, 205 North John Street, Highland, MI 48357 by US Mail, Common Carrier or In-Person, until 4:00 p.m. on Thursday, August 31, 2023, at which time and place all bids will be publicly opened and read in the Township Auditorium located at the same address. All bids will be submitted to the Highland Township Board of Trustees at the regular scheduled Board meeting of September 11, 2023 at 6:30 p.m. in the Township Auditorium, 205 North John Street, Highland, MI.

A mandatory walkthrough is scheduled for Thursday August 17<sup>th</sup> at 9:00 a.m. All bids shall conform to specifications on file in the Clerk's Office and online at our website [www.highlandtwp.net](http://www.highlandtwp.net). Bidders must submit complete and detailed description of goods or services. The Township reserves the right to alter or change specifications and to reject any or all bids received or to waive any informality in bidding. The Township also reserves the right not to open bids at the designated meeting and to extend the bidding period. The Township is not subject to state or federal taxes. If you have questions call (248) 887-3791 X 3.

Tami Flowers  
Highland Township Clerk

August 11, 2023





We are requesting sealed bids to remove the existing fence and install approximately 1,320 linear feet of black, commercial grade black vinyl chain link fence at The Highland Township Cemetery, located at 561 N. Milford Road, Highland, MI 48357. **A mandatory walk through is scheduled for Thursday, August 17<sup>th</sup> at 9:00a.m.**

#### **Specification Requirements:**

Materials-All Black 4'-0" 8GA Chain Link

2" – 20 Weight line poles

1-5/8" 20 weight top rail

2" x 1-5/8" steel loop caps

2-1/2" Terminal Poles – 20 weight

10'-0" or less centers on line posts

Posts shall be directly installed and set into existing soil.

The new fence should lay out just like the existing fence. The existing fence will need to be removed by the contractor.

**A mandatory walk through is scheduled for Thursday, August 17<sup>th</sup> at 9:00a.m.**

Contact Cassie Blascyk at (248) 887-3791 x 3 with any questions.



New fence to replace existing on  
South end of Cemetery  
Approx. 1,320 linear feet



## **Advertisement for Bids Charter Township of Highland**

Sealed bids clearly marked "Bid for Cemetery Fence" will be accepted by the Charter Township of Highland Clerk's Office, 205 North John Street, Highland, MI 48357 by US Mail, Common Carrier or In-Person, until 4:00 p.m. on Thursday, August 31, 2023, at which time and place all bids will be publicly opened and read in the Township Auditorium located at the same address. All bids will be submitted to the Highland Township Board of Trustees at the regular scheduled Board meeting of September 11, 2023 at 6:30 p.m. in the Township Auditorium, 205 North John Street, Highland, MI.

A mandatory walkthrough is scheduled for Thursday August 17<sup>th</sup> at 9:00 a.m. All bids shall conform to specifications on file in the Clerk's Office and online at our website [www.highlandtpw.net](http://www.highlandtpw.net). Bidders must submit complete and detailed description of goods or services. The Township reserves the right to alter or change specifications and to reject any or all bids received or to waive any informality in bidding. The Township also reserves the right not to open bids at the designated meeting and to extend the bidding period. The Township is not subject to state or federal taxes. If you have questions call (248) 887-3791 X 3.

Tami Flowers  
Highland Township Clerk

August 11, 2023

# Milford Fence LLC

Jim Sackman  
Owner 45 Years  
P.O. Box 828  
Milford, Mi. 48381

Cell # 248-672-3080  
Office # 248-685-0116  
Fax # 810-735-0655  
milfordfence@teresa@gmail.com

MILFORD FENCE, LLC  
828 • MILFORD, MI 48381  
(248) 685-0116 • FAX (810) 735-0655  
Cell (248) 672-3080

Page \_\_\_\_\_ of \_\_\_\_\_

*Kathy*

Township \_\_\_\_\_ Phone 248-857-3791  
ET Highland mi. 48357 EXT 3

*Highland Cemetery  
561 N. Milford Rd.*

*- INSTALL 1,320' of 4' 8GA. Black  
vinyl Chain Link Fence.*

*ALSO 1,320' of Tear out and haul away  
of old fence.*

## Material (ALL Black)

- 4' 8GA. Chain Link*
- 2" 20 WGT. Line Poles*
- 2 1/2" 20 WGT. Terminal Poles*
- 1 3/8" 20 WGT. TOP Rail*
- 2x1 1/2" STEEL Loop Caps*

*TOTAL PRICE \$35,175.00*

It is the owner's responsibility to have lot line stakes and grade stakes set. In absence of this, the location and grade will be left up to the contractor with the owner responsible for same. It is also understood that the owner will secure the building permit or pay additional for this service. Customers will clear fence lines of all debris, brush, obstacles, etc. at least three feet on each side. Failure to do so will result in an extra charge. Milford Fence LLC holds no responsibility for damaged sprinkler lines, gas barbecue lines or any other such lines. Earth from digging post holes will remain on the owner's property for his disposal. Any material from tear-out will remain on job site. Any alteration or deviation for above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Contractor shall not be liable for delays by obtaining permit, survey being completed, strikes, weather conditions, material shortages or delays beyond our control. Material is property of Milford Fence LLC until such time as payment is made in full. A \$29.00 late fee for payments that are late by 10 days. 1 1/2 % interest on balance will be charged per month, 30 days after the date of completion. Customer agrees that if payment exceeds 90 days past due, material can be repossessed with customer responsible for all installation, extrication and legal fees. \$35.00 charge for returned checks.

Down Payment \$18,000.00

Amount due when poles set \$8,600.00

Balance due on completion (to avoid finance charges) \$8,575.00

**TOTAL PRICE** \$35,175.00

NOTE: this Proposal may be withdrawn by us if not accepted within 20 days.

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_  
Date of Acceptance \_\_\_\_\_

BUDGET AMENDMENT WORKSHEET  
 2023 PROPOSED BUDGET AMENDMENTS  
 BOARD MEETING -September 11, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	PROPOSED AMENDMENTS	PROPOSED NEW BUDGET
<b>Capital Fund</b>				
<b>Revenue:</b>				
401-000-692.000    APPROPRIATION FUND BAL.	\$524,500.00	\$1,324,595.00	+    \$23,000.00 =	\$1,347,595.00
<b>Expenditures:</b>				
401-567-971.000    CEMETERY IMPROVEMENTS	\$25,000.00	\$25,000.00	+    \$23,000.00 =	\$48,000.00

**Purpose of Amendment:**

To appropriate funds from the Capital Fund for additional Capital Cemetery Improvements and tree removal.





# Memorandum

To: Highland Township Board  
From: Tami Flowers, Clerk  
Date: September 5, 2023  
Subject: Election Inspector Pay

---

The passage of Proposal 2 of 2022 will bring big changes to elections in Michigan including the requirement for 9 days of early voting for a minimum of 8 hours each day. Oakland County is offering to organize early voting sites around the County. They are proposing a combined early voting site for Highland and White Lake voters in our Township auditorium. Our next meeting's agenda will include consideration of a contract with them to provide this service. I have two requests concerning our inspectors as a result of these changes.

First, Oakland County will likely be paying the early voting workers at a higher rate than we have historically paid. We don't know the rates yet, but I am asking the board to approve increasing the amount we pay for election day inspectors to match what Oakland County will be paying the early voting workers (proportionately).

Second, for some time I have been considering changing how inspectors are paid. Historically, Highland Township has paid inspectors through our payables system which results in a 1099 being issued for any inspector earning more than \$600 per year. To come into compliance with IRS guidelines and to eliminate problems with inspectors being liable for payroll taxes, we are requesting to transition inspectors to the payroll process prior to 2024 elections. Because the Township personnel policy requires board approval for new hires, I am asking the board to approve the Clerk to select Inspectors to be placed on payroll for election work going forward and giving authority to remove inactive workers from the system as needed. The Election Commission has the responsibility to approve the list of workers for each individual election.

The Election Commission met on May 1<sup>st</sup> to discuss these ideas and voted to support increasing the pay and managing the payments via payroll instead of payables.

*Warm inside. Great outdoors.*





# Memorandum

To: Highland Township Board  
From: Tami Flowers and Beth Corwin  
Date: September 5, 2023  
Subject: Document Management System

---

Many organizations utilize software to capture, retain, retrieve, and manage data from documents digitally. We've received the attached proposal to launch a program that would allow us to begin learning and becoming comfortable with this kind of system. We have two initial projects in mind to begin using the system: 1) permanent absentee applications and 2) board minutes. We believe that this will be highly beneficial for these projects as well as other potential areas that can be added down the road.

The proposal is from Applied Innovation who we are already working with for our copiers and printers. Because this process involves digital scanners, it makes sense to continue working with our established vendor.

We propose beginning with the 4 user level and purchase one desktop scanner. The proposal includes set up and user training. The financial impact for the remainder of 2023 budget does not require approving an amendment at this time.

Please consider approving the attached proposal.

*Warm inside. Great outdoors.*



# Enterprise Content Management *Solutions Proposal*

for:



Prepared by:  
Mike Ooink  
Michael Hizer  
8/24/2023

Account Manager  
Automation Consultant

---

This document is valid for 30 days from date of Proposal

Tami Flowers  
Township Clerk  
Highland Township  
205 North John Street  
Highland, MI 48357

Dear Tami Flowers

Thank you for the opportunity to allow Applied Innovation to review your current processes for storing and interacting with mission critical township documents and content.

As a premier content and document management software integrator in the state of Michigan, we look forward to assisting Highland Township with this exciting project and other information workflow efficiency projects.

On the following pages, please find information about Applied Innovation, Docuware, and our Enterprise Content Management expertise. We have provided a recommendation for a foundational document and content management system to rapidly transition to digital storage and management of mission critical township records. With this system the Highland Township will be able to comfortably transition to a more efficient, secure, collaborative and disaster ready information management methodology. Please let us know if you need any additional information or explanation for the information we have provided.

Sincerely,

**Mike Hizer**




**Automation Consultant**

**Mobile – 248-890-4068**



## Solution Overview

The following are a list of products and services to be delivered within the scope of this proposal:

	<p><b>Document Management System:</b></p> <ul style="list-style-type: none"> <li>• DocuWare Cloud Content Management Platform</li> <li>• Scalable Storage Included, and expandable</li> <li>• Full module portfolio available through cloud licensing</li> </ul>
	<p><b>Professional Services – Installation &amp; Support:</b></p> <ul style="list-style-type: none"> <li>• Your Applied Innovation Solutions Team brings a high level of professionalism, experience, and best practices to developing, delivering, and supporting your enterprise document and content management solution.</li> <li>• Team members include Solution Architects, ECM Practitioners, Information Governance Practitioners, Software Implementation Experts and Project Managers</li> </ul>
	<p><b>Document Scanning and Image Clean-up:</b></p> <ul style="list-style-type: none"> <li>• Canon Dedicated Scanner</li> <li>• Kofax VirtualReScan Pro image enhancement software</li> <li>• On-Site Maintenance &amp; Service</li> </ul>

## Solution Pricing – Cloud – 4 Named Users

Year	Quantity	Description	Monthly	Annually
1	12 Months	DocuWare Cloud - 4 Named Users/20 GB Storage	\$389.00	\$4,668.00
1	3 Days	Applied Innovation PS Implementation & Training	\$1,600.00	\$4,800.00
		<b>First Year Total Cost</b>		\$9,468.00
2+	12 Months	DocuWare Cloud – 4 Named Users/20 GB Storage	\$389.00	\$4,668.00

## Solution Pricing – Cloud – 15 Named Users

Year	Quantity	Description	Monthly	Annually
1	12 Months	DocuWare Cloud - 15 Named Users/50 GB Storage	\$920.00	\$11,040.00
1	3 Days	Applied Innovation PS Implementation & Training	\$1,600.00	\$4,800.00
		<b>First Year Total Cost</b>		\$15,840.00
2+	12 Months	DocuWare Cloud – 15 Named Users/50 GB Storage	\$920.00	\$11,040.00

Please note the above pricing includes hardware, software and professional services costs estimated for the solution described in the Solution Overview section of this proposal. Changes or modifications to the scope of the solution may incur additional software and professional services costs. Taxes not included.

## Solution Add-Ons

Quantity	Description	Unit
1	DocuWare Cloud Base Additional User	\$100.00 / Month
1	DocuWare Cloud Base Additional Storage – 10GB	\$20.00 / Month

## Payment Terms - Cloud

36 Month DocuWare Subscription Commitment. Customer is obligated to pay the Software and Professional Services fee(s) upon execution of this Agreement. Failure to do so will result in delayed order(s) with the software vendor(s) and/or project timelines. This Agreement will renew annually after the Initial Term in Months are met. Customer may opt out of the renewal if written notice by Customer is provided to Applied Innovation 90 days prior to the renewal date. Customer software subscription fees may be subject to increases after the first year of this Agreement, with such increases typically not exceeding 6%.

## Optional Scanner Pricing

Quantity	Description	Unit
1	Canon DR-M260 Scanner	\$1,120.00

Quantity	Description	Unit
1	Canon DR-G2090 Scanner	\$4,380.00
1	Canon DR-G2090 Maintenance (Optional)	\$495 / yr.

## Implementation Overview

The following outlines an overview of the proposed application for each phase and how they will be utilized.

### Phase 1 – Project Description

- **Project Kick-off**
  - Introduce team members and exchange key contact information
  - Conduct discovery meeting between Applied Innovation Implementation Team and Highland Township to further define and document project requirements which will be used to produce a Statement of Work (SOW)
  - Discuss change order process to accommodate project changes or additions during the implementation process
  - Deliver project Statement of Work to Highland Township for review and signature
  - Discuss and document a timeline for implementation to be agreed upon by Applied Innovation and Highland Township
  - Discuss and agree upon a communication cadence between Applied Innovation and Highland Township to be maintained throughout the duration of the project implementation period
  
- **Register and Configure DocuWare**
  - Register DocuWare cloud account
  - Create users and define permissions within DocuWare for up to 4 named users (1 user to be reserved as an administrator account)
  - Create import process to accept and ingest documents
    - Scanned by a desktop scanner
    - Scanned from a Multi-Functional Copier to a network folder
  - Create cabinet(s) to house the departmental document types:
    - Up to 2 cabinets for district departments/schools
      - Voting Records
      - Board Meeting Minutes
  - Create indexing structure(s) for quick retrieval and organization of preceding cabinets and document types:
    - **Voting Records**
      - Document Type
        - 2 versions of voter absentee ballot request forms (to be scanned from paper)
      - Document Date
      - First Name
      - Last Name
      - Date of Birth
      - Address
      - Precinct
      - Full Text OCR
      - ***TDB (List to be reviewed and finalized during discovery process)***
    - **Board Meeting Minutes**
      - Document Type
        - Agenda, Minutes, Resolutions (***List to be finalized during discovery process***)
      - Meeting Date
      - Board Name

- Application Type
- Applicant Name
- Parcel #
- Address
- Full Text OCR
- **TDB (List to be reviewed and finalized during discovery process)**
- Create zonal OCR templates to assist with indexing the two voter absentee ballot request forms. **Note: only machine printed text will be able to be read by the zonal OCR templates. Any handwritten text will have to be indexed manually.**
- **Assumptions:**
  - *All cabinets are storage and retrieval cabinets. Advanced workflow and routing can be scoped to determine appropriate professional services level of effort if needed during the discovery process.*
  - *Legacy system conversion services are designed on a case-by-case basis. Additional discovery will be required to scope appropriate professional services level of effort to migrate documents from any legacy document management systems.*
- **End User Training**
  - Demonstrate how to scan a document on a desktop scanner and where it lands within DocuWare to be acted upon
  - Demonstrate how to search and retrieve documents using Index Types or Keyword Search
  - Demonstrate how to annotate and redact documents using the annotation tools
  - Demonstrate how to use DocuWare printer to bring documents into DocuWare
  - Demonstrate how to bring documents into DocuWare via Outlook connector
  - Demonstrate how to deliver document(s) via email or by network printer
- **Project Close**
  - Any project related documentation will be turned over by Applied Innovation to Highland Township and participating organizations
  - Upon project completion, a period of five (10) business days will be allocated for user acceptance testing (UAT) to validate that the solution is functioning as designed. Highland Township will be responsible for testing the solution during this time and working with Applied Innovation to address any outstanding issues
  - Upon successful completion of UAT, a project closure document will be provided to Highland Township for review and signature
  - On-going support will transition to the Applied Innovation support team as describe in the Post Implementation Solution Support section below
  - Discuss and agree upon a quarterly communication cadence between Applied Innovation and Highland Township to periodically review system performance, review any open issues or concerns, and review options to extend the solutions functionality with the organization

## Post Implementation Solution Support

Monday-Friday, 8 am- 5pm Eastern Standard Time

Our office is closed on Saturday, Sunday, and standard US holidays.

**Support Line: (616) 656-1301**

Please be sure to submit new ticket requests directly to [appteam@appliedinnovation.com](mailto:appteam@appliedinnovation.com) for the quickest response on new issues or requests. There should be a reply within 24 hours of the time the ticket is submitted.



## Applied Innovation Content Services

### Account Status Reviews

Applied Innovation aims to add value to our customer's business. Adding value is not a singular event, but a continuous process. We want to make sure that we not only continue to improve our operations, but that we ensure our strategies are refreshed regularly. Both Applied Innovation and Highland Township' executive and management teams meet to make sure our content strategy is always applicable. We have learned that a customer's needs are constantly changing, and we want to guarantee we are addressing those changes. Applied Innovation continues to offer value once agreements are complete by scheduling frequent contact with our customers through:

- Annual Customer Strategy Sessions
- Quarterly Strategy Updates
- Monthly Management Reports
- E-Letter communications with relevant industry information
- Keeping key Highland Township executives involved with corporate strategies

### Continuous Improvement

Service excellence is a mind-set shared by every member of the Applied Innovation team. Our team guarantees that we deliver a consistent level of quality service through both standard operational processes and constant innovation. We have built this total quality management system around five key initiatives:

- Continual Process Improvement
- On-going Development of Best Practices
- Consistent Implementation
- Measurement of Results
- Recognition of Excellence

Applied Innovation operates on the premise that client satisfaction is not a goal that can be reached with a set of static procedures. We recognize that to provide the best service to our clients we must constantly validate established benchmarks, measure the effectiveness of our performance against these benchmarks, and implement new procedures when necessary.

To enhance our ability to meet our client's requirements, we have implemented an initiative to focus on quality procedures and document best practices. We continue to cultivate our ability to bring best practices that have been adopted by other implementations, and our solution partners to provide the highest quality services to our clients.

The continual improvement never stops after the contract is signed. Your on-site staff will continue this process daily, and we will report back to you every month with a written document outlining service levels and productivity. Applied Innovation obtains customer feedback in the following ways:

- User Survey Email – information is requested and gathered on ease-of-use, workflow results, quality of support, timeliness of support response, and other areas deemed critical by Highland Township.
- Focus Meetings – established quarterly or semi-annually, as per Highland Township' requirements. Applied Innovation will meet with selected staff members to solicit responses on service levels and improvement areas.

- Monthly Operational Interaction – the Account Manager and Enterprise Software Manager will interact with staff members to obtain user group feedback.

## Consistent Implementation and Training

Applied Innovation recognizes that the key to on-going client satisfaction is ensuring the consistent implementation of standard procedures and best practices that meet our individual clients' needs. To accomplish this task, we have developed an on-going training and professional development continuum to help bring new users into the process and introduce new features that will enhance Highland Township' productivity.

The goal of the training process is to communicate knowledge and provide the tools to empower your employees at all levels, to competently utilize the solution to its fullest.

Applied Innovation is strongly committed to implementing training as a process, not an event. It is for this reason that we require training of all employees and require the satisfactory completion of level specific modules. These are defined by Highland Township relative to security, authorization, and relative to the use and viewing of documents.

Applied Innovation's effective method for continual process improvement allows us to deliver services as promised. We will make sure to document changes, issues, and corrective actions that will drive toward a successful implementation. This will allow us to reach the objectives and the goals of Highland Township in a timely and effective manner.

We put these concepts into practice at the very beginning of the sales process by analyzing your needs, make recommendations for improvement based on preliminary service level benchmarks, and then implement these procedures upon installing our solution.

The entire Applied Innovation team looks forward to the seamless and efficient implementation of Highland Township' solution.

## Contact Information

Thank you again for your consideration of DocuWare as your Enterprise Content Management Solution. You can reach me at [mhizer@appliedinnovation.com](mailto:mhizer@appliedinnovation.com) or (248-890-4068) with any questions that may come up.

Applied Innovation  
5555 Glenwood Hills Pkwy  
Grand Rapids, MI 49512  
Toll Free: 800-521-0983

## Acceptance of Proposal

Please sign below to acknowledge the acceptance of this proposal.

---

Signature of Highland Township Representative

---

Date

---

Printed Name



# Memorandum

To: Highland Township Board of Trustees  
From: Jennifer Frederick, Treasurer  
Date: September 11, 2023  
Re: Seasonal Part Time

---

We would like to hire Karen Genson as a part time, seasonal employee. She could work not more than 29 hours per week at \$23 per hour, starting September 12, 2023.





## **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: Request to purchase  
DATE: September 3, 2023

With the approval of the 2023 FY Amended Budget for the Highland Township Fire Department, I would like to request approval to purchase:

1. Up to \$15,000 in new fire hose from our normal vender that we have purchased from in the past. Currently  $\frac{1}{4}$  of the way through hose testing and projected to need up to this much.
2. Spend up to \$41,000 on new SCBA air compressor. Multiple quotes provided would like the option to research the differences in companies a little more and purchase not to exceed above amount.



**MACQUEEN  
EQUIPMENT**



**MACQUEEN  
EMERGENCY**

350 Austin Circle  
Delafield, WI 53018  
(262) 646-5911  
Fax: (262) 646-5912

**Ship To:** HIGHLAND TWP FIRE DEPT  
1600 W HIGHLAND RD  
HIGHLAND, MI 48357

**Invoice To:** HIGHLAND TWP FIRE DEPT  
1600 WEST HIGHLAND ROAD  
HIGHLAND MI 48357

Attention: GREG PEARCE

Branch 16 - DELAFIELD, WI		
Date 09/05/2023	Time 10:28:11 (O)	Page 1
Account No HIGHL018	Phone No 2484448453	Est No 01 013512
Ship Via BEST WAY	Purchase Order 2.5" KEY HOSE	
Tax ID No		
		Salesperson 395 / 345

ESTIMATE EXPIRY DATE: 10/05/2023

**QUOTE - ORDER ACKNOWLEDGEMENT**

Part#	Description	U	Qty	Price	Amount
DP25-800X50Y-ARN	BIG 10 2.5 Key Hose Big 10, 2.5" X 50', YELLOW, NH Aluminum Couplings		40	230.00	9200.00

QUOTE 013512

SHIPPING IS ADDITIONAL

-----  
PLEASE CONTACT YOUR SALES REP, IAN GRIFFIN,  
WITH ANY QUESTIONS: 586-206-0067 (CELL), OR  
IAN.GRIFFIN@MACQUEENGROUP.COM

Subtotal: 9200.00

Tax: .00

TOTAL: 9200.00

Authorization: \_\_\_\_\_

**Return/Exchange Policy**

Returns/Exchanges are accepted within 30 days of the purchase date on stock items in original, re-sellable packaging, with tags. No writing is allowed on the packaging. Please contact our Inside Sales Support Team at 800-615-6789 for a Return Authorization Number. A copy of the Return Authorization Form should accompany the return. We will not accept returns without a Return Authorization Number. A credit will be issued after a full product inspection is complete on an eligible return. Returns are subject to a 25% restocking fee, which we may waive for exchanges. Purchaser is responsible for freight. Unfortunately, all special orders, custom items, and SCBA cylinders are non-returnable. Other restrictions may apply. MacQueen Emergency reserves the right to refuse returns not received in the 30-day return period.

Visit Us Online  
[www.MacQueenGroup.com](http://www.MacQueenGroup.com)



**MACQUEEN  
EQUIPMENT**



**MACQUEEN  
EMERGENCY**

350 Austin Circle  
Delafield, WI 53018  
(262) 646-5911  
Fax: (262) 646-5912

**Ship To:** HIGHLAND TWP FIRE DEPT  
1600 W HIGHLAND RD  
HIGHLAND, MI 48357

Branch 16 - DELAFIELD, WI		
Date 09/05/2023	Time 10:50:16 (O)	Page 1
Account No HIGHL018	Phone No 2484448453	Est No 01 013514
Ship Via BEST WAY	Purchase Order AIR COMPRESSOR	
Tax ID No		
		Salesperson 395 / 345

**Invoice To:** HIGHLAND TWP FIRE DEPT  
1600 WEST HIGHLAND ROAD  
HIGHLAND MI 48357

ESTIMATE EXPIRY DATE: 09/30/2023

**QUOTE - ORDER ACKNOWLEDGEMENT**

Part#	Description	U	Qty	Price	Amount
C-E3-7.5-A6-E1C	7.5 HP COMPRESS		1	24850.81	24850.81
	E3-7.5-A6-E1 3ST 6000PSI 7.5hp 3 STAGE, 6000 PS, 7.5 HP,8 CFM , SINGLE PHASE ELECTRIC MOTOR, SOUND SUPPRESSING CABINET. INCLUDES FILTER SYSTEM TO PROCESS 24,000 CU FT., MAGNETIC STARTER, AUTO DRAIN SYSTEM, GAUGE PANEL, HIGH PRESSURE SWITCH AND ELECTRONIC CO MONITOR				
COMPRESSOR SETUP KIT	IN-SRVC & AIR		1	N/A	N/A
	COMPRESSOR IN-SERVICE SETUP AND FIRST AIR SAMPLE - ELECTRICAL AND PLUMBING (FRESH AIR INTAKE) ARE THE RESPONSIBILITY OF THE OWNER (FILL STATION AND COMPRESSOR)				
A-S1300	ARCTIC HIGH TEM		1	227.13	227.13
	ARCTIC HIGH TEMP SWITCH				
A-S5000	ARCTIC LOW OIL		1	374.39	374.39
	ARCTIC LOW OIL SWITCH				
FREIGHT ESTIMATE	SHIP & HNDLING		1	500.00	500.00
	*SHIPPING AND HANDLING FREIGHT ESTIMATE. SUBJECT TO CHANGE AT ACTUAL TIME OF SHIPMENT*				

QUOTE 013514

-----  
PLEASE CONTACT YOUR SALES REP, IAN GRIFFIN,  
WITH ANY QUESTIONS: 586-206-0067 (CELL), OR  
IAN.GRIFFIN@MACQUEENGROUP.COM

**Return/Exchange Policy**

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Visit Us Online  
[www.MacQueenGroup.com](http://www.MacQueenGroup.com)



**MACQUEEN**  
EQUIPMENT



**MACQUEEN**  
EMERGENCY

350 Austin Circle  
Delafield, WI 53018  
(262) 646-5911  
Fax: (262) 646-5912

**Ship To:** HIGHLAND TWP FIRE DEPT  
1600 W HIGHLAND RD  
HIGHLAND, MI 48357

Branch 16 - DELAFIELD, WI		
Date 09/05/2023	Time 10:50:16 (O)	Page 2
Account No HIGHL018	Phone No 2484448453	Est No 01 013514
Ship Via BEST WAY	Purchase Order AIR COMPRESSOR	
Tax ID No		
		Salesperson 395 / 345

ESTIMATE EXPIRY DATE: 09/30/2023

**QUOTE - ORDER ACKNOWLEDGEMENT**

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
Subtotal:					25952.33
Tax:					.00
TOTAL:					25952.33

Authorization: \_\_\_\_\_

**Return/Exchange Policy**

Returns/Exchanges are accepted within 30 days of the purchase date on stock items in original, re-sellable packaging, with tags. No writing is allowed on the packaging. Please contact our Inside Sales Support Team at 800-615-6789 for a Return Authorization Number. A copy of the Return Authorization Form should accompany the return. We will not accept returns without a Return Authorization Number. A credit will be issued after a full product inspection is complete on an eligible return. Returns are subject to a 25% restocking fee, which we may waive for exchanges. Purchaser is responsible for freight. Unfortunately, all special orders, custom items, and SCBA cylinders are non-returnable. Other restrictions may apply. MacQueen Emergency reserves the right to refuse returns not received in the 30-day return period.

*Visit Us Online*  
[www.MacQueenGroup.com](http://www.MacQueenGroup.com)







(877) 637-3473

## Quote

**Quote #** QT1729169  
**Date** 08/11/2023  
**Expires** 08/26/2023  
**Sales Rep** Bittikofer, Rob  
**PO #** Pivot Air  
**Shipping Method** FedEx Ground  
**Customer** HIGHLAND TWP FIRE DEPT (MI)  
**Customer #** C241703

**Bill To**

HIGHLAND TWP FIRE DEPT (MI)  
1600 Highland Rd  
HIGHLAND MI 48357  
United States

**Ship To**

HIGHLAND TWP FIRE DEPT (MI)  
1600 Highland Rd  
HIGHLAND MI 48357  
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
RSC-08020101			6000 psi 4 Stage Compressor 10 Horsepower PIVOTAIR, 208-230 Volt/ 1 Phase/ 60Hz, English, 25ft High Pressure Supply Hose - Compressor to Fill Station	1	\$31,710.00	\$31,710.00
Compressor Install			Site survey, install, operate, leak test, train & perform air sample with written report.	1	\$1,500.00	\$1,500.00

**Subtotal** \$33,210.00  
**Shipping Cost** \$625.00  
**Tax Total** \$0.00  
**Total** \$33,835.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1729169



(877) 637-3473

# Quote

**Quote #** QT1729131  
**Date** 08/11/2023  
**Expires** 08/26/2023  
**Sales Rep** Bittikofer, Rob  
**PO #** Revolve Air 10 HP  
**Shipping Method** FedEx Ground  
**Customer** HIGHLAND TWP FIRE DEPT (MI)  
**Customer #** C241703

**Bill To**

HIGHLAND TWP FIRE DEPT (MI)  
 1600 Highland Rd  
 HIGHLAND MI 48357  
 United States

**Ship To**

HIGHLAND TWP FIRE DEPT (MI)  
 1600 Highland Rd  
 HIGHLAND MI 48357  
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
RSC-01020101			6000 psi 5 Stage Compressor 10 Horsepower, 208-230 Volt/ 1 Phase/ 60Hz, Basic, English	1	\$37,900.00	\$37,900.00
Compressor Install			25" HP supply hose --compressor to fill station added Site survey, install, operate, leak test, train & perform air sample with written report.	1	\$1,500.00	\$1,500.00

**Subtotal** \$39,400.00  
**Shipping Cost** \$625.00  
**Tax Total** \$0.00  
**Total** \$40,025.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.





8855 E BROAD ST  
REYNOLDSBURG, OH 43068

**SALES & SERVICE CENTERS**  
SALES@BREATHINGAIR.COM | SERVICE@BREATHINGAIR.COM

<b>OHIO - CORP HQ</b> 614.864.1235	<b>NORTH CAROLINA</b> 336.674.0749	<b>FLORIDA</b> 352.629.7712	<b>TENNESSEE</b> 423.634.3184
<b>INDIANA/KENTUCKY</b> 614.986.1025	<b>PENNSYLVANIA</b> 412.564.5756	<b>MICHIGAN</b> 517.786.4060	<b>ILLINOIS</b> 217.768.4408



210 LABRADOR DR.  
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THE NATION'S LARGEST DISTRIBUTOR OF



## QUOTE

**Breathing Air Systems**  
8855 E. Broad Street  
Reynoldsburg OH 43068

**Requested By: Dave Korponic**  
**Title:**  
**Email: [dkorponic@htfd.com](mailto:dkorponic@htfd.com)**  
**Phone:**

**Quote Date:** 08/11/2023  
**Quote #:** QUO-MI106  
**Customer ID:** 850864

**Bill To**  
Highland Twp Fire Dept  
PO Box 166  
Highland MI 48357  
United States

**Service Location**  
Highland Twp Fire Dept  
250 W Livingston  
Highland MI 48357  
United States

<b>Expires</b>	10/10/2023
<b>Terms</b>	PrePaid
<b>Shipping Method</b>	LTL Motor Freight
<b>FOB</b>	
<b>Est Delivery Time</b>	
<b>Quote Total</b>	\$32,943.04

**Sales Rep Name**  
Justen Diaz

**Sales Rep Email**  
[jdiaz@breathingair.com](mailto:jdiaz@breathingair.com)

**Sales Rep Phone**  
(517) 763-3779

**NOTE: Unless otherwise stated below, our quotes do not include the offloading, uncrating, or placement of compressors or fill stations. Customers are responsible for the wiring to or into an electrical compressor and to the electrical supply. Warranty is as proposed.**

**ITEMS QUOTED MAY BE ON NEXT PAGE:**

Item	Quantity		Description
VAC8H-E3	1		Bauer Compressor - 8.4 cfm. - 6000 psi. Bauer Verticus fully Enclosed Air System 6000 psi. 8.4 cfm. charging rate with pressure switch for automatic start & stop control. Locally mounted interstage pressure gauges. P2S 67,000 cu ft purification system with SECURUS electronic cartridge monitor. Pressure lubricated with low oil protection. Automatic condensate drain system and PLC controller with smart pad operator interface console and E-Stop Button. Entire electrical assembly is UL LISTED. All in an attractive sound attenuating enclosure. Three phase electric.
BAS-4021CO-24v	1		CO MONITOR 24V FOR LEGACY
<b>Subtotal</b>			
<b>Discount 10%</b>			

**BREATHING AIR COMPRESSORS | FILL STATIONS | CASCADES | MOBILE AIR TRAILERS  
FULL SERVICE | PARTS | AIR ANALYSIS PROGRAM | PREVENTIVE MAINTENANCE PROGRAMS**



Item	Quantity		Description
START-UP KIT	1		START-UP KIT FOR EQUIPMENT INSTALLATION
SLP-HP-WITH START-UP	1		Single High Pressure Air Test Kit to be taken at time of start-up by Breathing Air Service Technician.
Labor	8		Service Labor- per hour

Subtotal	\$31,893.04
Shipping Cost (LTL Motor Freight)	\$1,050.00
Tax (%)	\$0.00
<b>Total</b>	<b>\$32,943.04</b>

PAYMENT TERMS: INVOICES ARE SUBJECT TO LATE CHARGES AT THE RATE OF 1.5% PER MONTH (ANNUAL 18%).

ALL PART RETURNS OR EXCHANGES MUST BE COMPLETED WITHIN 45 DAYS FROM INVOICE DATE. ALL RETURNS REQUIRE A RETURN MERCHANDISE AUTHORIZATION. ALL RETURNS ARE SUBJECT TO A 15% RESTOCKING FEE. SHIPPING CHARGES WILL BE ADDED WHEN ORDERS ARE FULFILLED.

NOTE: PAYMENTS BY CREDIT CARD WILL INCUR A CONVENIENCE FEE TOTALING 3.0% OF THE INVOICE TOTAL ON ALL TRANSACTIONS EXCEEDING \$1,200.00. A WIRE FEE OF \$45.00 WILL BE ADDED TO ALL ORDERS PAID BY WIRE.

Quote Approved By: \_\_\_\_\_ (Print Name)

Approved By Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Approved Date: \_\_\_\_\_

**CUSTOMER REQUIREMENTS**

***Important Information***

I agree to the following requirements to ensure a trouble-free delivery and installation of my new system:

**OFF LOADING**

In most situations your system will be delivered by a freight company. Customers are responsible for accepting all deliveries including, but not limited to unloading, uncrating, inspecting, and placing the equipment in the proper location prior to equipment startup

**RECOMMENDED ELECTRICAL WIRING AND BREAKER FOR EQUIPMENT ON QUOTE NUMBER:**

**QUO-MI106**

Service Disconnect with Time Delay Fuse	Wire Size/Gauge	Phase/Power	Volts
---	-----------------	-------------	-------

**CUSTOMER ELECTRICAL WIRING FOR MOTOR-DRIVEN SYSTEMS**

- If your system is stationery, confirm that your available building power matches or will match the recommended electrical wiring and breaker for your new equipment.
- If your system is mobile, confirm that the generator/power supply on the truck matches the voltage and phase that you have ordered for your new system and that the generator is of sufficient rating to start electric motor
- Consult a qualified electrician to confirm your power for either a stationary or mobile system
- Complete the section below to confirm your building power or generator/power supply on your truck, including service disconnect with Time Delay Fuse, Wire Size/Gauge, Phase/Power and Voltage where system is to be installed. Equipment is ordered to match your entries below and any changes will result in addition charges once the equipment has been ordered.

Service Disconnect with Time Delay Fuse	Wire Size/Gauge	Phase/Power	Volts

- For most applications, you will need to install a suitable electrical breaker, service disconnect switch with flexible conduit and wiring to connect to the new system. All electrical service components must be rated for their intended duty, motor horsepower, voltage, phase and corresponding amperage for your system application. Therefore, allow your licensed electrician to properly size your electrical hookup per NEC and/or other prevailing electrical code requirements. Customers are also responsible for all electrical connections. Any improper electrical connections may result in additional installation charges.
- It is imperative that the above electrical wiring, etc. be properly installed prior to Breathing Air Systems' scheduled installation visit so as not to delay the final installation of your new system. If installation is delayed due to incomplete or improper wiring, it will not delay the billing cycle for the system. Additional charges may apply to the customer if Breathing Air Systems has to provide additional labor or travel related to incomplete or improper wiring.
- Your cooperation in following these steps will play an important part in the satisfactory installation and reliable performance of your new system. So, if you have any questions, please feel free to contact Breathing Air Systems for technical help. Thank you!
- I have read and understand the Customer Requirements document:

Accepted By Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fire Dept System Address: \_\_\_\_\_



# SUPPLEMENTAL BAUER WARRANTY FOR MUNICIPAL CUSTOMERS OF BREATHING AIR SYSTEMS OR SAFE AIR SYSTEMS, WITH MAINTENANCE AGREEMENT

For municipal purchasers of BAUER's Reciprocating Compressor Products from Breathing Air Systems or Safe Air Systems, BAUER's Limited Warranty on Reciprocating Compressor Products for municipal breathing air systems, on the BAUER compressor system, fill station and other BAUER manufactured components, will be extended to five (5) years, commencing from the earlier of: (1) the date of commissioning (system start-up) or (2) six (6) months from the date of shipment from BAUER, provided the municipal purchaser maintains a maintenance agreement with Breathing Air Systems or Safe Air Systems, for such five (5) year period, to provide service in accordance with BAUER's published factory recommendations. This five (5)-year extended warranty does not apply to wear and tear parts such as lubricants, purification filter elements, oil filters, O-rings, serviceable valve parts, and piston rings, which are subject to regular maintenance in accordance with BAUER's published factory recommendations. A copy of this Supplemental Bauer Warranty signed by both the municipal customer and Breathing Air Systems or Safe Air Systems, must be provided to BAUER, at time of purchase, for the municipal customer to receive the extended five (5)-year warranty.

If at any time during the five (5) year service period the customer fails to complete the maintenance required by BAUER's published factory recommendations (at least annually, but could be more often based on hours of usage under BAUER's published factory recommendations) with Breathing Air Systems or Safe Air Systems, this extended five (5)- year warranty will be void and any warranty claims beyond two (2) years will be denied. The extended five (5)-year warranty will also only apply if BAUER parts (including lubricants and filters) are used for all system maintenance. The Bauer Warranty Registration Form must be on file with BAUER and proof of completed annual maintenance must be provided by your Authorized BAUER Service Center for all warranty claims.

## MAINTENANCE AGREEMENT

Unless otherwise agreed in an additional written maintenance contract, the municipal purchaser by signing below agrees to obtain maintenance service on the equipment referenced in the below purchase order from Breathing Air Systems/Safe Air Systems. All maintenance and related maintenance parts will be billed at time of service and are not included with your equipment purchase unless prepaid with your equipment purchase. The month of service will be determined by Breathing Air Systems/Safe Air Systems. Your maintenance program will renew annually until cancelled in writing.

ORIGINAL PURCHASE ORDER: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_

CUSTOMER REPRESENTATIVE: \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_

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

BREATHING AIR SYSTEMS / SAFE AIR SYSTEMS

SALES OR SERVICE REP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Subject to all other terms of Bauer's Limited Warranty on Reciprocating Compressor Products for municipal breathing air systems (which is incorporated in full by this reference), and to the referenced equipment being maintained as provided herein, Bauer Compressors, Inc. agrees to honor an extended five (5)-year warranty on certain products purchased by the municipal customer, on the terms set forth in the first two paragraphs above..

BAUER COMPRESSORS, INC.

BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

BAUER COMPRESSORS, INC. - 1328 Azalea Garden Road, Norfolk Virginia 23502 - Phone: (757) 855-6006 Telefax (757)855-8654

**BREATHING AIR COMPRESSORS | FILL STATIONS | CASCADES | MOBILE AIR TRAILERS  
FULL SERVICE | PARTS | AIR ANALYSIS PROGRAM | PREVENTIVE MAINTENANCE PROGRAMS**



8855 E BROAD ST  
REYNOLDSBURG, OH 43068

**SALES & SERVICE CENTERS**  
SALES@BREATHINGAIR.COM | SERVICE@BREATHINGAIR.COM

<b>OHIO - CORP HQ</b> 614.864.1235	<b>NORTH CAROLINA</b> 336.674.0749	<b>FLORIDA</b> 352.629.7712	<b>TENNESSEE</b> 423.634.3184
<b>INDIANA/KENTUCKY</b> 614.986.1025	<b>PENNSYLVANIA</b> 412.564.5756	<b>MICHIGAN</b> 517.786.4060	<b>ILLINOIS</b> 217.768.4408



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## CONTACT INFO SHEET

To ensure our records are up to date

Please fill out and return

Lisa@breathingair.com or Fax: 614-986-1013

Mail to: Breathing Air Systems, Attn: Lisa Diehl, 8855 East Broad Street, Reynoldsburg, OH 43068

Business Name: \_\_\_\_\_

MAIN Office/Department phone: \_\_\_\_\_

### SYSTEM LOCATION:

Street Address: \_\_\_\_\_

Primary Onsite Contact Name: \_\_\_\_\_

Primary Contact phone: \_\_\_\_\_

Email: (for Service Reports & Air test results) \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Phone: \_\_\_\_\_

### ACCOUNTS PAYABLE CONTACT:

Preferred method of billing/sending invoices:     ELECTRONIC VIA EMAIL     REG US MAIL

Person to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

BREATHING AIR COMPRESSORS | FILL STATIONS | CASCADES | MOBILE AIR TRAILERS  
FULL SERVICE | PARTS | AIR ANALYSIS PROGRAM | PREVENTIVE MAINTENANCE PROGRAMS





## 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: ADD (3) Fire Department Positions  
DATE: September 3, 2023

With the approval of the 2023 FY Amended Budget for the Highland Township Fire Department, I would like to request approval to hire an additional (3) Full Time employees (identified in budget). The employee(s) would hold the rank of Firefighter/Paramedic (or Firefighter/EMT conditional employee).

Our department currently operates as a combination Fire Department. We have a mix of Full Time and Paid On Call (POC) employees. All candidates are currently employed as POC Firefighters by the Fire Department. Over the next (6) weeks, the candidates will:

- Submit a letter of interest for the positions (Due by September 15, 2023)
- Selection committee and/or the Fire Chief will review the submissions
- Candidates will have to pass a physical agility test, background, and interview panel.
- Qualified applicants and scores will be submitted to the Fire Chief for selection.

Three employees will be selected and assigned to full-time employment starting as close to October 1<sup>st</sup> as possible. The reassigned employees would be sworn in at the next Township Board Meeting for their new positions.

- FF/Paramedic starting rate \$21.01 (approx. \$53,556 annually)
- FF/EMT (conditional employment) starting rate \$20.48 (approx. \$52,217 annually)

This hiring will move up towards our target staffing goal and help insure both fire stations are staffed 24/7.



BUDGET AMENDMENT WORKSHEET  
2023 PROPOSED BUDGET AMENDMENTS  
BOARD MEETING - September 11, 2023

FUND & ACCOUNT	ORIGINAL BUDGET 12/31/2023	AS AMENDED 12/31/2023	+	PROPOSED AMENDMENTS	=	PROPOSED NEW BUDGET
<b><u>FIRE FUND</u></b>						
<b>Revenues:</b>						
206-000-402.000	CURRENT PROPERTY TAX	\$1,240,417.00	\$1,240,417.00	+	\$10,882.00	\$1,251,299.00
206-000-627.000	RENTAL INSPECTIONS	\$0.00	\$0.00	+	\$10,000.00	\$10,000.00
206-000-665.000	INTEREST ON INVESTMENTS	\$10,000.00	\$10,000.00	+	\$22,509.00	\$32,509.00
<b>Expenditures:</b>						
206-336-702.012	FIRE: CHIEF'S COMPENSATION	\$79,794.00	\$80,653.00	+	4,382.00	\$76,271.00
206-336-703.000	FIRE: F-T WAGE OFFICER	\$68,852.00	\$68,852.00	+	38,739.00	\$30,113.00
206-336-703.004	FIRE: F-T WAGE MEDIC M.B.	\$57,899.00	\$57,899.00	+	5,789.00	\$63,688.00
206-336-703.006	FIRE: F-T WAGE MEDIC H.K.	\$57,899.00	\$57,899.00	+	4,343.00	\$53,556.00
206-336-703.007	FIRE: F-T WAGE MEDIC K.M.	\$57,899.00	\$57,899.00	+	5,682.00	\$52,217.00
206-336-703.008	FIRE: F-T WAGE MEDIC T.M.	\$57,899.00	\$57,899.00	+	5,682.00	\$52,217.00
206-336-703.009	FIRE: F-T WAGE MEDIC R.K.	\$0.00	\$0.00	+	10,000.00	\$10,000.00
206-336-703.012	FIRE: F-T WAGE MEDIC	\$0.00	\$0.00	+	12,025.00	\$12,025.00
206-336-703.013	FIRE: MARSHAL COMPENSATION	\$30,700.00	\$30,430.00	+	6,695.00	\$37,125.00
206-336-703.014	FIRE: F-T WAGE MEDIC	\$0.00	\$0.00	+	12,025.00	\$12,025.00
206-336-704.001	FIRE: P-T WAGE CLERICAL QA/QI	\$4,000.00	\$4,000.00	+	2,062.00	\$6,062.00
206-336-706.008	FIRE: FIREFIGHTERS PAYROLL	\$500,000.00	\$500,000.00	+	50,000.00	\$450,000.00
206-336-707.007	FIRE: F-T OVERTIME	\$45,000.00	\$45,000.00	+	45,000.00	\$90,000.00
206-336-709.003	FIRE: HOLIDAY ALLOWANCE	\$23,364.00	\$23,364.00	+	7,562.00	\$15,802.00
206-336-710.000	FIRE: EMPLOYER PAYROLL TAX	\$94,958.00	\$94,958.00	+	1,407.00	\$93,551.00
206-336-719.000	FIRE: POST PLAN	\$15,000.00	\$15,000.00	+	1,500.00	\$16,500.00
206-336-722.009	FIRE: PARAMEDIC TRAINING	\$9,998.00	\$9,998.00	+	9,998.00	\$0.00
206-336-731.000	FIRE: MEDICAL SUPPLIES	\$20,000.00	\$20,000.00	+	7,000.00	\$27,000.00
206-336-806.001	FIRE: COMPUTERS/SOFTWARE	\$2,500.00	\$2,500.00	+	3,500.00	\$6,000.00
206-336-809.000	FIRE: SOFTWARE MAINTENANCE	\$15,000.00	\$15,000.00	+	7,000.00	\$22,000.00
206-336-820.000	FIRE: DUES & EDUCATION	\$20,000.00	\$20,000.00	+	10,000.00	\$30,000.00
206-336-930.000	FIRE: VEHICLE REPAIR	\$50,000.00	\$50,000.00	+	25,000.00	\$75,000.00
206-336-936.000	FIRE: BLDG MAINT/REPAIR	\$15,000.00	\$15,000.00	+	5,000.00	\$20,000.00
206-336-955.000	FIRE: MISC EXPENSE	\$2,500.00	\$2,500.00	+	15,000.00	\$17,500.00

**Purpose of Amendment:**

To reflect increases in Fire revenue lines and decreases in expense lines and apply towards additional Fire expenses anticipated in 2023. No additional funding is required.



# Memorandum

To: Board of Trustees  
From: Rick A. Hamill, Supervisor  
Date: September 11, 2023  
Re: Purchasing Policies

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I am proposing amendments to the purchasing policy to address a few issues that continue to hinder operations.

First, given the effects of inflation, the purchasing power of the limits imposed in our policies has been impacted.

Next, I believe we have fostered a culture of smart shopping, where staff and officials carefully consider alternatives, give due consideration to local businesses as well as scour internet sources for the best value. I think a meeting of the minds of the inhouse officials about purchases that have already been included in the budget should be adequate to protect Township interests and transparency, at least for that mid-level purchase of between \$5000 and \$15,000.

We also want to respect our vendors' time and energies. It costs money to respond to requests for proposals, and each time someone is asked to bid a project, they are taking a risk that their time won't yield a return. A busy vendor won't even be attracted to a request to bid for a smaller purchase. By raising the limit before we move to sealed bids, we will limit that effort both to our staff and to our vendors. In fact, although I have proposed a \$15,000 limit before moving to sealed bids, I believe it would be appropriate to raise it to \$25,000.

Finally, I think its time to acknowledge that the decision making process for software, computer, telecommunications and security equipment has to take in many complex factors, and going with the low price option is rarely the right decision. I have proposed a process where each project will be reviewed by a leadership team and a decision will be made as to whether or how to proceed. The Board's input will come when the budget is established, not when the time comes to complete the purchase.

I would ask the Board to approve the amended policies, and perhaps discuss and agree to the dollar limit at which sealed bids would be required.

*Warm inside. Great outdoors.*



**HIGHLAND TOWNSHIP PURCHASING POLICY**  
**Draft Amendments 09/11/23**

1. General Provisions

Under the provisions of this policy, the Township Supervisor is designated as the Purchasing Agent. In the Supervisor's absence, the Township Clerk is authorized to act as Purchasing Agent.

a. The individual or department head in need of materials, supplies or services shall notify the Purchasing Agent who reviews the request for overall propriety and upon approval will proceed with the established purchasing procedure.

b. An individual or department head may appear at a Township Board meeting to request discussion and approval of a proposed purchase previously denied by the purchasing agent.

2. Purchase Orders

Purchase orders shall be issued whenever required by vendors. A record of such purchase orders shall be kept by the Purchasing Agent.

3. Bid Requirements

The Purchasing Agent shall obtain three (3) ~~written~~ quotes for purchases between \$5,000 and ~~\$10,000~~15,000 per item, or when a single order totals over \$5,000. ~~Those written quotes may be received from web-based suppliers, contractors and/or manufacturers. Quotes may be verbal, written or electronic, and may be derived from catalogs or websites.~~

The Purchasing Agent is authorized to purchase budgeted goods and services up to \$5,000 if funds are available within the budget. The Purchasing Agent may purchase budgeted goods and services up to \$15,000 with the concurrence of the Township Supervisor, Township Clerk and Township Treasurer. If these officials do not concur with the purchase, Board Approval is required.

Board approval is required for purchases totaling over ~~\$5,000~~15,000 except for emergency purchases. Notification of emergency purchases will be made to the Board via email or at a regular Board meeting.

Goods and Services not previously budgeted for require Board approval prior to purchase. The Purchasing Agent may request Board approval for proposed purchases under the \$5,000 threshold when deemed advisable and in the best interest of the Township.

Sealed competitive bids are required for purchases of ~~\$10,000~~15,000 or more per item. The Purchasing Agent, with the help of the individual or Department Head requesting the purchase, shall prepare specifications for goods or services over ~~\$10,000~~15,000.

Quotes and bids, when applicable, shall be researched for the best available pricing utilizing website, catalog, sale papers etc, for comparable items at government discount pricing. Publication of proper notice shall be arranged for in the media that will bring the information to the attention of the greatest number of appropriate professionals, contractors or vendors. The Purchasing Agent and the individual or department head may solicit bids from outside the general Highland Township area.

Sealed bids shall be opened at or prior to a Regular Township Board meeting on the date designated in the published notice in the presence of at least two (2) elected officials.

Board approval is necessary in awarding the purchase. The approved bidder need not be the lowest bidder. The Township Board may consider such additional factors including but not limited to workmanship and reliability of the bidder in arriving at their selection.

The Township Board shall reserve the right to reject any and all bids and to waive technicalities.

In the event that only one or two sealed bids are received, the Board reserves the right not to open those bids at the designated meeting and to extend the bidding period to allow for additional bids. Proper notice of the extension in bidding time shall be published in the media.

The Township Board has the authority to require a prospective bidder to tender a proposal guarantee and/or escrow deposit for the full amount of any prospective award when deemed necessary.

#### 4. Emergency Purchases

Emergency Purchases can be authorized only when life, property or equipment are endangered through unexpected circumstances, or when normal operation of a department would be severely hampered by a long delay. Normal purchasing procedures need not be followed in these emergency situations. Notification of emergency purchases will be made to the Board via email or at a regular Board meeting.

In the case of an emergency, the Township Supervisor, or in his/her absence, The Township Clerk can authorize the immediate purchase of any materials, supplies or services necessary to end the emergency situation.

#### 5. Receiving Goods

At the time of delivery, items will be matched with invoices and compared to order placed as to quantity, description and price. The Purchasing Agent reserves the right to return materials or supplies if quality, description or prices is not as ordered. The invoice, if acceptable shall be initialed and forwarded to Bookkeeping for payment.

#### 6. Additional Purchases after Noncompetitive Quotes or Competitive Bids

The Purchasing Agent may make additional purchases of supplies, materials, equipment or services from a successful vendor provided (a) the additional purchases are at or near the same cost or less per quantity as originally quoted or bid by the vendor and the purchase occurs no more than twelve months

after the date of the original purchase, or (b) the Purchasing Agent is reasonably certain that the same supplies, materials, equipment or services are not available at a lesser cost from another source.

6.7. Exemptions

Purchases of material, supplies or services exempt from the provisions of this policy include:

1. Utilities
2. Postage
3. Payroll
4. Publications
5. Fuel oil and gasoline
6. Contract obligations to other governmental units
7. Fees paid to boards, commissions or committees
8. Election Inspectors and Independent Inspectors
9. Voting machine maintenance
10. Specialized goods or services available from only one source
11. Health and pension insurance
12. Land contracts
13. Dues or tuition
14. Other contractual obligations or renewals thereof, provided services under the contract are at least equal to those specified in prior contract, and that costs increase no more than 5% per year.
15. Professional services from firms that have been previously vetted and approved by the board.
- 15.16. Technology purchases are covered by a separate purchasing policy.

**HIGHLAND TOWNSHIP PURCHASING POLICY  
TECNOLOGY AND INTERNET CONNECTED DEVICES  
Draft Amendments 09/11/23**

INTENT STATEMENT: Highland Township recognizes that a reliable and secure network is essential to the smooth operations and delivery of services for our residents and taxpayers. An optimal network is developed strategically, and decisions as to what software or equipment to purchase is based less upon first costs, then upon a thoughtful analysis of life cycle costs and benefits. This analysis must also consider vulnerability due to internet connectivity.

This policy establishes a procedure to evaluate and purchase software, software as service subscriptions, computer and network hardware and equipment, printers, scanners, phones, cameras, alarm systems, cloud backup services, internet service, cabling services and professional information technology services. It also covers devices that may be connected to the internet and place a demand on network resources or expose the Township to a cyber vulnerability.

PURCHASING GUIDELINES: The Township Supervisor is designated as the Purchasing Agent. The Township Supervisor may designate a Network Administrator, whose duty is to research and evaluate proposed technology purchases and make recommendations to the Purchasing Agent. In the Supervisor's absence, the Township Clerk is authorized to act as Purchasing Agent in consultation with the Network Administrator.

The Township shall designate a Network Consultant, whose scope of services should include the overall responsibility for network security and operations. The Network Consultant shall be involved in the evaluation of any software package or equipment that would appear to pose a significant demand on file server or network capacity, cloud storage requirements, or represent a vulnerability for cyber influences. The Network Consultant shall also proactively recommend measures to maintain a robust network environment and assist in annual budgeting and project management.

Any Department may initiate a request to purchase new software or technical equipment. A leadership team consisting of the Purchasing Agent, Network Administrator and other staff as may be designated by the Purchasing Agent shall screen the proposed software and/or equipment to identify whether there are feasible alternatives to the request. From this screening effort, the Purchasing Agent will determine if the Township interests would be better served by

- a) Non-competitive quotes or bidding process as outlined in the general purchasing policy
- b) Development of a Request for Proposal or Qualifications for a sealed bid process as per the purchasing policy
- c) Direct purchase from an authorized reseller/certified vendor of a specific brand or product

Factors that could be considered as part of the procurement process determination include:

- Compatibility with existing systems
- Certifications or readiness of Network Consultant/Network Administrator to manage project
- Security advantages or concerns
- Anticipated ancillary impacts such as the need to increase cloud storage, file server or other capacities
- Commitments for ongoing subscription costs
- Ease of use/training concerns for end users

Direct purchase agreements may be executed if the project is included in the budget and funds are available. If a budget amendment is needed, the Purchasing Agent shall provide written rationale for direct purchase based on a thorough analysis of the factors above.



# Memorandum

To: Board of Trustees  
From: Elizabeth J Corwin, PE, AICP Planning Director  
Date: September 11, 2023  
Re: Fee Schedule

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The proposed amendment to the fee schedule incorporates the following:

- new STAR EMS Billing Services Agreement (May, 2023)
- land use permit for Small Wireless that was not previously included in our fee schedule, but is limited by state law.







**RESOLUTION 23-25 AMENDED  
FEE SCHEDULE FOR 2023**

At a regular meeting of the Charter Township of Highland Board of Trustees, Oakland County, Michigan, held on September 11, 2023 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 (see 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. See 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. *		
Land Use Permit for Small Wireless Facilities**	\$500	
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	\$15	--

\*Fee limited per MZEA

\*\*Fee limited per MCL 460.1331 A permit is valid for no more than 20 wireless units.

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 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:

Township Auditorium	\$50 security deposit
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 HRLY (Non-personnel)*

Engine	\$500.00
Tanker	\$500.00
Ambulance BLS	\$250.00
Ambulance ALS	\$350.00
Command	\$100.00
Mileage	\$17.00 per mile

<i>EMS Transport PER RUN</i>	
ALS-EMERG II	\$1050
ALS-EMERG	\$950
ALS-NON EMERG	\$950
BLS-EMERG	\$800
BLS-NON EMERG	\$800
MILEAGE	\$17.00 per mile

<i>Cost Recovery Administrative FINE/FEE</i>	
Structure Fire	\$500.00
Grass Fire	\$500.00
Motor Vehicle Accidents with/without injuries	\$500.00
Motor Vehicle Fires	\$500.00

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 11th day of September , 2023 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

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Rick A. Hamill  
Township Supervisor

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Tami Flowers, MiPMC  
Township Clerk

**Attachment A - BUILDING DEPARTMENT FEE SCHEDULE 2023**

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

Add \$5.02 for each additional \$1,000.00 or fraction thereof. 01-06-2022

ATTACHMENT B  
Electrical Permit Fees 2023

	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 2023

<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 2022**

<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



# Memorandum

To: Board of Trustees  
From: Rick A. Hamill, Supervisor  
Date: September 11, 2023  
Re: Security Camera Recommendation

---

I recommend purchase of 20 security cameras for Township Hall along with Video Recording and installation services in the amount of \$8670.99 to SSD Cabling.

SSD Cabling is the company that fully cabled our new Township Hall and is completely familiar with the locations and drops needed to implement the plan. We did not complete the camera installation during construction, due to my wish to occupy the building for a break-in period to determine if the proposed camera locations made sense with where we would situate our drop boxes and how we would use the space.

The Highland Library has installed these cameras. SSD Cabling provided the lowest responsive bid to the library early this year. There is an easy to learn interface so that the cameras may be monitored remotely. The cameras comply with known safety protocols and would meet the anticipated regulatory requirements for election security.

Beth Corwin has completed a review of the camera pricing from internet sources and is satisfied that SSD Cabling is offering a good value for this product and their service.



# SSD Cabling & Cameras LLC

1600 S Tipsico Lake Rd  
Milford, MI 48380 US  
+1 2488637739  
admin@ssdcabling.com



## Estimate

ADDRESS	SHIP TO	ESTIMATE	1351
Beth Corwin	Beth Corwin	DATE	08/10/2023
Highland Township	Highland Township	EXPIRATION	08/31/2023
250 W Livingston Rd.	250 W Livingston Rd.	DATE	
Highland, MI 48357	Highland, MI 48357		

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Turing Turret	Turing Video TP-MED4M28-1Y CORE AI VSaaS License-Enabled 4MP Low Light Turret IP Camera, 2.8mm Fixed Lens, White	20	201.99	4,039.80T
	Turing Back box	14 exterior	14	16.23	227.22T
	NVR- 32 ch w Turing Bridge	Turing Video TR-MR32R-B SMART Series 32-Channel Performance NVR with Turing Vision Bridge	1	1,277.99	1,277.99T
	WD Purple Pro HDD 8TB	30 days estimated recording	2	232.99	465.98T
	Material	Material to core/sleeve exterior cameras, misc. hardware	1	160.00	160.00T
	Labor	Installation of 20 cameras Configuration of system and end user training	25	100.00	2,500.00
	Warranty	1 year service, 3 year manufacturer	1	0.00	0.00T

NDAA Compliant Cameras  
All Domes, 4MP  
32 channel NVR allows for expansion  
16 TB HDD, approx. 30 days storage  
Dedicated poe+ switch to be provided by client

Cabling, patch panel and rack already on site

Year 1 core AI licenses included; not required to renew but if AI features are required the license cost is \$100/camera/year

SUBTOTAL	8,670.99
TAX	0.00
<b>TOTAL</b>	<b>\$8,670.99</b>

Accepted By

Accepted Date



# TP-MED4M28 & TP-MED4M4

4MP HD TwilightVision™ IR Turret Network Camera



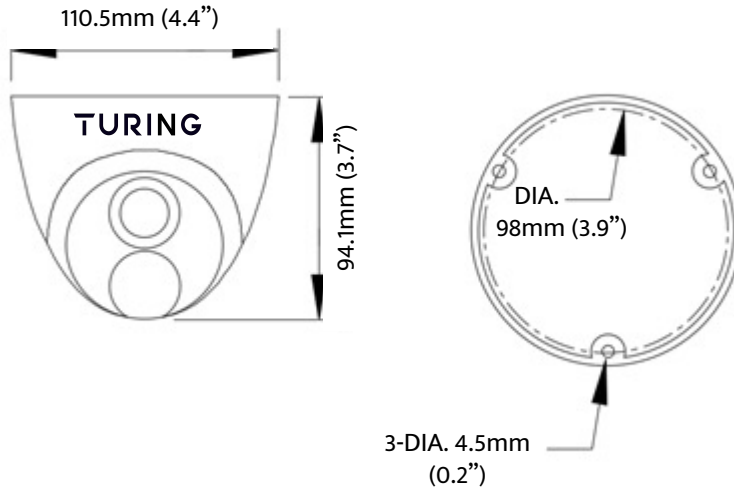
## KEY FEATURES

- ✓ To be used with SMART Series NVR with Turing Vision Cloud
- ✓ TP-MED4M28: 2.8mm Fixed lens; TP-MED4M4: 4mm Fixed Lens
- ✓ Max. 4 MP (2688\*1520)@ 30/25fps
- ✓ TwilightVision™ technology superior low-light performance
- ✓ Built-in Mic
- ✓ Smart IR, up to 30m (98 ft)
- ✓ Supports 256 G Micro SD card
- ✓ IP67, True WDR

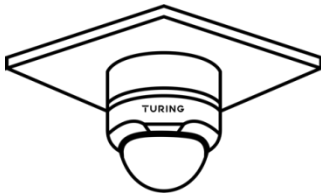




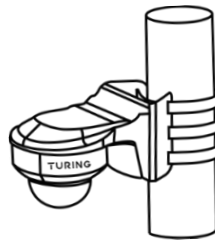
## DIMENSIONS



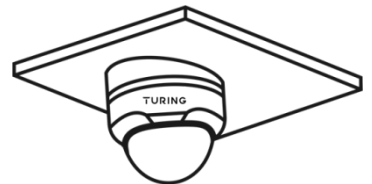
## MOUNTING



Junction Box: TP-EFDJB



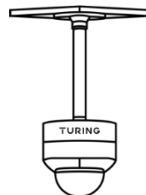
Pole Mount: TP-UDPM  
Wall Mount: TP-EFDWM  
WM w/ Junc. Box: TP-EFDWJ



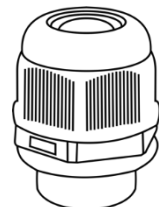
Tilted Mount: TP-EFDTM



Wall Mount: TP-EFDWM  
w/ Junction Box: TP-EFDWJ



Pendant Mount: TP-AIPMB  
Junction Box: TP-EFDJB  
Optional Extensions: TP-IPME2 (9") & TP-IPME5 (22")

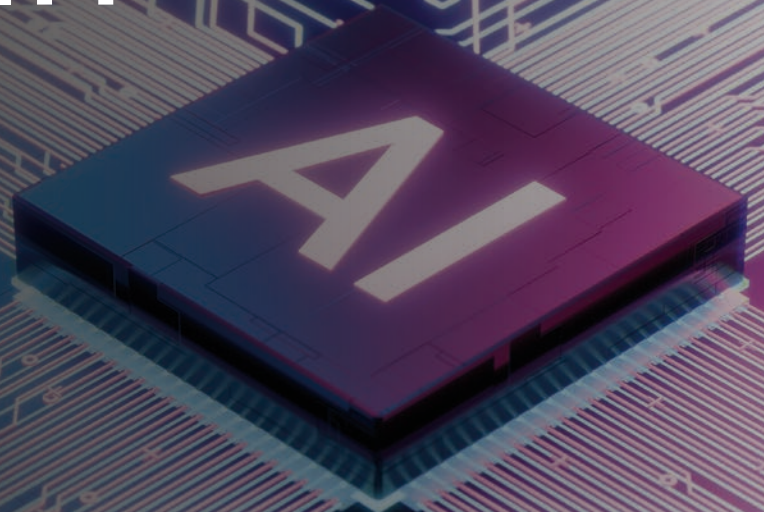


Optional Cable Gland:  
TP-UWPJ



# BETTER SAFETY, BETTER SECURITY WITH NEXT LEVEL AI

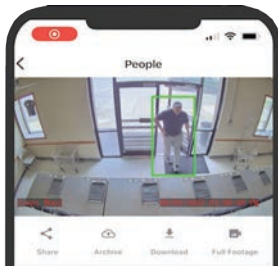
Turing AI's People Analytics provides better safety and security through utilizing Face Search\*, Person Attribute Search\*, Person History\*, and Person of Interest\* Alerts & Notifications.



## Three Levels of AI

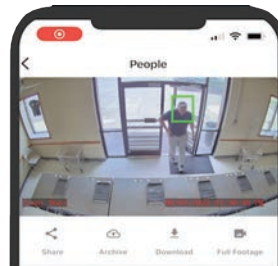
### LEVEL ONE: OBJECT DETECTION

Person



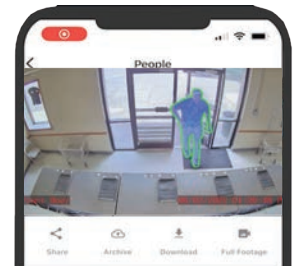
### LEVEL TWO: IDENTITY DETECTION

Tim S.



### LEVEL THREE: ATTRIBUTE DETECTION

Hat /  
Black Shirt /  
Grey Pants



## TURING

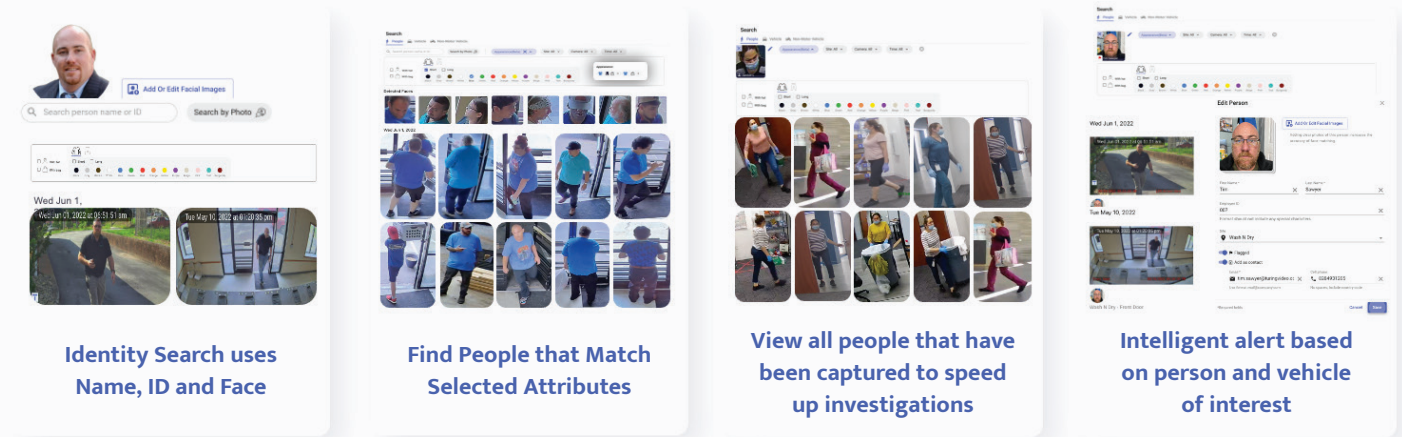
Turing AI is committed to ensure its platform comply with applicable regulations. Activation depends on state regulations and the compliance with Biometric Information Protection Act (BIPA). Please refer to our [privacy policy](#), and [compliance availability](#).

\*Activation depends on state regulations and the compliance with Biometric Information Protection Act (BIPA). Please refer to our [privacy policy](#).

Visit our website to learn more at [turing.ai](https://turing.ai)



# Simplify Your Security Workflow with Award-Winning AI



The image displays four panels illustrating the Turing AI security workflow:

- Identity Search uses Name, ID and Face:** Shows a search interface with a profile picture, search fields for name or ID, and photo search options. Below are two video thumbnails with timestamps.
- Find People that Match Selected Attributes:** Shows a search results grid with various video thumbnails of people in different settings.
- View all people that have been captured to speed up investigations:** Shows a search results grid with video thumbnails, including one of a person in a wheelchair.
- Intelligent alert based on person and vehicle of interest:** Shows a detailed alert interface with a person's profile, a video thumbnail, and a 'Watch This Day' button.

## Privacy

Turing AI's People Analytics solution is built with optimal safety and security. Any historical data your system collects is encrypted and securely stored within your organization.

Turing AI provides customers complete control over their Turing Vision Platform. Face Search\* and People Attribute Search\* takes administrative approval to be activated. Face Search\* is not available and may not be used in the States of Illinois, Texas, or Washington. By enabling Face Search\*, I agree not to use Face Search\* in Illinois, Texas or Washington. If I do use Face Search\* in Illinois, Texas or Washington, I agree to indemnify and hold harmless Turing for any claims or liability arising from or related to my use of Face Search\* in Illinois, Texas, or Washington. I further acknowledge that the data generated by Face Search\* may be subject to certain Data Protection Laws and Biometric Privacy Laws and agree that I will comply with all applicable Data Protection Laws and Biometric Privacy Laws relating to the deployment and use of Face Search\*.

Data Protection Laws include, without limitation, (i) the California Consumer Privacy Act of 2018 (CCPA), as amended and replaced by the California Privacy Rights Act of 2020, (ii) the Virginia Consumer Data Protection Act (VCDPA), (iii) the Colorado Privacy Act (CPA), (iv) the Connecticut Data Privacy Act (CTDPA), (v) the Utah Consumer Privacy Act (UCPA), (vi) the Canada Personal Information and Electronic Documents Act (PIPEDA), (vii) the Alberta Personal Information Protection Act (Alberta PIPA), (viii) the British Columbia Personal Information Protection Act (BC PIPA), (ix) the Quebec Act Respecting the Protection of Personal Information in the Private Sector, (x) the Quebec Information Technology Act and (xi) such other comprehensive data protection laws that may be enacted and during my use of the services and would apply to my use of the services. Biometric Privacy Laws include, without limitation, (i) the Illinois Biometric Information Privacy Act (BIPA), (ii) Washington statute RCW 19.375, (iii) the Texas Capture or Use of Biometric Identifiers (CUBI), (iv) New York City Admin. Code § 22-1201 and (v) such other biometric privacy laws that may be enacted during my use of the services and would apply to my use of the services.

## Compliance and Availability

Turing AI is committed to ensure its platform comply with applicable regulations. The following features are not available in the jurisdiction listed in the table below.

Jurisdiction	Face Search	Person of Interest Notifications
Illinois	X	X
Texas	X	X
Washington	X	X
Baltimore	X	X
Portland	X	X

## TURING

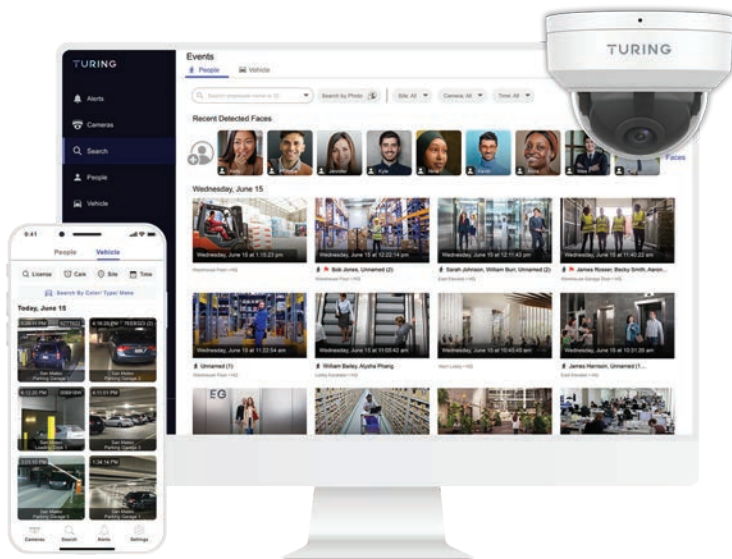
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# TRANSFORM YOUR SAFETY, SECURITY, AND OPERATIONS

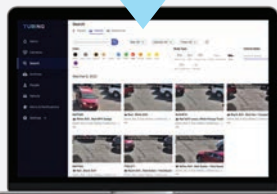
A SMART FLEXIBLE CLOUD-BASED VIDEO SECURITY PLATFORM



Turing Vision is the industry-leading safety and security video platform. Turing Vision's AI-enabled, cloud-based platform allows you to search, be alerted, and analyze detection patterns across multiple locations. Turing Vision allows you to improve operational efficiencies, increase safety, and get the most out of your camera infrastructure investments.

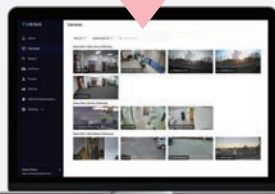


Find, Capture, and  
Send Security Clips  
in Seconds



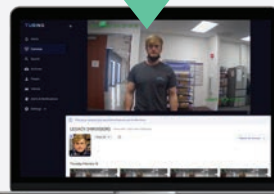
▶ CLICK TO VIEW VIDEO

Easily Access Multiple  
Sites from Anywhere  
and on Any Device



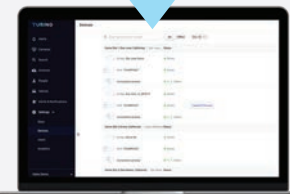
▶ CLICK TO VIEW VIDEO

Flexible Integration  
with New and  
Existing IP Cameras



▶ CLICK TO VIEW VIDEO

Manage and Upgrade  
Your Systems and  
Firmware Remotely



▶ CLICK TO VIEW VIDEO

TURING

Visit our website to learn more at [turing.ai](https://turing.ai)

# TURING VISION CORE AI LICENSE

CORE FEATURES	SMART SERIES
<b>FAST AND EASY SECURITY WORKFLOW</b>	
Live view and replay camera recording from anywhere*	✓
Smart Alert: Setup alerts based on one or more face recognition, flagged or specific license plates, or specific vehicle attributes like colors, make, body type.	✓
Basic Alert: Alerts when vehicles or people are detected to text message, email and/or mobile push notifications.*	✓
Cloud Archive: archive important detection event video clips or snapshot indefinitely in the cloud.	✓
Share alert, event and archive with law enforcement, legal investigation, insurance and virtually anyone instantly.	✓
<b>CLOUD-BASED DEVICE MANAGEMENT</b>	
Bridge and NVR Management, OTA Firmware Upgrade / Remote Restart from anywhere*	✓
OTA Camera Firmware Upgrade, setup detection region and edit camera settings from anywhere	✓
System Dashboard: Camera and Device status	✓
<b>ADVANCED AI</b>	
Face Search: Search person events by uploading a photo with a face, or by a recently detected face. Flag or name detected faces for future alerts. Preload faces for flagging and alerts. <sup>1</sup>	✓
Person Attribute Search <sup>**</sup> : Search person events by the color of the attire, long/short sleeves, gender, items like hat or bag.	✓
Vehicle Attribute Search: Search by vehicle color, make and body type	✓
Vehicle License Plate Search: Search by license plate number. Flag detected license plates for future alerts. Set up Vehicle License Plate Database for customizing Smart alert (alert and do not alert list).	✓
Non-Motor Vehicle: Search events with non-motor wheeled objects	✓
<b>WARRANTY</b>	
Turing AI warranty covers hardware with active CORE AI licenses. <sup>***</sup>	✓

## Multi-Year License Subscription

DURATION	CORE AI	WARRANTY <sup>***</sup>	DURATION	CORE AI	WARRANTY <sup>***</sup>
1 YEAR CORE	✓	✓	5 YEAR CORE	✓	✓
3 YEAR CORE	✓	✓	10 YEAR CORE	✓	✓



\*Included in the Basic Subscription

\*\*Upcoming features

\*\*\*Warranty included and covers hardware with active CORE AI licenses

<sup>1</sup>Activation depends on state regulations and the compliance with Biometric Information Protection Act (BIPA).

Please refer to our privacy policy.

# TP-MED4M28 & TP-MED4M4

4MP HD TwilightVision™ IR Turret Network Camera



## KEY FEATURES

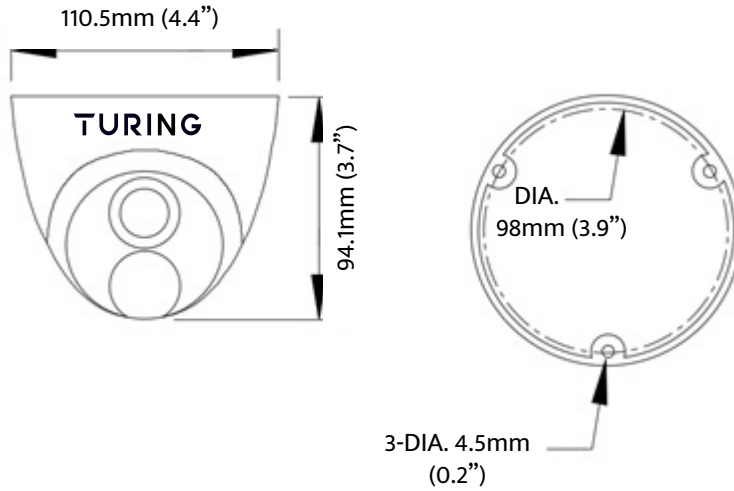
- ✓ To be used with SMART Series NVR with Turing Vision Cloud
- ✓ TP-MED4M28: 2.8mm Fixed lens; TP-MED4M4: 4mm Fixed Lens
- ✓ Max. 4 MP (2688\*1520)@ 30/25fps
- ✓ **TwilightVision™** technology superior low-light performance
- ✓ Built-in Mic
- ✓ Smart IR, up to 30m (98 ft)
- ✓ Supports 256 G Micro SD card
- ✓ IP67, True WDR



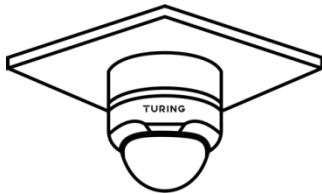




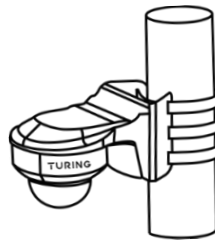
## DIMENSIONS



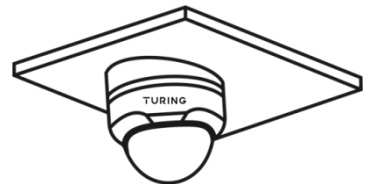
## MOUNTING



Junction Box: TP-EFDJB



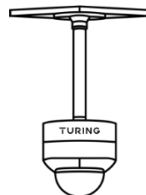
Pole Mount: TP-UDPM  
Wall Mount: TP-EFDWM  
WM w/ Junc. Box: TP-EFDWJ



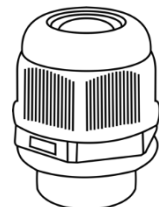
Tilted Mount: TP-EFDTM



Wall Mount: TP-EFDWM  
w/ Junction Box: TP-EFDWJ



Pendant Mount: TP-AIPMB  
Junction Box: TP-EFDJB  
Optional Extensions: TP-IPME2 (9") & TP-IPME5 (22")

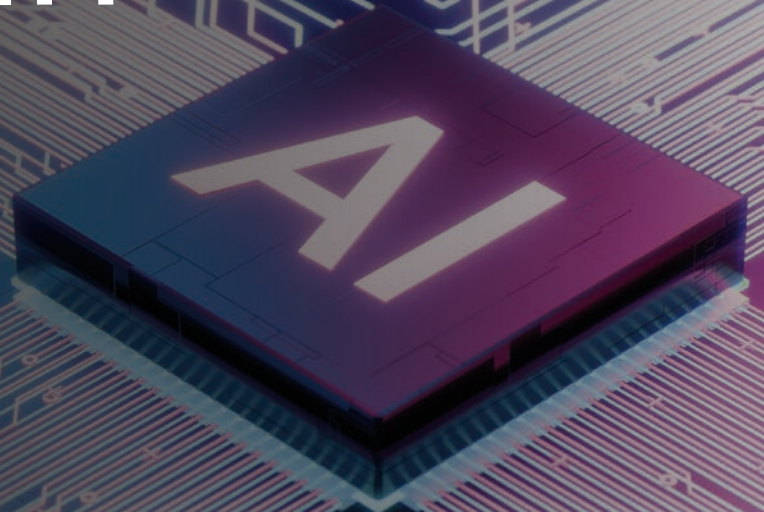


Optional Cable Gland:  
TP-UWPJ



# BETTER SAFETY, BETTER SECURITY WITH NEXT LEVEL AI

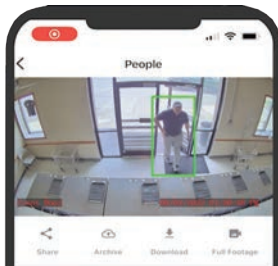
Turing AI's People Analytics provides better safety and security through utilizing Face Search\*, Person Attribute Search\*, Person History\*, and Person of Interest\* Alerts & Notifications.



## Three Levels of AI

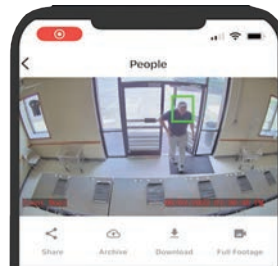
### LEVEL ONE: OBJECT DETECTION

Person



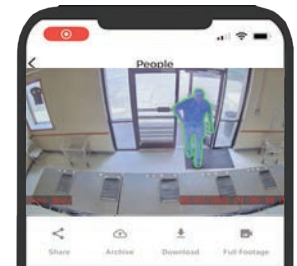
### LEVEL TWO: IDENTITY DETECTION

Tim S.



### LEVEL THREE: ATTRIBUTE DETECTION

Hat /  
Black Shirt /  
Grey Pants



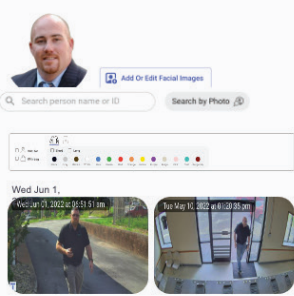
## TURING

Turing AI is committed to ensure its platform comply with applicable regulations. Activation depends on state regulations and the compliance with Biometric Information Protection Act (BIPA). Please refer to our [privacy policy](#), and [compliance availability](#).

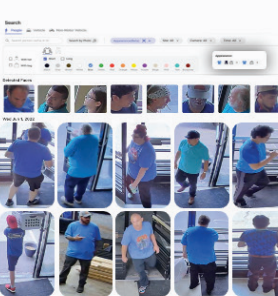
\*Activation depends on state regulations and the compliance with Biometric Information Protection Act (BIPA). Please refer to our [privacy policy](#).

Visit our website to learn more at [turing.ai](https://turing.ai)

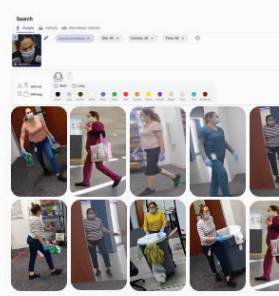
# Simplify Your Security Workflow with Award-Winning AI



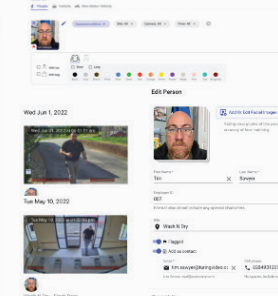
**Identity Search uses Name, ID and Face**



**Find People that Match Selected Attributes**



**View all people that have been captured to speed up investigations**



**Intelligent alert based on person and vehicle of interest**

## Privacy

Turing AI's People Analytics solution is built with optimal safety and security. Any historical data your system collects is encrypted and securely stored within your organization.

Turing AI provides customers complete control over their Turing Vision Platform. Face Search\* and People Attribute Search\* takes administrative approval to be activated. Face Search\* is not available and may not be used in the States of Illinois, Texas, or Washington. By enabling Face Search\*, I agree not to use Face Search\* in Illinois, Texas or Washington. If I do use Face Search\* in Illinois, Texas or Washington, I agree to indemnify and hold harmless Turing for any claims or liability arising from or related to my use of Face Search\* in Illinois, Texas, or Washington. I further acknowledge that the data generated by Face Search\* may be subject to certain Data Protection Laws and Biometric Privacy Laws and agree that I will comply with all applicable Data Protection Laws and Biometric Privacy Laws relating to the deployment and use of Face Search\*.

Data Protection Laws include, without limitation, (i) the California Consumer Privacy Act of 2018 (CCPA), as amended and replaced by the California Privacy Rights Act of 2020, (ii) the Virginia Consumer Data Protection Act (VCDPA), (iii) the Colorado Privacy Act (CPA), (iv) the Connecticut Data Privacy Act (CTDPA), (v) the Utah Consumer Privacy Act (UCPA), (vi) the Canada Personal Information and Electronic Documents Act (PIPEDA), (vii) the Alberta Personal Information Protection Act (Alberta PIPA), (viii) the British Columbia Personal Information Protection Act (BC PIPA), (ix) the Quebec Act Respecting the Protection of Personal Information in the Private Sector, (x) the Quebec Information Technology Act and (xi) such other comprehensive data protection laws that may be enacted and during my use of the services and would apply to my use of the services. Biometric Privacy Laws include, without limitation, (i) the Illinois Biometric Information Privacy Act (BIPA), (ii) Washington statute RCW 19.375, (iii) the Texas Capture or Use of Biometric Identifiers (CUBI), (iv) New York City Admin. Code § 22-1201 and (v) such other biometric privacy laws that may be enacted during my use of the services and would apply to my use of the services.

## Compliance and Availability

Turing AI is committed to ensure its platform comply with applicable regulations. The following features are not available in the jurisdiction listed in the table below.

Jurisdiction	Face Search	Person of Interest Notifications
Illinois	X	X
Texas	X	X
Washington	X	X
Baltimore	X	X
Portland	X	X

## TURING

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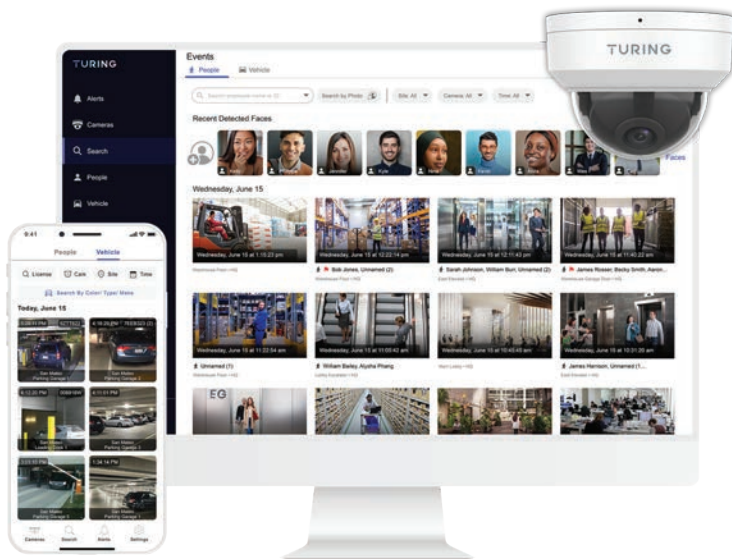
\*Activation depends on state regulations and the compliance with Biometric Information Protection Act (BIPA). Please refer to our [privacy policy](#).

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# TRANSFORM YOUR SAFETY, SECURITY, AND OPERATIONS

A SMART FLEXIBLE CLOUD-BASED VIDEO SECURITY PLATFORM



Turing Vision is the industry-leading safety and security video platform. Turing Vision's AI-enabled, cloud-based platform allows you to search, be alerted, and analyze detection patterns across multiple locations. Turing Vision allows you to improve operational efficiencies, increase safety, and get the most out of your camera infrastructure investments.

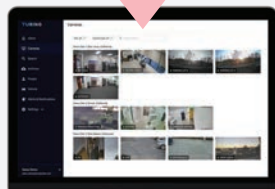


Find, Capture, and  
Send Security Clips  
in Seconds



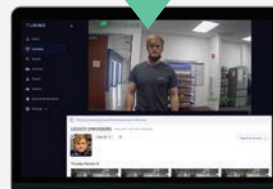
▶ CLICK TO VIEW VIDEO

Easily Access Multiple  
Sites from Anywhere  
and on Any Device



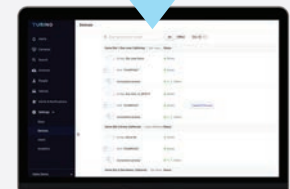
▶ CLICK TO VIEW VIDEO

Flexible Integration  
with New and  
Existing IP Cameras



▶ CLICK TO VIEW VIDEO

Manage and Upgrade  
Your Systems and  
Firmware Remotely



▶ CLICK TO VIEW VIDEO

TURING

Visit our website to learn more at [turing.ai](https://turing.ai)

# TURING VISION CORE AI LICENSE

CORE FEATURES	SMART SERIES
<b>FAST AND EASY SECURITY WORKFLOW</b>	
Live view and replay camera recording from anywhere*	✓
Smart Alert: Setup alerts based on one or more face recognition, flagged or specific license plates, or specific vehicle attributes like colors, make, body type.	✓
Basic Alert: Alerts when vehicles or people are detected to text message, email and/or mobile push notifications.*	✓
Cloud Archive: archive important detection event video clips or snapshot indefinitely in the cloud.	✓
Share alert, event and archive with law enforcement, legal investigation, insurance and virtually anyone instantly.	✓
<b>CLOUD-BASED DEVICE MANAGEMENT</b>	
Bridge and NVR Management, OTA Firmware Upgrade / Remote Restart from anywhere*	✓
OTA Camera Firmware Upgrade, setup detection region and edit camera settings from anywhere	✓
System Dashboard: Camera and Device status	✓
<b>ADVANCED AI</b>	
Face Search: Search person events by uploading a photo with a face, or by a recently detected face. Flag or name detected faces for future alerts. Preload faces for flagging and alerts. <sup>1</sup>	✓
Person Attribute Search <sup>**</sup> : Search person events by the color of the attire, long/short sleeves, gender, items like hat or bag.	✓
Vehicle Attribute Search: Search by vehicle color, make and body type	✓
Vehicle License Plate Search: Search by license plate number. Flag detected license plates for future alerts. Set up Vehicle License Plate Database for customizing Smart alert (alert and do not alert list).	✓
Non-Motor Vehicle: Search events with non-motor wheeled objects	✓
<b>WARRANTY</b>	
Turing AI warranty covers hardware with active CORE AI licenses. <sup>***</sup>	✓

## Multi-Year License Subscription

DURATION	CORE AI	WARRANTY <sup>***</sup>	DURATION	CORE AI	WARRANTY <sup>***</sup>
1 YEAR CORE	✓	✓	5 YEAR CORE	✓	✓
3 YEAR CORE	✓	✓	10 YEAR CORE	✓	✓



\*Included in the Basic Subscription

\*\*Upcoming features

\*\*\*Warranty included and covers hardware with active CORE AI licenses

<sup>1</sup>Activation depends on state regulations and the compliance with Biometric Information Protection Act (BIPA).

Please refer to our privacy policy.

11. Adjourn

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